



**REVISED AGENDA
PUBLIC MEETING**

Tuesday, April 14, 2015, 2:00 p.m.

Council Chamber, City Hall

Committee Members:

Councillor Z. Jeffries, Chair, Councillor E. Olauson, Vice-Chair, Councillor A. Iwanchuk, Councillor M. Loewen, Councillor P. Lorje, His Worship Mayor D. Atchison (Ex-Officio)

Pages

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

1. That the Request to Speak from Paul Van Pul be added to item 7.2.5 and that Paul Van Pul be heard;
2. That the Request to Speak from Mark Bigland-Pritchard and Darrin Qualman be added to item 6.2.1 and that Mark Bigland-Pritchard and Darrin Qualman be heard; and
3. That the agenda be confirmed as amended.

3. DECLARATION OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES

- 4.1 **Minutes of Regular Meeting of the Standing Policy Committee on Environment, Utilities and Corporate Services held March 9, 2015 be adopted.**

Recommendation

That the minutes of Regular Meeting of the Standing Policy Committee on Environment, Utilities and Corporate Services held March 9, 2015 be adopted.

5. UNFINISHED BUSINESS

6. COMMUNICATIONS (requiring the direction of the Committee)

- 6.1 **Delegated Authority Matters**

Recommendation

That the requests for extension to The Noise Bylaw as outlined in 6.1.1 to 6.1.10 be approved subject to any administrative conditions.

- | | | |
|--------|---|---------|
| 6.1.1 | Noise Bylaw Extension, 2015 41st Annual Civic Pancake Breakfast, June 18, 2015, 6:00 a.m. to 10:30 a.m., 23rd Street between 3rd and 4th Avenues, Yvonne Brooks, Chair Civic Pancake Breakfast Organizing Committee [File No. CK. 185-9] | 8 - 8 |
| 6.1.2 | Noise Bylaw Extension, Saskatoon Boys and Girls Club Capital One Race for Kids, June 6, 2015, 9:00 a.m to 2:00 p.m., River Landing, Donna Heselwood [File No. CK. 185-9] | 9 - 9 |
| 6.1.3 | Noise Bylaw Extension, Lawson Heights Community Association Summer Fun Day and BBQ, June 13, 2015, 3:00 p.m. to 11:00 p.m., Rochdale Park, Jaimie Zimmerman, Social Coordinator, LHCA [File No. CK. 185-9] | 10 - 10 |
| 6.1.4 | Noise Bylaw Extension, FRIENDS FESTIVAL, August 22, 2015, 11:00 p.m., River Landing, Chris Cole [File No. CK. 185-9] | 11 - 11 |
| 6.1.5 | Noise Bylaw Extension, E Y River Run Classic, July 12, 2015, 6:00 a.m. to 1:00 p.m., River Landing, R. Neil MacKay, Race Director [File No. CK. 185-9] | 12 - 12 |
| 6.1.6 | Noise Bylaw Extension, Pow Wow, June 11, 2015, 10:00 a.m. to 3:00 p.m., Thornton Park, Delvin Kanewiyakiho, FNME Consultant [File No. CK. 185-9] | 13 - 13 |
| 6.1.7 | Noise Bylaw Extension, Mental Health and Addiction Services Fun Run, May 3, 2015, 9:00 a.m. to 1:00 p.m., Diefenbaker Park, Dawn Rain, Coordinator Response to Violence and Problem Gambling [File No. CK. 185-9] | 14 - 14 |
| 6.1.8 | Noise Bylaw Extension, THRIVE 2015 - The Canadian Institute of Planners and Saskatchewan Professional Planners Institute Annual Conference, June 27-29, 2015, 21st St E between 3rd and 4th Avenues and River Landing, Brent McAdams [File No. CK. 185-9] | 15 - 15 |
| 6.1.9 | Noise Bylaw Extension, Easter Seals Drop Zone Event, August 25, 2015, 7:30 a.m. to 5:30 p.m., Carlton Tower 325 5th Ave. N., Gerri Sametts, Saskatchewan Abilities Council/Easter Seals Saskatchewan [File No. CK. 185-9] | 16 - 16 |
| 6.1.10 | Noise Bylaw Extension, Saskatchewan Marathon, May 31, 2015, 6:00 a.m. to 3: 00 p.m., Diefenbaker Park, Jeff Culbert [File No. CK. 185-9] | 17 - 17 |
|
 | | |
| 6.2 | Matters Requiring Direction | |
| 6.2.1 | 2014 Annual Report - Saskatoon Environmental Advisory Committee (File No. CK. 430-19) | 18 - 26 |

The Saskatoon Environmental Advisory Committee has approved submission of the 2014 Annual Report.

Dr. Michael Hill, Chair will be available to answer questions.

A Request to Speak has been added to this item from Mark Bigland-Pritchard and Darrin Qualman.

Recommendation

That the information be received and forwarded to City Council for information.

6.3 Requests to Speak (new matters)

7. REPORTS FROM ADMINISTRATION

7.1 Delegated Authority Matters

7.2 Matters Requiring Direction

- 7.2.1 Capital Project 0687-05-WWT - Asset Replacement - Rooftop Air Handling Units - Award of Engineering Services (File No. CK. 7800-1 and WWTP. 7990-102)** 27 - 29

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by Associated Engineering (Sask.) Ltd for engineering services for the replacement of air handling units at the Wastewater Treatment Plant, for a total upset fee of \$188,625.00 (including GST and PST) be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

- 7.2.2 Capital Project 2229 - WWT - Primary 25kVa Loop - Award of Engineering Services (File No. CK. 7800-1 and WWT. 7990-101)** 30 - 32

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by Willms Engineering Ltd. for

engineering services for the design and construction of the Wastewater Treatment Plant Primary 25kVa Loop Expansion, at a total upset fee of \$499,690.50 (including GST and PST) be accepted; and

2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

7.2.3 SaskWater Increasing Water Supply to the East Floral Industrial Park (File No. CK. 7781-1 and TS. 7500-2) 33 - 34

Recommendation

That the report of the General Manager, Transportation & Utilities Department, dated April 14, 2015, be forwarded to City Council for information.

7.2.4 SaskWater Request to Allow Water Services to Existing Homes Adjacent to the Town of Hepburn (File No. CK. 7781-1 and TS. 7500-2) 35 - 37

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the request by SaskWater to allow water services to 14 existing homes adjacent to the Town of Hepburn in the RM of Laird (404), be accepted; and
2. That the City Solicitor amend the Master Agreement with SaskWater to allow these specific customers to be added.

7.2.5 Proposed Hydropower Station at the Saskatoon Weir - Update (File No. CK. 2300-1 and SLP. 2000-06) 38 - 44

A Request to Speak has been added to this item from Paul Van Pul.

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

That the Administration be directed to report back to the Standing Policy Committee on Environment, Utilities and

Corporate Services with development options and potential next steps to advance the hydropower initiative.

7.2.6 Landfill Gas Engine-Generator Maintenance Equipment Services (File No. CK. 2000-5 and SLP. 2000-10-7) 45 - 48

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by Orrocal Enterprises Inc. for the Landfill Gas Engine-Generator Maintenance Equipment Services be accepted; and
2. That Purchasing Services be authorized to issue a Blanket Purchase Order to Orrocal Enterprises Inc. for the supply of maintenance services for a one-year term, for a total estimated cost (including GST and PST) of \$297,550.

7.2.7 Bylaw No. 8880 - Private Water and Sewer Connection Bylaw Update Request (File No. CK. 7780-1 and IS. 7820-0) 49 - 53

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

That the City Solicitor be instructed to draft the necessary amendments to Bylaw No. 8880 – Private Water and Sewer Connection Bylaw, 2010 for consideration by City Council as outlined in this report.

