



GOVERNANCE REVIEW

Citizen Advisory Committee

AGENDA

Wednesday, March 29, 2017

Governance Review Citizen Advisory Committee

Kirby Room, Saanich Police and Fire Building

760 Vernon Avenue

7:00 – 9:00 p.m.

1. Approve Agenda
2. Approve a Correction to GRCAC Meeting Minutes - October 26, 2016
3. Approve Amended GRCAC Meeting Minutes - October 26, 2016
4. Approve GRCAC Meeting Minutes - January 25, 2017
5. Approve GRCAC Meeting Minutes - February 22, 2017
6. Correspondence:
 - James Anderson email; and
 - Responses Letters - Saanich News
7. Sirius Strategic – Project Update:
 - Engagement and Communications – Current and Next Activities
 - Workshops – Event Plan and Discussion Questions
8. Targeted Engagement Sessions – Participants and Timelines
9. Town Hall Meetings May 17 & 27, 2017 – Review Plans
10. Conclusions to Date - Discussion
11. Round Robin for Committee Members

**** Adjournment ****

Next Meeting:

Wednesday, April 26th, 2017, 7:00 p.m.

Kirby Room, Saanich Police and Fire Building

760 Vernon Avenue

To ensure a quorum please let the Committee Secretary know if you are unable to attend.

penny.masse@saanich.ca or 250-475-1775 x3503

AMENDED 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

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 – CONSENSUS ON AUTO RESPONSE AND EMAIL ADDRESS

- Consensus on a main contact email address: 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 30th 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.

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

Penny Masse, Senior Committee Clerk
District of Saanich

MINUTES
GOVERNANCE REVIEW CITIZEN ADVISORY COMMITTEE
Held at the Police / Fire Building, Kirby Room, 760 Vernon Avenue
Wednesday, January 25, 2017 at 7:00 p.m.

Chair: John Schmuck

Present: Julian Anderson; Art Beck; Joe Calenda; Matt Gauk, Zig Hancyk, Phil Lancaster; Mano Sandhu; Jim Schneider

Regrets: Caleb Horn; Andrew Medd; Brian Wilkes

Guests: 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

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

CARRIED

2. ADOPTION OF MINUTES

MOVED by J. Calenda and Seconded by A. Beck "That the minutes of the Governance Review Citizen Advisory Committee meeting held on January 11, 2017 be adopted as circulated."

CARRIED

3. REVIEW OF SAANICH COUNCIL MEETING OF JANUARY 23, 2017

- The Chair confirmed that Budget Increase Option No. 2 was approved unanimously by Council on January 23, 2017.
- Delegations of support from GRCAC membership, Saanich Community Association Network (SCAN) and other stakeholder groups were helpful and effective.
- The GRCAC Work Plan will determine and detail interim suggested reporting timelines.

4. SIRIUS STRATEGIC SOLUTIONS – REVIEW OF FINAL DRAFT WORK PLAN AND FINAL COMMITTEE BUDGET

- Ms. Kroeker-Hall identified adjustments to the Work Plan, including timeline fine-tuning and tweaking the Engagement Strategy and Consultation Plan; the Final Report to Council remains targeted for October, 2017.
- Next steps include developing more detailed plans for each one of the consultation streams, events and workshops.

- Ad hoc meetings and coffee chats need to be as targeted as possible in order to encourage support and endorsement; this should include stakeholders, seniors, youth, First Nations, and Saanich staff.

5. GRCAC FULL LAUNCH ON FEBRUARY 09, 2017 – REVIEW OF PLANS / ASSIGN DUTIES

- All GRCAC membership should consider how to best publicize the media / full launch on February 09; all efforts to free media should be investigated and taken advantage of. Social media avenues should be utilized.
- The Saanich Communications office will prepare and broadcast a media release. Media launch documents will also be posted to the GRCAC Saanich webpage.
- Any communication efforts that can be shared should be investigated (i.e.: Chamber of Commerce monthly newsletter).
- It is imperative that word gets out that the engagement and consultation process is underway and input is welcome. Effective scope and coverage is essential.
- A backgrounder will be submitted with the news release. An abbreviated version of the backgrounder can be utilized for newsletter and / or other communication sharing opportunities.

6. SIRIUS STRATEGIC SOLUTIONS – REVIEW GRCAC ENGAGEMENT STRATEGY AND COMMUNICATIONS PLAN

- Ms. Kroeker-Hall gave an overview of the Engagement Strategy and Communications Plan and noted that this will be the concept document that will drive consultation and public engagement; it is a framework that will provide the guiding language as education materials are created.
- Ms. Schmidt gave an overview of the IAP2 Public Participation Spectrum course she attended and confirmed the public engagement scope of the GRCAC is on the right track. The intent is to inform and encourage the public to make decisions and includes five integral steps: Inform, Consult, Involve, Collaborate and Empower. While informing, consulting and involving the public forms part of the GRCAC mandate, collaboration and empowerment are the ultimate roles of the GRCAC and Sirius Strategic Solutions and final decisions are the responsibility of Council.
- Public consultation should engage people who want to be involved and attract target audiences. Key messages and the language used will be important in communications (i.e.: survey / backgrounder / hard launch documents). Expectations and outcomes should be focused and realistic.
- Printing services will need to be sourced for posters, information boards, and documents.
- The Saanich Communications office will coordinate information (i.e.: survey) to be posted to the Saanich website as well as social media outlets.
- All GRCAC members are encouraged to utilize social media (share / like / retweet) to help distribute public engagement information. This is an excellent way to spread the word economically and tie key messages back to the community.
- The email address that will be promoted on all written materials has been established as saanichgovernancereview@shaw.ca.
- Facebook Live or Forum could be considered as a doorway to digital environments.

7. TOWN HALL ENGAGEMENT SESSIONS – REVIEW VENUE ARRANGMENTS

- The Town Hall meeting scheduled for May 06, 2017 (1:00 p.m. to 3:00 p.m.) still does not have a confirmed venue. Ms. Masse will continue to work on securing a suitable venue.

8. PROVINCIAL STUDY – REVIEW LATEST UPDATE

- It was noted that the Provincial study is a service review that will not include formal recommendations; however, partnerships and joint agreements will be cited. Public engagement should include discussions about the Capital Regional District, this could inform part of the final recommendations to Council.

9. ROUND ROBIN

- The Chair noted he is scheduled to present at the March 03, 2017 Saanich Community Association Network meeting.
- Ms. Sandhu noted she will be out of country from February 11 to February 25, 2017.
- The Chair encouraged all GRCAC members to indicate their preferred level of involvement in all future decisions and meetings and to consider any future guest speakers that may be of interest to the group.

ADJOURNMENT

MOVED by J. Calenda and Seconded by Z. Hancyk that the regular meeting of the GRCAC be adjourned at 8:17 p.m.

CARRIED

The next scheduled meeting date is Wednesday, February 22, 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

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)			