Resilient Saanich

Environmental Policy Framework

Terms of Reference

June 11, 2020

Environmental Services
Planning Department

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BACKGROUND

Saanich currently has a variety of policies, programs, plans, and regulatory tools to protect and enhance the natural environment. These have developed over time without an over-arching policy framework, resulting in gaps and inconsistencies for biodiversity conservation. Meanwhile, new plans are underway such as Local Area Plans and the updated Climate Plan: 100% Renewable & Resilient Saanich, without the benefit of such a framework. A work plan to produce an environmental policy framework, referred to as *Resilient Saanich*, was endorsed by Saanich Council.

On November 6, 2017, Council made the following motion:

> "That Council direct staff to bring Council a report as soon as possible on the potential of developing a Saanich program which includes the topics of Climate Adaptation, a Biodiversity Conservation Strategy, and Stewardship Program to serve as a policy framework for other Saanich environmental policies and programs, and a new Environmental Development Permit Area be considered part of this program; and that the Diamond Head report recommendations be considered a component of this report."

This motion was made in anticipation of the rescindment of the Environmental Development Permit Area which occurred on April 23, 2018.

Further, on May 7, 2018, Council designated up to $250,000 to fund decisions emanating from this staff report.

Council discussion regarding the draft Resilient Saanich Terms of Reference resulted in the following relevant motions on July 8, 2019:

- Develop Terms of Reference for a Technical Advisory Committee to support staff in reviewing and preparing the draft goals and objectives for the Environmental Policy Framework, and subject to input from the public and Council;

- As part of Milestone One, work with the Technical Advisory Committee to further refine the scope for the Environmental Policy Framework and data collection, and develop an evaluation matrix for the selection of policy tools

Council discussed the draft Technical Advisory Committee Terms of Reference, options for an expedited work plan, and potential interim measures on October 29, 2019. In addition to the staff report, Council considered amendments to the Technical Committee Terms of Reference as proposed by Councillor Mersereau (see Table 1).

Section of Document	Proposed Amendments (bold indicates new text, strikeout indicates removed text)
5. Scope of Work	- **Identify, evaluate, and recommend actions to achieve the Environmental Policy Framework goals and objectives**
6. Selection of Committee Members	Staff will advertise a call for interest in membership on the NSTC **to guide milestones 1 & 2 of the Environmental Policy Framework**…

	• **Climate scientists** • **Conservation planning and management professionals** • **Resource economists** • **Arborists and landscape architects** • ~~Senior government scientific staff; and~~ • ~~Academia.~~
	As described in the "Natural Saanich" Terms of Reference, ~~membership~~ **terms for members** on the NSTC may ~~alter~~ **be renewed** for Milestone 3 depending on the objectives, potential studies, and on-going project direction.
	• **Environmental education** • **Environmental policy/program development and evaluation;** • ~~climate scientists,~~ • ~~planners,~~ • ~~staff,~~

Table 1: Summary of Proposed Amendments to the Technical Committee Terms of Reference

Council discussion on October 29. 2019 resulted in the following motions:

"That the draft Terms of Reference, be amended as per the document from Councillor Mersereau circulated on table with the following changes:

- That the fifth bullet under Section 5 - Scope of Work be amended to add "To assist staff to".

- That under Section 6 - Selection of Committee Members, "Senior government scientific staff" be added to the list for possible committee membership."

 "That the Terms of Reference be amended that under Section 2 - "Natural Saanich" Goals & Objectives, the last line be amended to read: "Saanich is a model steward working diligently to improve and balance the natural and built environments"."

"That honorariums in the amount of $250 per committee member per meeting be provided."

"That the Terms of Reference be amended that under Section 4 – Status of the Natural Saanich Technical Committee, the last line be amended to read that "Once "Natural Saanich" is adopted by Council, the Natural Saanich Technical Committee will be disbanded.""