7.2.8 2015 Membership: South Saskatchewan River Watershed Stewards (File No. 225-1 and 174-26-01) 54 - 59

Recommendation

That the Standing Policy Committee on Environment, Utilities, and Corporate Services recommend to City Council:

That the City of Saskatoon membership with the South Saskatchewan River Watershed Stewards Incorporated be renewed for 2015.

- 7.2.9 Household Hazardous Waste Days Program - East Location Option (File No. CK. 7830-2 and CP. 7550-2-2) 60 - 63**

Recommendation

That the report of the General Manager, Corporate Performance Department dated April 14, 2015, be forwarded to City Council for information.

- 7.2.10 2015 Assistance to Community Groups - Cash Grants - Environmental Component (File No. CK. 1871-10 and WT. 1870-2) 64 - 70**

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

That the 2015 Assistance to Community Groups - Cash Grants - Environmental Component be approved as follows:

- Saskatoon Food Bank and Learning Centre - \$1,600
- Agriculture in the Classroom Saskatchewan - \$1,400
- South SK River Watershed Stewards - \$1,400
- Saskatoon Cycles - \$1,400
- Saskatoon Farmers' Market Co-operative - \$1,400
- Saskatoon Jazz Festival - \$1,400
- Native Plant Society of Saskatchewan - \$1,400

- 7.2.11 Service Saskatoon - Update on Website Redesign Project (File No. CK. 261-20 and CP. 365-4) 71 - 80**

Recommendation

That the report of the General Manager, Corporate Performance Department dated April 14, 2015 be forwarded to City Council for information.

- 8. MOTIONS (NOTICE PREVIOUSLY GIVEN)**
- 9. GIVING NOTICE**
- 10. URGENT BUSINESS**

11. IN CAMERA AGENDA ITEMS

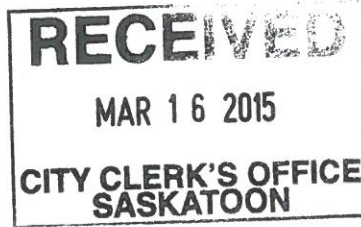
11.1 Project Update

[In Camera - Economic/Financial and Other Interests & Negotiations]

Recommendation

That the above item be considered In Camera.

12. ADJOURNMENT



185-9

March 16, 2015

His Worship the Mayor
and Members of City Council

Your Worship and City Councillors:

**Re: Request for Extension of the Noise Bylaw
2015 41st Annual Civic Pancake Breakfast
6:00 a.m. to 10:30 a.m. on Thursday, June 18, 2015**

Once again, it is that time of year for the annual Civic Pancake Breakfast, scheduled to be held on 23rd Street between 3rd and 4th Avenues from 7:00 a.m. to 10:30 a.m. on Thursday, June 18, 2015.

The Civic Pancake Breakfast Organizing Committee is requesting that City Council extend the hours under the Noise Bylaw to accommodate the amplified music from the live entertainment from 6:00 a.m. (for warm-up) through 10:30 a.m.

We are pleased to once again be hosting a "zero-waste" event by using compostable dishes, cups, cutlery, and garbage bags, as well as providing education to the public about living more sustainably.

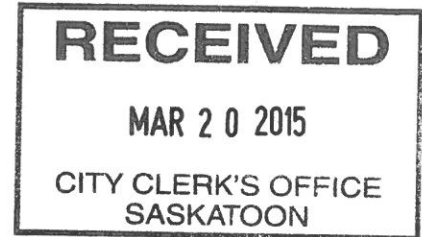
As in previous years, there will be entertainment, celebrity servers, sunshine, and fun!

Yours truly,

A handwritten signature in blue ink, appearing to read "Yvonne Brooks".

Yvonne Brooks, Chair
Civic Pancake Breakfast Organizing Committee

From: Web NoReply
Sent: Friday, March 20, 2015 9:01 AM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Friday, March 20, 2015 - 09:01
Submitted by anonymous user: 69.11.112.245
Submitted values are:

Date: Friday, March 20, 2015
To: His Worship the Mayor and Members of City Council
First Name: Donna
Last Name: Heselwood
Address: 104 - 135 Robin Cresc
City: Saskatoon
Province: Saskatchewan
Postal Code: S7L 6M3
Email: donna@bgcsaskatoon.com

Comments: On June 6, 2015 Saskatoon Boys and Girls Club will be hosting our National Fundraising event, the Capital One Race for Kids. We have secured a permit for the use of River Landing for this event and now wish to address the Noise Bylaw requirement. As we did with last year's event we will do the same with this year ; that is to say we will have a microphone and amplifiers at the start/end of the race to announce rules, winners etc. and will play some music from race registration to race completion -9:00am til 2:00pm - and of course this will be for the local area, not something out of proportion. Thank you for your attention in this matter - we are looking forward to another successful event in beautiful downtown Saskatoon!

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/10677>

185-9

RECEIVED
MAR 23 2015
CITY CLERK'S OFFICE
SASKATOON

From: Jamie Zimmerman <jaimiez@me.com>
Sent: March 22, 2015 1:10 PM
To: Web E-mail - City Clerks
Subject: Noise Bylaw Extension Request and Special Occasion Permit

Please consider our request for both the Noise bylaw extension and special occasion permit for the following event;

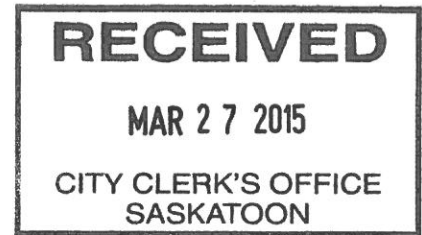
LHCA Summer Fun Day and BBQ
Saturday, June 13th, 2015
3:00pm - 11:00 pm

We plan to have beer gardens at the event , as well as music and fireworks which will likely not be able to start until approximately 10:00 pm. The event will wind down right after that.

Thanks for your consideration!

Lawson Heights Community Association
Jaimie Zimmerman
Social Coordinator
(306)270-4507

From: Web NoReply
Sent: March 26, 2015 10:03 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Thursday, March 26, 2015 - 22:02
Submitted by anonymous user: 71.17.163.124
Submitted values are:

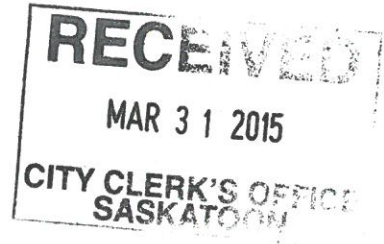
Date: Thursday, March 26, 2015
To: His Worship the Mayor and Members of City Council
First Name: Chris
Last Name: Cole
Address: 1807 Coy Ave
City: Saskatoon
Province: Saskatchewan
Postal Code: S7M 0H8
Email: thefriendsfestival@gmail.com

Comments: On August 22, 2015 we will be hosting a new community festival called FRIENDS FESTIVAL. The festival will be of mixture of yoga, art workshops, food, and Saskatchewan based musical artists. The festival will take place on the Riversdale side of Rivers landing (the roundabout at Ave A south) and is open to the public. We would like to ask permission to have the sound bylaw extended to 11PM so we are able to accommodate more musical artists for the event. Thank you for considering this request.

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/12332>

E Y RIVER RUN CLASSIC

c/o Neil MacKay
MacPherson Leslie & Tyerman LLP
#1500 – 410 – 22nd Street East
Saskatoon, SK S7K 5T6



nmackay@mlt.com

March 26, 2015

Office of the City Clerk
c/o City of Saskatoon
City Hall
222 – 3rd Avenue North
Saskatoon, SK S7K 0J5

Dear Sir/Madam:

Re: Special Event – EY River Run Classic
- Application for Extension of Noise By-Law

I am the Race Director for the EY River Run Classic, which is scheduled for Sunday, July 12, 2015. The race consists of a 5 k, 10 k and half marathon, starting at River Landing and running north along the riverbank.

