

RESILIENT SAANICH TECHNICAL COMMITTEE

WORKSHOP ON OCTOBER 3 2020

Workshop Goal: develop draft goals and objectives for the Environmental Policy Framework.

Objectives:

- Establish foundations for productive committee work
- Review and refine the scope of work for the RSTC, including a sound understanding of the purpose and potential content of the Environmental Policy Framework
- Review & refine the RSTC role and relationships with Saanich staff and Council Liaison
- Draft a workplan (i.e. Committee activities, timelines, responsibilities)

AGENDA

Welcome - Introductions & Orientation (Rebecca & Kim)

- 9:00 – 9:30**
- Acknowledge traditional territory
 - Welcome RSTC members, District staff & facilitator
 - Orientation to COVID19 protocols, the facilities & today's work
 - Quick warm-up - exercise

Laying the Groundwork - Purpose of the RSTC & Team Building

- 9:30 – 10:45**
- Brief history on how we got here; why establish a technical committee
 - Committee assets & opportunities – exercise
 - Developing a productive & well-functioning team – exercise

Scope of Committee Work – Expectations & Context

(check in)

- 10:45 – 11:30**
- Visualizing the RSTC scope of work (what's in, what's not)
 - Resources, roles & relationships of Committee, Council, Staff
 - Expectations & assumptions
 - What do RSTC members expect of themselves – exercise

Understanding Policy Frameworks – What is it, What can it look like

- 11:30 – 12:00**
- What is a policy framework – general purpose, key elements, applications
 - Sample framework goals & objectives from other jurisdictions

Lunch Break

Environmental Policy Framework – Formulating a Draft Set of Goals & Objectives

- 12:30 – 3:00**
- Quick energizer
 - Regulatory/management context for Resilient Saanich & Gap Analysis
 - Saanich community/environmental context for goals & objectives – exercise
 - Roll up your sleeves – key components, missing elements

Committee Workplan – Milestone 1 (& 2?)

(check in)

- 3:00 – 3:30**
- Develop a workplan to achieve milestones (i.e. tasks, timelines, responsibilities, deadlines)
 - Immediate follow-up activities/actions (To Do list from the workshop)

Committee Meeting – Formal Decisions & Motions (Rebecca)

- 3:30 – 4:00**
- This time has been set aside to address the question of appointing a Chair and any other decisions that require formal decisions.

RESILIENT SAANICH TECHNICAL COMMITTEE

Facilitator: Kim Walker

Workshop Attendees:

- Council Liaison for the RSTC: Councillor Rebecca Mersereau
- Resilient Saanich Technical Committee: Brian Wilkes, Jeremy Gye, Stewart Guy, Tory Stevens, Purnima Govindarajulu, Brian Emmet, Bev Windjack, Kevin Brown, Tim Ennis
- District of Saanich staff and managers:
 - Thomas Munson, Senior Environmental Planner
 - Courtney Clarke, Clerk for the RSTC
 - Adriane Pollard, Manager of Environmental Services
 - Lesley Hatch, Manager of Water Resources Division
 - Maggie Baynham, Senior Sustainability Planner
 - Eva Riccius, Senior Manager of Parks

Notes:

- Adriane, Lesley, Maggie and Eva will join us for lunch, followed by time to respond to questions and provide any additional information the RSTC may need.
- The agenda is just a tool to focus the day and can be adjusted as needed to ensure adequate time is given to the main task of developing goals and objectives.
- The role of the facilitator is to provide enough structure to move through the agenda and ensure full opportunity for everyone's participation, while inviting an open flow of discussions and questions throughout the day.
- The facilitator will check in at mid points for short stretches but participants are encouraged to take breaks on their own as needed throughout the day.
- Rebecca, Thomas and Courtney plan to attend all day. They are aware that the Committee may request some brief time on their own in the morning.

A Few Guidelines & Suggestions:

- General rules of engagement apply as for any gathering – everyone in the room has something to offer, respect everyone, listen to each other, be courteous toward the quieter voices, take turns, watch your segues, contribute.
- Everyone is encouraged to help keep us all focussed and get the most from this time.
- Please feel free to interject at any time with questions, comments, perspectives, ideas, etc.
- Concerns, questions and clarifications can be addressed as the RSTC does its work. This won't be your last opportunity.
- If a topic requires more time & discussion, there will be a "Parking Lot" flip chart sheet to set it aside for future.
- If a word or phrase requires clarification or common understanding, there will be a "Glossary" flip chart sheet available for all to use.