



**AGENDA**  
**RESILIENT SAANICH TECHNICAL COMMITTEE**  
**Tuesday, January 19, 2020, 6:30 – 8:30 PM**  
**Conference Call**

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 register to hear this meeting please email [biodiversity@saanich.ca](mailto:biodiversity@saanich.ca) (preferred) or call 250-475-5471. You are asked to provide your name and an email address where instructions can be sent to you, along with the name and date of the advisory committee meeting you wish to hear. The registration deadline is 12:00 p.m. noon on the day of the meeting.

- |  |                  |
|--|------------------|
| <b>1. Territorial Acknowledgement</b>  | Clr. Mersereau   |
| <b>2. Call to order &amp; agenda</b> <ul style="list-style-type: none"><li>▪ approval</li></ul>                            | Chair, S. Guy    |
| <b>3. Meeting Minutes</b> <ul style="list-style-type: none"><li>▪ Approval: Nov. 24<sup>th</sup> Meeting Minutes</li></ul> | Chair, S. Guy    |
| <b>4. Integrated Stormwater Management</b> <ul style="list-style-type: none"><li>▪ presentation/Q&amp;A</li></ul>          | Guest: Ian Bruce |
| <b>5. RSTC Workplan</b> <ul style="list-style-type: none"><li>▪ milestones and schedule</li><li>▪ mapping</li></ul>        | Chair, S. Guy    |
| <b>6. Working Group Updates</b> <ul style="list-style-type: none"><li>▪ Review actions and recommendations</li></ul>       | Chair, S. Guy    |
| <b>7. Staff Updates</b>  | A. Pollard       |
| <b>8. Adjournment</b>  | Chair, S. Guy    |

\* \* Next Meeting: Tuesday, February 16<sup>th</sup> \* \*  
Please email [Thomas.Munson@saanich.ca](mailto:Thomas.Munson@saanich.ca) if you are not able to attend.

**GO GREEN! MEMBERS ARE ENCOURAGED TO  
BRING THEIR OWN MUG TO THE MEETING**



**MINUTES**  
**RESILIENT SAANICH TECHNICAL COMMITTEE**  
Conference Call  
**November 24, 2020 at 7:00 pm**

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

Staff: Adriane Pollard, Manager of Environmental Services; Sydney Murphy (Committee Clerk), Planning Clerk

Regrets: Brian Emmett, Thomas Munson

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### **1. CALL TO ORDER & AGENDA**

B. Wilkes (Chair) called the meeting to order at 7:03pm.

The Chair invited Clr Mersereau to read the Territorial Acknowledgement and the Equality and Inclusion Statement.

**Motion:      MOVED by K. Brown and Seconded by B. Windjack, "That the Agenda be approved and no changes be made."**

**CARRIED**

### **2. MINUTES FROM OCTOBER 27, 2020 RSTC MEETING**

It was noted that the minutes did not mention that T. Ennis and J. Gye were added to the working group and B. Wilkes and S. Guy were taken off the group.

**Motion:      MOVED by T. Stevens and Seconded by J. Gye "That the minutes from the October 27th be adopted with the noted changes".**

**CARRIED**

Clr Mersereau requested that the minutes reflect the discussion that future meetings start at 6:30 to no later than 8:30.

Committee supports this.

### **3. COMMUNICATIONS ITEMS: UPDATE FOR RSTC**

A summary of past email communications to the RSTC was provided by Clr. Mersereau. The Chair reviewed and noted:

- A letter from Peninsula Streams Society offering a presentation to the RSTC on stormwater management. Noted not there yet, but possibly in the future.
- Communication from J. Sector recommended a webinar.

- E. Riccius, Saanich Parks, provided information about Parks stewardship programs and offered tours of work in parks to the RSTC

B. Wilkes turned attention to November 24th memo to the RSTC from Environmental Services. Request from C. Richman (staff) regarding interest of committee members to participate in video on the draft goals and objectives for the public engagement process. Three members spoke in support of participating

- C. Richman to send out more information to committee members on what she is looking for regarding the video

Clr. Mersereau reviewed a staff report from Parks resulting from the November 23 Council meeting.

It was noted:

- Two reports included a series of recommendations for tracking and mapping urban forests.
- Parks staff will seek approval for additional budget for next year.
- Council raised importance of pollinator habitat in RSTC work.

#### **4. REVIEW RECOMMENDED GOALS & OBJECTIVES**

T. Stevens provided a working group update.

It was noted:

- Draft 9 was sent to the RSTC for comment.
- Comments from Engineering considered in the front context paragraph.
- Comments from T. Munson resulted in changes being made.
- Comments from E. Riccius (Parks) were items for future consideration.
- Below the objectives would be strategies.
- A. Pollard noted official vision is from the OCP and in the Terms of Reference.
- Engineering has been open to looking at things that are manmade that can be more environmentally friendly.
- Comments on introducing other domains of environment - waste management, reducing ecological footprint.