"That staff be directed to:

1. Use the Expedited Work Plan (see table 2) to develop the "Natural Saanich" Environmental Policy Framework, and to include in the Milestone One work activity – "Progress Report to Council", gaps in data and information considered important for the completion of the Framework; and

2. Remove the option "Reduce Public Engagement on Conservation Options" from the Expedited Work Plan."

Table 2: Endorsed Elements of the Expedited Work Plan

Milestone	Expedited Work-plan Activity
1	Have the Technical Committee set the project objectives rather than through public engagement.
2	Eliminating or reducing the scope of scientific data collection.
2	Eliminating or reducing the Citizen Science Program.
2	Eliminate potential ecosystem valuation, biodiversity modelling, and corridor studies.

"That the recommendation outlined in the report of the Director of Planning dated October 16, 2019 with respect to Proposed Interim Measures be rejected."

"That the "Natural Saanich" Environmental Policy Framework be renamed "Resilient Saanich"."

PURPOSE OF RESILIENT SAANICH

The purpose of the Resilient Saanich initiative, as outlined by Council, is to:

- Create an Environmental Policy Framework;
- Rationalize existing and new environmental policies and programs into the framework;
- Integrate the Climate Action Plan with a new Biodiversity Conservation Strategy and enhanced Stewardship Program; and
- Produce options for a new Environmental Development Permit Area considering the Diamond Head report recommendations.

RESILIENT SAANICH GOALS & OBJECTIVES

From the Official Community Plan, the vision for the strategy is "Saanich is a model steward working diligently to improve and balance the natural and built environments. Saanich restores and protects air, land, and water quality, the biodiversity of existing natural areas and eco-systems, the network of natural areas and open spaces, and urban forests."

The study goals and objectives will be established at the onset of the project through the Technical Committee. This will shape the subsequent process of research, analysis, report writing, and public engagement. A progress report to Council will follow the goal and objective setting exercise allowing for public input before adoption.

SCOPE OF WORK

The scope of work will correspond to the first three Milestones of ICLEI's Milestone Program for Biodiversity Action Plans as shown in Table 3, however some of the outputs will be achieved earlier in the process as per Council direction.

Table 3: ICLEI's BiodiverCity Milestone Program

Milestone	Key Objective	Milestone Outputs
1: **Initiate**	Start the process of biodiversity planning by researching current actions, networks, and key internal and external stakeholders.	• Identify potential stakeholders • Build a biodiversity planning team • Identify existing actions, policies, networks and resources
2: **Assess**	Determine the current state of biodiversity within your community and projected changes that may impact local biodiversity.	• Identify key assessment attributes to inform biodiversity planning • Plan inventory and gap analysis • Develop statements on biodiversity changes and impacts to community
3: **Plan**	Plan for the successful integration of biodiversity goals, objectives, and actions into new and/or existing program areas.	• Identifying planning scope • Establish guiding principles • Establishing biodiversity goals and objectives • Setting biodiversity indicators, and targets • Identifying, prioritize, and select actions

Resilient Saanich will include recommended updates to existing bylaws, policies, and programs as well as new ones that are directly related to the biodiversity. Some of the recommendations may require further, independent public process. The recommendations would come about as a result of the gap analysis and outcomes of the Climate Action Plan, Biodiversity Conservation Strategy, and enhanced Stewardship Program.

The Sustainable Saanich Official Community Plan integrates the three pillars of sustainability: Environment, Economy, and Social. Transportation, agriculture, recreation, health, land use planning, business, etc. influence, or are influenced by, biodiversity. While the proposed *Resilient Saanich* Environmental Policy Framework will need to be integrated with these other areas and will likely result in some new policy recommendations and actions within these other disciplines, these areas will only be considered in direct relation to biodiversity and be otherwise out of scope.

PROCESS & PUBLIC ENGAGEMENT

The process follows the first three Milestones in the ICLEI process, plus a final phase to complete the Resilient Saanich Environmental Policy Framework. Along with the Milestones, Saanich Public Participation levels are set for each action in the following pages.

