

Victoria–Saanich Citizens’ Assembly on Amalgamation: **Project Archival Guide**

Introduction

This document outlines the archival procedures that will be implemented following the formal conclusion of the project in July 2025. It details how project assets, communications channels, and documentation will be preserved and managed to ensure ongoing access to project outcomes while providing clear accountability for future actions based on the Assembly Report. The aim is to ensure the Assembly project document is available publicly after MASS LBP has completed the project.

Website Preservation

Notice

- This document will be posted on the project website as a reference resource
- A notification of the access period (see below) will be posted on the website June 31, 2025 (or earlier)

Access Period

- The project website will remain fully accessible (but not maintained or monitored) at its current URL for **12 months** after the project conclusion (until June 2026).
- After June 1, 2026, the website will be archived a final time through the internet archive (WaybackMachine) and will be accessible.

Content Migration

- All public documents and reports that have been shared on the website will be transferred by July 31, 2025 (or near) to: the clerks of the City of Victoria and District of Saanich, Archives of the City of Victoria and District of Saanich for long-term municipal storage¹ and will be posted to the Internet Archive for easier access.

Document Preservation

Public Documents

- All public documents will be preserved in the following repositories:
 1. Archives of the City of Victoria (long-term municipal storage)
 2. Archives of the District of Saanich (long-term municipal storage)
 3. The Internet Archive
- The primary document format will be PDF/A.

¹ Access and details to come — the primary goal is to ensure the public materials of the assembly are not lost to history.

Communications Channels

Project Email

- The public project email address (info@victoriasaanich.ca) will remain active until **July 31, 2025**. Responses will be focused on: *responding to media inquiries, directing inquiries to posted resources, and links to archives.*
- From August 1, 2025 to December 31, 2025, automatic responses will include: *directing inquiries to appropriate successor contacts, links to archives, and a link to this document noting that the email will be shut down in January 2026.*

Phone Numbers

- Project phone lines will remain active until **July 31, 2025** — voicemails will be forwarded to the project email.
- On August 1, 2025, callers will hear a recorded message providing alternative contact or other information with a note that the phone line will be shut down August 15, 2025.

PO Box

- The project PO Box will be closed on **April 30, 2025**.
- There will be no mail forwarding service set up.

Project URL: will not be renewed after June 1, 2026.

Media Inquiries

Contact Protocol

- Media inquiries received after August 31, 2025 will be directed to the designated media contacts at both municipalities.
- For media inquiries of assembly members — a contact list of project participants who have agreed to serve as media resources will be transferred to the designated media contacts at both municipalities. Assembly members are only able to speak of their individual perspectives on the process and their personal views. They cannot speak on behalf of the entire Assembly.

Last Updated: July 29, 2025; changed July 31, 2025 (or earlier) -> July 31, 2025 (or near) — to account for project team vacation times.