We will be using some amplification equipment for the race at the start/finish area at River Landing. Accordingly, I would like to apply for an extension of the Noise By-Law, permitting such amplification equipment to be used during the hours from 6:00 a.m. to 1:00 p.m., Sunday, July 12, 2015.

I look forward to hearing from you in response. Thank you.

Yours truly,

R. Neil MacKay

RNM:slw

Encl.

From: Kanewiyakiho, Delvin <DKanewiyakiho@gscs.sk.ca>
Sent: March 31, 2015 1:55 PM
To: Web E-mail - City Clerks
Subject: re: extension of noise by-law



Hello City Clerks,
How are you today? I am well, thank you.

I am working to create a pow wow to be held at Thornton Park on June 11th, 2015. I am applying to your group to have a noise by-law extension. Our pow wow would start at 10 AM on that day and end at 3 PM. There will be lots of drumming and singing!! ☺ I would appreciate if you would consider my application. I have contacted Allocations and they will send me the documentation to book the park for the pow wow. I am just waiting now for those documents to be emailed to me.

My work address is Greater Saskatoon Catholic Schools c/o Delvin Kanewiyakiho 420-22nd Street East Saskatoon SK S7J 1X3. Thank you!

In Peace Education,

Delvin Kanewiyakiho
(Cultural curriculum, Elders, Ceremony, Cultural Events)
FNME Consultant
dkanewiyakiho@gscs.sk.ca
306-659-8700 or 306-281-4964

185-9

**MENTAL HEALTH AND ADDICTION SERVICES**

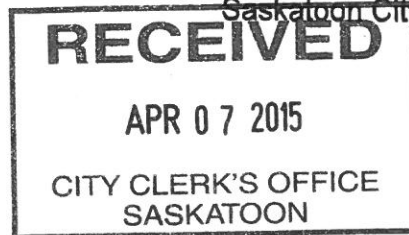
Community Adult Programs

Saskatoon City Hospital, 701 Queen Street

Saskatoon, SK S7K 0M7

TEL (306) 655-8995

FAX (306) 655-8806



April 7, 2015

To whom this may concern;

The purpose of this letter is to request an extension to the Noise Bylaw. I am on the committee for the Mental Health and Addiction Services Fun Run held on May 3, 2015. We are hosting our 3rd Annual Fun Run event to promote health and wellness for our clients. It is a walk/run of 2, 5, 10 and 16km that takes place on Sunday, May 3 at 9am. We start and finish at Diefenbaker Park. There will be anywhere from 200 – 300 people participating. We will have a small band or music playing when people come in and we will have a microphone to start the event. We are requesting an extension as our event begins at 9am and it will likely be finished by 1pm. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Dawn Rain".

Dawn Rain, MSW, RSW
Coordinator Response to Violence and Problem Gambling
Saskatoon City Hospital
701 Queen Street
Saskatoon, SK S7K 0M7
306-655-8995

April 7, 2015

Your Worship and Members of City Council:

**Re: THRIVE 2015 – Canadian Institute of Planners (CIP) and Saskatchewan Professional Planners Institute (SPPI) Annual Conference
Request for Extension to Noise Bylaw No. 8244**

The Canadian Institute Planners (CIP) and Saskatchewan Professional Planners Institute (SPPI), along with the local organizing committee, are pleased to bring THRIVE 2015 to the streets of Saskatoon from June 27-30, 2015. The conference will welcome between 500 and 700 delegates in the urban, regional, and community planning and related fields from across Saskatchewan, Canada, and the world.

As part of the conference, a robust social and cultural program is planned to showcase the best of Saskatoon to delegates, including two main outdoor public events:

- **There's Something Happening... Take it to the Back Alley (Welcome Reception)**
Date: Saturday, June 27, 2015
Location: Back lane on the south side of 21st Street East between 3rd and 4th Avenues (where Diva's Nightclub and Art Placement are located)
- **Living Room on the River (Conference Gala)**
Date: Monday, June 29, 2015
Location: River Landing, Phase II (near the A.L. Cole Pumphouse)

As part of these events, live amplified music will be played for the enjoyment of our guests. In order to ensure that these events comply with all applicable rules and regulations respecting outdoor public events, we are requesting City Council's permission to allow an extension of hours under the Noise Bylaw No. 8244 from 10:00 PM to 12:00 AM for the Saturday evening event, and from 9:00 PM to 12:00 AM for the Monday evening event.

We are confident that the location of our events within the Central Business District and River Landing will mean that disruption to area residents and users will be minimal. We are committed to working through any concerns that may arise as a result of this request. More information on our exciting conference is available at www.thrive2015fleurir.ca.

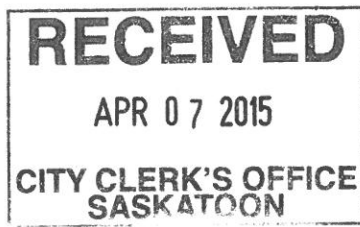
Thank you for your consideration,

Brent McAdam

Brent McAdam

On behalf of the THRIVE 2015 Organizing Committee
blm320@mail.usask.ca | (306) 292-2072

185-9



January 29, 2015

Re: Request for extension of Noise Bylaw hours
Easter Seals Drop Zone Event – August 25, 2015, Carlton Tower 325 5th Avenue North, Saskatoon (rain date: August 26th)

Dear Mayor Atchison & Members of City Council:

The 10th annual Easter Seals™ Drop Zone event will be held at Carlton Tower on August 25, 2015 (rain date August 26). We anticipate approximately 80 participating Superheroes to assist us in reaching our fundraising goal of more than \$100,000 for Easter Seals™ programs operated by the Saskatchewan Abilities Council, by rappelling down the side of the building. As in past years, insurance is purchased for this event.

The Saskatchewan Abilities Council respectfully requests an extension of the Noise Bylaw between the hours of 7:30 am to 5:30 pm on Tuesday, August 25, 2015, for amplified music with DJ services for the Easter Seals™ 2015 Drop Zone (rain date Wednesday, August 26th).

The Easter Seals™ Drop Zone will begin at 7:30 am Tuesday, August 25th and continue until approximately 5:30 pm that same day (rain date Wednesday, August 26th). Participants will rappel down the side of the Carlton Tower located at 5th Ave and 25th Street. The day will be an outdoor event with music and commentary provided by a DJ from Night Owl Audio as each Superhero performs their rappel down the 22-storey Carlton Tower located at the corner of 5th Avenue and 25th Street. The DJ sets up on the corner of 5th and 25th.

A request for a road closure has been sent to Transportation and Utilities Department, attention Kara Lackie, to close off 5th Avenue North (between 24th and 25th Street East) for the Easter Seals™ Drop Zone at Carlton Tower, 325 – 5th Avenue North, on Tuesday, August 25, 2014 (rain date August 26th). We would need the area closed off to the public from 5:00 a.m. until 7:00 p.m.

A food truck and practice rappelling structure park in the parking spaces in front of the building. This MAY be a distraction to the 2-way traffic on the street.

One last note: is it o.k. to place signage and chairs on the grass in front of the building? Spectators gather on the grass to watch the participants - we are careful to keep the sidewalk clear.

As in past years, safety of the event is overseen by trained professionals (Remote Access Technology). This event is completely safe and is run in 15 cities across Canada.

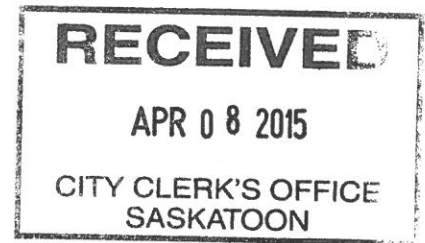
Thank you for your consideration.

