

MINUTES
GOVERNANCE REVIEW CITIZENS ADVISORY COMMITTEE
Held at Saanich Commonwealth Place, Dogwood Room
Wednesday, March 30, 2016 at 5:30 p.m.

Present: Julian Anderson; Art Beck; Joe Calenda; Matthew Gauk; Zig Hancyk; Caleb Horn; Phil Lancaster; Karen McTaggart; Andrew Medd; Mano Sandhu; John Schmuck; Jim Schneider; Brian Wilkes.

Consultant: Linda Allen, Managing Partner, CitySpaces Consulting Ltd.

Staff: Andrea Park, Senior Committee Clerk

Guest: Donna Dupas, Legislative Manager, District of Saanich

1. INTRODUCTIONS

Ms. Allen opened the meeting and invited the members to introduce themselves and touch on the reason for their interest in the governance review initiative.

2. PROCESS TO DATE

Ms. Allen outlined the status of the governance review initiative and advised that her role as consultant to the Committee, was to facilitate the start-up phase of the committee's work and assist in the preparation of an RFP for a consultant who would then manage its workflow, enable the engagement and communication phase and prepare a report with the Committee's recommendations.

Ms. Allen stated that it would be up to this Committee to set its specific goals, arising from the direction provided by the District of Saanich in the document entitled: *Governance Review Initiative Communications and Engagement Roadmap September 2015*.

Proposed Terms of Reference: Roadmap Section 1.2.6

Members reviewed the document and agreed that an evaluation role should also have been included in the proposed Terms of Reference of the Committee.

With respect to the volunteer nature of the Committee, it was suggested that additional resources may be necessary.

MOVED by J. Schmuck and Seconded by M. Sandhu: "That the District of Saanich provide a staff person knowledgeable in municipal governance, initially from the Legislative Services Department, to act as a resource to the Governance Review Citizens Advisory Committee."

In response to questions from the Committee, the Legislative Manager stated that as each individual GRCAC agenda is prepared, a Saanich staff person knowledgeable in that specific area be invited, on an as-needed basis, to attend that meeting. The facilitator would submit such requests to the Chief Administrative Officer.

The Motion was then Put and CARRIED

Discussion of a consensus approach to decision-making versus operating under the procedural rules of Saanich Council resulted in agreement that the preferred approach was to achieve consensus but that they would be governed by the requirements of the Council Procedure Bylaw as stated.

A discussion of an effective quorum size ensued.

Motion:

MOVED by A. Beck and Seconded by J. Calenda: “That 8 members shall constitute a quorum of the Committee for all meetings.”

CARRIED with J. Schneider and B. Wilkes OPPOSED

Members agreed that processing of GRCAC Minutes would be consistent with the procedures of all Saanich Advisory Committees.

The frequency and scheduling of meetings was discussed and it was agreed that meetings would commence at 7:00 p.m. and dinner would not be required. The Cedar Hill Golf Course Clubhouse was the preferred location.

Schedule of Meetings as agreed by the Committee:

7:00 p.m. Thursday, April 14, 2016
7:00 p.m. Wednesday, April 27, 2016
7:00 p.m. Wednesday, May 11, 2016
7:00 p.m. Wednesday, May 25, 2016

As the Terms of Reference include the preparation of an RFP for consulting services, Committee considered the time available for its preparation and issuance. A target of mid-May for completion of a draft RFP by Ms. Allen, with issuance in Mid-June was preferred. Ms. Allen advised that the Committee would determine the scope of services to be provided by the new consultant after first working through the issues and challenges to be included in the governance review.

Ms. Allen was requested to distribute a new list of committee members that includes their email addresses and telephone numbers.

Ms. Allen stated that the Terms of Reference could be further amended if necessary, after the committee establishes its areas of concentration.

3. BACKGROUND REPORTS

The Consultant opened the meeting for discussion of the background materials previously distributed and responded to questions

***** Brief recess from 7:35 p.m. to 7:46 p.m. *****

4. SEARCH SESSION

Ms. Allen requested the members to consider the question of Saanich governance in the following three areas:

- 1. What is the District's relationships with its sister municipalities and the CRD, and should this be changed, to achieve more cost savings and efficiencies?**
- 2. How the District is governed internally.**
- 3. How the District interacts and communicates with residents and Saanich-based stakeholders.**

An exercise was undertaken whereby the members were each asked to identify the issues, gaps and challenges in the three topic areas. The exercise revealed that a number of members' questions could be answered through additional materials to be provided by the Consultant and Legislative Services Department. These would not be part of the issues, gaps and challenges review.

The results of the exercise will be distributed with the Agenda for the next meeting on April 14, 2016.

The Committee concluded that a spectrum of options exist for the sharing of governance and these could be considered. L. Allen will prepare a Dropbox of materials already available on this topic for use by the Committee.

5. DISCUSSION OF AN RFP FOR A CONSULTANT

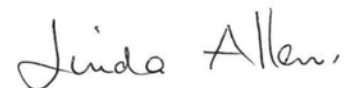
Deferred for consideration at the next meeting.

6. ADJOURNMENT

The meeting adjourned at 8:55 p.m.

7. NEXT MEETING

Next meeting is on Thursday, April 14, 2016 at 7:00 p.m.



Andrea Park, Senior Committee Clerk