Working group concluded they will have another discussion on the additional comments and provide a new draft by December 3<sup>rd</sup>.

A. Pollard requested further discussion, though the Chair.

It was noted:

- As per the Terms of Reference, this is the opportunity for the RSTC to communicate towards strategies and actions, and to shape the framework by drafting the goals and objectives. Made reference to summaries from other cities in our binders

- Already have climate plan so whatever committee comes up with it has to meet and accommodate climate plan.

Members noted:

- Committee found it easiest to land on present level of detail.
- Observation made that the draft Environmental Policy Framework gap analysis listed goals and objectives from other municipalities that could be appropriate.

At the request of the Chair, A. Pollard presented item 2 from November 24th staff memo regarding the process for finalizing the goals and objectives.

It was noted:

- Working on plan for public engagement, including targeted stakeholders and government partners.
- Staff will analyze the feedback and present back to the committee.
- It will be up to the committee if they want to change goals or make recommendations
- Staff will collect feedback from the public during public engagement. This will be attached to the progress report that will go to Council.
- Concern was expressed that if the draft goals and objectives are not capturing what is wanted, more than the subcommittee of three people is needed to work on this.
- Question raised to the value of going to public if the framework draft is not ready, a lot of time and effort at this point in time, why don't we delay public engagement?
- A. Pollard noted that delaying public engagement a few weeks could be considered, but process is already a month behind the targeted timeline.
- Clr Mersereau noted possibility of seeking approval from Council to extend the process, realizing that time line has been put out to public.
- B. Windjack to join T. Stevens working group to help out with communications work load.
- J. Gye noted concern about the ability to get the work done

It was noted that the working groups will continue work and present progress on January 19, 2021.

## **5. RSTC WORKPLAN, MILESTONES & SCHEDULE**

At the request of the chair, A. Pollard discussed highlights from item 3 in the November 24 memo regarding staff progress:

A. Pollard noted:

- On page two of the memo: Milestone One there is table of action items, covering everything from June to November. This format will be used to present future updates.

- Project web pages were published in June with FAQs, e-bulletin, and will include the dedicated email address.
- An e-bulletin will come out soon on the next two factsheets re: estimate of natural area protected in Saanich and where, as well as one on stewardship.
- In future, another factsheet will be produced summarizing other types of targets for biological conservation.
- Regarding 4th edition of atlas - new layers be live this week on GIS system.
- Staff are supporting the RSTC and gaining feedback.
- Drafting plan for engagement process.
- Hired GIS technician Nicole Barrette - greater progress and accuracy on GIS.
- Staff creating 5 different guidebooks in similar size and shape as Our Backyard.
- Progress report on completion of framework and all action listed at the end of Milestone 1.

Discussion from members:

- T. Ennis noted difficulty in accessing the atlas, password didn't work
- S. Guy asked for clarification of concern with polygons
- Committee requests presentation on mapping as soon as possible.
- Discussion about the format for a mapping presentation from staff
- J. Gye commented on the value of urban forest mapping

**Motion: MOVED by T. Ennis and Seconded by S. Guy "That there be a mapping presentation by staff before December 18th."**

**CARRIED**

K. Brown introduced working group updates and notes:

- Working on quarter 4 task to define scope (tables 1 and 2 from the draft Environmental Policy Framework gap analysis is a great foundation).
- Discussed if they are targeted ways to better flesh out gaps; take another look at B. Emmett's work.
- Decide on appropriate framework and get as far as we can, tables 1 and 2 filled in by January 2021.
- Possible third task begin drafting 3 year work plan.
- There is a proposal to begin to draft preliminary work plan, milestones, clarify where committee is going and how to get there.

B. Wilkes stated the intent is for working groups to share info with each other, goal to have something to discuss on January 19<sup>th</sup> towards a 3 year work plan.

B. Windjack introduced stewardship work group update and noted:

- The group has not yet spoken together. Have looked at program listed in initial binders and have come up with a list of questions.
- Plan to get together and move it forward for January 19th.
- Encouraged any help and feedback.

Comments and discussed noted:

- A. Pollard shared that volunteers have to register with Saanich and are covered by the municipal insurance
- B. Windjack asked if anyone monitors how successful the groups are. Can stewardship move into looking at development, bylaws, and policies?

B. Wilkes provided biodiversity working group update and noted:

- General agreement to protect and restore, build on greenbelt study, foster biodiversity, connect larger pieces, can't restore things to pristine condition, needs to be active management, native species are disappearing, try and develop draft for biodiversity strategy for contract for consultant,
- Ensure committee members have link to the 1972 greenbelt study.

Committee discussion noted:

- J. Gye regarding goals and objectives: these are pillar pieces. Will the stewardship working group provide objectives?
- J. Gye noted short form vision or long form vision, there are benefits to having well-articulated visions. This is what we want Saanich to look like in 50 years, what steps do we need to get there?

