

MINUTES
GOVERNANCE REVIEW CITIZEN ADVISORY COMMITTEE
Held at the Police / Fire Building, Kirby Room, 760 Vernon Avenue
Wednesday, January 11, 2017 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

Regrets: Caleb Horn; Zig Hancyk; Brian Wilkes

Guests: Tom Ward; Jennifer Kroeker-Hall, Sirius Strategic Solutions Ltd.

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

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 J. Anderson that the agenda be adopted as circulated.

CARRIED

2. ADOPTION OF MINUTES

MOVED by M. Sandhu and Seconded by J. Schneider “That the minutes of the Governance Review Citizen Advisory Committee meetings held on November 30, 2016 be adopted as circulated.”

CARRIED

3. TOM WARD – STRUCTURE, ROLE, AND EFFECTIVENESS OF GOVERNANCE

- Mr. Ward gave a synopsis of his background as a physician and academic noting he has had an on-going interest in governance and has served on a number of national, and international boards, as well as several advisory groups and committees.
- Citizen advisory committees are important to the democratic process as they represent the interests of the public, offer advice to governing bodies and provide the opportunity for questions and feedback; however, a reasonable review process of committee membership should be ensured to broaden the interest base and include diverse and talented people.
- He did not have a pleasant experience when he was a member of a Saanich committee as he believes it did not have the proper representation; a committee concerned with health should not include advocate representation or Council members.
- The role of committees should highlight a clear mandate and purpose, should be properly constituted and accountable, and should not be set solely by the interests or predispositions of Council.
- One approach would be to merge committees to ensure reasonable mandates, improved benefits and comprehensive input to governance.

4. SIRIUS STRATEGIC SOLUTIONS – REVISED DRAFT WORK PLAN AND PROPOSED BUDGET OPTIONS – TO BE ADDRESSED BY COUNCIL ON JANUARY 23, 2017

- The December 06, 2016 version of the Work Plan will be added to Dropbox.
 - Two options will be presented to Council;
 - Option 1 (\$37,000 increase to budget):
 - Including a workshop, town hall meetings and ad hoc meetings with community groups and other local government representatives as part of the mandate to reach out beyond Saanich, including the CRD.
 - Option 2 (\$70,000 increase to budget):
 - Including a number of focus group sessions and coffee group sessions with a focus of reaching out to different groups, including senior centres, University of Victoria, parent advisory councils, and other modes of outreach.
- Both options include a public engagement survey, a workshop, and public meetings. The difference between the two options focusses on breadth of coverage and access.
- Challenges include broadcasting capabilities and support for broader avenues of reach.
 - The Chair noted that both options will be presented to Council at the January 23, 2017 Council meeting; the Vice-Chair and Jennifer Kroeker-Hall will also attend this meeting. An update letter to Council will be forwarded prior to the meeting date.

5. GRCAC FULL LAUNCH ON JANUARY 31, 2017 – SWITCHED FROM JANUARY 17, 2017 – REVIEW OF PLANS

- Ms. Kroeker-Hall noted that since further decision is required by Council at the January 23, 2017 meeting, the media launch date should be moved to February 09, 2017 to ensure all processes for a successful launch are completed prior to the event. The Engagement Plan cannot be finalized until Council decision is received.
- There was general discussion regarding the revision to the launch date and the following was noted:
 - No formal or hard dates of upcoming events have been distributed or announced; it is best to be as prepared as possible in order to ensure a successful launch.
 - Moving the launch date does not negatively affect ultimate timelines; it is imperative to ensure a successful Engagement Plan.

6. JANICE SCHMIDT – ESTABLISH GRCAC GENERAL INFORMATION AND INQUIRIES EMAIL; CREATION OF GRCAC WEB-SITE AND FACEBOOK PAGES

- The Saanich Communications Manager has met with Sirius Solutions staff and has agreed to assist with future GRCAC communication initiatives; including Saanich website presence, identifying stakeholder groups and how to target them, and providing communications content review and formatting.
- This can be viewed as a “one-stop shop” for GRCAC communication needs; the Saanich Communications department has agreed to reviewing media releases and backgrounders, and will also advise on the Communications Plan.

7. TARGETED ENGAGEMENT SESSIONS – NEXT STEPS

- A summary of all initial engagement sessions has been forwarded to all participants, along with a request to provide comments or feedback by January 10, 2017. The summary is not expected to be shared outside of the committee as confidentiality and the purpose of those sessions fed into the broader conversation.
- Mr. Wilkes has provided input that he believes the summary should be given to a working group of the committee, of which he would like to participate in, in order to assemble data, shape questions for the public survey, and target appropriate audiences.

8. TOWN HALL ENGAGEMENT SESSIONS – REVIEW VENUE ARRANGEMENTS

- All Town Hall sessions have been confirmed; however, the Lam Room at Pearkes is not sufficient. Ms. Masse to ascertain and advise if the Garth Homer Centre Auditorium would be available for May 06, 2017.

9. PUBLIC ENGAGEMENT SURVEY – UPDATE FROM JENNIFER AND JANICE

- Securing a generic email domain and a website to house the collection of data from the survey has been challenging; updates on these initiatives will be provided at a future meeting; however, a solution must be secured by April 12, 2017.
- Survey data or any print production cannot be processed through Saanich staff.

10. PRESS ISSUES AND LETTERS TO EDITOR – PROTOCOL AND HOW TO RESPOND

- Recent negative input in the press prompted a general discussion and the following was noted:
 - Accusations are perceived as true unless clarification is provided; since the GRCAC is not a Council-mandated committee, setting the record straight is up to the members of the committee; however, engaging in an exchange may not be wise.
 - A consensus needs to be reached regarding a response mechanism.
 - A monthly accomplishment update or letter to the Editor could be coordinated.
 - A Q&A section could be included on the website.
 - Silence sometimes breeds suspicion; the committee mandate requires an example be set.
 - Letters to the Editor could be sent on behalf of individual members of the committee and not from the committee as a whole.
 - While no formal recommendations have been provided by the committee, a lot of work has been undertaken to date, which will result in thoughtful, cogent and useful input to Council.

11. ROUND ROBIN

- The Vice-Chair noted that a portion of the Organizational Capacity Review pilot document will be distributed to all members at the next GRCAC meeting; however, the full document will be posted to Dropbox.

ADJOURNMENT

MOVED by M. Sandhu and Seconded by J. Calenda that the regular meeting of the GRCAC be adjourned at

CARRIED

The next scheduled meeting date is Wednesday, January 25, 2017 at 7:00 p.m. and will be held in the Kirby Room, Fire and Police Building, 760 Vernon Avenue.

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

Penny Masse, Senior Committee Clerk