Saanich's Public Participation Policy has a continuum of five levels of participation, as shown in Table 4, based on the International Association of Public Participation (IAP2). This project would include: Inform; Consult; Involve and Collaborate.

Table 4: IAP2 Spectrum of Public Participation

Inform	Consult	Involve	Collaborate	Empower
To provide balanced and objective information to support understanding by the public.	To obtain feedback on analysis, alternatives, issues and/or decisions.	To work with the public to ensure that concerns and aspirations are understood and considered.	To facilitate discussions and agreements between public parties to identify common ground for action and solutions.	To place final decision making in the hands of the public.

Government Partners during the process may include:
- First Nation Governments;
- Federal Government;
- Provincial Government; and
- Capital Regional District.

Other stakeholders may include:
- Committees of Council;
- Non-governmental environmental organizations;
- Indigenous Peoples;
- Saanich residents;
- Community Stewardship Groups;
- Community Associations;
- Development industry;
- Consulting Biologists;
- University of Victoria;
- Camosun College; and
- Others as needed.

The process would be guided by existing Saanich policy and practice, such as:
- Meaningful public engagement is essential;
- Guidance from scientists and other professionals, including staff, is critical;
- Checking in with Advisory Committees and Council at major milestones is required;
- Lessons learned from Saanich's past experience and from other municipalities will be valuable; and
- An adaptive, flexible process and Project Management techniques will be needed to ensure success.

Staff will complete a Project Charter for each phase which will include plans for public engagement based on the Terms of Reference. Table 5 details the steps for each milestone.

Milestone One: Initiate

The purpose of Milestone One is to gather information on what we already have in place that would fit into the new *Resilient Saanich* framework. Staff will also gather information on established targets for conservation and examples of effective frameworks and strategies used by other jurisdictions. This information will be provided to the public as information.

The Technical Committee will be established and will work towards setting the goals and objectives that will create the foundation for the rest of the project. Milestone One would end with a progress report to Council and adoption of the goals and objectives.

Action	Level of Public Participation	Relative Expense
1. Create a webpage and subscribe-able bulletins to keep residents updated and engaged in the project, progress, and opportunities for involvement.	Inform Ideas: The website can be adapted based on feedback from users	$
2. Draft a *Resilient Saanich* framework skeleton of existing policies, etc. Conduct a gap analysis. Identify options for filling gaps using the Green Bylaws Toolkit and other references.	Inform Ideas: Publish summary for information and review	$
3. Collate and analyze examples of, and guides for, municipal-scale biodiversity conservation strategies and stewardship programs for applicable models and lessons for Saanich.	Inform Ideas: Publish summary for information and review	$
4. Summarize international, national, provincial, regional, and municipal targets for biological conservation.	Inform Ideas: Publish summary for information and review	$
5. Publish the 4th edition of the ESA Atlas.	Inform Ideas: Our Backyard, email, website	$
6. Establish the Technical Committee and, with staff: • further refine the scope for the Environmental Policy Framework and data collection • develop an evaluation matrix for the selection of policy tools • propose the project objectives	Ideas: Advertising, social media Inform Ideas: update project website	$
7. Gain public feedback on the proposed project goals and objectives.	Involve Ideas: Open houses, pop-up events, feedback forms	$$
8. Hire a temporary GIS staff person.	Inform Ideas: update project website	Separate Funding

Action	Level of Public Participation	Relative Expense
9. Identify an enhancement to the stewardship program	Inform Ideas: Website, events	$
10. Submit a progress report to Advisory Committees and Council including gaps in data and information considered important for the completion of the framework.	Consult Council Meeting	$

<table>
<tr><td colspan="3" align="center">Milestone Two: Assess</td></tr>
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Milestone Two will build on the objectives established in Milestone One. All existing data will be collated and analyzed in order to identify and fill gaps in knowledge.

