



**AGENDA**  
**RESILIENT SAANICH TECHNICAL COMMITTEE**  
**Saanich Municipal Hall, Council Chambers**  
**Tuesday, June 29, 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 **562 745 471#** 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> • May 25, 2021	Chair S. Guy	10 mins
5.	<b>Receipt of Correspondence</b>	Chair S. Guy	5 mins
6.	<b>Appointment of new Technical Committee Chairperson</b>	Councillor R. Mersereau	5 mins
7.	<b>Update on Appointment of new Technical Committee Members</b>	Councillor R. Mersereau	5 mins
8.	<b>Discussion on RSTC Workplan and Terms of Reference Document</b>	A. Pollard T. Munson	30 mins
9.	<b>Discussion on Resilient Saanich Progress Report to Council</b>	A. Pollard	30 mins
10.	<b>Discussion on Saanich Mapping</b>	Mapping Working Group	30 mins

\* \* Next Meeting: July 6, 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  
**May 25, 2021 at 6:30 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; Rebecca Newlove, Manager of Sustainability; Adriane Pollard, Manager of Environmental Services; Lynn Merry, Senior Committee Clerk, and Megan MacDonald, Committee Clerk

---

**1. CALL TO ORDER**

The meeting was called to order at 6:30 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. Ennis: "That the Agenda for the May 25, 2021 Resilient Saanich Technical Committee be approved."**

**CARRIED**

**4. ADOPTION OF MINUTES**

**MOVED by T. Stevens and Seconded by B. Wilkes: "That the minutes of the Resilient Saanich Technical Committee meetings of April 15, 2021 be adopted, as amended."**

**CARRIED**

Amendments include adding "if one is chosen" to the last line of the first paragraph under item 6 and correcting a typo in item 8.

**MOVED by T. Stevens and Seconded by K. Brown: "That the minutes of the Resilient Saanich Technical Committee meetings of April 27, 2021 be adopted."**

**CARRIED**

5. **RECEIPT OF CORRESPONDENCE**

**MOVED by B. Windjack and Seconded by J. Gye: “That the correspondence attached as part of the agenda for the May 25, 2021 Resilient Saanich Technical Committee meeting be received for information.”**

**CARRIED**

6. **BIODIVERSITY CONSERVATION STRATEGY DISCUSSIONS (CONTINUED FROM APRIL 27, 2021 MEETING)**

Councillor Mersereau led discussion on the Biodiversity Conservation Strategy process (PowerPoint on file) and committee members made the following comments:

- A State of Biodiversity Report assembled by staff may not be sufficient; the committee would like to be able to provide feedback.
- There is money for a consultant in phases 1 and 2.
- There is committee support for an expanded State of Biodiversity and Conservation Report.
- If staff are going to assemble the report, there is a need to consider appropriate data sources as some of the data is quite outdated.
- The State of Biodiversity Report is the inventory stage with strategy development being the second part of the project.
- A complete and broader inventory will ultimately lead to a better strategy.
- A consultant could evaluate the current conditions of parks; if parks are not in good condition, they do not serve their functions as hubs.
- It may take approximately 1-3 months to complete the first draft.
- Urban forestry canopy and urban spaces have to be documented.
- The built environment, such as the Uptown Corridor, and bylaws and development policies need to be considered; development affects biodiversity.
- A Conservation Practitioner could help to determine targets and threats for the State of Biodiversity Report and will set up the report for success.

The Manager of Environmental Services stated:

- The committee could recommend to Council that additional funding for data collection or extending the timelines is needed.
- Staff would find data that is relevant to Saanich, collate preliminary themes and report areas where data is lacking.
- The committee could provide recommendations on what data they would like included.
- The Progress Report is scheduled to go to Council at the end of June.
- A consultant may be retained for either phase or both; a consultant may not have the skill set for both phases.

Councillor Mersereau stated:

- Staff's role is defined in the current Terms of Reference; the committee can recommend changes to the Terms of Reference to Council, if desired.
- The committee could recommend a consultant be hired to do additional work.
- If additional budget is needed, staff would elevate the request to Council for approval.
- The committee could also recommend additional studies to fulfil conservation work.

The Senior Manager, Parks stated:

- It is important to move forward with strategy building.
- It is the intent that all of Saanich's private and public lands be considered in the strategy.

