



**AGENDA**  
**RESILIENT SAANICH TECHNICAL COMMITTEE**  
**Saanich Municipal Hall, Council Chambers**  
**Tuesday, May 25, 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 **1-833-214-3122** and use code **675 451 247#** during the time noted above. **NOTE: MS Teams callers are identified by their phone number which can be viewed on screen by all attendees of the meeting.**

1.	<b>Call to Order</b>	Chair S. Guy	
2.	<b>Territorial Acknowledgement &amp; Diversity, Equity and Inclusion Statement</b>	Councillor R. Mersereau	
3.	<b>Approval of Agenda</b>	Chair S. Guy	5 mins
4.	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>• April 15, 2021</li> <li>• April 27, 2021</li> </ul>	Chair S. Guy	5 mins
5.	<b>Receipt of Correspondence</b>	Chair S. Guy	5 mins
6.	<b>Biodiversity Conservation Strategy Discussions Continued from April 27<sup>th</sup> meeting</b>	Councillor R. Mersereau Chair S. Guy	60 mins
7.	<b>Saanich Staff Feedback on Integrating the RSTC Workplan and the Resilient Saanich Terms of Reference</b>	A. Pollard E. Riccius Chair S. Guy	35 mins
8.	<b>Public Engagement Report: Next Steps</b>	A. Pollard Chair S. Guy	25 mins
9.	<b>Milestone One Progress Report</b>	A. Pollard	10 mins
10.	<b>Adjournment</b>		

\* \* Next Meeting: June 29, 2021 at 6:30 p.m. \* \*  
 Please RVSP your attendance to [lynn.merry@saanich.ca](mailto:lynn.merry@saanich.ca)

**MINUTES**  
**RESILIENT SAANICH TECHNICAL COMMITTEE**  
Saanich Municipal Hall, 770 Vernon Avenue  
Council Chambers via MS Teams  
**April 15, 2021 at 6:33 p.m.**

Present: Councillor Rebecca Mersereau (Council Liaison), Kevin Brown, Tim Ennis, 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, and Megan MacDonald, Committee Clerk

Regrets: Purnima Govindarajulu

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1. **CALL TO ORDER**

The meeting was called to order at 6:37 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 B. Windjack and Seconded by K. Brown: "That the Agenda for the April 15, 2021 Resilient Saanich Technical Committee be approved, as amended."**

Timing for items 8 and 9 was adjusted.

**CARRIED**

4. **ADOPTION OF MINUTES**

**MOVED by B. Wilkes and Seconded by K. Brown: "That the minutes of the Resilient Saanich Technical Committee meetings of March 18, 2021 be adopted, as amended."**

**CARRIED**

Page 3, second last paragraph was amended to add "and adaptation".

5. **RECEIPT OF CORRESPONDENCE**

**MOVED by K. Brown and Seconded by B. Wilkes: "That the correspondence attached as part of the agenda for the April 15, 2021 Resilient Saanich Technical Committee meeting be received for information."**

**CARRIED**

T. Munson advised that all correspondence received is responded to by staff.

**6. COMMITTEE DEBRIEF (WORKLOAD, EMAIL MANAGEMENT, COMMITTEE MEMBERSHIP)**

Councillor Mersereau stated:

- The work plan is a living document and will evolve over time; it is a necessary starting point for the committee.
- Members have expressed concern that the workload and email traffic has exceeded expectations.
- Generally other committee's members are not in contact with each other or schedule work between monthly meetings.
- There may be an opportunity for the committee to work in a more advisory or peer review role although there is support for working groups as they can delve into issues.
- The committee can consider replacing the two members who have resigned as soon as possible or at a more specific time in the process where it makes sense.
- The committee will direct the scope of work for the Environmental Policy Framework and will work closely with the consultant.

Committee members made the following comments:

- It is appropriate for the RSTC to be in an advisory role.
- To provide adequate advice, working groups must delve into issues.
- Investing extra time to do the research is important.
- There is concern with not having a diversity of viewpoints on smaller working groups.
- It will be up to individual members how much time they wish to spend on committee work.
- It is easier to do the work in smaller groups; working groups will set the ground work for the consultant.
- Peer review will take place when working groups present to the larger committee.
- It would be appreciated if a First Nations representative could be solicited for the committee.

**7. RSTC DRAFT WORK PLAN**

The RSTC Draft Work Plan was reviewed and committee members made the following comments:

- Staff will give an overview on the public input received on the draft Goals, Objectives and Principles of the Resilient Saanich process at an upcoming meeting.
- Once the committee is satisfied with the Draft Work Plan, staff would be asked to review and provide feedback.
- There may be a need to revise the wording in 1a and 2j "EPF outline" as it suggests duplication.
- A Mapping Working Group would be appropriate to review the GIS Mapping Goals under 2a.
- Items would not be considered "complete" until the RSTC reviews and confirms that they are complete at a committee meeting.
- The Biodiversity Working Group is working on a report to provide guidance to staff in developing the Request for Proposal for the State of Biodiversity Study and Report.
- 2b and 2c1 may be duplicates.
- The Work Plan is a living document and can be revised as necessary.
- It would be helpful to have Parks staff present on what they are currently working on so that the committee can understand before making recommendations.

The Senior Manager, Parks stated:

- Engagement with the committee will be tailored to make the best use of everyone's time.

The Manager of Environmental Services stated:

- 2f corresponds to the original Terms of Reference; once the existing stewardship program is reviewed and evaluated, staff would move ahead with an enhanced stewardship program.
- The Climate Plan includes adaptation and mitigation.

**MOVED by B. Wilkes and Seconded by T. Stevens: "That the committee approve the Resilient Saanich Technical Committee Living Work Plan for the Environmental Policy Framework, as amended, subject to revision at the call of the Chair."**

**CARRIED**

Committee members made the following comments:

- Staff will undertake a gap analysis between the Work Plan and the Terms of Reference; Council will need to approve on any changes to the Work Plan if they are outside the scope of the Terms of Reference.

Action Item:

Committee members should provide feedback on the Draft Work Plan, version 3, via email by April 22<sup>nd</sup>.

**MOVED by J. Gye and Seconded by B. Wilkes: "That once staff have completed the gap analysis between the Terms of Reference and draft Work Plan, the gap analysis will be provided to the committee for input prior to it being presented to Council."**

**CARRIED  
with K. Brown OPPOSED**

## 8. DISCUSSION OF EVALUATION MATRIX

The Evaluation Matrix was reviewed and committee members made the following comments:

- The evaluation matrix will be used to evaluate existing and proposed policies and programs based on specific criteria with a lens on environmental policy framework principles.
- It will provide a defensible rationale for future decisions.
- Criterion includes ten framework principles, thematic objectives and performative criteria.
- It may be appropriate to weigh criteria on its importance.
- The consultant will use the matrix to evaluate the enhanced stewardship program.
- There may be criteria that would not be relevant to some policies or programs and in that case they would not be used for evaluation.
- Interdepartmental feedback and piloting of the evaluation matrix was suggested as well as consideration of using the matrix to review existing policies.

The Manager of Environmental Services stated:

- The evaluation matrix will be used to evaluate conservation tools.
- Staff could provide input on the criterion.

**MOVED by J. Gye and Seconded by K. Brown: “That the committee receive for information the draft policy evaluation tool, version 3 submitted on April 15, 2021.**

**CARRIED**

**9. DISCUSSION ON THE SCOPE OF THE ENVIRONMENTAL POLICY FRAMEWORK**

The memo from the RSTC Chair was reviewed and committee members made the following comments:

- A working group will address data collection.
- Gaps may be identified by working groups and via public engagement and will evolve throughout the process.