Sincerely,

Gerri Sametts
Special Events Assistant
Saskatchewan Abilities Council/Easter Seals™ Saskatchewan
1410 Kilburn Avenue
Saskatoon, SK S7M 0J8
Tel: 306-664-7237
Email: gsametts@abilitiescouncil.sk.ca

125-9

From: Web NoReply
Sent: April 07, 2015 6:50 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Tuesday, April 7, 2015 - 18:50
Submitted by anonymous user: 174.2.121.24
Submitted values are:

Date: Tuesday, April 07, 2015
To: His Worship the Mayor and Members of City Council
First Name: Jeff
Last Name: Culbert
Address: 131 Wall Street
City: Saskatoon
Province: Saskatchewan
Postal Code: S7K 6C2
Email: jculbert@onpurpose.ca

Comments:
For the Saskatchewan Marathon on May 31st, can we please extend the noise bylaw from 6am-3pm that day in/around Defeinebaker Park?
Thanks
Jeff Culbert
Project Manager
On Purpose Leadership
306-652-1487

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/14262>

ADVISORY COMMITTEE REPORT

TO: Standing Policy Committee on Environment, Utilities & Corporate Services
FROM: Saskatoon Environmental Advisory Committee
DATE: February 12, 2015
SUBJECT: 2014 Annual Report – Saskatoon Environmental Advisory Committee
FILE NO. (CK. 430-19)

RECOMMENDATION: That the information be received and forwarded to City Council as information.

Purpose

The function of the Committee is to provide advice to Council on policy matters relating to the environmental implications of City undertakings, and to identify environmental issues of potential relevance to the City. The Saskatoon Environmental Advisory Committee (SEAC) was formed in 1973 by City Council, and has been actively pursuing its mandate since that time, with the expertise of a dedicated, diverse, and knowledgeable roster of members.

SEAC has established that they will:

1. Be aware of the resources available to the City of Saskatoon for dealing with environmental issues.
2. Prepare and publish an annual report on the activities of the Committee over the past year.
3. Encourage liaisons between the City of Saskatoon and environmental agencies serving higher levels of government.

Reporting Relationship

The Saskatoon Environmental Advisory Committee reports to the Standing Policy Committee on Environment, Utilities and Corporate Services.

Composition

The Committee consists of 11 members, including one City Councillor, one representative of the Saskatoon Health Region, and nine additional members appointed by City Council.

Members are appointed for two-year terms, which are renewable up to six years. In the event that a member fails to complete his/her term, a replacement may be named to complete that term. New appointments are made by City Council upon resignation of a member and on expiration of the term of public appointments.

Meetings

The Committee meets at 11:30 a.m. on the second Thursday of each month except for July, August and December.

THE YEAR IN REVIEW

Appointments and Reappointments made by City Council for 2014

Councillor Mairin Loewen
Ms. Kathleen Aikens, representing the general public
Ms. Angie Bugg, representing the general public
Mr. J. Michel Fortier, representing the general public
Dr. Michael Hill, representing the general public
Mr. Sean Homenick, representing the general public
Ms. Namarta Kochar, representing the general public
Ms. Heather Landine, representing the general public
Dr. David McGrane, representing the general public
Mr. Jeffrey Smith, representing the general public
Mr. Brent Latimer, representing the Saskatoon Health Region

Administrative and City of Saskatoon staff support was provided by Ms. Brenda Wallace, Director of Environmental & Corporate Initiatives; Ms. Kathy O'Brien, Ms. Rhonda Rioux, and Ms. Debby Sackmann, City Clerk's Office, and Councillor Mairin Loewen.

Focus of SEAC in 2014

Due to the growing complexities of environmental issues that are being dealt with by the City, SEAC held a task group meeting to establish specific Goals and Objectives for 2013. These were submitted to City Council as information, in a report dated February 2014, (Attachment No. 1).

Summary of Actions from SEAC Meetings for 2014

January 2014:

- Dr. David McGrane was introduced as a new member to SEAC.
- Dr. Michael Hill was appointed Chair and Mr. Jeffrey Smith was appointed Vice-Chair.
- Brenda Wallace, Director of Environmental & Corporate Initiatives; Amber Jones, Education and Environmental Performance Manager, and Katie Burns, Environmental Coordinator; Environmental & Corporate Initiatives were in attendance and provided updates and answered subsequent questions on event sustainability and a performance plan for the Environmental & Initiatives Division was being devised and should be

- ready for circulation by the next meeting of the Committee.
- Ms. Katie Burns, Environmental Coordinator, Environmental & Initiatives Division, requested that the Committee select a representative to serve on the evaluations for the 2014 Environmental Component of the Community Cash Grants Program. Mr. Jeffrey Smith agreed to serve as the SEAC representative.
 - An informal planning meeting to set SEAC Goals and Objectives for 2014 was held on Tuesday, January 7, 2014 with Michael Hill, David McGrane, Kathleen Aikens, Michel Fortier and Jeff Smith in attendance. A summary of the planning meeting was circulated to Board Members by email prior to the meeting of the Committee. Key objectives were identified; discussion ensued regarding prioritization.
 - Dr. Michael Hill committed to drafting the 2013 annual report for SEAC.

February 2014:

- No meeting was held because of lack of quorum.

March 2014:

- Ms. Angie Bugg was introduced as a new member to SEAC.
- Ms. Candace Savage presented information regarding Wild About Saskatoon Festival. The Committee learned that the cost of hooding parking meters to provide bike valet service for festivals is cost prohibitive. SEAC resolved that a memo be sent to the Administrative and Finance Committee regarding the possibility of waiving the cost of hooded meters for the use of bike valets for festivals.
- Ms. Amber Jones of the Environmental & Corporate Initiatives Division was in attendance to provide an update on the 25 Year Water Strategy for Saskatchewan.
- Ms. Twyla Yobb of Environmental & Corporate Initiatives Division provided a PowerPoint presentation entitled "*What is the City of Saskatoon Environmental Mandate?*"
- The Administration circulated a copy of report entitled *Stormwater Management and Green Update* and answered questions put forth by Committee members.

April 2014:

- Sean Homenick presented a report from the Event Sustainability Task Group, dated April 10, 2014, which had been provided to Committee members, and answered questions. He explained that it may not be possible for Enactus (University of Saskatchewan student group) to provide solid waste audits at festivals because of student turnover. Mr. Homenick explained that the Task Group will be meeting with festival organizers throughout the month of April. It was suggested that if an audit of festivals is done, that organizations that have not previously agreed to work with Enactus be audited rather than those who have, as the results may produce different results.

- Environmental and Corporate Initiatives Director Brenda Wallace was in attendance and provided an update. The Chair also requested that Ms. Wallace provide information regarding the newspaper article entitled, *Citywide Compost Next Recycling Fight*. Discussion followed regarding advising City Council of the Committee's support of a city-wide compost program and it was decided that the Committee send a letter of support as soon as possible, and that a representative from the Committee be chosen to speak at the Council meeting at the time they consider the report.
- It was resolved that Dr. David McGrane draft a letter to City Council, advising that the Saskatoon Environmental Advisory Committee supports the City exploring a city-wide organics diversion program, and circulate it to Committee members by email for approval
- SEAC also requested that the Administration provide a power point presentation on the preliminary results of the work completed regarding the city-wide organics diversion program at the June 12, 2014 Saskatoon Environmental Advisory Committee meeting.
- The Chair provided background information regarding the Dark Sky Initiative and advised that the Administration had been asked to provide information regarding areas to assist in moving the initiative forward. Environmental and Corporate Initiatives Director Wallace advised that the Administration is unable to identify anything at this stage and that staffing is not available at this time to work on the initiative.
- Mr. Richard Huziak, representing the Saskatchewan Light Pollution Abatement Committee, was present and spoke regarding the initiative. He provided a copy of a brochure entitled, "*Dark Skies through Light Pollution Abatement*".
- Councillor Loewen advised that the City is reviewing digital billboard standards, and she will ensure that anything that comes forward is referred to the Committee. It was decided that the Building Standards Branch and Planning and Development Branch be asked to meet with the Committee to discuss possible changes to the zoning bylaw, etc., and to provide direction.
- The Chair advised that the Committee has a budget of \$6,800 for 2014 and had discussed the possibility of hiring a student. Discussion followed, including having the student do festival sustainability audits throughout the summer. Ms. Wallace advised that they could look at cost sharing with the Committee, and that they would also be willing to be involved in the hiring. Discussion also took place with respect to where the student would be located.