**MOVED by B. Windjack and Seconded by T. Stevens: “That the Resilient Saanich Technical Committee (RSTC) recommend that Council direct staff to proceed with:**

- 1. A preliminary state of biodiversity report to be completed by the Environmental GIS Analyst staff using existing data;**
- 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 Biodiversity Conservation Strategy for Council consideration as per Action 11.”**

Committee members made the following comments:

- It may not be appropriate to move forward with work in advance of setting targets.
- A Conservation Practitioner would cost between \$10,000 and \$25,000.
- The data available is older and has not been assessed for suitability.

The Manager of Environmental Services stated:

- The Milestone 1 Progress Report could be presented to Council with a statement that the committee is looking at the best approach in determining data gaps.

**The Motion was DEFEATED  
with K. Brown, T. Ennis, P. Govindarajulu, S. Guy, J. Gye, T. Stevens and B.  
Wilkes OPPOSED**

**MOVED by B. Wilkes and Seconded by T. Stevens: “That an additional meeting be held within the next 10 days to receive a presentation on the Conservation Measures Partnership.”**

**CARRIED**

K. Brown presented a draft Fact Sheet (page 11 of the agenda) to address questions and uncertainty and outline new and emerging ways that biodiversity is being qualified.

**MOVED by T. Ennis and Seconded by T. Stevens: “That the Resilient Saanich Technical Committee endorse the development of a proposed fact sheet/background document as developed by Kevin Brown and which will be reviewed by the Biodiversity Working Group for feedback.”**

**CARRIED**

**7. SAANICH STAFF FEEDBACK ON INTEGRATING THE RSTC WORKPLAN AND THE RESILIENT SAANICH TERMS OF REFERENCE**

The Manager of Environmental Services presented the Environmental Policy Framework Terms of Reference (PowerPoint on file) and answered questions as follows:

- Once the committee is satisfied with the changes, it would go to Council for consideration in approximately mid-July.
- Changes were made to ensure the wording was more succinct.

Committee members made the following comments:

- It may be appropriate that the committee have input into the environmental aspects of the Climate Plan.
- A more integrated environmental framework should be created so that the thematic areas support each other.

The Senior Manager, Parks stated:

- The committee could be asked to provide feedback on different plans such as the Urban Forestry Strategy at appropriate times.

**Action Item:**

The RSTC will provide written feedback on the proposed changes to the Workplan and Terms of Reference to T. Stevens who will collate the feedback for staff before the June meeting.

**8. PUBLIC ENGAGEMENT REPORT: NEXT STEPS**

The Manager of Environmental Services provided an overview of the public engagement report and next steps.

**MOVED by T. Stevens and Seconded by K. Brown: “That the committee endorse that:**

- 1. The draft goals and objectives be edited to clarify terminology and to flesh out the goals and objectives to be “SMART” (Specific, Measureable, Achievable, Relevant and Time-Bound);**
- 2. Supportive funding be made available to retain a First Nations representative to provide feedback on the draft.**
  - a) That a consultant take the results of the engagement process and return with a revised draft of the vision, principles, goals and objectives for the consideration of the RSTC;**
- 3. The results of the inclusivity and preferences questions be used to guide future engagement as part of Resilient Saanich (such as adding cultural groups to the lists of targeted stakeholders);**
- 4. Staff continue efforts to engage First Nations for more in-depth stakeholder engagement for the future phases.”**

**CARRIED**

**9. MILESTONE ONE PROGRESS REPORT**

The Manager of Environmental Services provided an overview of the Milestone One Progress Report and commented:

- The report is mostly complete and will be finalized utilizing the motions from this meeting.
- The Milestone One Progress Report will include a memo to Council, the public engagement report, the proposed Workplan and correspondence from the RSTC about the evaluation matrix and the scope of data collection.

10. **ADJOURNMENT**

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

**CARRIED**

The meeting adjourned at 9:09 p.m.

**NEXT MEETING**

June 17, 2021 at 6:30 p.m. in Council Chambers.

---

Stewart Guy, Chair

I hereby certify these Minutes are accurate.