The Manager of Environmental Services stated:

- The Terms of Reference states that the committee would further refine the scope for the Environmental Policy Framework and data collection.
- Scope refinement could include items such as marine environment, the ESA Atlas and the GIS layers with commentary.

**MOVED by B. Windjack and Seconded by T. Ennis: “That Milestone 1 action, “Further refine the scope of the Environmental Policy Framework and data collection” is ongoing and to date has included the addition of:**

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

**CARRIED**

**10. ADJOURNMENT**

**MOVED by T. Stevens and Seconded by T. Ennis: “That the meeting of the Resilient Saanich Technical Committee be adjourned.”**

**CARRIED**

The meeting adjourned at 9:03 p.m.

**NEXT MEETING**

April 27, 2021 at 6:30 p.m. in Council Chambers.

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Stewart Guy, Chair

I hereby certify these Minutes are accurate.

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Committee Secretary

**MINUTES**  
**RESILIENT SAANICH TECHNICAL COMMITTEE**  
Saanich Municipal Hall, 770 Vernon Avenue  
Council Chambers via MS Teams  
**April 27, 2021 at 6:44 p.m.**

Present: Councillor Rebecca Mersereau (Council Liaison), Kevin Brown, 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; Rick Hatch, Assistant Supervisor Natural Areas; Lynn Merry, Senior Committee Clerk, and Megan MacDonald, Committee Clerk

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**1. CALL TO ORDER**

The meeting was called to order at 6:44 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 B. Windjack and Seconded by T. Stevens: "That the Agenda for the April 27, 2021 Resilient Saanich Technical Committee be approved."**

**CARRIED**

**4. OVERVIEW OF PUBLIC FEEDBACK ON THE DRAFT GOALS, OBJECTIVES & PRINCIPLES OF THE RESILIENT SAANICH PROCESS**

The Manager of Environmental Services presented the Goals and Objectives Engagement Results (PowerPoint on file). It was the consensus that committee members would review the document over the next few weeks and provide feedback at a future meeting.

**5. OVERVIEW OF NATURAL AREAS MANAGEMENT**

The Senior Manager, Parks and Assistant Supervisor Natural Areas presented Natural Areas Management (PowerPoint on file) and answered questions as follows:

- Swan Lake Christmas Hill is an example of successful restoration and stewardship.
- Swan Lake Christmas Hill Nature Sanctuary and the Horticulture Centre of the Pacific are keen to build relationships with Saanich in an effort to develop their programming and reach a diverse audience.
- 100 metre stretches of the Colquitz River are restored each year in partnership with the Peninsula Streams Society and Public Works staff.

- There are over 150 sites that Pulling Together volunteers have worked on that are being watered, mulched, pruned and re-planted by Saanich.
- Staff look for opportunities for restoration after the completion of engineering projects.
- Invasive species are not removed unless planting is going to take place.
- It has been challenging this year to purchase plant materials due to the boom in local gardening.
- Keeping people out of sensitive areas has been one of the challenges; there needs to be balance between allowing people to explore and protecting sensitive areas.
- Mount Tolmie has overuse issues and staff have recently created a large enclosure to protect habitat.
- Protective fencing may help with long term sustainability.
- The Natural Intelligence program is now in place to assist Saanich residents in getting to know natural areas; residents can connect with nature at their own speed and level.
- The focus of Parks staff is operational and on-the-ground work; not policy or research.
- Next steps in Parks Natural Areas work include: United Decade of Ecosystems Restoration projects, trail closures and habitat protection, natural resources inventory projects, ecological restoration plans, updating parks plans and use guidelines, strategic acquisitions of land to add to parks systems, and long term protection of habitat.

Committee members expressed interest in visiting some of the areas identified in the presentation.

#### 6. **PLANNING FOR THE STATE OF BIODIVERSITY REVIEW & BIODIVERSITY CONSERVATION STRATEGY**

The Planning for the State of Biodiversity and Biodiversity Conservation Strategy documents were reviewed and committee members made the following comments:

- There is a need to consider mapping barriers and connectivity.
- There are natural areas that could be fragmentation zones such as lakes.
- The document will be used as a guidance piece to develop the Request for Proposal.
- It will be important to identify stressors on biodiversity ecosystems.
- There may not be much information on abiotic stressors in the Capital Regional District and therefore a need to draw on different sources of data.
- It may be appropriate to change the title “State of Biodiversity” and add “and Conservation Action”.
- Condition assessments would be accomplished mainly by desk top.
- Ongoing ecological processes need to be included to understand where landscape came from and future trends.
- The committee should look beyond Saanich protected lands, i.e. consider Capital Regional District parks in Saanich, Department of National Defense land in Saanich, University of Victoria lands, all as part of the conservation network.

#### Action Items:

- The Excel spreadsheet will be sent to committee members and staff.
- Committee members and staff are to review and provide comments directly in the document.
- Comments will be provided to the Biodiversity Working Group and the document will be refined based on the feedback.
- A meeting will then take place with staff to review the document.

**MOVED by T. Stevens and Seconded by P. Govindarajulu: “That feedback be requested from committee members and staff by May 7<sup>th</sup> on the approach proposed by the Biodiversity Working Group.”**

**CARRIED**

**7. ADJOURNMENT**

**MOVED by T. Stevens and Seconded by T. Ennis: “That the meeting of the Resilient Saanich Technical Committee be adjourned.”**

**CARRIED**

The meeting adjourned at 9:02 p.m.

**NEXT MEETING**

May 25, 2021 at 6:30 p.m. in Council Chambers.

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Stewart Guy, Chair

I hereby certify these Minutes are accurate.

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Committee Secretary

# Memo

**To:** Resilient Saanich Technical Committee  
**From:** Adriane Pollard, Manager of Environmental Services  
**Date:** May 4, 2021  
**Subject:** Environmental Reference Atlas (ERA)  
**File:** 1030-30 – Resilient Saanich

The purpose of this memo is to outline the state of the Environmental Reference Atlas (ERA) (previously the Environmentally Significant Areas Atlas) and give options for going forward, as requested by the RSTC Chair and Council Liaison.

Action 5 of the Council endorsed Resilient Saanich Terms of Reference states “Publish the 4<sup>th</sup> edition of the ESA Atlas” and use Our Backyard, e-mail, and the Saanich website to inform the public of its release.

Action 24 of the Council endorsed Resilient Saanich Terms of Reference states “Produce the 5<sup>th</sup> edition of the ESA Atlas” in recognition of the new or edited data that would result over the course of the initiative.

These actions are supported by OCP policy 4.1.2.1 “Continue to use and update the Saanich Environmentally Significant Areas Atlas and other relevant documents to inform land use decisions.”

At this time, the ERA is complete and ready to be published as a pdf. Staff believe that the 4<sup>th</sup> edition of the ERA should be published for the benefit of the public, staff, and decision-makers who are not GIS-savvy. It contains all of the same layers as found in SaanichMap plus additional layers, such as the Natural State Covenant layer. It has a simplified legend for ease of interpretation, introductory text to explain each data source, and additional maps such as the aquifer map and watersheds map. The ERA is on the same grid system as all Saanich map books which allows for cross-referencing.

It is acknowledged that the inventories, the Atlas, and GIS have and will never be perfect. That said, each subsequent Atlas edition contains more data, more accurate data, improved cartography, and more recent ortho photo imagery. It is also important to note that the ERA has no legislative authority and is simply a general information document.

