

MINUTES
GOVERNANCE REVIEW CITIZEN ADVISORY COMMITTEE
Held at the Police / Fire Building, Kirby Room, 760 Vernon Avenue
Wednesday, February 22, 2017 at 7:00 p.m.

Chair: John Schmuck

Present: Art Beck; Joe Calenda; Zig Hancyk, Caleb Horn; Phil Lancaster; and Brian Wilkes

Regrets: Julian Anderson; Mano Sandhu; Matt Gauk; Andrew Medd; Jim Schneider

Guests: Deborah Curran, University of Victoria Professor; Jennifer Kroeker-Hall and Janice Schmidt, 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

A Motion to approve the agenda could not be Carried as a quorum was not achieved.

2. CORRECTION TO MINUTES OF OCTOBER 26, 2016

A Motion to approve a correction to the minutes of the GRCAC meeting of October 26, 2016 could not be Carried as a quorum was not achieved.

3. ADOPTION OF MINUTES

A Motion to approve the amended Minutes of the GRCAC meeting of October 26, 2016 could not be Carried as a quorum was not achieved.

A Motion to approve the Minutes of the GRCAC meeting of January 25, 2017 could not be Carried as a quorum was not achieved.

4. GUEST SPEAKER – UVIC PROFESSOR DEBORAH CURRAN REGARDING “MUNICIPAL LAW 101”

- Local governments are guided and regulated by provincial statute and legislation, along with direct authority from the Community Charter.
- The law takes a broad approach to municipal government jurisdiction, which provides for flexible interpretation.
- There is a high degree of discretion as to what a local government can and cannot do (i.e.: the regulation of the construction of buildings is not a requirement, it is a choice); a focus is on the public best.
- There are four local government categories of activities: service provision, administrative function, behaviour regulation and land use.
- The only staff member that Council oversees is the Chief Administrative Officer.

- Regional Districts can only enact bylaws for limited purposes.
- Amenity contributions are typically calculated to 50% of the uplift to the municipality the subject property is within.
- Ms. Curran's handout is attached as "Appendix A".

5. CORRESPONDENCE

- Ray Travers on Governance for GRCAC member information.
- Eric Dahli regarding the EDPA for GRCAC member information.

6. GRCAC FULL LAUNCH ON FEBRUARY 09, 2017 – REVIEW

- The full launch / media event held on February 09, 2017 was a success; the Mayor was in attendance and was supportive.

7. SIRIUS STRATEGIC SOLUTIONS – REVIEW OF DRAFT PUBLIC SURVEY

- Ms. Kroeker-Hall gave an overview of the draft public survey and shortened Work Plan.
- Primary survey questions need to be clear, concise and neutral; intention is to maintain the attention of the reader and get focused input. Qualitative information can be undertaken at a slower pace.
- The more structured the survey is the easier to aggregate the responses will be; this will be essential for the formation of recommendations to Council.
- Scale options for responses to survey questions will be utilized for quantitative measurement and analysis.
- As results are monitored, issues may arise that can be used in discussions at meetings or posted to the Saanich website as poll questions. The survey is not just a tool to illicit results, it can also be used to validate, cross-check and compare with other means of communication.
- Committee members provided input regarding the wording and phrasing of some survey questions and instructions.

8. SIRIUS STRATEGIC SOLUTIONS – UPDATE ON COMMUNICATIONS

- Ms. Schmidt confirmed they are currently working through the Communications Plan, including promotion of the survey and the creation of posters based on the artwork on the display boards at the hard launch. The Saanich webpage will include applicable links and related documents.
- Saanich will utilize social media to advertise that the survey is live.
- All GRCAC members should utilize social media opportunities to get the word out, cross communicate as much as possible.
- Posters will be ready for the Saanich Community Association Network meeting confirmed for Wednesday, March 01, 2017.
- Posters will be displayed in all Saanich recreation centres and public facilities.

9. TOWN HALL ENGAGEMENT SESSIONS – REVIEW VENUE ARRANGMENTS

- Ms. Masse will provide immediate feedback on a venue for the May 06, 2017 Town Hall meeting.

10. TARGETED ENGAGEMENT SESSIONS – NEXT STEPS

- All GRCAC members are encouraged to think creatively about how to best reach out to different groups, demographics and stakeholders; extensive input by individuals and groups will result in better and more inclusive data.

11. ROUND ROBIN

- It would be beneficial if all Town Hall meetings and Workshops included a strong GRCAC membership presence.

ADJOURNMENT

The meeting adjourned at 8:55 p.m.

The next scheduled meeting date is Wednesday, March 29, 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

Appendix A

Municipal Jurisdiction – Delegated authority from the Community Charter or Local Government Act

Provide Services		Regulate (legislate)		Self-Govern (Administer)	
Water	Services	Land Use		Hire employees	
Garbage/solid waste	Animals	Regional Growth Strategies		Raise revenue – taxation - property tax - local service tax, fees	
Sewers	Business - but can't prohibit	Official Community Plans - consistency		Fund public events (spend money)	
Stormwater	Noise/nuisance	Zoning - use & density		Budget, strategic plan	
Roads, sidewalks, parking (parkades)	Buildings	Subdivision – servicing		Council - conflict of interest	
Parks	Tree protection	Development Permits - parking, drainage, ESAs		Procedures	
Energy	Signs	Parking		Enact bylaws/pass resolutions	
Recreation centres	Cemetaries				
Conference centre/arena	Environment-cosmetic pesticides				
Police/Fire Protection					
Hallmarks – by bylaw, resolution, natural person powers					
Discretion to deliver	Discretion – don't have to	Discretion – sprawl or compact complete comms		Natural person powers	
Can provide any service in the public interest	Prohibit, regulate, impose requirements	Procedural requirements – public hearing		Sue/be sued	
Can provide a service and regulate its use				Enforcement	
Does the municipality have authority to do that? (provide service, regulate in that way, spend that money)					
Did the municipality do that correctly? (by bylaw/resolution, procedural, liability i.e. negligence in fixing sidewalks)					