



AGENDA
RESILIENT SAANICH TECHNICAL COMMITTEE
Saanich Municipal Hall, Council Chambers
Thursday, April 15, 2021, 6:30 p.m.

Due to COVID-19 measures, Saanich is unable to accommodate the public for any Council, Committee of the Whole, Advisory, Board or Foundation meetings while maintaining the limits on large gatherings due to the Public Health Order.

As per the Order of the Minister of Public Safety and Solicitor General, *Emergency Program Act*, Ministerial Order No. M192, public attendance at the meeting is not required if it cannot be accommodated in accordance with the applicable requirements or recommendations under the Public Health Act.

To listen to this meeting by telephone call **250-900-5640** and use code **7382584#** during the time noted above.

1.	Call to Order	Chair S. Guy	
2.	Territorial Acknowledgement & Diversity, Equity and Inclusion Statement	Councillor R. Mersereau	
3.	Approval of Agenda	Chair S. Guy	5 mins
4.	Adoption of Minutes • March 18, 2021	Chair S. Guy	5 mins
5.	Receipt of Correspondence	Chair S. Guy	5 mins
6.	Committee Debrief (workload/email management/committee membership)	Chair S. Guy	20 mins
7.	RSTC Draft Work Plan		45 mins
8.	Discussion of the Evaluation Matrix		10 mins
9.	Discussion on the Scope of the Environmental Policy Framework		30 mins
10.	Adjournment		

* * Next Meeting: April 27, 2021 at 6:30 p.m. in Council Chambers * *
Please RVSP your attendance to lynn.merry@saanich.ca

MINUTES
RESILIENT SAANICH TECHNICAL COMMITTEE
Saanich Municipal Hall, 770 Vernon Avenue
Council Chambers
March 18, 2021 at 6:33 p.m.

Present: Councillor Rebecca Mersereau (Council Liaison), Kevin Brown (via teleconference), Brian Emmett, Tim Ennis, Purnima Govindarajulu, Stewart Guy (Chair), Jeremy Gye, Tory Stevens, Brian Wilkes, Bev Windjack

Staff: Eva Riccius, Senior Manager, Parks; Thomas Munson, Senior Environmental Planner; Adriane Pollard, Manager of Environmental Services; Lynn Merry, Senior Committee Clerk, Sheryl Masters, Deputy Legislative Manager and MaryAnn Greco, Information and Privacy Analyst

Regrets: T. Joseph

1. **CALL TO ORDER**

The meeting was called to order at 6:33 p.m.

2. **TERRITORIAL ACKNOWLEDGEMENT & DIVERSITY, EQUITY AND INCLUSION STATEMENT**

Councillor Mersereau read the Territorial Acknowledgement and the Diversity, Equity and Inclusion Statement.

3. **APPROVAL OF AGENDA**

MOVED by T. Ennis and Seconded by B. Wilkes: "That the Agenda for the March 18, 2021 Resilient Saanich Technical Committee be approved, as amended."

CARRIED

Item 9 – Resilient Saanich Work Plan was moved for discussion before the Working Group Updates.

It was requested that discussion take place during Working Group Updates on why the entire draft principles, goals and objectives for Resilient Saanich document was not posted. It is suggested that the entire document be posted, and if so, the deadline for public input would have to be adjusted.

4. **ADOPTION OF MINUTES**

MOVED by T. Stevens and Seconded by B. Emmett: "That the minutes of the Resilient Saanich Technical Committee meetings of December 8, 2020 be adopted, as amended."

CARRIED

Amendment - Under Work Plan, Milestones & Schedule – add "of the Environmental Policy Framework".

MOVED by B. Emmett and Seconded by B. Wilkes: “That the minutes of the Resilient Saanich Technical Committee meetings of January 19, 2021 be adopted.”

CARRIED

MOVED by T. Ennis and Seconded by P. Govindarajulu: “That the minutes of the Resilient Saanich Technical Committee meetings of February 16, 2021 be adopted, as amended.”