---

Committee Secretary

## Lynn Merry

---

**From:** Katie Turner  
**Sent:** Tuesday, June 15, 2021 10:10 AM  
**To:** Carolyn Richman  
**Subject:** FW: (External Email) Resilient Saanich

Hi Carolyn,  
Not sure if I am sending this the right way...but here is a comment from a volunteer.  
Katie

---

**From:** khpass [REDACTED]  
**Sent:** June-12-21 5:58 PM  
**To:** Katie Turner <Katie.Turner@saanich.ca>  
**Subject:** (External Email) Resilient Saanich

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

Hi Katie,  
I didn't have much to say during the meeting about "Resilient Saanich".  
However, these two thoughts continue to stick in my mind. Please forward them to the appropriate people.

1. have green (living) roofs on all new tall buildings.

2. create wildlife corridors everywhere.

Cheers & Stay Safe,  
Heather Pass.

P.S.: Sorry, I can't be on the committee.

Resilient Saanich Technical Committee

# Terms of Reference

June 22, 2021

Proposed Draft by  
the Resilient Saanich Technical Committee



## TABLE OF CONTENTS

BACKGROUND .....	2
PURPOSE OF THE ENVIRONMENTAL POLICY FRAMEWORK.....	2
ENVIRONMENTAL POLICY FRAMEWORK GOALS & OBJECTIVES .....	2
PROCESS & PUBLIC ENGAGEMENT .....	3
TECHNICAL COMMITTEE.....	3
PROPOSED REVISIONS TO THE TERMS OF REFERENCE FOR THE RESILIENT SAANICH TECHNICAL COMMITTEE .....	3
WORK PLAN .....	6
BUDGET AND TIMING .....	17
ROLES & RESPONSIBILITIES.....	18
DELIVERABLES.....	19

## 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 in the district's approach to management of the natural and built environment. Meanwhile, new Local Area Plans and updates to environmental plans, such as Saanich's new Climate Plan and existing Urban Forest Strategy, are underway without the benefit of such a framework. A work plan to produce an overarching Environmental Policy Framework was prepared for consideration by Council. The intent of the Framework is to produce a more coherent body of plans, policies, bylaws and strategies in support of a more resilient Saanich.

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.

On October 16, 2019, Council adopted the term “Resilient Saanich” to refer to the work program required to produce the Environmental Policy Framework.

## PURPOSE OF THE ENVIRONMENTAL POLICY FRAMEWORK

- Rationalize existing and new environmental policies and programs into the framework;
- Develop a new Biodiversity Conservation Strategy and enhanced Stewardship Program to serve with Saanich's new Climate Plan as the strategic pillars for the Framework
- Produce options for a new Environmental Development Permit Area, considering the Diamond Head report recommendations.

## ENVIRONMENTAL POLICY FRAMEWORK GOALS & OBJECTIVES

The Technical Committee has developed a draft set of principles, goals and objectives for the Framework. In addition, the Committee has proposed a thematic model to identify, review, develop and coordinate key areas of environmental policy within Saanich. Key thematic areas include (but are not limited to) climate adaptation, biodiversity conservation, stewardship, urban forestry and coastal marine conservation. The EPF goals and objectives will shape the subsequent process of assessment, research, analysis, report writing, and public engagement.

The EPF will result in recommended updates to existing bylaws, policies, and programs as well as new ones that have a direct focus on the environment and others with a different operational focus that nevertheless have the potential to impact or influence the environment in significant ways. Some of the recommendations may require further, independent public process.

A progress report to Council will follow the goal and objective setting exercise allowing for public input before adoption.

## PROCESS & PUBLIC ENGAGEMENT

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

## TECHNICAL COMMITTEE

A Technical Committee will be used to lead the development of the Environmental Policy Framework and support staff in completing the Resilient Saanich Program. A Terms of Reference as amended by the committee, follows.