## 6. ADJOURNMENT

**Motion:            MOVED by J. Gye and Seconded by T. Stevens.**

**CARRIED**

B Wilkes noted: the working group will develop ideas on 3 year work plan to circulate for comment.

The meeting adjourned at 8:57 pm.

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Brian Wilkes, Chair

I hereby certify these Minutes are accurate.

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Committee Secretary



## RSTC Actions for Milestone One

By the end of 2020, staff must complete public engagement to gain feedback on the proposed project goals and objectives. By March 2021, staff must submit a progress report to Council so they may consider the proposed goals and objectives.

Q4 2020 Actions for the RSTC are:

- To support Saanich staff in reviewing and preparing the draft goals and objectives of the Environmental Policy Framework during Milestone One
  - This is the first priority so that staff can begin public engagement. The draft goals and objectives are needed no later than October 30<sup>th</sup>, 2020.
- Further refine the scope for the Environmental Policy Framework and data collection
  - This is the second priority and is needed by January 2021 so that gaps in data and information important for the completion of the framework can be included in the progress report to Council. Note that this action item continues in Milestone 2 in greater detail.
- 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
  - This is the third priority and is needed by February 2021 so that staff can report on progress to council.



## RSTC Actions for Milestone 2

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.

The Technical Committee to determine whether further data or research is advisable via a staff report to Council.

Q2-Q3 2021 Actions for the RSTC are:

- To assist Saanich staff to define the scope of further research and environmental data collection needed to develop the Environmental Policy Framework
  - This is the main action item for the RSTC in 2021. This information is needed by September 2021 so staff can submit a report to Council with recommendations for further study if needed. If Council approves, the information will be used to develop Requests for Proposals and Terms of Reference for consultant contracts.
- To assist Saanich staff with refinement of Milestones 1, 2 and 3 actions and processes as described in the Environmental Policy Framework
  - This is an on-going action item. Staff will bring forward project outlines and questions to the RSTC for completing Milestone 2 action items.



# Integrated Stormwater Management Plan Discussion

for  
Resilient Saanich Technical Committee  
January 19, 2021

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# Background

- Personal Introduction
- Why ISMP? Why Saanich? Why now?
- Central Saanich Experience  
[https://www.centralsaanich.ca/sites/default/files/uploads/documents/integrated\\_stormwater\\_management\\_plan.pdf](https://www.centralsaanich.ca/sites/default/files/uploads/documents/integrated_stormwater_management_plan.pdf)
- Lower Mainland Experience
- ISMP Components
- What, Why, Who, How, Where & When

# Integrated Stormwater Management Plan (ISMP) Components

- Saanich Official Community Plan and Local Area Plans
- Stormwater Infrastructure
- Hydrological Evaluation
- Biophysical Assessment
- Water Quality
- Consolidated Watershed Data
- Public Consultation

# What is an ISMP?

- Stormwater can be considered a resource that can be used to protect and enhance watershed health, as opposed to something that has to be disposed of as quickly as possible.
- An ISMP uses an holistic approach to balance land-use needs of society with the natural values and functions of the watershed.
- It considers ecological, social and cultural dimensions alongside hydraulics and engineering.
- It will provide a long-term vision for the watershed to manage growth responsibly.

# Why develop an ISMP?

- Change the way stormwater is managed to avoid degradation at the watershed scale.
- Leading jurisdictions are doing it:
  - Central Saanich: Healthy Watershed Committee (*Google search: District Central Saanich ISMP*)
  - Metro Vancouver: Part of Liquid Waste Management Plan (LWMP) – all municipalities to complete ISMPs by 2016 (approved by MoE)
- Be proactive instead of reactive.
- Uncertain climate requires resilient watersheds.
- Urban salmon habitat and other ecological restoration activities are dependant on ISMP results/plans.
- Long-term cost savings to municipality by taking advantage of opportunities with integration into the overall plan.

# Who's involved?

- Communities (and CAs), businesses, farmers, developers, land owners, and elected officials
- General public and municipal staff
- Senior levels of government

# How? Process

- Collaborative public goal-setting process that establishes watershed priorities.
- Stakeholder consensus-building process key at project initiation.

# Where?

- Saanich is fortunate that its major watershed, Colquitz is primarily located within municipal boundaries – this was similar with DCS WRT Tetayut and Hagan-Graham Creeks;
- Colquitz Watershed could be broken into tributary units (Blenkinsop-Swan; Viaduct-Goward Springs; Rithets-Gabo; etc. or studied as a whole
- Bowker Creek is not a good example of an ISMP candidate of Saanich as it is multi-jurisdictional
- Principles and strategies developed for Colquitz Watershed or Units could be applied to smaller watersheds (Douglas Creek; Mystic Vale; etc.)