May 2014:

- No meeting was held because of lack of quorum.

June 2014:

- A draft of the 2013 Annual Report of the Saskatoon Environmental

Advisory Committee, prepared by Chair Dr. Michael Hill, was approved by the Committee. The Committee resolved that the Report be forwarded through the Standing Policy Committee on Environmental, Utilities and Corporate Services for submission to City Council.

- Environment and Corporate Initiatives staff member Josh Quintal provided a presentation on a city-wide organics diversion program. Environment and Corporate Initiatives director Brenda Wallace indicated that this item would be put before the Standing Policy Committee on Environment, Utilities & Corporate Services in September 2014 and that the Letter of Support submitted by the Committee would be put forward at the same time as the report on the matter.
- Environment and Corporate Initiatives provided SEAC members with a copy of the publication *Our Environment – The City of Saskatoon’s 2014 Environmental Leadership Report*.
- The Committee discussed a proposed budget for 2015 and resolved to request \$6,800, allocated in the following amounts: Publications/Reports (\$100); Public Education and Information Gathering (\$6000); Conferences/Workshops (\$500); and Membership Fees (\$200).
- The Committee resolved to provide financial support to the Student Action for a Sustainable Future (SASF) education program, in the amount of \$1,800.
- Mr. Brent Latimer, Committee member representing Saskatoon Health Region, provided information on an initiative to monitor ambient air quality in Saskatoon.

September 2014:

- Director of Environment and Corporate Initiatives Brenda Wallace advised the Committee that the City will be preparing a discussion paper regarding performance targets around the environment. She asked the Committee if they would be interested in participating in the process by acting as hosts during public consultations with stakeholders regarding waste diversion and gas emissions. The Committee resolved to defer decision on its participation until the October 2014 meeting when Director Wallace would present a proposed engagement plan.
- Committee members received copies of the *Festival Sustainability Report 2014*, as prepared by Rebecca Anderson and provided by Environment and Corporate Initiatives. The Committee resolved to defer any decisions regarding the recommendations in the *Festival Sustainability Report 2014* to October 2014 meeting, and invite representatives from participating festivals present to participate in the discussions.

- The Committee Secretary distributed a memo dated August 29, 2014 from the Deputy City Clerk, advising that City Council considered the Saskatoon Environmental Advisory Committee's 2013 Annual Report at its meeting held on August 21, 2014, and resolved that the information be received. The Saskatoon Environmental Advisory Committee's 2013 Annual Report was received by City Council at its meeting held on August 21, 2014.

October 2014:

- Committee Chair, Dr. Michael Hill informed the committee of a recent information request regarding progress on the Dark Sky Initiative. The Committee resolved to compose a memo to the Administration asking for clarification on the current policy regarding Dark Sky Initiative.
- Director of Environmental and Corporate Initiatives Brenda Wallace informed the Committee that an interdepartmental steering committee is preparing a Request for Proposal on Wetland Policy implementation.
- Director Wallace provided the Committee with a draft copy of the Proposed Engagement Plan for Stakeholder Consultations on Corporate Performance Targets (Waste Diversion and Greenhouse Gas Emissions). The Committee decided to accept the invitation to act as facilitators for the proposed engagement plan for stakeholder consultations on the corporate performance targets of waste diversion and greenhouse gas emissions.
- The Event Sustainability subcommittee reported on a meeting with festival representatives, subcommittee representatives, and Environment and Corporate Initiatives staff. The subcommittee noted that discussions were positive, but that greater resources needed to be dedicated to support waste diversion and other sustainability initiatives at large events.
- Mr. Brad Sylvester of the Optimist Club was in attendance to speak on the topic of festival sustainability. Mr. Sylvester spoke to the Committee from the perspective of a food vendor in regards to food services and public health at festivals and events.
- The Committee noted that City Council had proclaimed October 26-November 1, 2014 in Saskatoon as Right to Healthy Environment.

November 2014:

- Mr. Richard Huziak of the Saskatchewan Light Pollution Abatement Committee and members of Building Standards Division and Development Review were present to discuss Dark Sky Lighting. Mr. Huziak provided a draft policy copy entitled, *Responsible Outdoor Lighting Policy* and presented an overview of the policy. The Committee asked that the Development Review Section Manager, Mr. Dawson, provide, in the first quarter of 2015, an analysis of the current bylaws affecting outdoor lighting; and information on Dark Sky compliance in new neighborhoods.
- Mr. Nathan Ziegler of Saskatoon Light & Power was in attendance and presented the Committee with a power point presentation on the Power Generation Portfolio. The presentation included the City's vision and goals

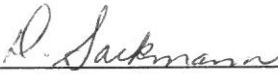
- for creating new sources of green energy where feasible.
- Environmental & Corporate Initiatives Director Brenda Wallace informed the Committee that the Proposed Engagement Plan for Stakeholder Consultations on Corporate Performance Targets (Waste Diversion and Greenhouse Gas Emissions) had been postponed until 2015.
 - Director Wallace additionally informed the Committee that the City-wide Compost Program was presented to the Standing Policy Committee on Environment, Utilities and Corporate Services, at their meeting held October 14, 2014. The Administration was not comfortable going forward with the program at this time, and a new report would be forthcoming in 2015.
 - The Event Sustainability sub-committee put forth recommendations for event sustainability. These recommendations were made with consideration to the Festival Sustainability Report 2014 by Rebecca Anderson and input from festival stakeholders. The Committee resolved to accept the recommendations of the Event Sustainability subcommittee, with the omission of the recommendation to extend waste diversion audits to additional interested festivals.
 - The Committee approved a schedule of meeting dates for the 2015 calendar year.

ATTACHMENT

1. Saskatoon Environmental Advisory Committee 2015 Goals and Objectives

Written By: Michael Hill and Kathleen Aikens

Approved By:


for Michael Hill, Chair
Saskatoon Environmental Advisory Committee
Dated: February 12, 2015

26 February 2015

The Saskatoon Environmental Advisory Committee presents as formal communication to the Standing Policy Committee on Environment, Utilities and Corporate Services the following goals and priorities for the 2015 calendar year.

In 2015, the Saskatoon Environmental Advisory Committee (SEAC) will:

- 1) Support greenhouse gas (GHG) targets and reduction strategies for the City of Saskatoon (corporate), industry, and community, through the following channels:
 - A) Advocate for, and support the facilitation of, public stakeholder consultations regarding targets for GHG emissions for corporate (City of Saskatoon), community, and industrial sector.
 - B) Advocate for an updated GHG inventory, as the most recent inventory was completed in 2005 with data from 2003.
 - C) Request information on the Solar City Initiative, which was removed from Council's 2015 (budget), and depending on information/recommendations received, advocate for inclusion of the Initiative in the 2016 Council budget.
 - D) Identify areas of greatest leverage for GHG reductions, such as increasing energy efficiency of buildings and homes through bylaws, and/or incentive programs.
- 2) Support city-wide organic waste diversion, through formal advocacy (e.g. providing letters of support), and support of public consultation on organic waste diversion options.
- 3) Continue to monitor progress of, and provide support for, previous reports and policies, including Dark Sky Policy and Wetlands Implementation Guide.
- 4) Develop greater linkages with Council's Standing Policy Committee on Environment, Utilities, and Corporate Services, through the provision of regular, in-person reports of SEAC to the Standing Policy Committee, and formal communication of annual goals.
- 5) Continue to support the SEAC Subcommittee on Event Sustainability, including the festival audit recommendations submitted by the subcommittee in 2014, in partnership with Environment and Corporate Services.