More and improved data will be gained as part of the State of Biodiversity reporting. Over the course of the Resilient Saanich process, the desired role of mapping in conservation action will become clear. At that time, the purpose, standards, methods can be determined. Subsequently, resources can be requested and improvements can be made. The 5<sup>th</sup> edition will benefit from all of this work.

What is key at this time is to provide information for people accessing the ERA to understand where the data came from, if it has been verified and to what standard, and what the purpose of the mapping is (non-regulatory). Secondly, it is important to continually improve the information that is made available through this document

In going forward, the Council endorsed Resilient Saanich Terms of Reference currently outlines two main opportunities for the RSTC to shape data collection: Milestone One, action item #6 calls for the RSTC to further refine that scope for the Environmental Policy Framework and data collection; and Milestone Two, action item #12 calls for the RSTC to determine whether further data or research is advisable via a staff report to Council. That being said, in its advisory role, the RSTC is welcome to comment on the mapping at any time.

#### Recommendation

That the RSTC endorse the publication of the 4<sup>th</sup> edition of the Environmental Reference Atlas to increase understanding and access of current information on the understanding that the 5<sup>th</sup> edition will reflect greater accuracy and information as an outcome of the Resilient Saanich process.

Staff are pleased to discuss further with the RSTC.

If RSTC members are interested, the attached pages include commentary on concerns raised by the RSTC mapping working group.



Adriane Pollard, MCIP, R.P. Bio, MCEM  
Manager of Environmental Services

AP/jsp

Attachment

## Attachment

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 Council endorsed Resilient Saanich Terms of Reference”. As such, the mapping working group made a submission to the RSTC regarding new Saanich mapping (dated Feb 1, 2021). The following pages contain highlights from the submission with staff commentary (in blue). RSTC members are welcome to refer to the entire document from the mapping working group as previously distributed.

- 1. The value of providing mapping in a pdf atlas format is questionable in our opinion. It is time consuming and costly to update this kind of information and, as a result, old, outdated information such as the existing marine inventory persists. In addition, it is not possible to customize the available information for optimal viewing or analysis. Tablets are widely available for field staff to use on line mapping efficiently and effectively.**

It is not particularly time consuming or costly to convert GIS layers into an atlas. Saanich staff do not have access to tablets at this time. We only print out about 20 copies for distribution to libraries, staff, and consultants upon request. Its main use is as an online pdf for those who are not confident with GIS or those that do not have access to GIS. Staff would suggest that the hardcopy atlas has value and is worthy of being retained.

- 2. We have found the mapping of a mix of three different inventory systems on the atlas to be confusing, particularly where there are overlaps among them. We think it can be seen how confusing that is, and to a lay person trying to figure out the Atlas/GIS maps, quite difficult.**

This is a good example of how the atlas should be used as a flagging system—there is something likely of ecological interest that should be visited if details are wanted. Whether it is on GIS or in the Atlas, both are far easier to use than the systems offered by the source organizations. Residents can and do contact staff for assistance in interpreting the layers.

- 3. We have some concerns about the accuracy of designation of ESAs, or Environmental Sensitive or Significant areas as marked on the maps. Accuracy is important. In order to build a biodiversity strategy, we need a precise understanding of (a) where actual environmentally significant areas are located, and (b) what is in these areas.**

The only inventory that uses ‘sensitive’ or ‘significant’ is SEI. Staff are in the process of adding verification metadata to each polygon so that a user can right-click and see which of the overlapping inventories have been verified. The Atlas can be used to flag areas for a closer look and potential field work depending on the priorities coming from the Biodiversity Conservation Strategy.

- 4. We also need this information for Saanich parks. Most smaller parks and areas within the parks with smaller ecosystems, such as Trembling Aspen Woodland, are not mapped.**

Agreed, we have some additional data for smaller ecosystems in parks which we hope to upload for the next edition. We are currently reviewing a comprehensive report of rare ecosystems in Saanich that we are hopefully will provide more data.

**5. Ecological condition is not noted by any of the three mapping systems.**

There are several polygons that have been assessed for conservation value or condition. We are hoping to add this to the metadata, much like the verification described above. Still, many have not. It is expected that further into the RS process, the data gaps that will be determined based on the goals, objectives, etc.

**6. “To be included in the Atlas, data must be from a comprehensive environmental inventory using technical and consistent standards” differs with slide 8 of the power point presentation, showing a low percentage of field checked sites, especially the TEM polygons. We are concerned about how many of the mapped polygons meet that bar. The concern is that the public will read the maps as though these are facts, and will be thereby miss-led. We see no place in the Atlas where the appropriate context is given. One aspect that would create more confidence in the accuracy of the ESA designations would be to know that there was a lot of field verification.**

In terms of background, the methodology of broad mapping products (SEI, TEM) does not require a high level of ground verification to be included in the inventory. Verification normally comes when a greater level of detail is needed for decision-making or through a field testing/auditing process. For example, all of the SEI polygons designated by the provincial and federal governments in Saanich have data source levels ranging from full ecoplot to ‘walk by’ to air photo interpretation. This was felt to be adequate to be included in the inventory as a flagging tool. Clearly, this level of detail is not adequate when deciding how to manage the site. We are currently generating the verification data to publish in GIS as well as interpretive material on the website.

**7. There is general agreement that lawns and flower gardens under trees are usually not ESAs. In addition, areas in poor or fair ecological condition, which are dominated by invasive species, would likely not meet this bar.**

The purpose and methodology of each inventory is important to consider. Equally important is the use Saanich assigns to this information. Currently these inventories are information only. The information could be used to determine where development should/should not occur; where corridors should/should not occur; where restoration should/should not occur. At the present time it is still too early in the process to determine if/how this information should be used.

**8. Saanich Ecosystem Mapping (SEM) uses a “modified” SEI inventory method, but it is not clear what all the modifications were made to the SEI method in arriving at a modified method for the SEM.**

The methodology is laid out in the mapping report. Basically, it is different from SEI in that resources were directed towards priority areas, the minimum size of polygon threshold was not used, and the conservation value was evaluated using modified criteria, such as restoration potential.

- 9. TEM has up to three ecosystem components in each polygon, yet only one is reported. The TEM layer on the GIS could contain more information on vegetation associations within each polygon. And there is evidence that some polygons are incorrectly identified, as we would expect since a very small number were field checked. At the scale of 1:20,000, the TEM maps may be too large for assessing individual properties, or small but important ecosystem fragments in parks.**

Staff will check to see if the three ecosystem components can be displayed on GIS and will look at the examples provided by the RSTC. The Environmental GIS Analyst is improving the accuracy of TEM polygon boundaries to exclude obvious inaccuracies such as pervious surfaces.

- 10. There is also a concern about mapping the natural state covenant areas. These are characterized as protected areas when in many instances this is not the case. Many covenants have been overwhelmed with non-native vegetation and are now, in effect, weed patches of questionable environmental value.**

Natural state covenants are legally protected areas, however depending on the wording of the covenant, the landowner may not be obligated to remove invasive species from the covenant area. Currently, there are very limited resources to proactively monitor or offer assistance to every landowner with invasive species in their covenants (we do help a handful annually).

- 11. The working group made a number of recommendations to confirm, audit, modify the mapping.**

Once the goal posts are determined in the Resilient Saanich process, the issues of auditing, modification, required resources, etc. can be better addressed.

- 12. The SEI mapping does not show a number of key sensitive coastal bluffs in Saanich (e.g. Mt Doug Park and bluff to the south). This layer should be re-evaluated and only sedimentary coastal bluffs shown as bluffs. Rock cliffs and ramps do not need to be shown as “Sensitive ecosystem components” and there is a need to provide more comprehensive coastal mapping.**

Staff agree that the marine shoreline mapping can be improved. The CRD is producing detailed information on the Gorge shoreline. Once it is produced, it can be evaluated to see if this method should be pursued for the remainder of the Saanich coastline.

