

MINUTES
GOVERNANCE REVIEW CITIZEN ADVISORY COMMITTEE
Held at the Police / Fire Building, Kirby Room, 760 Vernon Avenue
Wednesday, June 29, 2016 at 7:00 p.m.

Chair: John Schmuck

Present: Art Beck; Matt Gauk; Zig Hancyk Caleb Horn; Phil Lancaster, Andrew Medd;
Karin McTaggart; Mano Sandhu, Jim Schneider; Brian Wilkes

Regrets: Julian Anderson, Joe Calenda

Guests: Dale Wall, Capital Integrated Services and Governance Initiative
Anna Becker, Capital City Purchasing Services Inc.

Staff: Paul Thorkelsson, Chief Administrative Officer, District of Saanich
Lorraine Kuzyk, Manager of Purchasing Services, District of Saanich
Penny Masse, Senior Committee Clerk, District of Saanich

1. REVIEW OF AGENDA

The Chair called the meeting to order and welcomed the Committee and guests.

MOVED by P. Lancaster and Seconded by J. Schneider that the agenda be adopted as circulated.

CARRIED

2. ADOPTION OF MINUTES

MOVED by K. McTaggart and Seconded by B. Wilkes: "That the minutes of the Governance Review Citizen Advisory Committee meeting held on May 25, 2016 be adopted as circulated."

CARRIED

3. CORRESPONDENCE

- Nil

4. REQUEST FOR PROPOSAL (RFP) – REVIEW OF STATUS

Background

Mr. Thorkelsson provided a background report to the GRCAC regarding the public procurement process, the following was noted:

- Saanich ensures that its public procurement policies and practices create a fair, transparent and unbiased procurement process free from the perception of bias or conflict of interest.
- Evaluators are not to discuss any aspect of the evaluations or share and/or reproduce any information submitted, including proposals and other documents, with anyone.

- All proponents receive the same information: proponent questions are received in writing by Purchasing Services, proponent names are redacted and answers are provided by addenda to all proponents.
- To ensure standard procurement processes are undertaken correctly and without bias, a procurement professional consultant has been hired through Purchasing Services to guide the GRCAC RFP process (Ms. Anna Becker, Capital City Purchasing Services Inc.)

Ms. Becker, Consultant, Capital City Purchasing Services Inc., provided an overview of the procurement process and the need to modify the existing RFP, the following was noted:

- She has over 30 years' experience in professional procurement processes and practices. Modifications to the RFP are required to create a more structured, objective approach; the criteria needs clearer definitions to be more defensible.
- Public money is funding the procurement process; therefore, it must be ensured that the process is fair, transparent, unbiased, legally responsible and in line with privacy requirements. To ensure these conditions are met, the procurement process will be "blind"; identities or company names will not be revealed during the evaluation process.
- All members of the GRCAC will partake in the evaluation of submitted RFP's and will utilize the Evaluation Handbook to score each individual submission privately and independently.
- The RFP Interview Sub-Committee will meet after all GRCAC members have submitted completed evaluations in order to achieve a consensus on shortlisted proponents. Once proponents have been shortlisted, GRCAC members will be required to sign a Conflict of Interest form; if any conflict exists they will be removed from the process.
- The Evaluation Handbook and modified RFP will be submitted to the RFP Interview Sub-Committee on July 8, 2016. A meeting will be scheduled for July 12, 2016 in order to receive consensus agreement and capture edits regarding evaluation criteria and scoring values. The RFP will be posted/advertised on July 15, 2016.
- Three references from three different projects will be required to be submitted by proponents. References will include generic information only so as to remain anonymous.
- The RFP Interview Sub-Committee will manage the completed evaluations and proponent interviews.

It was noted by members of the GRCAC that while the procurement process needs to be fair, transparent and unbiased it would have been appreciated to learn this information earlier in the process.