CARRIED

Amendment – Second last point on page 4 in the first paragraph – The TEM mapping is at a scale of 1/20,000 and the resolution is not adequate for decision making at a property level scale.

5. RECEIPT OF CORRESPONDENCE

In response to questions from Council, the Senior Manager, Parks stated:

- At a recent meeting, Council made a series of motions with respect to Panama Flats including ceasing the application to add additional lands at Panama Flats to the Agricultural Land Reserve, implement other elements of the Panama Flats Concept Plan as opportunities and funding permits, to recommend other Saanich-owned parcels that may be suitable for the proposed Regional Food and Farmland Trust and to check in with stakeholders to ensure the Panama Flats Concept Plan is still relevant.

MOVED by T. Stevens and Seconded by B. Windjack: “That the correspondence attached as part of the agenda for the March 18, 2021 Resilient Saanich Technical Committee meeting be received for information.”

CARRIED

6. INFORMATION AND PRIVACY

S. Masters, Privacy Officer and M. Greco, Information and Privacy Analyst presented *Freedom of Information and Protection of Privacy Act* (FOIPPA) and Records Management principles.

The committee requested that staff research on whether or not committee members could get Saanich email addresses rather than having to use their personal email addresses.

7. RESILIENT SAANICH WORK PLAN

Discussion took place as follows:

- Including timelines and deliverables in the Work Plan is useful.
- There is a desire for integrating tasks of staff and the committee and to emphasize the committee’s roles.
- Realistic timelines are needed even if it means ignoring the timelines in the Terms of Reference.
- The Milestone Approach should be used and the entire process should be mapped out into future years.
- There may be other tasks outside the deliverables outlined in the Terms of Reference that need to be identified; it will be important to have a common understanding of the tasks the committee is interested in taking on and articulating the desired work plan to Council

- The Work Plan is a living document.
- The committee will have the opportunity to update Council and the public at the end of each Milestone.
- Because there was a delay in getting the committee struck, it is reasonable to suggest timing changes.
- Feedback from the Open House should be reviewed prior to refining the scope of the Environmental Policy Framework
- Staff and the committee can advise on what their perceived data gaps are.
- It may be efficient to have the consultant assess the baseline conditions for both the Biodiversity Conservation Strategy and the State of Biodiversity Report although there is no down side to assessing separately.
- It may be appropriate to sequence work differently in order to allow the committee to focus on fewer tasks or to have brainstorming sessions prior to committee meetings so that members can come to meetings ready to make recommendations.
- The committee has a governance role; members should receive information, review it and provide expert advice to staff.
- More time is needed at meetings for the Working Groups to present.
- Resilient Saanich is more than biodiversity; it also includes stewardship and climate change mitigation.
- The committee determined the draft environmental atlas should not be released to the public; a Mapping Working Group is proposed.

Action Items:

- The Chair will solicit members to work on refining the scope of the Environmental Policy Framework.
- Committee members are requested to review the work plans and make recommendations on how to integrate them into one document.

8. STAFF UPDATE

The Senior Environmental Planner and the Manager of Environmental Services presented the March 11, 2021 Staff Update and discussion took place as follows:

- The proposed Mapping Working Group should review the 4th edition of the Environmental Sensitive Area Atlas prior to it being released.
- The deadline for public feedback on the proposed goals and objectives was March 15th.
- Stakeholder groups including Advisory Committees, youth groups and secondary schools, senior centres and First Nations groups were targeted.
- 145 online feedback forms and comments were received as of March 9.
- Feedback was solicited via e-bulletins, social media, postcard delivery to every household and business in Saanich, Camosun College and University of Victoria student societies and newspaper advertising.
- The feedback will be analyzed and a report to Council drafted; the committee will have a chance to review the report prior to it going to Council.
- A committee concern was that the feedback may not be relevant as it only pertains to the portion of the document that was posted online; it may be appropriate to post the entire document and request further feedback.
- The committee requested that their original document be included in the progress report to Council.
- When the report goes to Council, the public will be given the opportunity to provide feedback; there will be further engagement and comments can be incorporated throughout the process.