# Integrated Stormwater Management Plan

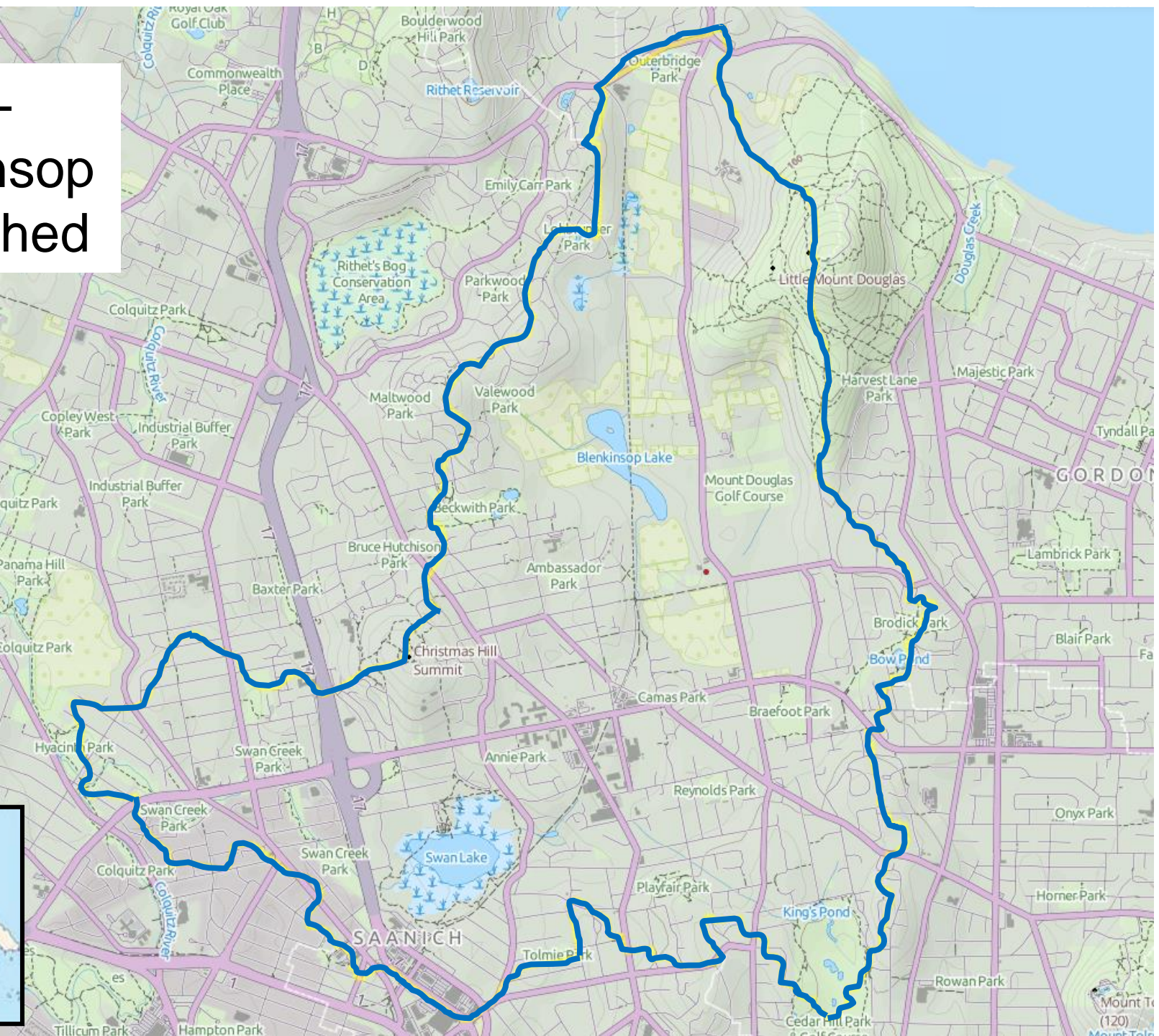
for  
Swan and Blenkinsop Watersheds

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# Swan – Blenkinsop Watershed



# Blenkinsop & Swan Creeks

- Blenkinsop Creek drains into Swan Lake; Swan Creek into Colquitz River which empties into Portage Inlet.
- Blenkinsop Creek is mainly agricultural.
- Swan Creek/Lake is a more urban watershed.
- Blenkinsop has flow control at Cumberland Dam.
- Swan Creek/Lake has no flow regulation.
- Both have variety of water quality and quantity issues, invasive species and restoration opportunities.

# What are the next steps?

- Set up meetings with Environment and Natural Areas Advisory Committee and the Peninsula Agriculture Commission.
- Work with Saanich staff to determine data gaps and begin to address them.
- Apply for partnership funding and begin selection process for a primary consultant.
- Further engage citizens with newspaper articles and public meetings.

# Swan-Blenkinsop ISMP Timeline

Stage 1 – Preliminary Planning 2014

Stage 2 – Study Preparation 2015

Stage 3 – ISMP Study 2016-17

Stage 4 – ISMP Implementation 2017+

# Summary

- Important to start process soon as plan(s) can take several years to develop/enact
- Water, watercourses, watersheds and components are critical to all species
- Examples from other municipalities can help guide RS and staff on process and implementation
- Funding opportunities are available

Thank you for opportunity to present!