In order to fulfil the objectives, the Technical Committee may recommend additional studies that may be needed such as data collection, analysis, natural asset valuation, a corridor study, etc. Consultants would need to be hired to deliver any such research. The Technical Committee will lead the setting of standards and methodologies to further the objectives.

All of the information will be presented in a meaningful format to quantitatively and qualitatively describe the state of biodiversity knowledge in Saanich. This will form the basis for creating a strategy for conservation.

Milestone Two will end with a progress report to Council.

Action	Level of Public Participation	Relative Expense
11. Collate and analyze known data regarding biodiversity in Saanich. Identify gaps in data to fill in order to meet objectives, including climate adaptation.	Inform Ideas: update project website	$$
12. The Technical Committee to determine whether further data or research is advisable via a staff report to Council.	Consult Council Meeting	$
13. Produce a preliminary document for Saanich on the state of biodiversity and possibly analyze how objectives are being met.	Consult Ideas: Publish for comment, presentations	$$$
14. Produce draft Requests for Proposals for a consulting team for Milestone 3.	Consult Council Meeting	$
15. Offer enhanced or new stewardship opportunities.	Consult Ideas: Publish for comment, presentations	$$$
16. Call for Milestone 3 Technical Committee members	Ideas: Advertising, social media	$
17. Submit a progress report to Advisory Committees and Council.	Consult Council Meeting	$

Milestone Three: Plan

Milestone Three will be assisted by a renewed and expanded Technical Committee.

Using the information collected in Milestones One & Two, the Technical Committee will help a consulting team to analyze biodiversity requirements with the community that would be suitable for Saanich. Academic institutions, consultants, and senior governments may assist with identifying options for conservation. A regional approach may be possible for some elements.

Options for implementation (conservation tools) will be assessed using public engagement at the collaborate level. At this point, the process to develop a Biodiversity Conservation Strategy and enhanced Stewardship Program will be complete and staff will check in with Council on progress and next steps.

Action	Level of Public Participation	Relative Expense
18. Hire consultant team to develop the Biodiversity Conservation Strategy and • Analyze biodiversity requirements; • Apply future climate change, demographic, and development predictions; • Apply outcomes of additional studies that may have occurred.	n/a	$$$$$
19. Develop a desired strategy option.	Involve Ideas: Biodiversity Summit, pop up priority setting	$$$
20. Identify and analyze appropriate tools for conservation, including an enhanced Stewardship Program.	Consult Ideas: Options workbook; focus groups Collaborate Ideas: Statistically viable survey	$$$$$
21. Complete the biodiversity conservation strategy and identify enhancements for the stewardship program with recommendations for implementation such as indicators and monitoring,	Consult Ideas: Open Houses, piloting	$$$
22. Submit a progress report to Advisory Committees and Council.	Council Meeting	$

Complete the *Resilient Saanich* Framework		
Action	**Level of Public Participation**	**Relative Expense**
23. Present a complete *Resilient Saanich* environmental policy framework including a Biodiversity Conservation Strategy, enhanced Stewardship Program and potentially a new Development Permit Area, to Council for consideration.	Consult Ideas: Presentations, Environment & Natural Areas Advisory Committee	$$
24. Produce the 5th edition of the ESA Atlas.	Inform Ideas: Our Backyard, email, website	$$
25. Implement, monitor, and report to Council on indicators within two years (Milestones 4 and 5).	Collaborate Ideas: Establish a citizen science program to assist with monitoring.	$

Table 5: Approach to Develop the *Resilient Saanich* Framework

TECHNICAL COMMITTEE

A Technical Committee will be used throughout the process to support staff in completing Resilient Saanich. Terms of Reference for the committee, as adopted by Saanich Council, can be found in Appendix A.

