

**MINUTES**  
**GOVERNANCE REVIEW CITIZEN ADVISORY COMMITTEE**  
Held in Committee Room #2, Saanich Municipal Hall, 770 Vernon Avenue  
**Wednesday, October 12, 2016 at 7:00 pm**

Present: John Schmuck (Chair); Julian Anderson; Art Beck; Matt Gauk; Phil Lancaster; Mano Sandhu; Brian Wilkes

Staff: Paul Thorkelsson, Chief Administrative Officer; Tania Douglas, Senior Committee Clerk

Regrets: Joe Calenda; Zig Hancyk; Caleb Horn; Andrew Medd; Jim Schneider

Guest: Jennifer Kroeker-Hall, Sirius Strategic Solutions Ltd.

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## **CALL TO ORDER**

The Chair called the meeting to order at 7:00 pm and welcomed the Committee members and guest.

## **PRESENTATION**

### ***Sirius Strategic Solutions Ltd.***

The Chair described the skill-set the committee is seeking, and the tasks they hope to accomplish from now until spring 2017. Jennifer Kroeker-Hall presented information on how she proposes to support the GRCAC in a public consultation process. The following was noted:

- Sirius operates on a no surprises basis in an open consultative manner, sharing ideas.
- They are big on consultation – internal first and external second.
- They will use extensive graphic and content materials and conduct the consultations in a tailored approach. Discussion on who to approach and what/how to do the consultation must occur.
- They will document the consultation outcomes and need to discuss how to present the outcomes and decide where the information goes.
- Deliverables presented: a detailed work plan and consultation plan, decide how to engage, methods used, decide what questions to ask and then develop tools (eg. surveys/open houses/focus groups etc.)
- Phase 2 will host broad-based consultation sessions and get feedback from committee on a draft report. Accuracy is key for an evidence-based approach.
- Phase 3 of deliverables focus on ongoing research/data analysis, and finalize a report and presentation to Council.
- A proposed work plan and budget was presented to committee.
- Information about the experience of Sirius staff was presented.

Committee members asked questions of the proponent and the following responses were noted:

- They have focus group experience; ICBC was a main client. Will sometimes use mixed groups and sometimes similar group in order to obtain more targeted specific information.
- In terms of recording, they can record either via notes, audio, video; advised there are extra costs for translation. They usually take notes and use flip charts or have someone do this while they facilitate the session.

- Targeted questions are important to avoid a ‘zoo’. Parameters need to be put in place, and plans made in case things go wrong. Breakout sessions may be an option depending upon room setup.
- They will still need committee's support to do certain things, and will need member(s) present in case they need to shut a session down. (eg. have a GRCAC member introduce the session and remain while session being facilitated).
- They may do different things/ask different questions depending upon the interests, issues, challenges and impacts to the stakeholders.
- They should focus on ensuring that an open and transparent process is used.
- They will need to find out what people were thinking when they answered ‘yes’ to the referendum question on government review. This could mean many different things for different people. Important to find out if it was about amalgamation or not, as the ballot question was not specifically worded to this.
- A discussion occurred about how broadly to reach out for public engagement. This is something that will have to be decided upon.
- In order to engage people, you have to let them know what government means to them and how it impacts them.

Committee expressed concern about the budget. Mr. Kroeker-Hall stated that they are flexible and that all administrative and developmental work as outlined in their submission will be delivered within the quoted dollar amount. If adjustments are needed, anything outside of the scope than what is agreed upon (eg. the need for more focus groups) would be discussed. She also confirmed that at this time there are no limitations with their schedule (i.e.: they will be available to see this through with no blackout dates)

Mr. Kroeker-Hall was thanked for her presentation and left the meeting at 8:00 pm.  
The Chief Administrative Officer also left the meeting at 8:00 pm.

**MOTION:**      **Moved by P. Lancaster and Seconded by M. Sandhu, “That the Governance Review Citizen Advisory Committee report to Council on the offer of the consulting contract to Sirius Strategic Solutions Ltd., as negotiated per the discussion with Jennifer Kroeker-Hall, regarding their proposal dated September 26, 2016.”**

**CARRIED**

## **ADJOURNMENT**

The meeting adjourned at 8:50 pm.

The next meeting will be held on October 26, 2016.

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John Schmuck, Chair

I hereby certify these Minutes are accurate.

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Committee Secretary