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# Public Engagement Plan:

*Milestone One—Draft Goals & Objectives*

**Environmental Services  
January 11, 2020**

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## 1.0 Resilient Saanich Public Engagement

This plan for phase one Resilient Saanich public engagement is guided by the:

- Resilient Saanich Terms of Reference;
- Privacy Impact Assessment;
- Project Charter: Public Participation for Milestone One of Resilient Saanich;
- Saanich Public Participation Policy and guide;
- Guidance from the Resilient Saanich Technical Committee, Council Committees, and Council; and
- Best practices for public engagement.

### 1.1 Resilient Saanich Overview

The Resilient Saanich project is underway from 2020 – 2022. The aim of Resilient Saanich is to provide an environmental policy framework that includes a new Biodiversity Conservation Strategy, an Enhanced Stewardship Program, and the updated Climate Plan. The over-arching policy framework will address gaps and inconsistencies in Saanich’s policies, programs, plans and regulatory tools to protect and enhance the natural environment.

### 1.2 Resilient Saanich Milestone Approach

As per the Resilient Saanich Terms of Reference, the process is divided into three Milestones plus a completion phase.



In Milestone One, public engagement is aimed at the “inform” and “involve” levels to provide project information and to gain feedback on the project goals and objectives.

In Milestone Two, public engagement is planned to inform and consult in regards to biodiversity data and to gain public feedback on the state of biodiversity report and potential stewardship opportunities.

In Milestone Three, public engagement goals are to involve and consult the public in the development of conservation tools and a Biodiversity Conservation Strategy.

### 1.3 Resilient Saanich Public Engagement Principles

The following principles guide public participation activities conducted by Saanich as per the Saanich Public Participation Policy.

**Inclusiveness:** The District will endeavor to involve and enable the participation of all interested parties across the full range of our diverse population.

**Transparency:** The District will endeavor to ensure decision processes, procedures and constraints are understood and followed. The purpose and limitations on public participation will be made clear. Respective roles and responsibilities will be clearly communicated. Feedback will be provided on what stakeholders said and how their opinion was considered by decision makers.

**Access:** The District will ensure that accurate information is available to participants in a timely manner.

**Respect:** Public participation requires the mutual respect of all participants. The District will listen with an open mind and show consideration and value for another person's point of view.

**Honesty:** In conducting public participation the District will demonstrate our core value of honesty; we will tell the truth, follow through on commitments and act in a trustworthy manner.

### 1.4 Public Engagement Limitations

Public engagement for the Milestone One phase has been restricted by two primary limitations: the pandemic and timelines.

#### Covid-19

This first phase of public engagement is occurring during Covid-19 restrictions, thus restricting the types of public engagement that is possible. As of December 2020, the [restrictions from the province](#) include:

By order and direction of the Provincial Health Officer (PHO), all events and social gatherings are suspended to significantly reduce COVID-19 transmission related to social interactions and travel.

Public engagement activities are restricted in regards to methods that include gathering and other types of in-person contact. Opportunities for limited public engagement of these types are being explored through discussions with lead staff and review of Covid-19 safety plans and business resumption plans for Saanich and other facilities/venues. Although staff are exploring all the current potential options, staffed pop-up tables in the community (based on a risk assessment and using safety measures, including plexiglass barriers) are highly unlikely at this point. Unstaffed pop-up tables (requiring EOC approvals and a variety of risk control methods to be implemented) are potentially feasible. In Saanich

recreational facilities, pop tables are not in-keeping with efforts to allow for the flow of foot traffic

## **Timelines**

Public engagement for the Milestone One is dependent on receiving proposed goals and objectives from the Resilient Saanich Technical Committee. Reporting to Council is set to occur at the end of the first quarter of 2021. The receipt of the goals and objectives from the RSTC is behind in schedule, which will reduce the amount of time for public engagement prior to the scheduled Council reporting.

### **1.5 Decision Maker**

Saanich Council is the ultimate decision-maker for the outcomes of Resilient Saanich. The final report, including a Policy Framework, Biodiversity Conservation Strategy and an Enhanced Stewardship Program will be presented to Council for consideration and adoption in 2022.

### **1.6 Resilient Saanich Stakeholders**

The following Resilient Saanich stakeholders were identified in the project Terms of Reference (June, 2020), although additional stakeholders may be identified throughout the public engagement process, as per best practices.

#### Government Partners:

- First Nation Governments
- Federal Government
- Provincial Government
- Capital Regional District

#### Other stakeholders:

- 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

- Others as needed

## 1.7 Budget

The budget for public engagement outside of staff time and other regular expenses is \$2000.00.