# Memo

**To:** Resilient Saanich Technical Committee

**From:** Adriane Pollard, Manager of Environmental Services  
Eva Riccius, Senior Manager Parks

**Date:** May 17, 2021

**Subject:** Resilient Saanich: State of Biodiversity Report  
File: 1030-30 • Resilient Saanich Policy Framework

Thank you for the opportunity to comment on the Committee's Guidance for RFP State of Biodiversity spreadsheet. Milestone Two of Council's Resilient Saanich Terms of Reference calls for a State of Biodiversity report. The purpose identified is to: 1) collate data; 2) identify gaps; and 3) fill gaps in knowledge that would be needed to form the basis for creating a Biodiversity Conservation Strategy (BCS). Staff have compared the Committee's spreadsheet with the relevant actions from the Terms of Reference and provide the following comments:

## Action 11

**“Collate and analyze known data regarding biodiversity in Saanich. Identify gaps in data to fill in order to meet objectives, including climate adaptation.”**

To date, the Resilient Saanich Technical Committee (RSTC) has identified that further information is needed on:

- The marine shoreline;
- Park land inventory;
- Condition assessment of polygons of existing inventories (staff note that more information is needed here regarding purpose and methods of a condition assessment);
- Improvements to data attributes that are available on GIS (i.e. further TEM data); and
- Verification data for existing polygons.

Based on the Terms of Reference, staff have been focusing efforts to:

- Increase the accuracy of polygon boundaries of existing inventories;
- Identify the level of verification for each polygon; and
- Add inventory data to existing polygons.

To address the information needs identified above by the RSTC, staff recommend that the following datasets (as per Table 1) be digitized or explored by the Environmental GIS Analyst, for the use of the consultant hired to create the Biodiversity Conservation Strategy.

**Table 1: Recommendations for use of existing datasets**

<b>Dataset Name</b>	<b>Source</b>	<b>Initial Date</b>	<b>Description</b>
<b>Datasets recommended for immediate addition to GIS by Saanich staff:</b>			
Rare Plant Communities within the District of Saanich report	Saanich Contractor	2003	Digitization underway by staff. Detailed rare plant, vegetation inventory, and ecosystem data for park land
GOERT Site records	GOERT	Pre 2012?	Sites identified as priority Garry Oak ecosystems
Cuthbert Holmes Park Ecosystem Inventories	Saanich Internal (BC Museum)	1981	Inventory of animal species in the Park area
Park inventories	Contractors	various	Ecosystem mapping of parks (Cuthbert-Holmes, Rithett's Bog, etc.)
Historical Parks plants lists	BC Provincial Government	1994 - 2007	Lists of plant inventories from various parks within Saanich
Critical Habitat for federally-listed species at risk (posted)	Ministry of Environment and Climate Change Strategy	2015	This dataset displays the geographic areas within which critical habitat for species at risk listed on Schedule 1 of the federal Species at Risk Act (SARA)
<b>Datasets that merit a closer look to see how much data of use is available and how much time would be required to process it into GIS:</b>			
Wildlife Species Inventory and Habitat Features	Ministry of Environment and Climate Change Strategy	2014 - 2019	
Ebird	Crowd-sourced	Ongoing	Crowd-sourced online platform that contains point-based observations of birds.
BC Breeding Bird Atlas	Birds Canada	Unknown	The data can be used to estimate population trends and relative abundances.
Victoria Butterfly Survey	Ministry of Environment and Climate Change Strategy	2018	Surveys for butterflies and rare diurnal moths in the low elevation parks and protected areas of the capital region.
iNaturalist	Crowd-sourced	Ongoing	Crowdsourced organism occurrence recording tool
IAPP (invasive species sightings)	Ministry of Environment and Climate Change Strategy	Unknown	The map displays invasive plant inventory and treatment information entered by a wide variety of agencies.
Wildlife Habitat Features – FRPA	Ministry of Environment and Climate Change Strategy	2014	The dataset was created to provide better information for wildlife management, the protection of biodiversity.
Shorezone	Strait of Georgia	1997-2007	Biological and geomorphological attributes of the shoreline.

Global Biodiversity Information Facility (GBIF)	Many sources	Unknown	Contains many thousands of datasets.
<b>Datasets that will be useful and available in the near future:</b>			
High-resolution Shoreline Orthophoto Imagery	CRD	July 2021	High resolution low tide orthophoto imagery from July of 2020; approximately 50m to either side of the high water mark or to the nearest road,
Landscape Analysis Mapping	CRD	June 2021	Canopy cover, riparian areas, impervious surfaces, vegetation categories

**Action 12**

“The Technical Committee to determine whether further data or research is advisable via a staff report to Council.” Further, the Terms of Reference states that “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 and analysis. The Technical Committee will lead the setting of standards and methodologies to further the objectives.”

From its spreadsheet, the RSTC recommends the following areas of data collection, research, and analysis (see Table 2). Staff comments are provided in the Table below and with a recommendation at the end of this memo.

**Table 2: Areas of additional data collection, research, and analysis requested by the RSTC**

Source: Draft Guidance for RFP State of Biodiversity spreadsheet (RSTC)	Staff Comments
<p>Prioritization of Species and Ecosystems (terrestrial, aquatic, marine):</p> <ol style="list-style-type: none"> <li>1. Distribution and status of species and ecosystems at risk in Saanich</li> <li>2. List of species and ecosystems where Saanich might have a higher global/provincial responsibility for conservation</li> <li>3. Regionally/culturally important species/species groups for conservation</li> <li>4. Irreplaceable or rare or unique habitats/habitat features</li> </ol>	<ol style="list-style-type: none"> <li>1. All red and blue species in Saanich are shown in SaanichMap except extirpated populations, and elements with polygons having too large of a margin of error to be useful. We also have all of the attribute data. Staff can check to make sure all federally listed species are shown.</li> <li>2. Will condition be a consideration in this exercise? Would this be spatial as well?</li> <li>3. Would this have any spatial data? Where would the information come from?</li> <li>4. Will condition be a consideration in this exercise?</li> </ol>
<p>Condition/risk/conservation potential of areas of current or future biodiversity conservation interest:</p> <ol style="list-style-type: none"> <li>1. Mapping of 4 tiers: hubs, corridors, stepping stones and matrix</li> <li>2. Ecosystem condition assessment of hubs, corridors, stepping-stones and matrix</li> </ol>	<ol style="list-style-type: none"> <li>1. This task appears to go beyond a State of Biodiversity report and would be more appropriate for the BCS. While we generally support this sort of approach in concept, we also would not advise the Committee to commit to this specific approach at this stage as there may be other ways and strategies that may be better suited to our situation. We would support the BCS consultant to</li> </ol>

