



1 Centennial Square
Victoria, BC V8W 1P6
E engage@victoria.ca

Steering Committee Application – 2021

The City of Victoria is currently seeking up to 20 Victoria residents to join the Participatory Budgeting (PB) steering committee to develop and oversee the participatory budgeting process for 2021. The role of the steering committee is to engage the Victoria community in allocating up to \$50,000 in funding, and to ensure that the process is transparent, fair, and inclusive.

In 2021, Participatory Budgeting will focus on projects that improve neighbourhood spaces. The Greater Victoria Placemaking Network and Building Resilient Neighbourhoods will co-host the PB Steering Committee this year.

This unique opportunity will give committee members the opportunity to build connections and get hands on experience with decision making and community engagement.

Participatory Budgeting thrives on the diverse representation of Victoria residents as this will help build a better process. Individuals will be selected based on personal experience and knowledge. Applications from community members who have diverse lived experiences is strongly encouraged. Experience with engagement, community building, grant programs, community foundations, communications and budgeting would also be useful for some Steering Committee members to have. Victoria residents of all ages can apply to be on the Steering Committee.

Role of the steering committee:

The steering committee, representative of the Victoria community, will create the “rules” for the process, in cooperation with City support staff, to ensure the process is inclusive and meets local needs.

The steering committee is responsible for the following:

- Design and oversee the PB process and make key decisions about PB implementation
- Decide on key questions about the implementation of PB
- Help develop and distribute promotional materials
- Promote PB in their organizations and in the community (online or in person)
- Provide specialized communications support for the PB process, including media releases, online engagement, social media, communications strategy and policy
- Provide specialized outreach support for the PB process, including reaching out to community groups and organizations, plan virtual assemblies, expos and voting sites, and/or recruit volunteers to meet these requirements.
- Provide specialized research, organizing, design and budgeting support. This could also include assistance with decision making matrices, vetting processes, and management of applications.
- Promote the PB process and mobilize Victoria residents to participate
- Help attract community partners
- Facilitate brainstorming and committee meetings
- Advise on event planning and outreach strategies (online or in person)
- Help arrange logistics for public meetings (online or in person)
- Identify and recruit volunteers to support PB in other roles
- Evaluate the 2021 PB process

Once established, the committee will determine its governance and meeting format, however, steering committee members should be able to commit to attending monthly meetings for up to one year, and to attend and support several public events during the process.

There will also be planning and engagement work to be done outside of the meeting times. This is a community-led engagement process and it depends on a committed team of volunteers. Volunteer commitments will vary throughout the year but could range from 1 hour a week, to 4-5 hours per week depending on the phase of work being done.



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PARTICIPATORY BUDGETING

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Full Name:

Phone:

Email:

Address:

In which neighbourhood do you live?

- | | | |
|---|--|--|
| <input type="checkbox"/> Burnside Gorge | <input type="checkbox"/> Harris Green | <input type="checkbox"/> Oaklands |
| <input type="checkbox"/> Downtown | <input type="checkbox"/> Hillside Quadra | <input type="checkbox"/> Rockland |
| <input type="checkbox"/> Fairfield | <input type="checkbox"/> James Bay | <input type="checkbox"/> Victoria West |
| <input type="checkbox"/> Fernwood | <input type="checkbox"/> Jubilee | |
| <input type="checkbox"/> Gonzales | <input type="checkbox"/> North Park | |

Please tell us about yourself and why you are excited to be on the steering committee:

The ability to bring people together is an important role of the steering committee. Please share with us your ability to connect and engage community members and any current affiliations you have with community organizations:



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PARTICIPATORY BUDGETING

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Please outline what key experiences or skills you can offer to help develop and oversee the participatory budgeting process as a steering committee member:

Please complete the application and submit it to engage@victoria.ca with the subject line "PBSCA 2021".

Thank you very much for your time and interest. If you have any questions, please email engage@victoria.ca or call 250-361-0210.

Privacy note:

The Steering Committee Application Form collects personal information to select those individuals with the skills, experience and commitment to successfully achieve the Committee's purposes. The legislated authority to collect personal information is section 26(c) of the Freedom and Information and Protection of Privacy Act. If you require more information on the collection of your personal information please email us at engage@victoria.ca.