Action Item: All committee members will be advised of any scheduled discussions with staff so that they can participate if they wish.

9. **WORKING GROUP UPDATES**

Stewardship Working Group

- There will be a presentation on March 25th on the development of local conservation funds.
- Resourcing stewardship will always be a challenge.
- A discussion with staff is scheduled for March 22nd regarding stewardship.

10. **ADJOURNMENT**

MOVED by T. Stevens and Seconded by B. Windjack: "That the meeting of the Resilient Saanich Technical Committee be adjourned."

CARRIED

The meeting adjourned at 9:00 p.m.

NEXT MEETING

April 15, 2021 at 6:30 p.m. in Council Chambers.

Stewart Guy, Chair

I hereby certify these Minutes are accurate.

Committee Secretary

Lynn Merry

From: Ramona Johnston [REDACTED]
Sent: Thursday, March 18, 2021 12:20 PM
To: biodiversity
Subject: (External Email) Off leash dogs in Saanich

This email sent from outside the District of Saanich. Use caution if message is unexpected or sender is not known to you.

Hello. I am writing to share my thoughts on an area of concern that I would like to see addressed in the Saanich Biodiversity process.

We are an active outdoor family who has lived beachfront in Cadboro Bay for [REDACTED] years. We are very concerned about the behaviour of the many off leash dogs and their owners, frequently numbering in the hundreds each day. In addition to excessive barking, trespassing on private property, attacks on other beach users, there are multiple instances every day all year round of dog poop not being removed and off leash dogs chasing birds. I have years of photographic and video evidence of these incidents. Cadboro Bay falls entirely within the federally protected Victoria Harbour Migratory Bird Sanctuary, which prohibits dogs from running at large, and yet Saanich allows this practice to continue with a complete lack of enforcement.

My family enjoys hiking in many Saanich parks and we are continually disappointed to see how many irresponsible owners are allowing their dogs to run off trails, flush birds, dig in the soil around delicate plants and tree roots, splash in prohibited salmon spawning streams, jump on other park users and leave dog poop uncollected (both bagged and unbagged). We've even found bags of dog poop floating in the ocean when we've been kayaking. The presence of off leash dogs in Saanich parks, beaches and trails is consistently the only negative aspect of our outdoor experiences. I don't see any reason why dogs need to be off leash in any Saanich parks or beaches. Leashes are the only way to ensure that dogs are under control, and owners can still exercise and enjoy nature with their dogs on leash.

As a member of a number of Facebook groups devoted to various outdoor pursuits, I frequently see posts warning other families not to visit certain Saanich parks because of how bad the off leash dog situation is (there was one just yesterday regarding the number of dogs charging and knocking over young children at Gyro Park). My own children have been injured (jumped on, bitten, scratched and knocked down) on a number of occasions. I also see many posts from dog owners recommending Saanich parks and beaches as good places to run dogs off leash, especially during the summer months when surrounding municipalities enforce seasonal bans. This municipal policy in favour of making virtually all of Saanich's parks and beaches off leash in the name of encouraging "multi-use" is not in keeping with sound environmental practices, and Saanich has become known for being a wild west for unleashed and out of control dogs.

A leash requirement for all parks and beaches, with the establishment of a few fully enclosed designated off leash areas, would relieve environmental pressures and make outdoor activities safer and more enjoyable.

Thank you very much for allowing me the opportunity to voice my concerns.

Ramona Johnston
[REDACTED] Cadboro Bay Road

Lynn Merry

From: Esther Oltrogge [REDACTED]
Sent: Sunday, March 14, 2021 10:39 AM
To: biodiversity
Subject: (External Email) Cedar Hill Golf Course

This email sent from outside the District of Saanich. Use caution if message is unexpected or sender is not known to you.

I'm wondering if this golf course is reducing or eliminating the use of pesticides/fertilizers on the course?