## PROPOSED REVISIONS TO THE TERMS OF REFERENCE FOR THE RESILIENT SAANICH TECHNICAL COMMITTEE<sup>1</sup>

### BACKGROUND

The draft Principles, Goals, Objectives and Thematic Model for the Environmental Policy Framework recommended by the Technical Committee will require refinements to the Committees current Terms of Reference. The Committee feels that these changes will provide the following beneficial outcomes for the Resilient Saanich program:

- Create better tools to conserve and enhance the natural environment on *both* private and public property (e.g. address the shortcomings of the rescinded EDPA as a policy tool and how its goals and objectives might be better achieved);
- Improve the quality of mapping and inventory data;
- Improve consistency and quality of environmental assessment and reporting for Qualified Professionals and staff;
- Improve the coordination of environmental policies and implementation between municipal departments; and
- Expand the focus of environmental planning to include areas such as watershed health, stormwater management, pollution abatement, waste management, transportation, housing, and the critical role of land-use planning and development in exacerbating or remedying matters of environmental concern.

---

<sup>1</sup> The RSTC TOR can be amended by a motion brought forward to Council.

## PURPOSE OF THE RESILIENT SAANICH TECHNICAL COMMITTEE (RSTC)

The Committee proposes that its purpose be amended to provide independent analysis, recommendations and other input as might be helpful to Council, Staff and consultants to shape and inform the development of an Environmental Policy Framework.

## 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 routinely report directly to Council, deals with specific technical matters, and includes a Council member as a liaison. Staff are responsible for preparing reports to Council regarding RSTC progress and outcomes, although draft reports are reviewed by the Technical Committee. Once the Environmental Policy Framework and its three pillars (Climate Plan, Biodiversity Conservation Strategy and Enhanced Stewardship Program) is adopted by Council, the RSTC will be disbanded.

## SCOPE OF COMMITTEE WORK

- Review and prepare the draft vision, principles, goals and objectives of the Environmental Policy Framework during Milestone One;
- Develop a draft evaluation matrix for assessing new and existing policy needed for the implementation of the Environmental Policy Framework during Milestone One;
- Define the scope of further research and environmental data collection needed to develop the Biodiversity Conservation Strategy and the Enhanced Stewardship Program;
- Provide preliminary performance outcomes (objectives) and a gap analysis for the core thematic areas of the Framework (to be determined);
- Revision of Milestones 1, 2 and 3 actions, deliverables and processes, as appropriate;
- Identify, evaluate, and recommend actions to achieve the Environmental Policy Framework goals and objectives through the thematic plan model;
- Prepare a report with observations, analysis, discussion and recommendations to inform the final Environmental Policy Framework;
- It is understood by the Committee that the final Environmental Policy Framework will be completed by staff for consideration by Council; and
- Other such duties as defined by Council.

## SELECTION OF COMMITTEE MEMBERS

The current membership of the Committee includes people with the following expertise and backgrounds:

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

Efforts remain underway to find a replacement for the Committee's Indigenous People's representative.

Staff subject matter experts, technical, and contract clerical support continue to 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. 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;
- Landscape architecture and community development planning; and
- Urban Foresters.

## APPOINTMENT OF THE CHAIR

The Committee has adopted a rotating Chair position filled by a member of the Committee.

## ROLES & RESPONSIBILITIES

All member of the committee have signed the 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.

The committee may form informal working groups to advance work on selected issues. These will mostly consist of committee members but volunteer experts from the community may be consulted where working groups see the benefit. Working groups report to the technical 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 is the *guardian of the process*, ensuring a fair and consistent committee without unwarranted outside interference. The Chair will sign the adopted minutes. Chair will circulate to RSTC, the notes from biweekly meetings between chair and staff. Chair will circulate a "to do" list after each meeting.

### Role of Secretariat (proposed)

The secretariat will carry the work between meetings, ensure continuity of the process and prepare briefing materials to assist the committee.

### 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 speakers 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

Honouraria, reimbursements, refreshments, and clerical support will be funded through the Resilient Saanich budget. Honouraria of \$250/meeting 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.

#### WORK PLAN

**Milestone One: Initiate  
June 2020-June 2021<sup>2</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	\$	-no change		
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	\$	-no change		
3. Collate and analyze examples of, and guides for, municipal-scale biodiversity conservation	Inform Ideas: Publish summary for information and review	\$	-no change		

