

**MINUTES**  
**GOVERNANCE REVIEW CITIZEN ADVISORY COMMITTEE**  
Held at the Police / Fire Building, Kirby Room, 760 Vernon Avenue  
**Wednesday, October 26, 2016 at 7:00 p.m.**

Chair: John Schmuck

Present: Julian Anderson; Art Beck; Joe Calenda; Matt Gauk; Phil Lancaster; Andrew Medd; Mano Sandhu; Jim Schneider; Brian Wilkes

Regrets: Caleb Horn; Zig Hancyk

Guests: Jennifer Kroeker-Hall and Janice Schmidt, Sirius Strategic Solutions Ltd.

Staff: Penny Masse, Senior Committee Clerk, District of Saanich

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The Chair called the meeting to order at 7:00 p.m. and welcomed the Committee and guests.

**1. APPROVAL OF AGENDA**

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

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED by M. Sandhu and Seconded by A. Beck: "That the minutes of the Governance Review Citizen Advisory Committee meeting September 28, 2016 be adopted as circulated."**

**CARRIED**

**MOVED by J. Calenda and Seconded by P. Lancaster: "That the minutes of the Governance Review Citizen Advisory Committee meeting held October 12, 2016 be adopted as amended."**

**CARRIED**

**3. INTRODUCTION – JENNIFER KROEKER-HALL AND JANICE SCHMIDT, SIRIUS STRATEGIC SOLUTIONS**

- Ms. Kroeker-Hall and Ms. Schmidt gave an overview of their experience including provincial and municipal levels of government, Crown Corporations, and management consulting. Public policy research and assessment, along with organizational and governmental review, public engagement and outreach development program experience was highlighted.

**4. SIRIUS STRATEGIC SOLUTIONS – DRAFT WORK PLAN**

- The draft Work Plan (V1.0) was discussed, the following was noted:
  - This is a good opportunity to analyze what outcomes are expected; approaches, methods, logistics and timelines need to be agreed upon.

- Communication planning is key; the better prepared they are to go to the broader public, the better results will be. It is important to be fully prepared for questions from the general public.
- Public consultation will occur in the New Year and spring of 2017.
- Engaging the community on options and solutions developed through analysis will be key for the final report to Council. Community and stakeholder buy-in is essential.
- Surveys will be important in gaining an understanding of the level of knowledge the general public has regarding local government issues; if the surveys are crafted in a way to make the responder appreciate the importance of the outcome, there may be more participation. Legalese should be kept to a minimum, issues need to be relatable.
- Survey responses will highlight general public opinion regardless of the responders' intimate knowledge of governance.
- The interim report to Council will present another opportunity to educate the public.
- Community Associations will assist with identifying harder to reach individuals or groups. Once internal scoping is underway the external launch will begin the public process.
- An evaluation framework can be built into the process to track achievements and accomplishments.
- The hard launch will include a press release, media event and the distribution of educational material to the public; mid-January is the target. Soft launch includes targeted interviews with stakeholder groups, Saanich staff and Community Associations; this will get underway immediately. These meetings will be informal and attendance will be managed by the Chair and Vice Chair.
- The ultimate performance measure will be the final recommendations made to Council.
- A continued connection to the Provincial study and consultant Dale Wall should be fostered and encouraged.

#### **5. ESTABLISH LIAISON PROTOCOL BETWEEN THE GRCAC AND SIRIUS STRATEGIC SOLUTIONS**

- Progress reports and consultation summary reports on outcomes and information gathered to date will be generated and distributed.
- Direction to Sirius Strategic Solutions should be funneled through the Chair.
- Revised Work Plans, identified by version number, will be available to the Committee; a Consultation Plan will also be forthcoming.

#### **6. 2017 MEETING SCHEDULE – LAST WEDNESDAY OF THE MONTH TO NOVEMBER, 2017**

- November 30, 2016 will be the last regular GRCAC meeting of the year.
- Invitations to all regular and working group GRCAC meetings for 2017 will be sent to all Committee members.
- Two meetings will be scheduled for January, 2017 to ensure a hard launch is possible for mid-January.

**7. ESTABLISH GRCAC GENERAL INFORMATION AND ENQUIRIES EMAIL – [info.graccac@saanich.ca](mailto:info.graccac@saanich.ca) – CONSENSUS ON AUTO RESPONSE AND EMAIL ADDRESS**

- Consensus on a main contact email address: [info.governancereview@saanich.ca](mailto:info.governancereview@saanich.ca).
- Email will be vetted through the Chair; standard responses should be formulated.

**8. PUBLIC INPUT AT MEETINGS – HOW THE GRCAC SHOULD HANDLE GOING FORWARD**

- Precedence for public input at GRCAC meetings must be carefully considered; regular meetings may not be the best forum to gain the most out of input, and it should be carefully managed.

**9. SHARON HVOZDANSKI – SAANICH DIRECTOR OF PLANNING AT NOVEMBER GRCAC MEETING – REVIEW ISSUES PRESENTED BY CASEY EDGE VRBA**

- Ms. Hvozdzanski has confirmed her attendance to the November 30<sup>th</sup> meeting.

**ADJOURNMENT**

**MOVED by J. Calenda and Seconded by M. Gauk that the regular meeting of the GRCAC be adjourned at 8:09 p.m.**

**CARRIED**

The next scheduled meeting date is Wednesday, November 30, 2016 at 7:00 p.m. and will be held in the Kirby Room, Fire and Police Building, 760 Vernon Avenue.

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

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Penny Masse, Senior Committee Clerk  
District of Saanich