BUDGET AND TIMING

After the goals and objectives are established, the budget can be refined as the scope of the initiative will be more defined. The budget for the initiative is $250,000. Included expenditures are approximated as:

- Supplies and clerical support for the Technical Committee ($20,000);
- Honorariums for the Technical Committee ($36,000);
- Milestone 3 Consultant contracts ($100,000);
- Additional staff time ($20,000);
- A survey ($25,000);
- Other public engagement ($9,000);
- General expenses for print production, advertising, facility rentals, refreshments, supplies, graphic design, etc. ($10,000);
- Enhanced stewardship opportunities. (Budget to be determined by Council); and
- Additional data collection, research, analysis (Council approval).

Additional funds for a two year GIS Analyst position have been approved to input inventory data and creating mapping products for a total cost of $110,000.

Costs will be minimized by:

- Utilizing part time staff;
- Looking for external grant opportunities; and

- Exploring partnerships with academic institutions, community stewardship groups, senior governmental representatives, Indigenous Peoples, and non-governmental environmental organizations.

Potential for greater costs include:

- Higher consultant costs than expected; and
- Enhanced stewardship opportunities through the life of the project may require additional, on-going funds.

Staff will advise Council on any upcoming budgetary issues as part of the regular progress reporting.

The completion date of this program of work has been adjusted from Q2 2022 to Q3 2022 as a result of Council endorsed alteration to the work program and the impacts of COVID19.

Table 6: Project Timeline

Q1	Q2	Q3	Q4
2020			
Direction from Council	Milestone One (extended due to COVID-19)		
2021			
Progress Report to Council	Milestone Two		Progress Report to Council
2022			
Milestone Three		Final Report to Council	

ROLES & RESPONSIBILITIES

There are roles and responsibilities for staff, consultants, the public, and the Technical Committee.

- Staff will manage the project, including public engagement, and oversee the analysis of the Environmental Policy Framework.
- Interdepartmental staff will participate as technical advisors, subject experts, and assist with contracting, public engagement, mapping services, etc.
- Consultants will conduct research, work with citizen scientists, and produce scientific reports. Consultants would also conduct surveys, analyze data, and produce studies if required. Ultimately, consultants would produce the final Biodiversity Conservation Strategy and potentially subsequent policy work.
- The role of the Technical Committee is outlined in separate Terms of Reference.
- Members of the public have a role to play in keeping informed and providing feedback. More involved roles include attending public engagement events and reviewing documents published on the website.

Table 7: Roles and Responsibilities

	Milestone 1: Initiate	Milestone 2: Assess	Milestone 3: Plan	Policy Framework Completion

Planning Staff	• Project Management
	  ° Project charter
	  ° RFP's for consultants
	• Call for advisory team members
	• Policy gap Analysis
	• Public Engagement Support
	  ° Website
		• Facilitate and Support Technical Committee
		• RFP and Contract Management
		• Collate data
		• Inform Public of Progress
			• RFP and Contract Management
			• Call for Expanded Technical Committee Membership
			• Engage Public on Stewardship Program
			• Public Symposiums on Conservation Tools
			• Oversee Survey
			• Organize Pop-Up Events
				• Complete Framework
				• Present to Council
				• Revise ESA Atlas
				• Final Open House

Interdepartmental Staff	• Public Engagement • Subject Matter Experts • Assist with ESA Atlas production	• Technical Committee when requested	• Technical Committee when requested	• As Needed • Assist With ESA Atlas Production
Technical Committee	• Goals and Objectives • Evaluation Matrix	• Provide Scientific Advice and Direction	• Provide Advice and Direction on Conservation, Climate Change, Ecosystem Sciences etc.	
Consultants		• Produce Biodiversity Data Report	• Complete Biodiversity Conservation Plan	
Public	• Read Summary Reports • Give feedback • Attend Council Meeting	• Provide Feedback on Preliminary Reports • Attend Council meeting	• Complete Survey • Attend Open Houses and Symposiums • Provide Feedback • Attend Council meeting	• Provide Feedback • Attend Council meeting
Council	• Receive Progress Report • Appoint Technical Committee members	• Receive Progress Report	• Receive Biodiversity Conservation Plan	• Receive Resilient Saanich

DELIVERABLES

Summary documents and progress reports will be published during the course of the initiative. The Climate Plan has been completed in advance of the final *Resilient Saanich* policy framework.