RECEIVED

430-19

APR 13 2015

CITY CLERK'S OFFICE
SASKATOON

From: Darrin Qualman <darring@sasktel.net>
Sent: April 13, 2015 4:32 PM
To: Web E-mail - City Clerks
Cc: 'Darrin Qualman'; 'Mark Bigland-Pritchard / LED'
Subject: Request to appear before the Standing Policy Committee on Environment, Utilities & Corporate Services meeting, Tuesday, July 14

Dear City Clerk,

Mark Bigland-Pritchard, 812 5th St E, Saskatoon, SK S7H 1G9

And

Darrin Qualman, Box 84, Dundurn, SK. S0K 1K0

Request to appear before the City of Saskatoon's Standing Policy Committee on Environment, Utilities, & Corporate Services

At their upcoming meeting, Tuesday, April 14th, 2015, 2:00 pm

We wish to address the Standing Committee regarding the goals and priorities communicated to it by the Saskatoon Environmental Advisory Committee (SEAC), page 24 of the Standing Committee's agenda.

Please confirm receipt of this email.

Thank you.

Darrin Qualman
(306) 230-9115

Capital Project #0687-05 - WWT - Asset Replacement - Rooftop Air Handling Units - Award of Engineering Services

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by Associated Engineering (Sask.) Ltd for engineering services for the replacement of air handling units at the Wastewater Treatment Plant, for a total upset fee of \$188,625.00 (including GST and PST) be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The services of an engineering consulting firm are required to provide engineering services for conceptual design, detailed design, tendering, and construction of air handling equipment refurbishment at the Wastewater Treatment Plant (WWTP). The current equipment is in poor condition and many components have reached the end of their service life. City Council approval is required to commission a consultant to proceed with the deliverables of the project.

Report Highlights

1. In line with the WWTP's capital asset management plan, air handling equipment requires replacement in order to operate reliably at peak efficiency.
2. A Request for Proposal (RFP) was advertised on January 12, 2015 and seven proposals were received.
3. The proposal from Associated Engineering (Sask) Ltd. (AE) was rated most favourable.

Strategic Goal

The recommendations in this report support the Strategic Goal of Asset and Financial Sustainability through refurbishing heating ventilation and air conditioning (HVAC) equipment to prevent damage to critical wastewater treatment infrastructure.

Background

Required replacement of air handling units has been anticipated for several years. In 2014, Capital Project #0687-01 - WWT - Asset Replacement - Rooftop Air Handling Units received approved funding in the amount of \$1,200,000 for the replacement of air handling units at the WWTP.

Report

Air Handling Equipment Requires Replacement

The HVAC equipment serving the WWTP secondary treatment process areas was installed in 1995. This equipment is reaching the end of expected life, resulting in increased maintenance costs and decreased performance. The need for major retrofit was anticipated and included in the 2014 Capital Budget.

Air quality inside wastewater treatment facilities is critical for employee health and equipment maintenance. Reliable air handling equipment will avoid accelerated equipment wear and ensure a safe environment for workers.

An RFP was Advertised

Engineering Services are required to assess HVAC systems and recommend the best way to rehabilitate equipment. These recommendations will lead to design and construction phases.

A Terms of Reference was developed and an RFP was advertised on January 12, 2015. Seven proposals were received on February 3, 2015, from the following consultants:

- AECOM Canada Ltd. (Saskatoon, SK)
- Arrow Engineering Inc. (Saskatoon, SK)
- Associated Engineering (Sask) Ltd. (Saskatoon, SK)
- March Consulting Associates Inc. (Saskatoon, SK)
- MPE Engineering Ltd. (Saskatoon, SK)
- Orbis Engineering Field Services Ltd. (Edmonton, AB)
- WSP Canada Inc. (Saskatoon, SK)

After a systematic evaluation of all proposals, the Administration rated the proposal from AE as superior and confirmed it met the scope-of-work defined in the Terms of Reference.

Options to the Recommendation

There are no options as the recommended proponent, AE, was the most qualified consultant for the work described in the RFP.

Communication Plan

The proposed work is limited to WWTP buildings and will not produce odour or noise beyond the WWTP grounds. A communication plan is not required.

Financial Implications

The net cost to the City for the engineering services, as submitted by AE would be as follows:

Capital Project #0687-05 - WWT - Asset Replacement - Rooftop Air Handling Units - Award of Engineering Services

Preliminary Design	\$ 38,531.00
Detailed Design	59,236.00
Tender	6,080.00
Construction	26,122.00
Commissioning	18,852.00
Post Construction	<u>3,916.00</u>
Total Estimated Fees (Base Fee)	\$152,737.00
Disbursement Allowance	1,700.00
GST (5%)	7,722.00
PST [5% of 30% of Design (\$97,767)]	1,466.00
Contingency	<u>25,000.00</u>
Total Upset Fee	\$188,625.00
GST Rebate	<u>(7,722.00)</u>
Net Cost to the City	<u>\$180,903.00</u>

The project is funded by Capital Project #0687-01 - WWT - Asset Replacement - Rooftop Air Handling Units. The 2014 Capital Budget has \$1,191,000 of approved funding remaining for this project.

Other Considerations/Implications

There are no public and/or stakeholder involvement, policy, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

This project has a planned construction phase finishing in spring 2016.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

Written by: Jonathan Laforge, Project Engineer, Wastewater Treatment Plant
Reviewed by: Pamela Hamoline, Acting Plant Manager, Wastewater Treatment Plant
Larry Schultz, Engineering Services Manager
Reid Corbett, Director of Saskatoon Water
Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities Department

EUCS JL – CP0687-05 WWT–Asset Replacement–Rooftop AHUs–AES.docx

Capital Project #2229 - WWT - Primary 25kVa Loop - Award of Engineering Services

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by Willms Engineering Ltd. for engineering services for the design and construction of the Wastewater Treatment Plant Primary 25kVa Loop Expansion, at a total upset fee of \$499,690.50 (including GST and PST) be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The services of an engineering consulting firm are required to provide engineering services for a conceptual design, detailed design, tendering, and construction management to complete the 25kVa loop at the Wastewater Treatment Plant (WWTP). The 1996 expansion of the WWTP has a proper power feed loop which the original part of the plant doesn't have. This project will upgrade the WWTP power feeds with simultaneous processes for a seamless back-up, when required. Approval is required to commission a consultant to proceed with the deliverables of the project.

Report Highlights

1. The WWTP power system is due for an upgrade, as planned in the 2015 Capital Budget.
2. A Request for Proposal (RFP) was issued on February 10, 2015, and 12 proposals were received in response.
3. The proposal submitted by Willms Engineering Ltd. (Willms) was rated the highest.

Strategic Goal

This project supports the Strategic Goal of Asset and Financial Sustainability by planning and budgeting for lifecycle maintenance and upgrades of the facility's equipment.

Background

The initial plant construction in the early 1970s was constructed with the entire plant being fed from one transformer. The plant expansion in the early 1990s resulted in a new 25kVa loop with transformers for each area. This project will upgrade the original plant electrical distribution to match the newer loop. Some of the older equipment is now hazardous and at the end of its useful life. There is an option in this project to upgrade

the main incoming switchgear at the WWTP to provide more redundancy with modern equipment. There is also a need to conduct an arc flash study which will allow each piece of equipment to be rated to determine its hazard level. Capital Project #2229 WWT – Primary 25kVa Loop was established to upgrade these older electrical systems.