## 2.0 Goals and Objectives for Public Engagement

The Terms of Reference outlines the public engagement for Milestone One to occur at the *Inform* level. The inform level engagement is largely complete, as shown in Appendix 1.

To gain public feedback on the draft goals and objectives for Resilient Saanich, public engagement is set at *Involve*. The following outlines the plan for public engagement for Milestone One to be implemented by staff.

### 2.1 Milestone One Engagement Goal for Involvement

**Goal:** Plan and implement an effective public engagement process for feedback on project goals and objectives developed by the Technical Committee. (Timeline: Nov 2020 to Q1 2021)

### 2.2 Milestone One Engagement Objectives:

1. Build relationships and stakeholder partnerships during public participation. Timeline: ongoing
2. Follow IAP2 best practices and the Saanich Public Participation Policy, including communications for inclusiveness, transparency, access, respect and honesty. Equity has also been identified as a best practice for Saanich. Timeline: ongoing
  - a) Plan a variety of engagement approaches, using IAP2 practices and Saanich guiding principles, to reach a broad demographics of residents
  - b) Use public engagement approaches that promote different options for participation, including in person and electronic participation. (Note: in person participation is limited due to Covid-19 restrictions at this time)
  - c) Use public communications programs to ensure broad and regular public communication on the project and public engagement opportunities
  - d) Adjust the public engagement, as required, if public feedback indicates needs that aren't being met or if the demographics of participants is not broad or missing certain demographic groups.

3. Through the public engagement process, gain public feedback on project goals and objectives proposed by the RSTC and identify public expectations and needs for engagement during the remainder of the Resilient Saanich initiative. **Timeline: Nov 2020 into Q1 2021**
  - a) Request feedback on goals and objectives developed by the RSTC
  - b) In keeping with IAP2 core value #5: “public participation seeks input from participants in designing how they participate”, seek feedback from the public about how they would like to participate in the Resilient Saanich process
  - c) Report back to the public about the results of the public engagement in the Progress Report to Council (Q1 2021)
4. Prepare a summary of feedback received about the public participation process and recommendations to address the feedback. **Timeline: March 2021**

### 3.0 Milestone One, Action 7: Public Engagement Planning

The critical public engagement plans for Milestone One are public feedback on proposed project goals and objectives. The following is a proposed plan for Milestone One, Action 7 and the start of Resilient Saanich public engagement (beyond the *inform* phase).

#### 3.1 Privacy Issues

A Privacy Impact Assessment has been prepared for Resilient Saanich public engagement. This includes a detailed plan for safeguarding private information acquired through engagement and communications and potentially shared with the Resilient Saanich Technical Committee.

A Resilient Saanich email address is in place ([biodiversity@saanich.ca](mailto:biodiversity@saanich.ca)) to streamline public communications on the initiative including:

- Public communications/questions to the RSTC
- Public communications/questions about the process
- To communicate feedback

The protocol for the email was developed in partnership with Saanich’s Privacy Officer. Any emails forwarded to the RSTC will undergo redaction. A FIPPA statement has been posted with the email and in the email’s auto-reply.

#### 3.2 Proposed Engagement Methods

The following is a list (Table 1) of current and potential public engagement forums and actions. Details to accomplish each will be included through the final planning processes.

**Public input will be compiled via:**

- Feedback forms: paper and electronic
- Feedback received by email: [biodiversity@saanich.ca](mailto:biodiversity@saanich.ca)
- Feedback gained from stakeholder engagement events (minutes, etc.)
- Feedback from letters

Engagement & Promotion Activities-- General Public	
Format	Details
<b>Virtual open house: new webpages</b>	<ul style="list-style-type: none"> <li>▪ New set of webpages within Resilient Saanich section to create a virtual open house, all interlinked, including:               <ul style="list-style-type: none"> <li>○ Virtual open house launch/main page</li> <li>○ Page featuring video from the RSTC</li> <li>○ Project boards (screen wide pdf to scroll)</li> <li>○ Page featuring proposed principles, goals and objectives</li> <li>○ Feedback page (different options to provide feedback, primarily through an online or print form)                   <ul style="list-style-type: none"> <li>○ The handout (below) in 3 languages</li> </ul> </li> </ul> </li> <li>▪ Additional feedback and questions through initiative email: <a href="mailto:biodiversity@saanich.ca">biodiversity@saanich.ca</a></li> <li>▪ Add and link an Asked and Answered webpage, when there is enough content</li> <li>▪ Virtual open house promotion, as below</li> </ul>
<b>Handout</b>	<ul style="list-style-type: none"> <li>• A handout in English, Punjabi, and Chinese with basic information about Resilient Saanich, the draft goals &amp; objectives, and how to give feedback</li> </ul>
<b>Feedback Form</b>	<p>A feedback form in English, Punjabi, and Chinese will be the primary method of collecting public feedback. It will be available for online submission or by paper copy. The feedback form options will be available on the virtual open house, provided wherever possible at public locations (as above) in paper copies and through information directing people to the on-line form within the virtual open house. In addition to online submission, other submission options include: in-person delivery at the Hall, by mail, and by email.</p>
<b>Virtual Promotion</b>	<p>Promotion of the above public engagement opportunities will be provided virtually via:</p> <ul style="list-style-type: none"> <li>▪ Website</li> <li>▪ Social media</li> <li>▪ Our Backyard (online)</li> <li>▪ Project e-Bulletins</li> <li>▪ Digital posters</li> </ul>
<b>Non-virtual Promotion</b>	<p>Promotion of the above public engagement opportunities will be provided in the community via:</p> <ul style="list-style-type: none"> <li>▪ Our Backyard (print copies)</li> <li>▪ Posters in the community</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Media release</li> <li>▪ Newspaper ads (Saanich News and Times Colonist)</li> <li>▪ Project business cards</li> <li>▪ Rack card</li> </ul>
<b>Dedicated email address</b>	A dedicated email address for the initiative will help streamline public communications and feedback: biodiversity@saanich.ca
<b>Email Lists</b>	<p>Emails for promotion and stakeholder invites will be sent directly to ES email lists:</p> <ul style="list-style-type: none"> <li>▪ EDPA list</li> <li>▪ community associations</li> <li>▪ stewardship groups</li> <li>▪ consultants</li> </ul>
<b>Mail out</b>	<ul style="list-style-type: none"> <li>• Rack card at bulk rate</li> <li>• Water bill insert if timing allows.</li> </ul>