<ol style="list-style-type: none"> <li>3. Retrospective assessment of the 1972 Greenbelt proposal for Saanich</li> <li>4. Foreshore and marine</li> <li>5. Abiotic factors - soil, air quality, light and sound pollution</li> </ol>	<p>consider this approach, but perhaps they have some other policy tools and examples of BCS strategies that they would recommend. The approach noted locks us in at a very early stage.</p> <ol style="list-style-type: none"> <li>2. Is this information really needed for the purpose of this report? Fits better with BCS or even as an action of the BCS. Field work will be needed which will be expensive and lengthy. It will never be complete due to private land access. Suggest using the conservation evaluation tool developed by Saanich contractor. It is suitable for urban and suburban use. However, the method is not suitable as a desktop exercise.</li> <li>3. Staff can provide the necessary data for the consultant.</li> <li>4. See “Datasets that will be useful in the near future” in Table 1. We are hoping to use the CRD intertidal project as a model. It will be complete for the Gorge but Saanich would need to pursue this separately with additional funding for the outer coast. This would take a few years to complete. Perhaps better as an action of the BCS</li> <li>5. Best left to the consultant or as part of condition assessments. Are these must haves, or can the BCS consultant come up with a good strategy without them as the ecology is built on the abiotic factors and we will have a relatively good sense of the ecological features?</li> </ol>
<p>Biodiversity threat assessment:</p> <ol style="list-style-type: none"> <li>1. IUCN standardized methodology to assess threats to hubs, corridors and stepping stones</li> </ol>	<ol style="list-style-type: none"> <li>1. This would best be accomplished as part of the BCS including assessing the suitability of this methodology for a local government. The Climate Plan Update: Resilient Saanich Risk Assessment Report is a good starting place for climate related impacts. The draft Environmental Policy Framework Gap Analysis also has many risks identified.</li> </ol>
<p>Stewardship and volunteer contribution to biodiversity conservation:</p> <ol style="list-style-type: none"> <li>1. List of stewardship initiatives coordinated by Saanich</li> <li>2. List and investment in stewardship initiatives in Saanich coordinated by other levels of government</li> <li>3. List of non-government stewardship initiatives</li> </ol>	<ol style="list-style-type: none"> <li>1. This information is currently in the draft Environmental Policy Framework Gap Analysis</li> <li>2. Is this required or a ‘nice to have’? It would be challenging to put together. It is doubtful that other organizations will share their financial details. Also, there is a lot of in kind and sweat equity involved that would not be accounted for. Not sure if the results would be worth the amount of effort and to what end?</li> <li>3. Some of this exists already. A partial list could be put together with caveats. Quite a</li> </ol>

	bit of research would be needed to develop further.
<p>Financial investment in biodiversity conservation by Saanich in the past 10 years:</p> <ol style="list-style-type: none"> <li>1. Line items/estimate in the Saanich budget that directly contribute to biodiversity conservation</li> <li>2. Number of staff hours directly dedicated to biodiversity conservation and monitoring</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff can provide this for the consultant. This would be challenging to tease out for Operations, however we can provide a general sense.</li> <li>2. Staff can provide this for the consultant. This would be challenging to tease out for Operations, however we can provide a general sense.</li> </ol>
<p>An assessment of knowledge and engagement in biodiversity conservation by the residents of Saanich:</p> <ol style="list-style-type: none"> <li>1. Knowledge of biodiversity, programs, incentives, laws?</li> </ol>	<ol style="list-style-type: none"> <li>1. In Milestone 3, a survey is planned and funded to understand levels of support for conservation action to be proposed by the consultant.</li> </ol>
Public education	Does the RSTC want a summary of Saanich's environmental education efforts?
Volunteering	Does the RSTC want a summary of Saanich's volunteer programs?

**Action 13**

**“Produce a preliminary document for Saanich on the state of biodiversity and possibly analyze how the Resilient Saanich objectives are being met.”**

In the Committee’s draft Guidance for RFP State of Biodiversity spreadsheet, many of the components are listed as being completed by a consultant. Staff note there is currently no funding allocated by Council for this purpose. The intent in the Terms of Reference was for staff to complete a “snapshot in time” of the state of biodiversity that would feed into the work to develop the Biodiversity Conservation Strategy (BCS). The items suggested by the Committee above, appear to go beyond providing data and will require analysis. Without the finalized Resilient Saanich goals and objectives, it is unclear how much and what data and analysis would be required. There are also components that staff have already collated, or can be collated, upon request by the BCS consultant.

In an effort to both support the RSTC and follow Council’s Terms of Reference for the Resilient Saanich project, we trust that you will see where we are having some challenges both in understanding the Committee’s vision for the State of Biodiversity report and needs for much data. In our minds, the State of Biodiversity report should be a snapshot in time of what exists in the District of Saanich and perhaps some idea of its condition. The remainder of the materials, data and analyses, including recommended conservation models and strategies, we feel would be better suited to be considered in the BCS process.

### **Staff Recommendations**

Staff recommend to the RSTC that the following motions be considered at the next meeting:

1. A preliminary state of biodiversity report be completed by the Environmental GIS Analyst staff using existing data (staff note that one of the primary duties of this new Council approved position was to collate existing data for the BCS);
2. Analysis of data is left to be considered by the consultant hired to develop the Biodiversity Conservation Strategy;
3. The RSTC approve the dataset recommendations in Table 1 which would be actioned by the Environmental GIS Analyst; and
4. The RSTC consider if any data gaps or research should occur in advance of the consultant work to complete the BCS for Council consideration as per Action 11.

Staff would be pleased to further discuss our comments and recommendations with the RSTC.



Adriane Pollard, MCIP, R.P. Bio, MCESM  
Manager of Environmental Services



Eva Riccius  
Senior Manager Parks

May 18, 2021

This submission from the Biodiversity Working Group is in two parts. Part 1 is a briefing note from the Working Group. Part 2 is a proposal from Working Group member Kevin Brown that was endorsed by the working group.

#### RSTC Briefing Note

Regarding: Update on Biodiversity Working Group Progress.

Developing a biodiversity strategy involves a two-step process: first develop a report on the state of biodiversity in Saanich, and second, develop the strategy.

The Biodiversity Working Group has prepared a spreadsheet giving guidance and some detail about the information that is needed in order to complete a State of Biodiversity Report, and identifying data gaps. At the April 27 RSTC meeting, a motion was passed asking staff to comment on the spreadsheet. Comments from staff were received on May 17, 2021, just before the Working Group Zoom call (also included in this package). The comments from staff were only from A. Pollard of Environmental Services and E. Riccius of Parks.

The comments reveal a gap in understanding between what the working group sees as it's role and what staff see as the working group's role. Staff refer to rigid adherence to the RSTC Terms of Reference whereas Working Group members see the TOR as guidance and are prepared to move well beyond them. Working Group members feel that they have put much effort into being thorough and innovative, to bring the best science to the table, but felt that the staff feedback was aimed at limiting these ambitions. It seemed to the Working Group that staff has already determined what it wants in a State of Biodiversity report, and the working group's input was superfluous.

The Terms of Reference are ambiguous. For example, action item 11 (page 7) calls for collating known biodiversity data but also to identify data gaps. That is what the Working Group members have done and list on the spreadsheet. Yet the staff report says that the working group identified areas of data gaps that cannot be filled or are not needed, or can be filled while developing the strategy, or called for to be filled as a result of the strategy.

This statement appears in the memo from staff on page 5: "...we trust you will see where we are having some challenges both in understanding the Committee's vision for the State of Biodiversity Report and needs for much data."

The Working Group has clarified the vision: the State of Biodiversity Report is the inventory that feeds the strategy. We need to know what we've got, where it is, what condition it's in and what the threats are to it. Once this is understood, then a strategy can emerge to set goals and objectives to manage and protect it. Our effort was aimed at making the inventory step as comprehensive as possible, based on the Working Groups collective experience.

Also on Page 5 of the memo, it states: "...the State of Biodiversity Report should be a snapshot in time of what exists in Saanich and perhaps some idea of its condition." The Working Group thinks so too, but our idea of a snapshot is broader and more comprehensive than staff's.