Thanks,
Esther

**Resilient Saanich Technical Committee Living Work Plan
For the Saanich Environmental Policy Framework (EPF)**

DRAFT FOR DISCUSSION PURPOSES (v3)

* Includes tasks that are identified in the original Terms of Reference for the RSTC and additional items recommended by the RSTC, subject to approval by Council.

** Saanich staff roles: ESD = Environmental Services Division, SD = Sustainability Division, PD = Parks Division, WRD Water Resources Division

No.	Task description*	Likely deliverable format(s)	Est. timeline ⁱ	Roles		
				RSTC	Saanich Staff**	Council
Milestone 1						
1a	Draft an outline for the EPF, including a vision, guiding principles, goals & objectives and a thematic structure. COMPLETE	Outline document from the RSTC;	Dec. 2020 (draft 13) Completed April 2021 (receive public feedback on truncated outline)	<ul style="list-style-type: none"> Draft EPF outline 	<ul style="list-style-type: none"> ESD: admin. process support, facilitate public engagement, report to Council ESD: SD, PD, WRD: support RSTC orientation & provide feedback on drafts 	<ul style="list-style-type: none"> Approve in principle (with the Milestone 1 progress report)
1b	Develop draft criterion to guide development of the EPF and the selection of environmental policies and tools*ⁱⁱ	Briefing memo for discussion and development with the RSTC and staff	April 2021	<ul style="list-style-type: none"> Develop the first draft the Policy Evaluation Tool (formerly 'Evaluation Matrix') 	<ul style="list-style-type: none"> ESD: admin. process support ESD, SD, PD, WRD: ensure principles/ evaluation framework apply to strategies/plans 	<ul style="list-style-type: none"> Approve in principle (with the Milestone 1 progress report)
1c	Draft a preliminary workplan (including scope) for developing the EPF.ⁱⁱⁱ	'Living' Workplan, including statements of what is in/out of scope for the EPF	April 2021	<ul style="list-style-type: none"> Draft the workplan and scope statements for the EPF and review with Saanich Staff and Council. 	<ul style="list-style-type: none"> ESD: admin. process support ESD, SD, PD, WRD: receive for information to note the scope of activities and services subject to the EPF 	<ul style="list-style-type: none"> Approve in principle (with the Milestone 1 progress report)

2d	<p>Biodiversity Strategy: Assess, Analyse and Report the state of biodiversity in Saanich**v</p> <p><i>(Delegated to Consultant in consultation with RSTC; may be combined with task #2e)</i></p>	<p>'State of Biodiversity' stand-alone report</p> <p>AND/OR</p> <p>Description of baseline conditions in the background of the Biodiversity Strategy</p>	<p>May - Oct 2021 (Is this time-frame realistic?)</p>	<ul style="list-style-type: none"> Set terms and expectations for the report by providing input and reviewing RFP/TOR & outputs Review and provide feedback on proposed methodologies and the draft report 	<ul style="list-style-type: none"> ESD & PD: <ul style="list-style-type: none"> admin. process support WRD: review draft RFP/TOR & outputs facilitate staff, RSTC, council reviews of draft RFP/TOR & outputs 	<ul style="list-style-type: none"> Approve the final study budget and report Consider resource requests if project costs exceed the allocated budget of \$250,000
2e	<p>Biodiversity Strategy: Draft Biodiversity Strategy document*</p> <p><i>(Delegated to Consultant in consultation with RSTC; may be combined with task #2d)</i></p>	<p>Biodiversity Strategy</p>	<p>Oct 2021 – June 2022 (Can any of the Strategy be drafted prior to October?)</p>	<ul style="list-style-type: none"> Set terms and expectations for the report by providing input and reviewing drafts of the project charter Review and provide input on the proposed methodologies and the draft report 	<ul style="list-style-type: none"> ESD & PD: <ul style="list-style-type: none"> admin. process support draft project charter based on RSTC input facilitate staff, RSTC, council reviews of draft project charter & task outputs WRD: review draft project charter & outputs 	<ul style="list-style-type: none"> Approve the scope of work Consider resource requests if project costs exceed the allocated budget of \$250,000
2f	<p>Review and evaluate the existing stewardship program and recommend improvements</p>	<p>RSTC report to staff and Council, including recommendations to improve stewardship on private and public lands</p>	<p>February - June 2021</p>	<ul style="list-style-type: none"> Make recommendations to staff and Council to address gaps and opportunities to improve existing Saanich stewardship programs and activities 	<ul style="list-style-type: none"> PD: admin. process support SD, PD, WRD, ESD: <ul style="list-style-type: none"> facilitate RSTC review of programs/activities, provide feedback on draft recommendations, operationalize final recommendations if possible seek direction & resourcing from Council as needed 	<ul style="list-style-type: none"> Consider recommendations and provide direction to staff on implementation and resourcing
2g	<p>Review and evaluate climate adaptation plans and activities and recommend improvements</p>	<p>RSTC report to staff and Council, including recommendations to improve improve climate adaptation plans and approaches</p>	<p>May - October 2021</p>	<ul style="list-style-type: none"> Make recommendations to staff and Council to improve adaptation elements of the Climate Plan and other related plans and activities 	<ul style="list-style-type: none"> SD: admin. process support ESD, PD, ENG: <ul style="list-style-type: none"> facilitate RSTC review of programs/activities, provide feedback on draft recommendations, operationalize final recommendations if possible 	<ul style="list-style-type: none"> Consider recommendations and provide direction to staff on implementation and resourcing