**Table 1: Engagement Activities—General Public**

### 3.2 Targeted Stakeholder Engagement

Along with the engagement activities for the general public, various stakeholder groups will be targeted with additional engagement strategies.

<b>Virtual Presentations/ Meetings</b>	<p>Video conference presentations by invite/ registration will be tailored for different stakeholder groups. Sessions will include discussions and gathering feedback.</p> <p>Stakeholder groups will be contacted by email outlining ways to participate and offering virtual presentations by request. Factor in translation and accessibility as needed.</p>
<b>Interviews</b>	Individual or small focus group engagement if appropriate. May be achieved via phone or video conference.

The following table identifies a plan for targeted stakeholder engagement, which will be adapted as needed through the process. Video engagement will only be available if a contractor is retained to provide this service.

**Table 2: Targeted Stakeholder Engagement**

<b>Stakeholders (from TOR)</b>	<b>Engagement Strategy (beyond table 1)</b>
<b>Governments— First Nations</b>	<ul style="list-style-type: none"> <li>▪ Email re: how we can best engage</li> <li>▪ Propose focus group meeting with First Nations via video conference* or conference call</li> </ul>

Stakeholders (from TOR)	Engagement Strategy (beyond table 1)
<b>Governments— Federal</b>	<ul style="list-style-type: none"> <li>▪ Invite comment from federal partners on the Garry Oak Ecosystems Recovery Team.</li> </ul>
<b>Governments— Provincial</b>	<ul style="list-style-type: none"> <li>▪ Invite comment from Species &amp; Ecosystems at Risk Local Government Working Group</li> </ul>
<b>Governments— Regional</b>	<ul style="list-style-type: none"> <li>▪ Meet regularly with CRD staff as both governments progress with their biodiversity strategies to identify potential collaboration</li> </ul>
<b>Saanich Residents— General</b>	<ul style="list-style-type: none"> <li>▪ All methods in Table 1</li> </ul>
<b>Saanich Residents— Youth</b>	<ul style="list-style-type: none"> <li>▪ Youth design engagement materials &amp; communications</li> <li>▪ Virtual presentation* offer to special programs</li> <li>▪ See section 3.4</li> </ul>
<b>Saanich Residents— Older Adults</b>	<ul style="list-style-type: none"> <li>• Deliver print materials to seniors centres (Saanich Silver Threads at Les Passmore Activity Centre, Cordova Bay 55+ Association, Goward House Society, Cedar Hill New Horizons at CHRC)</li> </ul>
<b>Saanich Residents— Business Owners</b>	<ul style="list-style-type: none"> <li>• Request Chamber of Commerce (Victoria and Saanich Peninsula) to fan out engagement email</li> </ul>
<b>Indigenous Peoples (Individuals)</b>	<ul style="list-style-type: none"> <li>▪ Propose focus group meeting with First Nations/ Indigenous peoples via video conference* or conference call</li> </ul>
<b>Non-governmental environmental organizations</b>	<ul style="list-style-type: none"> <li>▪ Email engagement with invite for video conference presentation*/ discussion</li> </ul>
<b>Community Stewardship Groups</b>	<ul style="list-style-type: none"> <li>• Email engagement with invite for video conference presentation*/ discussion</li> <li>• Email engagement for Saanich Parks user groups via Parks and Recreation newsletter and through communications with the Pulling Together and Park Ambassador Volunteers facilitated by Saanich Parks Volunteer Coordinator</li> </ul>
<b>Camosun College &amp; UVic</b>	<ul style="list-style-type: none"> <li>▪ Email to specific departmental staff</li> <li>▪ Promotion in campus newspapers and online student communications.</li> </ul>
<b>Development Industry</b>	<ul style="list-style-type: none"> <li>▪ Email engagement with offer for video conference presentation*/ discussion</li> </ul>
<b>Community Associations &amp; SCAN</b>	<ul style="list-style-type: none"> <li>▪ Email engagement with invite for video conference presentation*/ discussion</li> </ul>
<b>Consulting Biologists</b>	<ul style="list-style-type: none"> <li>▪ Promotion via College for Applied Biology</li> <li>▪ Email to local biologists on our QEP list</li> </ul>