<sup>2</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	\$	-no change		
5. Publish the 4 <sup>th</sup> edition of the ESA Atlas.	Inform Ideas: Our Backyard, email, website	\$	Not endorsed by RSTC by end of Milestone 1.		
6. Establish the Technical Committee and, with staff:	Ideas: Advertising, social media	\$	-no change		
a) Draft an outline for the Environmental Policy Framework;	Inform Ideas: update project website		Draft Environmental Policy Framework outline.	Support RSTC orientation & provide feedback on drafts.	Consider recommendations with the Milestone One progress report.
b) Develop Policy Evaluation Tool; and	Inform Ideas: update project website		Develop the first draft of the Policy Evaluation Tool (formerly 'Evaluation Matrix').	Ensure principles/evaluation framework apply to future strategies/plans/policies and current plans as they are updated.	Consider recommendations with the Milestone One progress report.
c) Draft a preliminary workplan (including scope) for developing the Environmental Policy Framework. <sup>3</sup>	Inform Ideas: update project website		Draft the work plan and scope statements for the	Receive for information to note the scope of activities and services subject to the	Consider recommendations with the Milestone One progress report.

<sup>3</sup> Any changes to the workplan would need to be approved by council.



			Environmental Policy Framework and review with Saanich Staff and Council.	Environmental Policy Framework.	
7. Gain public feedback on the proposed project goals and objectives.	Involve Ideas: Open houses, pop-up events, feedback forms	\$\$	-no change		
8. Hire a temporary GIS staff person.	Inform Ideas: update project website	Separate Funding	-no change		
9. Identify an enhancement to the stewardship program	Inform Ideas: Website, events	\$	Gap analysis.		
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	\$	RSTC reviews staff submission to Council.		

**Milestone Two: Assess  
July 2021 - March 2022**

Milestone Two will build on the objectives established in Milestone One. All existing data will be collated and analyzed for principle thematic areas as these are addressed by the Committee 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.

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.	Inform Ideas: update project website		Review GIS mapping goals, objectives and methodology in consultation with Saanich staff.  Evaluate the accuracy, completeness and ease of use of the data layers for multiple stakeholders.  Draft report including recommendations for refinement of mapping elements and methodology.	Report to Council.  Support RSTC and provide feedback on briefing memo.	Consider and approve/reject RSTC recommendations.
12. State of Biodiversity: Draft a preliminary outline for discussion.	Inform Ideas: update project website		Draft an outline for the State of Biodiversity Study and Report.	Support RSTC & provide feedback on drafts.	Receive for information (with the Milestone One progress report).
13. State of Biodiversity: Review current available data and identify data gaps <sup>4</sup>  (May be delegated to Biodiversity Strategy consultant, or ongoing as thematic area reviews are done)	Inform Ideas: update project website  Consult Council Meeting	\$\$\$  \$	Support consultant and staff in gap analysis.  Consider when/how/if to address these gaps & provide recommendations as needed.  Briefing memo, including recommendations for additional studies/data gathering for a 'State of Biodiversity' study and report	Share information about data availability and gaps.  Consultant to identify gaps and limitations in existing data and information required to assess and evaluate the current condition of selected natural assets.	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).

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

			<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>With RSTC, review draft Terms of Reference to commission State of Biodiversity Study.</p> <p>Consultant to review data sets to evaluate relevance.</p>	
<p>14. State of Biodiversity Study: 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 to the TOR.</p> <p>Review and provide feedback on proposed methodologies and the draft report.</p>	<p>Develop draft RFP/TOR &amp; outputs.</p> <p>Oversee contract management.</p>	<p><del>Approve</del> Consider the final study budget and report.</p>
<p>15. Review and evaluate the existing stewardship program and recommend improvements.</p>	<p>Consult Ideas: Publish for comment, presentations</p>	<p>\$\$\$</p>	<p>Integrate stewardship with biodiversity where appropriate.</p> <p>Address gaps and opportunities to improve existing Saanich stewardship programs and activities.</p>	<p>Facilitate RSTC review of programs/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>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.