The final deliverables of this project will be a Report to Council with attachments that are anticipated to include the following for Council consideration:

- Summary of public engagement process and outcomes;
- Resilient Saanich Environmental Policy Framework;
- Potentially additional research papers;
- A Biodiversity Conservation Strategy;
- A review of current stewardship opportunities and an enhanced Stewardship Program;
- Amendments to or recommendations for existing policies and bylaws; and
- New policies and bylaws, such as an Environmental Development Permit Area.

The Report to Council will also include any financial implications for implementation of the recommended actions, monitoring, and reporting.

Appendix A: Resilient Saanich Technical Committee

Terms of Reference
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BACKGROUND

Saanich currently has a variety of policies, programs, plans, and regulatory tools to protect and enhance the natural environment. These have developed over time without an overarching policy framework, resulting in gaps and inconsistencies for biodiversity conservation.   Meanwhile, new plans are underway such as Local Area Plans and the updated Climate Plan: 100% Renewable & Resilient Saanich, without the benefit of such a framework. A work plan to produce an environmental policy framework, referred to as Resilient Saanich, was endorsed by Saanich Council. An integral role in the work plan is the Resilient Saanich Technical Committee.

RESILIENT SAANICH GOALS & OBJECTIVES

From the Official Community Plan, the vision for Resilient Saanich is "Saanich is a model steward working diligently to improve and balance the natural and built environments. Saanich restores and protects air, land, and water quality, the biodiversity of existing natural areas and eco-systems, the network of natural areas and open spaces, and urban forests."

The vision will inform the development of the Resilient Saanich goals and objectives.

PURPOSE OF THE RESILIENT SAANICH TECHNICAL COMMITTEE (RSTC)

The purpose of the Resilient Saanich Technical Committee (RSTC) is to work with staff and consultants to advise and share expertise in shaping the actions outlined in the *Resilient Saanich* Terms of Reference.

STATUS OF THE RESILIENT SAANICH TECHNICAL COMMITTEE

Of the four types of official committees, the RSTC is considered a Technical Committee because it does not report directly to Council, deals with specific technical matters, and may include a Council member as a liaison. Staff will be responsible for preparing reports to Council regarding RSTC outcomes. Once *Resilient Saanich* is adopted by Council, the RSTC will be disbanded.

SCOPE OF WORK

- To support Saanich staff in reviewing and preparing the draft goals and objectives of the Environmental Policy Framework during Milestone One;
- To assist Saanich staff with the development of an evaluation matrix for selection of policy tools needed for the implementation of the Environmental Policy Framework during Milestone One;
- To assist Saanich staff to define the scope of further research and environmental data collection needed to develop the Environmental Policy Framework;
- To assist Saanich staff with refinement of Milestones 1, 2 and 3 actions and processes as described in the Environmental Policy Framework;
- To assist staff to identify, evaluate, and recommend actions to achieve the Environmental Policy Framework goals and objectives; and
- Other such duties as defined by Council.

SELECTION OF COMMITTEE MEMBERS

Staff will advertise a call for interest in membership on the RSTC to guide Milestones 1 and 2 of the Environmental Policy Framework for a maximum of 10 people, such as:

- Active and retired biologists with expertise in vertebrates, invertebrates, plants, terrestrial ecology, aquatic ecology, marine biology, etc.;
- Indigenous Peoples and/or First Nation Governments;
- Climate scientists;
- Conservation planning and management professionals;
- Resource economists;
- Arborists and landscape architects; and
- Senior government scientific staff.