Stakeholders (from TOR)	Engagement Strategy (beyond table 1)
<b>Saanich Council &amp; Council Committees</b>	<ul style="list-style-type: none"> <li>▪ Engagement activities announced in Council Bulletin</li> <li>▪ Presentations to Council Committees</li> <li>▪ Report to Council (end)</li> </ul>

\***Video conference presentations** will only be available if a contractor is able to be hired to facilitate the video conferencing.

### 3.3 Youth

Establishing channels for engaging with youth are not currently readily accessible. A meeting took place in December 2020 with some initially interested interdepartmental representatives including Recreation, Communications, Sustainability, and Environmental Services. A plan for longer-term youth engagement is being developed which will be implemented through the life of the project.

Youth engagement will be further developed with partners and through feedback directly from youth. The initial engagement planned for Resilient Saanich includes:

- Milestone One: building partnerships and offering presentations to special programs at the secondary school level, such as Claremont’s Institute for Global Solutions
- Future Milestones: engagement will include a partnership youth engagement program
- Engagement will focus on secondary schools in Saanich: Claremont, Mt. Doug, Reynolds, Spectrum, St. Andrews, Pacific Christian and Lambrick Park
- Youth leadership and youth-led engagement are opportunities that will be explored.

For now, older students in University/College will be engaged through the regular public engagement process through promotion in campus newspapers and online student communications.

### 3.4 Staff/Department Internal Stakeholders

Internal stakeholders will be engaged ongoing through email updates and meetings

- Building, Bylaw, Licensing and Legal Services (Bylaw and Legal);
- Engineering (Public Works, Transportation and Development);
- Parks and Recreation (Parks Admin, Planning and Design and Urban Forestry, Horticulture and Natural Areas),
- Planning (Environmental Services, Sustainability, Community Planning and Current Planning).

### 3.4.1 Communications

A robust communications approach to the project will be achieved through planning (and plan updates) between the Environmental Services and the Communications Sections.

Timeline: ongoing

- a) Complete initial plan with Communications. Timeline: COMPLETE
- b) Complete key messages with Communications. Timeline: COMPLETE (and update as needed)
- c) Provide social media content ongoing
- d) Evaluate and adjust the communications planning and actions according to responses and any issues. Ongoing & at least 2 check-ins

## 4.0 Planning for Milestone Two Engagement

This plan addresses Engagement Planning for Milestone One of Resilient Saanich based on the Terms of Reference. During this Milestone, feedback will be solicited from the public about how they would like to be engaged and involved in future public participation phases of Resilient Saanich. Ongoing planning will take place to prepare for future public engagement and will be adjusted considering feedback. A plan for the next public engagement phase will be drafted in preparation. Within that Milestone, engagement may also be less limited if the pandemic restrictions change.

## Appendix 1: Milestone 1 Engagement Progress Update

Milestone 1 Action (TOR)	Task Details	Current Status
A1. Create a webpage and subscribable bulletins to keep residents updated and engaged in the project, progress, and opportunities for involvement.	Resilient Saanich webpages (and connections);	Complete (and on-going)
	Factsheet #1 FAQs & distribution	Complete (and on-going)
	e-Bulletin	Complete (and on-going)
A2 Complete draft Resilient Saanich Policy framework for public circulation	Complete 3 <sup>rd</sup> draft after workshop	2 <sup>nd</sup> Draft is complete. Will be part of Council progress report.
A3. Collate and analyze examples of, and guides for, municipal-scale biodiversity conservation strategies and stewardship programs for applicable models and lessons for Saanich	Factsheet #2, #4, & #5; distribution	Complete (and on-going)
	Stewardship programs factsheet #7 and distribution	Complete (and on-going)
A4. Summarize international, national, provincial, regional, and municipal targets for biological conservation.	Factsheet #3 & distribution	Complete (and on-going)
	Factsheet 6-Saanich's biodiversity stats	Complete (and on-going)
	Factsheet #8 – beyond biodiversity targets	To do
A5. Publish ESA Atlas		Under review by the RSTC
A6. Establish the Technical Committee.	Advertising, social media, website	Completed
A9. Identify an enhancement to the stewardship program	Stewardship booklets	In progress