Report

The Primary 25kVa Loop Needs Replacing

The original buildings at the WWTP consist of the maintenance/administration, grit and screen, primary sedimentation basins, and the digesters. These are all fed from one location which is at the end of its life. Therefore, the load will be split with separate feeds to each area to provide redundancy as well as more modern equipment. Upgrading the 25kVa loop will also provide the ability to add new loads in the future. The consultant will need to assess the situation and recommend the best way to upgrade this electrical equipment. This will lead to a design and construction phase which will remedy the situation.

An RFP was Advertised

An RFP was advertised on February 10, 2015, on the SaskTenders website and 12 proposals were received on March 12, 2015, from the following consultants:

- Associated Engineering (Sask) Ltd. (Saskatoon, SK)
- ENGCOMP Engineering and Computing Professionals (Saskatoon, SK)
- March Consulting Associates Inc. (Saskatoon, SK)
- Midgard Project Management Ltd. (White City, SK)
- Ritenburg & Associates Ltd. (Saskatoon, SK)
- Shermco Industries (Saskatoon, SK)
- SNC Lavalin Inc. (Saskatoon, SK)
- Tetra Tech Inc. (Saskatoon, SK)
- Wavefront Consulting Inc. (Regina, SK)
- Willms Engineering Ltd. (Saskatoon, SK)
- WorleyParsons Canada Services Ltd. (Saskatoon, SK)
- WSP Canada Inc. (Saskatoon, SK)

After a systematic evaluation of all proposals, the Administration rated the proposal from Willms as superior and confirmed it met the scope-of-work defined in the Terms of Reference.

Options to the Recommendation

There are no options as the recommended proponent, Willms, was the most qualified consultant for the work described in the RFP.

Communication Plan

The proposed work will not produce odour or noise from the WWTP. This project is adding additional electrical equipment with the same type as currently existing on site.

Financial Implications

The net cost to the City for the engineering services, as submitted by Willms would be as follows:

Engineering Services	\$370,400.00
Main Services Upgrade	48,000.00
Arc Flash Study	<u>30,000.00</u>
Total Base Fee	\$448,400.00
Contingency	<u>22,420.00</u>
Sub-total Upset Fee	\$470,820.00
GST (5%)	23,541.00
PST (5% of 30% of \$355,300 Design)	<u>5,329.50</u>
Total Upset Fee	\$499,690.50
GST Rebate	<u>(23,541.00)</u>
Net Cost to City	<u>\$476,149.50</u>

The project is funded by Capital Project #2229 WWT- Primary 25kVa Loop which has \$500,000 of approved funding from the 2015 Capital Budget.

Other Considerations/Implications

There are no public and/or stakeholder involvement, policy, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

This project has a planned construction phase finishing by April of 2017.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

Written by: Ross Elliott, Senior Project Management Engineer, Saskatoon Water
Reviewed by: Larry Schultz, Engineering Services Manager, Saskatoon Water
Reid Corbett, Director of Saskatoon Water
Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities Department

EUCS RE - CP2229 WWT-Primary 25kVa Loop-AES.docx

SaskWater Increasing Water Supply to the East Floral Industrial Park

Recommendation

That the report of the General Manager, Transportation & Utilities Department, dated April 14, 2015, be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to provide City Council with information regarding SaskWater's intention to increase the water supply to the East Floral Industrial Park.

Strategic Goals

SaskWater's intention to increase water supply to the East Floral Industrial Park fulfills the Strategic Goals of Asset and Financial Sustainability and Economic Diversity and Prosperity as the new development benefits Saskatoon Water, the City of Saskatoon, and the Saskatoon region.

Background

SaskWater provides water from the City distribution system to the cities of Martensville and Warman, as well as a variety of towns and rural clients in the Saskatoon region.

On December 8, 2014, the General Manager, Transportation & Utilities Department received a letter from SaskWater dated December 4, 2014 informing the City of its intention to expand its services in the East Floral Industrial Park. Following further communications with SaskWater and their engineering consultant about technical details of the project, the Administration held additional discussions with the City Solicitors and staff from the Planning & Development division about regional planning implications. Administration has affirmed the intention and is recommending that City Council be informed of the change.

Report

SaskWater currently provides City water to the East Floral Industrial Park located approximately 15 kilometres southeast of Saskatoon. SaskWater has informed the City that it intends to supply water lines to an additional 11 light industrial lots at this site. SaskWater does not require any additional flow or volume allocations from the City as this expansion has sufficient capacity that exists at the supply point. Additional flows and volumes required are within the current contract limitations.

Financial Implications

It is expected that the increased development and water usage will have a positive impact on the water utility.

Other Considerations/Implications

There are no options, public and/or stakeholder involvement, communication plan, policy, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

Administration has agreed to inform SaskWater of City Council's decision immediately following its meeting being held on April 27, 2015.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

Written by: Galen Heinrichs, Water and Sewer Engineering Manager
Reviewed by: Reid Corbett, Director of Saskatoon Water
Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities Department

EUCS GH – SaskWater-Increasing Water Supply-East Floral Industrial Park.docx

SaskWater Request to Allow Water Services to Existing Homes Adjacent to the Town of Hepburn

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the request by SaskWater to allow water services to 14 existing homes adjacent to the Town of Hepburn in the RM of Laird (404), be accepted; and
2. That the City Solicitor amend the Master Agreement with SaskWater to allow these specific customers to be added.

Topic and Purpose

The purpose of this report is to obtain City Council approval to allow SaskWater and the Town of Hepburn to provide City water to 14 homes adjacent to the Town of Hepburn, within the RM of Laird (404).

Report Highlight

SaskWater currently supplies City water to the Town of Hepburn. Approval of the recommendation will allow 14 existing homes adjacent to the Town of Hepburn to also receive water services.

Strategic Goals

The request by SaskWater for increased water supply to homes adjacent to the Town of Hepburn fulfills the Strategic Goals of Asset and Financial Sustainability and Economic Diversity and Prosperity as the new development benefits Saskatoon Water, the City of Saskatoon, and the Saskatoon region.

Background

On December 8, 2014, the General Manager, Transportation & Utilities Department received a letter from SaskWater dated December 4, 2014 requesting approval from the City to allow the Town of Hepburn, an existing SaskWater customer, to provide water outside their own town limits.

Report

SaskWater currently provides City water to the Town of Hepburn (population approximately 600) located 45 kilometres directly north of Saskatoon on Highway 12. SaskWater has requested that the City allow the Town of Hepburn to provide water service to 14 homes that, though adjacent to the town, are outside the town limits and within the RM of Laird (404). The current Master Agreement with SaskWater does not include water sales to the RM of Laird (404). Additionally, although the jurisdiction difference in this request is not significant for physically supplying the homes, it is a significant policy change as it would involve the metering and resale of water from one

SaskWater customer (the Town of Hepburn) to another set of new customers [14 existing homes adjacent to the Town of Hepburn, within the RM of Laird (404)].

The 14 homes under consideration either physically border the Town of Hepburn or are within approximately 100 metres of the limits of the Town of Hepburn. Several of the homes currently have sanitary sewer services with the Town of Hepburn, although, they do not have water connections. It is also expected that several of the homes may be annexed into the town in the near future.

SaskWater does not require any additional flow or volume allocations from the City as this expansion has sufficient capacity that exists at the supply point. Additional flows and volumes required are within the current contract limitations.

Policy Implications

The issue contains two policy implications:

1. The resale of City water from one SaskWater client to separate customers outside of the client's jurisdiction; and
2. The sale of City water to customers in the RM of Laird (404) which is not covered under the current Master Agreement for supplying City water to SaskWater.