16. Review and evaluate Saanich's Urban forest Strategy and associated policies, bylaws and programs.			Provide input to UFS review at: scope of work, draft document.	Provide opportunity for RSTC to review proposed scope of work and draft document.	Council will consider the entire Urban Forest Strategy as part of separate process.
17. Begin drafting outline for Environmental Policy Framework.	Inform Ideas: update project website		Review input from public and staff. Refine outline. Work with Consultant to begin developing the RSTC report on proposed contents of the Environmental Policy Framework.	To be determined.	To be determined.
18. Produce draft Terms of Reference for a consulting team for the Biodiversity Conservation Strategy.	Consult Council Meeting	\$	Review draft request for proposals for Biodiversity Conservation Strategy.	Draft the Terms of Reference for RSTC review?	To be determined.
19. Draft a Milestone 3 Workplan.	Inform Ideas: update project website		Work with staff to create a workplan.	Work with RSTC on workplan.	Consider and approve workplan.
20. Call for Milestone 3 Technical Committee members	Ideas: Advertising, social media	\$		Facilitate public engagement; report to Council.	Appoint members.
21. Submit a progress report to Advisory Committees and Council.	Consult Council Meeting	\$	Review report before submission to Council.		

**Milestone Three: Plan  
April 2022 – October 2022**

Milestone Three will be assisted by a renewed and expanded Technical Committee. The focus of Milestone 3 will be to complete the Biodiversity Conservation Strategy, the enhanced Stewardship Program and the Environmental Policy Framework report, including recommendations for the development and implementation of the remaining principle thematic areas.

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.

**Workplan details will be developed at the end of Milestone 2.**

Action	Level of Public Participation	Relative Expense	RSTC Role	Staff Role	Council Role
22. 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	\$\$\$\$\$			
23. Test and Refine Draft Environmental Policy Evaluation Tool on existing environmental policy <sup>6</sup>	Inform Ideas: update project website	\$	Review and refine the current draft of this tool. Apply it to one or more existing environmental policies. Assess and refine tool.	Review and comment on subsequent drafts of the tool. Submit to Council for review and consideration	Receive, review and comment on the Policy Evaluation Tool.

<sup>6</sup> Formerly referred to as the “Evaluation Matrix”.

24. Review and evaluate Ecosystem section of Climate Plans and activities and recommend improvements.	To be referred to the Sustainability Section.		Draft appropriate SMART objectives for the Ecosystems section of the Climate Plan.	Facilitate RSTC to draft appropriate SMART objectives for the Ecosystems section of the Climate Plan.	Council will consider at a future date.
25. Identify and analyze appropriate tools for conservation, including an enhanced Stewardship Program.	Consult Ideas: Options workbook; focus groups Collaborate Ideas: Statistically viable survey	\$\$\$\$\$			
26. 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	\$\$\$			
27. 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
28. Present a complete <i>Resilient Saanich</i> environmental policy framework including a Biodiversity Conservation Strategy, enhanced Stewardship Program <sup>7</sup> , to Council for consideration.	Consult Ideas: Presentations, Environment & Natural Areas Advisory Committee	\$\$
29. 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 1: Approach to Develop the *Resilient Saanich* Framework**

## 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 (\$1000)
- Consultant to finalize Resilient Saanich goals and objectives (\$25,000)
- Honourariums for additional meetings ( \$20,000)
- 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. It is anticipated that with the delay in the start of Milestone

<sup>7</sup> Development Permit Areas are one of a number of tools that will be considered by the committee in the course of developing the Biodiversity Conservation Strategy and the Enhanced Stewardship Plan.

Two, the GIS Analyst position may need to be extended past two years. A request for these funds will be made to Council in the future if needed.

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 Q3 2022 to Q4 2022 as a result of Council endorsed alteration to the work program and the impacts of COVID19.

Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec
2020			
Direction from Council	Milestone One (extended due to COVID-19)		
2021			
Milestone One (continued)	Progress Report to Council	Milestone Two	
2022			
Milestone Two (continued)	Progress Report to Council	Milestone Three	Final Report to Council

**Table 2: Project Timeline**

## ROLES & RESPONSIBILITIES

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

- Staff from Environmental Stewardship and Parks continue to manage the project, including public engagement,
- 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.



- 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.
- Mayor and Council are responsible for ensuring the entire staff of Saanich understand and are part of *Resilient Saanich*.

## DELIVERABLES

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

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

- Summary of public engagement process and outcomes (staff);
- Environmental Policy Framework Report (RSTC);
- Resilient Saanich Program Report (staff);
- A policy evaluation tool (RSTC);
- Potentially additional research papers;
- A Biodiversity Conservation Strategy (RSTC, staff, consultant);
- Guidance for proceeding with thematic plans (RSTC);
- An enhanced Stewardship Program (RSTC, staff).

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