

Information Letter from the Faculty at Royal Roads University

Dear Prospective Participant,

On behalf of Royal Roads University's School of Leadership Studies, Drs. Kathy Bishop, Cheryl Heykoop, and Guy Nasmyth will be working with MLA Adam Olsen's office in seeking your feedback and opinions about current issues related to the provincial government. Our credentials with Royal Roads University can be established by contacting Dr. Catherine Etmanski, Director, School of Leadership Studies: catherine.etmanski@RoyalRoads.ca or 250-391-2600 ext. 4162.

Purpose of the study and sponsoring organization

The purpose of this engagement project is to benefit students and community alike. Members of the riding of Saanich North and the Islands will have the opportunity to share their opinions towards informing priorities for their MLA. Students will have the opportunity to participate in a real-life learning opportunity reflecting the nature of their upcoming research assignments. This experience will support them in designing their own engaged leadership capstone projects or theses.

Your participation and how information will be collected

This community engagement event will include a variety of data-gathering methods providing constituents a choice of how to share their opinions. A large group method such as World Café or Open Space will be used. These are simply techniques often used in conferences to engage large groups in meaningful dialogue. Other methods used could include focus groups, talking circles, one-on-one interviews, a paper survey, and perhaps some less traditional methods including photovoice, a more creative method in which participants are invited to use photographs as metaphors to explore issues. The main thing is that you will have the choice of how to engage with students to share your concerns and opinions.

Benefits and risks to participation

The benefits of participation include sharing your concerns and opinions about government to help shape MLA Olsen's political agenda. Another benefit might be simply joining other community members in a comfortable dialogue about making the world a better place. There are no risks involved beyond what you might encounter from day to day in conversations about topics that matter.

Inquiry team

This will be a project led by students of Royal Roads University's MA in Leadership program with the support of experienced faculty. The students have been studying methods for gathering data to inform organizational or community change, and this opportunity allows them the hands-on experience they need to move forward with their studies.

Real or Perceived Conflict of Interest

Since this is a non-partisan event intended to enrich democratic processes and provide a venue for all constituents to provide feedback, there are no actual conflicts of interest.

Confidentiality, security of data, and retention period

Students and faculty will work to protect your privacy throughout this project. All information collected will be maintained in confidence with hard copies (e.g., consent forms) stored safely and privately. Electronic data (such as transcripts or audio files) will be stored on password protected computers. Information which is recorded in hand-written format will be summarized such that no one individual will be identified and information is presented in aggregate form. No attribution (identifier) will be given to any individual and therefore your identity will remain individual. At no time will any specific comments be attributed to any individual unless specific agreement has been obtained beforehand. All documentation will be kept strictly confidential. We will keep the raw data from the paper survey until the final report is submitted and then we will shred the hand-written documents and delete the digital files. Raw data will not be shared with MLA Olsen's office. Any person who chooses to withdraw at any time is welcome to do so with or without sharing their decision with students or faculty. If they withdraw from an interview and do not want their data used, the student conducting the interview will simply delete the data. If they withdraw from a method such as a focus group or larger group method in which isolating data from one participant is not possible, their data will remain as part of the larger data pool.

Sharing results

Students will analyze the data collected during this event and prepare a final report for MLA Adam Olsen's office. Content of the reports will be available on the website and MLA Olson may reference and speak about the findings in public. Reports will also be shared with faculty as part of the students' assigned school work.

Procedure for withdrawing from the study

As mentioned above, any participant can withdraw from this study at any time. Since students will begin the process of ensuring no individual can be identified from the raw data and analyzing the data very shortly after the event itself, it will not be possible to remove any of your comments from the larger data pool once the event is over.

Thank you for considering participating in this exciting community event.