

**MINUTES**  
**GOVERNANCE REVIEW CITIZEN ADVISORY COMMITTEE**  
Held at the Police / Fire Building, Kirby Room, 760 Vernon Avenue  
**Wednesday, March 29, 2017 at 7:00 p.m.**

Chair: John Schmuck

Present: Julian Anderson; Art Beck; Matt Gauk; Zig Hancyk, Caleb Horn; Phil Lancaster; Andrew Medd; Mano Sandhu; and Brian Wilkes

Regrets: Joe Calenda; and Jim Schneider

Guests: Janice Schmidt, Sirius Strategic Solutions Ltd. (via Conference Call)

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. Anderson and Seconded by M. Sandhu: "That the agenda be adopted as circulated."**

**CARRIED**

**2. CORRECTION OF MINUTES**

**MOVED by J. Anderson and Seconded by C. Horn: "That a correction to the minutes of the Governance Review Citizen Advisory Committee meeting held on October 26, 2016 be approved."**

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED by M. Sandhu and Seconded by M. Gauk: "That the amended minutes of the Governance Review Citizen Advisory Committee meeting held on October 26, 2016 be adopted."**

**CARRIED**

**MOVED by P, Lancaster and Seconded by M. Gauk: "That the minutes of the Governance Review Citizen Advisory Committee meeting held on January 25, 2017 be adopted as circulated."**

**CARRIED**

**MOVED by B. Wilkes and Seconded by C. Horn: "That the minutes of the Governance Review Citizen Advisory Committee meeting held on February 22, 2017 be adopted as circulated."**

**CARRIED**

#### **4. CORRESPONDENCE**

- James Anderson e-mail for GRCAC member information.
- The following advertising requisitions with the Saanich News have been confirmed:
  - News Release will be published on April 4<sup>th</sup>, awaiting final quote from the Mayor.
  - Saanich News ad (smaller version of poster) promoting upcoming engagement opportunities advertised on April 4<sup>th</sup>, 5<sup>th</sup>, 14<sup>th</sup>, and 19<sup>th</sup> and May 10<sup>th</sup>, 19<sup>th</sup> and 24<sup>th</sup>. A package price is currently being negotiated.
- There was general discussion regarding options for responding to letters sent to newspapers which are not factually correct or misleading. The following was noted:
  - It is important that misinformation is addressed and corrected; there is an obligation to engage the public and ensure they have accurate information about the process being undertaken by the GRCAC.
  - In some cases the best response is no response.
  - This circumstance could be used as an opportunity to further engage or attract people to attend the workshops and / or town hall meetings. Any response should focus on outlining the mandate, not debating incorrect information.
  - The Chair will draft a general response on behalf of the GRCAC; all Committee members will be given the opportunity to review the response prior to submittal.

#### **5. SIRIUS STRATEGIC SOLUTIONS – PROJECT UPDATE**

- Ms. Schmidt provided an update regarding engagement and communications and the current status of Phase 2 of the Work Plan, the following was noted:
  - A number of organizations have been approached for targeted meeting opportunities in April and May, consultation is expected to continue into June.
  - Once consultation is complete all input and results will be collated and analyzed; an interim progress report will be presented to the Committee for review.
  - Survey participation is expected to increase once advertising is underway and spring break has passed. A .pdf version of the survey will be available at all public engagement sessions for those persons uncomfortable with online survey requirements.
  - It is imperative that social media opportunities are taken advantage of and that posters and rack cards are aggressively distributed.
  - The business community should also be looked into for exposure opportunities: malls, grocery stores, and local businesses should be considered.
  - Workshops will adopt the World Café meeting methodology; a head podium with several tables will be used with one facilitator at each table. The facilitators will act as host to the table and their primary role will be to ensure people are engaged and participating. Questions will be posed to the members at each table and the facilitator will record the input and remarks offered. Table guests will rotate to ensure all participants have an opportunity to provide input to each question. A host instruction package will be provided to all Committee members.
  - Suggested topics included: regional governance, Saanich internal operations and Saanich communications and public engagement.
  - Flip charts will be available to allow for more discreet input if desired. It is imperative that people do not feel constrained in their input.

## **6. TARGETED ENGAGEMENT SESSIONS – PARTICIPANTS AND TIMELINES**

- Targeted engagement sessions will occur through to June and will include Community Associations and University of Victoria and Camosun students / groups. It is important that all Committee members continually endeavor to engage a varied group of engagement session participants.

## **7. TOWN HALL MEETINGS MAY 17 AND MAY 27, 2017 – REVIEW PLANS**

- The Town Hall meetings will have a different format from Workshops and will include row seating and an open microphone. Format finalization and modifications will be addressed in April.

## **8. CONCLUSIONS TO DATE – DISCUSSION**

- Input by members of the public include whether or not they are satisfied with services received as compared to services paid for, the effectiveness of Council leadership, and how to get more voter participation.

## **9. ROUND ROBIN**

- Preliminary thought should be given to the structure and content of the final report, a draft report based on input and feedback should be ready for Committee review by September, 2017.

## **ADJOURNMENT**

The meeting adjourned at 8:52 p.m.

The next scheduled meeting date is Wednesday, April 26, 2017 at 5:00 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