

## Project Phases/Tasks for Biodiversity Action Plan

Phase 1 – Terms of Reference/Introduction and Background Review	Timing	Resources
<ul style="list-style-type: none"> <li>• Develop a Project Charter which includes roles and responsibilities for the tasks within the BAP and process for communication amongst the agencies</li> <li>• Develop goals and objectives of the BAP</li> <li>• Continue the between the Stakeholder Working Group (involves multiple City Departments and Conservation Partners)</li> </ul> <p><i>Background Information</i></p> <ul style="list-style-type: none"> <li>• summarize Biodiversity Action Plans by other municipalities</li> <li>• summarize existing state of biodiversity in Hamilton based on existing data sets (including an inventory of existing monitoring activities)</li> <li>• summarize existing City and Community-led strategies that relate to BAP</li> <li>• summarize existing City policies that align with BAP and areas of improvement</li> <li>• establish website for the project on City of Hamilton webpage (or other online location)</li> <li>• alert public to development of the BAP, webpage, etc. (social media)</li> <li>• establish project mailing list for future consultation initiatives</li> </ul> <p><b>Deliverable: Background Report that provides the necessary information to undertake the Action Plan</b></p>	2 months	<p>Most of this work has been completed</p> <p>In-kind resources will be used</p>
Phase 2 – Develop Draft Action Plan	Timing	Resources
<ul style="list-style-type: none"> <li>• determine the structure of BAP document</li> <li>• incorporate background review/summary, including a SWOT analysis from the information in Phase 1</li> </ul>	6 months	A dedicated staff person to lead this

<ul style="list-style-type: none"> <li>● Define Vision/Objectives, Guiding Principle, Outcomes and Indicators and Targets</li> <li>● Identify areas of focus for the BAP</li> <li>● categorize areas of focus (e.g. restore/ enhance/ protect, educate/engage, policy change/ development guidelines, report/monitoring,)</li> <li>● identify objectives for each focus area (including measurable targets and implementation strategies)</li> <li>● identify strategic actions and timelines/implementation framework for each objective</li> <li>● identify lead agency for each action</li> <li>● recommended monitoring measure for each action</li> <li>● present draft BAP to GIC/Council</li> <li>● receive direction to consult with public on draft BAP</li> </ul> <p><b>Deliverable: Draft of Action Plan – Presentation to various Boards, City Council prior to public consultation</b></p>		<p>phase of the project would assist in meeting timeline</p> <p>Financial and in-kind resources provided.</p>
<b>Phase 3 - Public Consultation</b>	<b>Timing</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li>● release draft BAP on website for comment</li> <li>● virtual engagement opportunities online (Engage Hamilton)</li> <li>● focus area walk-and-talks hosted by conservation community partners</li> <li>● In-person public information meetings (if available)</li> <li>● individual meetings with ward Councillors</li> </ul> <p><b>Deliverable: Summary of Public Engagement</b></p>	<p>2 months</p>	<p>In-person, public engagement would be more expensive than online engagement activities</p> <p>Financial and in-kind resources provided</p>

Phase 4 –Complete BAP including implementation	Timing	Resources
<ul style="list-style-type: none"> <li>● incorporate public and council comments</li> <li>● present final BAP to Council</li> <li>● receive direction to establish a Biodiversity Committee as a Volunteer Advisory Committee reporting to GIC</li> <li>● identify City lead for future reporting and assisting Volunteer Advisory Committee</li> </ul> <p><b>Deliverable: Completed BAP with Implementation, Roles and Responsibilities of each partner organization</b></p>	1 – 2 months	<p>A dedicated staff person to pull together the final BAP document would assist in meeting the timelines</p> <p>City staff required to write supporting staff report</p>
Phase 5 – Initiate Action	Timing	
<ul style="list-style-type: none"> <li>● identify action leads to addressing actions</li> <li>● include actions in future budget if staffing or additional study required</li> <li>● report back to GIC every 2 years with State of the Environment Report, annual reporting on activities and interim report every 2 years</li> </ul>	Ongoing	TBD