MOVED by A. Beck and Seconded by Z. Hancyk that the GRCAC approve the following:

- **District of Saanich Purchasing Services Department to hire Ms. Anna Becker of Capital City Purchasing Services Inc. in order to modify the existing RFP, create an Evaluation Handbook and provide the documents to the RFP Interview Sub-Committee by July 8, 2016;**
- **Ms. Becker and the RFP Interview Sub-Committee to meet on July 12, 2016 to clarify any edits and finalize evaluation scoring values and criteria; and**
- **The RFP is posted and advertised by July 15, 2016.**

CARRIED

5. REVIEW OF REVISED TIMELINES FOR RFP INTERVIEWS & FALL MEETING DATES

- Ms. Masse will distribute a schedule of GRCAC, RFP Interview Sub-Committee and Working Group meetings and will forward calendar invites to all attendees.

6. GUEST SPEAKER – MR. DALE WALL, PROJECT LEAD, CAPITAL INTEGRATED SERVICES AND GOVERNMENT INITIATIVE

- The Initiative endeavors to gather information on service and government best practices, challenges and opportunities through collaboration, consultation and communication.
- Public and private organizations will be surveyed and responses will be compared in order to begin dialogue with the goal of summarizing themes, key issues or opportunities and common interests. Input will be provided to other community stakeholders, community-based groups and First Nations. Questions include:
 - *What are the key issues related to integrated services and governance for this community?*
 - *What services provide the best opportunities?*
 - *Are there opportunities for policy/regulatory harmonization? Where?*
 - *What about governance?*
 - *Areas of caution?*
 - *Constraints?*
 - *What best practices/innovations have the most promise?*
- Initial findings and themes will be forwarded to Local Area Governments through an interim report scheduled for the end of September, 2016. A second round of dialogue will be undertaken in order to submit the final report in November, 2016. These reports are meant to inform future local government decision making but not provide specific recommendations on integration. The Province will not impose an outcome.
- The Initiative team encompasses a balance of research and consultation experience and includes Mr. Dale Wall, Mr. George Abbott, Mr. Chris Trumpy, Mr. Bob de Faye, Mr. Dan Huang, Mr. James Klukas and Mr. Shaun Heffernan.

In response to questions from the GRCAC, Mr. Wall stated:

- Although consensus has not been achieved through discussions with stakeholders and other local governments to date, common themes and a sense of shared goals can be seen.
- The Initiative's focus is a bottom-up approach to services; however integration is governed by geography, there is not one template or scale for every service.
- Acquiring good analytical and descriptive input will provide the hard data needed to drive questions and compare perspectives which can instigate further investigation.

7. ROUND ROBIN OF COMMITTEE MEMBERS

- It is a valuable resource for the GRCAC and the Provincial Initiative to be aligned going forward. Correspondence to Council should highlight the GRCAC connection with the Provincial process and should detail any benefits. Correspondence to Council should also include a pre-emptive request in the case that additional funds may be required by the GRCAC.

- Mr. Horn will be out of Province until January, 2017 to complete studies.
- It was suggested that holding GRCAC meetings once per month versus twice per month has created a loss of momentum and that Committee members and their respective talents are not being fully utilized.
- Working Groups will be formed to meet separately from the full Committee to discuss the Search Session topics in more detail and then provide the Committee with an update on findings and discussion points.

8. REVIEW OF THE POSITION OF COMMITTEE CHAIRMAN

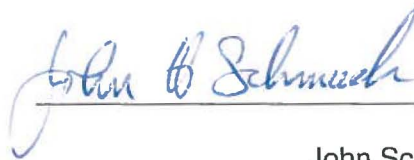
- The Committee reached a consensus agreement of being in favour of the current Chair of the GRCAC.

9. ADJOURNMENT

MOVED by P. Lancaster and Seconded by A. Medd that the meeting be adjourned at 8:52 p.m.

CARRIED

The next scheduled meeting date is Wednesday, July 27, 2016 at 7:00 p.m. and will be held in the Kirby Room, Fire and Police Building.



John Schmuck, CHAIR
Governance Review Citizen Advisory Committee (GRCAC)



Penny Masse, Senior Committee Clerk
District of Saanich