The Working Group was also puzzled by the statement on page 5 that there is no funding to fill data gaps by a consultant. Yet, as we are in Milestone 2, it is intended at this stage that we recommend additional studies including data collection. It was noted for example that much of the data listed in Table 1 of the memo are old and their suitability has not been assessed. Some of these data should be updated and other sources of newer data identified. We understood there was a pre-approved budget of \$250K (some of which may already be spent). How were studies called for in Milestone 2 to be paid for? The Working Group and RSTC needs to get this clarified.

The Working Group's guidance for a State of Biodiversity Report is just that; guidance. Working Group members want the Saanich biodiversity work to be cutting edge, and be seen as a model for other jurisdictions to emulate. The guidance offered in the spreadsheet was in support of that vision.

#### Issues for discussion

- RSTC could discuss the difference in interpretation of the Terms of Reference; This seems to have created a disconnect between what RSTC thinks its role is, and what Saanich staff believe the Committee's role is. Revisions to the Terms of Reference for the Committee that would reflect a clear understanding of this on both sides, could still be proposed to Council in the Milestone 1 report.
- The Working Group seeks guidance from the RSTC on next steps with regard to the State of Biodiversity Report. The choices seem to be to accept staff's recommendation to limit data collection, and proceed with the suggestions in the memo, to take a stronger position that the data called for by the Working Group is necessary at this stage, or negotiate some middle ground.

**Defining biodiversity and quantifying it in Saanich: need for a fact sheet/background document - for discussion 27 May 2021 RSTC meeting (Kevin Brown)**

The RSTC should ensure that concepts essential to the environmental policy framework are clearly defined, that assumptions are explicit, and that unknowns are acknowledged. This helps ensure scientific credibility in the process, facilitates better communication and can lead to better policy. In a more general sense, such discussions can foster greater appreciation and better treatment of the natural environment within the broader community and increase “community science” involvement in monitoring Saanich’s natural environment.

**Biodiversity**

Biodiversity is difficult to quantify. If Saanich is to assess, protect, and enhance biodiversity, we need to ensure we know what it is. Understanding what it is affects how we assess its status (including guidance for a consultant), how we identify and assess threats to it, how we monitor it, and what goals we set for it.

The biodiversity working group is currently proposing an assessment of Saanich’s “natural” ecosystems. Defining what “biodiversity” is operationally in an urbanized environment and articulating the difficulties in quantifying it should not preclude or delay assessments of Saanich’s “natural” ecosystems. Instead, defining and articulating complements the latter assessments and reiterates why a variety of assessments are needed to evaluate the current and future status of biodiversity.

**Proposal:**

1. *What* – a 1-2 page fact sheet / other document which discusses the practical meaning and quantification of biodiversity as it applies to Resilient Saanich. This would include a review of traditional indicators of biodiversity, their limitations, and emerging approaches to quantifying biodiversity.
2. *Why* – Saanich is preparing a Biodiversity strategy integral to the Environmental Policy Framework. Biodiversity is referenced throughout the TOR and in various fact sheets. These do not define biodiversity operationally nor do they outline the assumptions and difficulties in quantifying biodiversity in a largely urban environment. Doing so provides a record of what the RSTC is thinking, useful to the consultant(s), RSTC, council, and public.
3. *Where it would fit* – the document could either be a stand-alone “fact sheet” or a separate background document that is an appendix in the biodiversity strategy. The draft document will be placed in the RSTC google drive.
4. *Who would do it* – I (KB) am willing to create a first draft which could be reviewed by the biodiversity working group and RSTC, then staff, prior to deciding on how best to present the information. This could minimize costs.
5. *When* – first draft for review by June 7 2021.

**Possible outline:**

1. Definitions of biodiversity, including those used in Saanich and other municipalities
2. Current operational approaches used in Saanich (e.g., mapping of ecosystem types, formal visual surveys relying on field-based specialists) – limitations
3. Emerging approaches to assessing urban biodiversity, e.g., ecological DNA, acoustic diversity indices, remote sensing, community science (e.g., using platforms such as iNaturalist; specific to species groups and locations).

**Action desired / proposed:** (a) approval in principle for go-ahead from RSTC; (b) draft to follow for RSTC comment; (3) decision on next steps, e.g., request staff review.

Resilient Saanich

# Environmental Policy Framework

## Terms of Reference

June 11, 2020

With proposed amendments (in green) to incorporate the workplan proposed by the Resilient Saanich Technical Committee: May 18, 2021

**Note for RSTC: This draft is for discussion purposes. Text in red indicates staff suggested changes to RSTC work plan text based on Council and Corporate processes.**

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, strikethrough indicates removed text)
5. Scope of Work	<ul style="list-style-type: none"><li>• <b>Identify, evaluate, and recommend actions to achieve the Environmental Policy Framework goals and objectives</b></li></ul>
6. Selection of Committee Members	Staff will advertise a call for interest in membership on the NSTC <b>to guide milestones 1 &amp; 2 of the Environmental Policy Framework...</b>

	<ul style="list-style-type: none"> <li>• <b>Climate scientists</b></li> <li>• <b>Conservation planning and management professionals</b></li> <li>• <b>Resource economists</b></li> <li>• <b>Arborists and landscape architects</b></li> <li>• <del>Senior government scientific staff; and</del></li> <li>• <del>Academia.</del></li> </ul>
	As described in the “Natural Saanich” Terms of Reference, membership <del>terms for members</del> on the NSTC may <del>alter</del> <b>be renewed</b> for Milestone 3 depending on the objectives, potential studies, and on-going project direction.
	<ul style="list-style-type: none"> <li>• <b>Environmental education</b></li> <li>• <b>Environmental policy/program development and evaluation;</b></li> <li>• <del>climate scientists,</del></li> <li>• <del>planners,</del></li> <li>• <del>staff,</del></li> </ul>

**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**

<b>Milestone</b>	<b>Expedited Work-plan Activity</b>
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: <b>Initiate</b>	Start the process of biodiversity planning by researching current actions, networks, and key internal and external stakeholders.	<ul style="list-style-type: none"> <li>• Identify potential stakeholders</li> <li>• Build a biodiversity planning team</li> <li>• Identify existing actions, policies, networks and resources</li> </ul>
2: <b>Assess</b>	Determine the current state of biodiversity within your community and projected changes that may impact local biodiversity.	<ul style="list-style-type: none"> <li>• Identify key assessment attributes to inform biodiversity planning</li> <li>• Plan inventory and gap analysis</li> <li>• Develop statements on biodiversity changes and impacts to community</li> </ul>
3: <b>Plan</b>	Plan for the successful integration of biodiversity goals, objectives, and actions into new and/or existing program areas.	<ul style="list-style-type: none"> <li>• Identifying planning scope</li> <li>• Establish guiding principles</li> <li>• Establishing biodiversity goals and objectives</li> <li>• Setting biodiversity indicators, and targets</li> <li>• Identifying, prioritize, and select actions</li> </ul>

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**

<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
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**  
**June 2020-June 2021<sup>1</sup>**

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	RSTC Role	Staff Role	Council Role
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 <i>Resilient Saanich</i> 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	Inform Ideas: Publish summary for information and review	\$			