2h	Review and evaluate Saanich's Urban forest Strategy and associated policies, bylaws and programs.	Recommendations to improve urban forestry plans and approaches	Sept - Dec 2021 (time permitting, or 2022)	<ul style="list-style-type: none"> • Make recommendations to staff and Council to improve the Urban Forestry Strategy and other related plans and activities 	<ul style="list-style-type: none"> • PD: admin. process support • PD, SD, ESD, WRD: <ul style="list-style-type: none"> ○ facilitate RSTC review of programs/activities, ○ provide feedback on draft recommendations, ○ operationalize final recommendations if possible 	<ul style="list-style-type: none"> • Consider recommendations and provide direction to staff on implementation and resourcing
2j	Begin drafting outline for EPF. <i>(May be delegated to Consultant in consultation with RSTC)</i>	EPF Outline	Oct – Dec 2021	<ul style="list-style-type: none"> • Work with Consultant to develop outline for EPF 	<ul style="list-style-type: none"> • TBD 	<ul style="list-style-type: none"> • TBD
2k	Identify program areas to review in 2022 and associated gaps in committee expertise	Revised workplan for Milestone 3 List of competency gaps	Sept – Dec 2021	<ul style="list-style-type: none"> • Identify program areas to focus on in 2022 • Advise staff and council on gaps in expertise to address selected 2022 program areas 	<ul style="list-style-type: none"> • PD, SD, ESD, WRD: support the RSTC in prioritizing program areas to focus on in 2022 	<ul style="list-style-type: none"> • TBD

Milestone 3						
3a	Finalize the biodiversity strategy*	Final biodiversity strategy	June 2022	<ul style="list-style-type: none"> Review and provide feedback on the draft strategy 	<ul style="list-style-type: none"> ESD & PD: admin. process support, contract mg't 	<ul style="list-style-type: none"> Approve and resource the final strategy
3b	Review water management plans and activities	Recommendations to improve water management plans and approaches	June 2022	<ul style="list-style-type: none"> Make recommendations to staff and Council to improve the Urban Forest Strategy and other related plans and activities 	<ul style="list-style-type: none"> WRD: admin. process support PD, ESD, WRD: <ul style="list-style-type: none"> facilitate RSTC review of programs/activities, provide feedback on draft recommendations, operationalize final recommendations if possible 	<ul style="list-style-type: none"> Consider recommendations and provide direction to staff on implementation and resourcing
3c	Review plans and activities in another thematic area TBD	TBD	June 2022	TBD	TBD	TBD

ENDNOTES (working assumptions)

ⁱ All timelines and deliverables to be reviewed by RSTC to promote a sustainable workload and reasonable timelines.