Interested parties will fill out a standard "Application for Appointment – Advisory Committee, or Foundation" form to highlight their interest, skills, and background. As the members will not be expected to produce reports, membership in a professional organization would not be required. Council will appoint the final membership on the RSTC after receiving recommendations put forward by Saanich staff. Council may appoint one Council liaison to the Technical Committee.

Staff subject matter experts, technical, and contract clerical support will be provided.

Terms for members on the RSTC may be renewed for Milestone 3 depending on the objectives, potential studies, and on-going project direction. The expertise of some members may no longer be needed and additional representation, to an overall maximum of 12 people, may be needed from the following areas of expertise using the same selection process:

- Environmental education;
- Environmental policy/program development and evaluation;
- Stewardship consultants,
- Biologists, and
- Community representatives.

APPOINTMENT OF THE CHAIR

Council may appoint one of the committee members as Chair of the RSTC in advance of the first meeting. Where Council does not appoint a Chair, the committee shall elect a Chair from among its members.

ROLES & RESPONSIBILITIES

All member of the committee must sign off on Saanich's Respectful Workplace Policy and endeavour to give equal opportunity for input for each member. All RSTC members are encouraged to participate in discussions.

Committee discussion should be limited to within meeting times or emails through the clerk outside of the meetings if Council-liaison member is appointed to the committee.

Role of the Chair
The role of the Chair of the committee is to facilitate the meetings of the RSTC in a professional, unbiased, and orderly manner. The Chair will sign the adopted minutes.

Role of Committee Members
Committee members are expected to attend every meeting (or send regrets in advance), read materials in advance of the meetings, review the agenda and minutes in advance of the meeting, and be prepared to participate in committee discussion.

Role of Optional Appointed Council Liaison
If a Council liaison is appointed to the committee, the main role is to keep Council informed of progress. The Council liaison is a non-voting member and their presence does not impact quorum.

Role of Staff
Municipal staff members provide the necessary technical, professional, secretarial, and administrative support to the committee, but do not participate in voting as they are not RSTC members.

Role of the Clerk
The clerk will be responsible for:
- Recording and distributing minutes;
- Facilitating agenda setting with the Chair;
- Distributing agendas, minutes, and reference material;
- Drafting correspondence for signature;
- Booking meeting space and venues; and
- Other related duties upon request.

Members of the Public
Meetings of technical committees are generally not open to the public; however, persons may be invited to attend a meeting at the discretion of the Committee.

MEETINGS, AGENDAS, AND MINUTES

The Committee will meet as required to conduct business in accordance with its mandate. Special meetings may be held at the call of the Chair. Staff will circulate a call for agenda items, draft agenda, and minutes of the prior meeting seven days in advance of each meeting when possible. The minutes will record issues, main points of discussion, decisions, and action items identified with a responsible party and due date. All members may contribute to the agenda and comment on the accuracy of the minutes prior to adoption. The agenda and minutes will be adopted at the beginning of each meeting.

BUDGET

Honourariums, reimbursements, refreshments, and clerical support will be funded through the Resilient Saanich budget. Honourariums of $250 will be offered to professional members who would otherwise not be paid. The honourarium would cover travelling expenses and time spent outside of meetings.

OTHER COMMITTEE MATTERS

- Of the number of voting members appointed to compose the RSTC, a majority of at least 50% shall be a quorum.
- At the first meeting after appointment by Council, the RSTC will establish a regular schedule of meetings, including the date, time, and place of committee meetings.
- All agendas and minutes of the meetings will be posted to the District of Saanich website.
- Achieving consensus is the preferred form of decision-making.

- Members will conduct themselves with respect for fellow members and remain objective. If and when necessary, members will declare a conflict of interest and refrain from providing advice or recommendations that may result in gain for the member individually, or the organization it represents. Non-adherence to Saanich's respectful workplace policy may be grounds for dismissal from the committee.