<sup>1</sup> All timelines and deliverables to be reviewed by RSTC to promote a sustainable workload and reasonable timelines

strategies and stewardship programs for applicable models and lessons for Saanich.					
4. Summarize international, national, provincial, regional, and municipal targets for biological conservation.	Inform Ideas: Publish summary for information and review	\$			
5. Publish the 4 <sup>th</sup> edition of the ESA Atlas.	Inform Ideas: Our Backyard, email, website	\$			
6. Establish the Technical Committee and, with staff:  <ul style="list-style-type: none"> <li><del>• propose the project objectives</del></li> <li>a) Draft an outline for the Environmental Policy Framework, including a vision, guiding principles, goals &amp; objectives and a thematic structure.</li> </ul>	Ideas: Advertising, social media  Inform Ideas: update project website	\$	Draft Environmental Policy Framework outline.	Facilitate public engagement; report to Council.  Support RSTC orientation & provide feedback on drafts.	Approve in principle Consider recommendations with the Milestone 1 progress report.
<ul style="list-style-type: none"> <li><del>• develop an evaluation matrix for the selection of policy tools</del></li> <li>b) Develop draft criterion to guide development of the Environmental Policy Framework and the selection of</li> </ul>	Inform Ideas: update project website		Develop the first draft the Policy Evaluation Tool (formerly 'Evaluation Matrix').	Ensure principles/ evaluation framework apply to future strategies/plans as adopted by Council.	Approve in principle Consider recommendations with the Milestone 1 progress report

environmental policies and tools <sup>2</sup>					
<ul style="list-style-type: none"> <li>• further refine the scope for the Environmental Policy Framework and data collection</li> <li>c) Draft a preliminary workplan (including scope) for developing the Environmental Policy Framework.<sup>3</sup></li> </ul>	Inform Ideas: update project website		Draft the work plan and scope statements for the Environmental Policy Framework and review with Saanich Staff and Council.	Receive for information to note the scope of activities and services subject to the Environmental Policy Framework.	Approve in principle Consider recommendations with the Milestone 1 progress report
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			
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	\$			

<sup>2</sup> It is anticipated that the Policy Evaluation Tool will continue to be developed, tested and refined throughout the three mile stones of the Environmental Policy Framework development

<sup>3</sup> The RSTC Workplan will be a "living document" that will continue to be developed and refined throughout the Environmental Policy Framework development project. Any changes to the workplan would need to be approved by council.

**Milestone Two: Assess**  
**June 2021-December 2021 (Q for RSTC: Do you think this is enough time for all of the items below?)**

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	RSTC Role	Staff Role	Council Role
11. Review and evaluate the District's GIS environmental mapping layers and atlas.			<p>Review GIS mapping goals, objectives and methodology in consultation with Saanich staff.</p> <p>Evaluate the accuracy, completeness and ease of use of the data layers for multiple stakeholders.</p> <p>RSTC report to staff and Council, including recommendations for refinement of mapping elements and methodology.</p>	<p>Report to Council.</p> <p>Support RSTC and provide feedback on briefing memo.</p>	<p>Consider and approve/reject RSTC recommendations. Consider recommendations with the Milestone 1 progress report.</p>
12. - Biodiversity Strategy: State of Biodiversity Study: Draft a			Draft outline for the State of Biodiversity Strategy.	Support RSTC & provide feedback on drafts.	Receive for information (with the Milestone 1

<p>preliminary outline for discussion. <b>with the broader RSTC and Saanich staff.</b></p>					<p>progress report) <b>Q to RSTC: is this ready for the progress report?</b></p>
<p>Collate and analyze known data regarding biodiversity in Saanich. Identify gaps in data to fill in order to meet objectives, including climate adaptation.</p> <p>The Technical Committee to determine whether further data or research is advisable via a staff report to Council.</p> <p><b>13. Biodiversity Strategy: State of Biodiversity Study:</b> Review current available data and identify data gaps<sup>4</sup></p> <p>(May be delegated to Biodiversity Strategy consultant, or ongoing as with thematic area reviews are done)</p>	<p>Inform Ideas: update project website</p> <p>Consult Council Meeting</p>	<p>\$\$</p> <p>\$</p>	<p>Identify gaps and limitations in existing data and information to characterize and monitor natural assets.</p> <p>Consider when/how/if to address these gaps &amp; provide recommendations as needed.</p> <p>Briefing memo, including recommendations for additional studies/data gathering for a 'State of Biodiversity' study and report</p> <p>Work with staff to develop a proposal to council to authorize and fund State of Biodiversity Study.</p> <p>Work with staff to develop the terms of reference for the State of Biodiversity Study.</p> <p><b>Work with staff to review proposals and, once awarded, to monitor progress as the study proceeds.</b></p>	<p>Share information about data availability and gaps.</p> <p>With RSTC <b>review</b>, draft <b>RFP-Terms of Reference</b> to commission State of Biodiversity Study.</p>	<p>Consider preliminary resource requests for additional studies/data gathering and State of Biodiversity Study (subject to refinement of project charter, RFP/TOR and task outputs – see below)</p>

<sup>4</sup> Reviewing current data and identifying data gaps will be a task common to each thematic element in the Framework.

<p>Produce a preliminary document for Saanich on the state of biodiversity and possibly analyze how objectives are being met.</p> <p><b>14. Biodiversity Strategy: State of Biodiversity Study:</b> Assess, Analyse and Report the state of biodiversity in Saanich<sup>5</sup></p> <p>(Delegated to Consultant in consultation with RSTC; may be combined with Action Item #15)</p>	<p>Consult Ideas: Publish for comment, presentations</p>	<p>\$\$\$</p>	<p>Set terms and expectations for the report by providing input <b>and</b> to the <b>reviewing RFP/TOR &amp; outputs</b></p> <p>Review and provide feedback on proposed methodologies and the draft report</p>	<p>Review draft RFP/TOR &amp; outputs</p> <p><b>facilitate staff, RSTC, council reviews of draft RFP/TOR &amp; outputs</b></p> <p><b>Oversee contract management.</b></p>	<p><b>Approve Consider</b> the final study budget and report.</p> <p><b>Consider resource requests if project costs exceed the allocated budget of \$250,000</b></p>
<p><b>15. Biodiversity Strategy: Draft Biodiversity Strategy</b> document.</p> <p>(Delegated to Consultant in consultation with RSTC; may be combined with Action Item #14)</p>			<p><b>Set terms and expectations for the report by providing input and reviewing drafts of the project charter</b></p> <p>Review and provide input on the proposed methodologies and the draft report</p>	<p><b>Draft project charter based on RSTC input</b></p> <p><b>Facilitate staff, RSTC, council reviews of draft project charter &amp; task outputs</b></p> <p><b>Review draft project charter &amp; outputs</b></p> <p><b>Oversee contract management.</b></p>	<p><b>Approve Consider</b> the scope of work</p> <p><b>Consider resource requests if project costs exceed the allocated budget of \$250,000</b></p>
<p><del>Offer enhanced or new stewardship opportunities.</del></p> <p><b>16. Review and evaluate the existing stewardship program</b></p>	<p>Consult Ideas: Publish for comment, presentations</p>	<p>\$\$\$</p>	<p>Make recommendations to staff and Council to address gaps and opportunities to improve existing Saanich</p>	<p>Facilitate RSTC review of programs/activities.</p>	<p>Consider recommendations and provide direction to staff on implementation and resourcing.</p>

<sup>5</sup> A consultant familiar with local ecosystems is preferred by the RSTC.