ⁱⁱ It is anticipated that the Policy Evaluation Tool will continue to be developed, tested and refined throughout the three milestones of the EPF development.

ⁱⁱⁱ The RSTC Workplan will be a “living document” that will continue to be developed and refined throughout the EPF development project.

^{iv} Reviewing current data and identifying data gaps will be a task common to each thematic element in the Framework.

^v A consultant familiar with local ecosystems is preferred by the RSTC.

Evaluation Matrix for the Resilient Saanich Environmental Policy Framework

In November 2017, Saanich Council directed that an Environmental Policy Framework (EPF) be developed to focus, integrate, and improve the efficacy of the Districts environmental policies and programs. The EPF is intended to promote the level of meaningful structural change necessary for Saanich to become more resilient, inclusive, and effective in adapting to climate change, tree canopy and biodiversity loss, pandemics and other environmental challenges that might arise.

Saanich Council requested a tool for the evaluation of both existing and proposed policies. The evaluation matrix will also be a useful tool for the Technical Committee to use in evaluating policy options that arise as each of the various thematic elements that make up the EPF are developed. The tool can also be used to help evaluate consultant proposals, methodologies and recommendations associated with the development of the EPF. The evaluation matrix will provide a defensible foundation for future decisions by Council and staff on how best to protect and enhance the environment within Saanich.

It is proposed that the Evaluation Matrix will be composed of a series of weighted criterion that will be used to score and select policy options and tools.

1. The first criterion will consist of the **10 Framework Principles**.
2. The second criterion will consist of the **Framework Objectives**, as well as **thematic objectives** for relevant policy options and tools.
3. A final criterion will consist of a series of **performative criteria**. Examples of possible candidates for consideration are listed below.
 - Relevance and usefulness
 - Fairness to residents and other stakeholders
 - Strong public support
 - Effectiveness (capable of providing clear, measurable environmental benefits)
 - Timeliness (can be implemented within a reasonable timeframe)
 - Accuracy
 - Clarity
 - Recognized standards and proven methodologies
 - Consistency of application in the field by QEPs
 - Completion of a SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats)
 - Precedence (has the policy been used to effect elsewhere)
 - Enforceability
 - Adaptive management

Memo

To: RSTC Members

From: RSTC Chair

Date: April 8, 2021

Subject: RSTC Input/motion to address Milestone One Action 6: Further refine the scope for the EPF and data collection.

The Resilient Saanich Environmental Policy Framework, Terms of Reference from June 11, 2020 under Milestone One, Action 6 states “Establish Technical Committee and with staff: “further refine the scope for the Environmental Policy Framework and data collection”.

The Resilient Saanich Technical Committee RSTC is well established. The RSTC completed an outline of the Resilient Saanich Environmental Policy Framework in December 2020 and submitted it to Saanich staff for review and comment. The document includes a Framework Vision, Guiding Principles, Goals, Objectives, and Thematic Plans, which articulate the general scope of the Framework. The addition of the Thematic Plans into the EPF was the first step in the refinement the scope of the EPF.

RSTC has now drafted a Saanich EPF Work Plan which provides preliminary actions and timelines for RSTC deliverables. The EPF Work Plan will be presented and discussed by RSTC members on April 15th, 2021. The Draft Saanich EPF Work Plan will be sent to Saanich staff for their input.

Data gaps and collection will be addressed for each of the thematic plans of the Framework. The RSTC members have reviewed and the ESA Atlas and Saanich GIS mapping data. A new Mapping Working Group is proposed in the EPF Work Plan for Milestone Two to support the Thematic Plans such as Biodiversity Conservation Strategy. Data collection refinements will be recommended by the RSTC Mapping Working Group.

Motion: Milestone One Action 6:

The Milestone One action, “*Further refine the scope for the EPF and data collection*” has been addressed by the RSTC with the additions of:

- EPF Thematic Plans to the December 2020 framework document,
- An updated April 2021 EPF Milestone Work Plan,
- The new Mapping Working Group’s advice refinement of data collection.