<p>and recommend improvements.  <b>Recommended for Milestone Three so it is developed with the BCS.</b></p>			<p>stewardship programs and activities</p>	<p>Provide feedback on draft recommendations.</p> <p>Operationalize final recommendations if possible.</p> <p>Seek direction &amp; resourcing from Council as needed</p>	
<p>17. Review and evaluate climate <b>adaptation</b> plans and activities and recommend improvements.  <b>Not recommended.</b> The Climate Plan is new, received extensive vetting, and there is new funding and programing underway. The Sustainability Division would instead suggest that the RSTC draft appropriate SMART objectives for the Ecosystems Section of the Climate Plan.</p>			<p><del>Make recommendations to staff and Council to improve adaptation elements of the Climate Plan and other related plans and activities.</del></p> <p>Draft appropriate SMART objectives for the Ecosystems section of the Climate Plan for the consideration of consultant (preferably the Biodiversity Conservation Strategy consultant).</p>	<p>Facilitate RSTC to draft appropriate SMART objectives for the Ecosystems section of the Climate Plan.</p> <p>Provide consultant with draft.</p>	<p><del>Consider recommendations and provide direction to staff on implementation and resourcing Council will consider draft SMART objectives for the Ecosystems Section of the Climate Plan at a future date.</del></p>
<p>18. Review and evaluate Saanich's Urban forest Strategy and associated policies, bylaws and programs.  <b>Not recommended.</b> Funding for renewing the Urban Forest Strategy is secured. RSTC will be</p>			<p><del>Provide input to UFS review at: scope of work, draft document. Make recommendations to staff and Council to improve the Urban Forestry Strategy and other related plans and activities</del></p>	<p>Facilitate RSTC review of programs/activities.</p> <p>Provide opportunity for RSTC to review proposed scope of work and draft document.</p>	<p><del>Consider recommendations and provide direction to staff on implementation and resourcing Council will consider the entire Urban Forest</del></p>

consulted like other committees during the process if desired.				Provide feedback on draft recommendations.  Operationalize final recommendations if possible	Strategy as part of separate process.
19. Begin drafting outline for Environmental Policy Framework.  (May be delegated to Consultant in consultation with the RSTC)			Work with Consultant to (Q for RSTC: is this the consultant hired for the State of Biodiversity Study?) develop outline for the Environmental Policy Framework.	To be determined.	To be determined.
20. Identify program areas (please define what is meant by program area and the objective) to review in 2022 and associated gaps in committee expertise			Identify program areas to focus on in 2022.  Advise staff and council on gaps in expertise to address selected 2022 program areas	Support the RSTC in prioritizing program areas to focus on in 2022	To be determined.
21. Produce draft Requests for Proposals for a consulting team for Milestone 3.	Consult Council Meeting	\$			
22. Call for Milestone 3 Technical Committee members	Ideas: Advertising, social media	\$			
23. Submit a progress report to Advisory Committees and Council.	Consult Council Meeting	\$			

**Milestone Three: Plan**  
**January 2022 – To be determined**

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	RSTC Role	Staff Role	Council Role
24. Additional Actions to be determined by the RSTC.			To be determined by the RSTC.	To be determined.	To be determined.
25. Hire consultant team to develop the Biodiversity Conservation Strategy and <ul style="list-style-type: none"> <li>• Analyze biodiversity requirements;</li> <li>• Apply future climate change, demographic, and development predictions;</li> <li>• Apply outcomes of additional studies that may have occurred.</li> </ul>	n/a	\$\$\$\$\$			
26. Develop a desired strategy option.	Involve	\$\$\$			

	Ideas: Biodiversity Summit, pop up priority setting				
27. Identify and analyze appropriate tools for conservation, including an enhanced Stewardship Program.	Consult Ideas: Options workbook; focus groups Collaborate Ideas: Statistically viable survey	\$\$\$\$\$			
28. 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	\$\$\$			
29. Submit a progress report to Advisory Committees and Council.	Council Meeting	\$			

Complete the <i>Resilient Saanich</i> Framework		
Action	Level of Public Participation	Relative Expense
30. Present a complete <i>Resilient Saanich</i> 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	\$\$
31. Produce the 5 <sup>th</sup> edition of the ESA Atlas.	Inform Ideas: Our Backyard, email, website	\$\$
32. 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).

With the additional work plan actions identified by the RSTC, the public engagement restrictions due to COVID-19, and the request for a consultant to finalize the project vision, principles, goals, and objectives, an additional \$45,500 is required subject to Council's approval of the revised Terms of Reference:

- RSTC workshop (\$6000)
- Consultant (\$21,000)
- Honourariums for additional meetings ( \$10,500)

- Additional staff time (\$4,000)
- Public Engagement materials (\$10,000.00)

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. Further adjustments have been made to account for the additional time suggested by the RSTC for Milestone Two and the extended timeline of Milestone One.

Table 6: Project Timeline

Q1	Q2	Q3	Q4
2020			
Direction from Council	Milestone One (extended due to COVID-19)		
2021			
Milestone One (continued)	Progress Report to Council	Milestone Two	
2022			
Progress Report to Council	Milestone Three		Completion Phase
2023			
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 (this table is replaced with the additional columns in the Milestone Actions tables).**

	Milestone 1: Initiate	Milestone 2: Assess	Milestone 3: Plan	Policy Framework Completion
Planning Staff	<ul style="list-style-type: none"> <li>Project Management                             <ul style="list-style-type: none"> <li>Project charter</li> <li>RFP's for consultants</li> </ul> </li> <li>Call for advisory team members</li> <li>Policy gap Analysis</li> <li>Public Engagement Support                             <ul style="list-style-type: none"> <li>Website</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Facilitate and Support Technical Committee</li> <li>RFP and Contract Management</li> <li>Collate data</li> <li>Inform Public of Progress</li> </ul>	<ul style="list-style-type: none"> <li>RFP and Contract Management</li> <li>Call for Expanded Technical Committee Membership</li> <li>Engage Public on Stewardship Program</li> <li>Public Symposiums on Conservation Tools</li> <li>Oversee Survey</li> <li>Organize Pop-Up Events</li> </ul>	<ul style="list-style-type: none"> <li>Complete Framework</li> <li>Present to Council</li> <li>Revise ESA Atlas</li> <li>Final Open House</li> </ul>
Interdepartmental Staff	<ul style="list-style-type: none"> <li>Public Engagement</li> <li>Subject Matter Experts</li> <li>Assist with ESA Atlas production</li> </ul>	<ul style="list-style-type: none"> <li>Technical Committee when requested</li> </ul>	<ul style="list-style-type: none"> <li>Technical Committee when requested</li> </ul>	<ul style="list-style-type: none"> <li>As Needed</li> <li>Assist With ESA Atlas Production</li> </ul>
Technical Committee	<ul style="list-style-type: none"> <li>Goals and Objectives</li> <li>Evaluation Matrix</li> </ul>	<ul style="list-style-type: none"> <li>Provide Scientific Advice and Direction</li> </ul>	<ul style="list-style-type: none"> <li>Provide Advice and Direction on Conservation, Climate Change, Ecosystem Sciences etc.</li> </ul>	
Consultants		<ul style="list-style-type: none"> <li>Produce Biodiversity Data Report</li> </ul>	<ul style="list-style-type: none"> <li>Complete Biodiversity Conservation Plan</li> </ul>	
Public	<ul style="list-style-type: none"> <li>Read Summary Reports</li> <li>Give feedback</li> <li>Attend Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Provide Feedback on Preliminary Reports</li> <li>Attend Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>Complete Survey</li> <li>Attend Open Houses and Symposiums</li> <li>Provide Feedback</li> <li>Attend Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>Provide Feedback</li> <li>Attend Council meeting</li> </ul>
Council	<ul style="list-style-type: none"> <li>Receive Progress Report</li> <li>Appoint Technical Committee members</li> </ul>	<ul style="list-style-type: none"> <li>Receive Progress Report</li> </ul>	<ul style="list-style-type: none"> <li>Receive Biodiversity Conservation Plan</li> </ul>	<ul style="list-style-type: none"> <li>Receive Resilient Saanich</li> </ul>

## 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.