It is the opinion of the Administration that due to the scale of the issue (14 homes), the distance from the Saskatoon region (45 kilometres north), and the fact that this is not a new development request (the homes already exist); this request should be approved for this specific instance. The Administration recommends that any future extension of services to new customers, not covered by the Master Agreement with SaskWater, and any applications involving the potential resale of City water by SaskWater clients should be approved directly by City Council.

Financial Implications

It is expected that the increased development and water usage will have a positive impact on the water utility.

Other Considerations/Implications

There are no options, public and/or stakeholder involvement, communication plan, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

The Administration has agreed to inform SaskWater of City Council's decision immediately following its meeting being held April 27, 2015.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

Written by: Galen Heinrichs, Water and Sewer Engineering Manager

SaskWater Request to Allow Water Services to Existing Homes Adjacent to the Town of Hepburn

Reviewed by: Reid Corbett, Director of Saskatoon Water
Approved by: Angela Gardiner, Acting General Manager, Transportation &
Utilities Department

EUCS GH – SaskWater-Water Services to Existing Homes Adjacent to the Town of Hepburn.docx

Proposed Hydropower Station at the Saskatoon Weir - Update

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

That the Administration be directed to report back to the Standing Policy Committee on Environment, Utilities and Corporate Services with development options and potential next steps to advance the hydropower initiative.

Topic and Purpose

The purpose of this report is to provide an update on the possible Hydropower Station at the Saskatoon Weir.

Report Highlights

1. Identifying opportunities for viable green-energy projects is a priority in the City's Strategic Plan.
2. Studies have shown that a hydropower station at the Saskatoon Weir could be technically feasible and economically viable.
3. Saskatoon Light & Power (SL&P) has met with several groups who have expressed interest in a potential partnership opportunity.
4. Further project investigation and evaluation, including public amenity options such as a pedestrian bridge, is required before proceeding to the development stage.

Strategic Goals

This report supports all of the City's Strategic Goals. In particular, this report supports the following 4-year Priorities:

"Explore alternate sources of revenue to pay for ongoing operations". (Asset & Financial Sustainability).

"Identify opportunities to replace conventional energy sources with green energy technologies and find alternate ways of generating capacity to support operations". (Environmental Leadership).

Background

SL&P has studied potential development of a hydropower station at the existing Saskatoon Weir. Design concepts have included a variety of turbine technologies and possible increases to the height of the existing weir structure. Three project concepts have been studied which include raising the height of the weir by 1 metre, 2 metres, or leaving the weir at its current height.

Pre-feasibility engineering and environmental baseline studies were conducted in 2009 by Knight Piésold Consulting (Knight Piésold). Knight Piésold is a specialist international consulting firm based in Vancouver, with experience in over 200 hydropower projects in North America and world-wide. The prefeasibility study concluded that a proposed hydropower station at the Saskatoon Weir was technically feasible and could be economically viable. City Council received the Pre-feasibility Report at the May 10, 2010 regular meeting of City Council.

Report

Hydropower Station at the Saskatoon Weir is Technically Feasible

Since City Council received a Pre-feasibility Report at the May 10, 2010 regular meeting of City Council, SL&P commissioned a local hydraulic consultant, C.D. Smith, P.Eng. to complete a third-party technical review. With his review and the information provided on the effects of ice on winter tail-water levels and a new downstream rating curve, Knight Piésold updated the annual energy production estimates. Updated energy estimates were completed for a weir raise of 1.0, 1.2, and 1.4 metres, which are considered the most relevant scenarios. The following table shows the updated annual energy production estimates considering increased tailwater levels and downstream icing effects for 5.5 MW Hydropower Station (costs in 2009 dollars).

Hydropower Development Concept	Installed Capacity (MW)	Design Flow (m3/sec)	Annual Energy Production (GWH)	Estimated Capital Cost	Annual Revenue Year 2016	Annual Operating Cost	Power to Number of Homes	Annual GHG Reduction (tonnes CO2)
Weir Raise 1 metre	5.5	209	28.8	\$ 48.8 M	\$ 3.3 M	\$ 1.04 M	2,880	23,000
Weir Raise 1.2 metres	5.5	209	30.9	\$ 50.1 M	\$ 3.6 M	\$ 1.09 M	3,090	25,000
Weir Raise 1.4 metres	5.5	209	35.2	\$ 51.7 M	\$ 4.0 M	\$ 1.13 M	3,520	28,000

In 2011, Midgard Consulting was contracted by SL&P to conduct a third-party validation of the financial viability of the project. A financial sensitivity analysis was completed to determine the effects of decreased energy production, varying capital cost, bulk power rates, and projected rate escalation. The sensitivity analysis suggests that the most relevant project is a 5.5 MW Hydropower Station with a weir raise of 1.2 to 1.4 metres, and in most scenarios, the project remains economically viable with Internal Rates of Return in the range of 7 to 10%.

There is a Strong Potential for Partnership Opportunities

Over the past five years, SL&P has met with several groups that have expressed interest in a potential partnership opportunity to build a hydropower station at the weir. There would be a large capital input should the project proceed, and proponents have indicated they would be prepared to make this investment. The proponents have expressed to SL&P that they are interested in developing this project because the project has low impact on the environment, the project has a reasonable long-term rate of return, and it is being built in the community who will benefit from the project.

Further Investigation is Required

Before proceeding to the development stage, there are some fundamental questions that still need to be answered:

1. What is the maximum practical weir height increase?
2. Are there environmental impact limitations to the maximum weir height increase?
3. What are the accurate upstream and downstream water level rating curves?

SL&P recommends reporting back to City Council with development options and potential next steps to answer the questions above.

There are potential public amenities that could be coupled with a hydropower facility at the weir site. One amenity could be a pedestrian footbridge on the weir to allow fully accessible crossing of the river. This could support the Strategic Goal of developing an integrated network that is practical and useful for vehicles, buses, bikes, and pedestrians. Other possible public amenities include a whitewater park to provide recreation and tourist opportunities.

Financial Implications

Project investigation is funded from Capital Project #1281 - Sustainable Power Generation Options.

Environmental Implications

An Environmental Impact Assessment would be completed as part of a full Feasibility Study and Environmental Impact Assessment, and would consider all environmental implications of proceeding with the proposed development.

Public and/or Stakeholder Involvement

SL&P hosted public open houses in June 2010 and a public information meeting in November 2010 to inform the public on the results of the studies and proposed next steps, and to gather input and feedback.

One-hundred and nine (109) people attended the public information meeting in November. This meeting focused on the proposed hydropower station only. A total of seventy-five (75) comment submissions were received as a result of the community engagement: 68 comments (91%) expressed support for the hydropower station; and, 7 comments (9%) expressed concerns.

Attachment 1 provides a summary of the open house sessions. There has been no significant change to the conditions/circumstances since this consultation five years ago. No further public consultation has been conducted.

Further to the public open houses in 2009/2010, SL&P consulted with a number of civic, provincial, federal, and external stakeholders.

Communication Plan

No formal communications are required at the investigation and discussion stage. If the proposed hydropower station at the Saskatoon Weir were to move forward, a comprehensive communication plan to support the project would be required.

Other Considerations/Implications

There are no options, policy, privacy or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

Administration recommends reporting back to City Council with development options and potential next steps within the next fiscal quarter.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Attachment

1. Public Involvement Summary

Report Approval

Written by: Nathan Ziegler, Sustainable Electricity Engineer, and
Kevin Hudson, Metering & Sustainable Electricity Manager at SL&P
Reviewed by: Brendan Lemke, Acting Director of Saskatoon Light & Power
Approved by: Angela Gardiner, Acting General Manager, Transportation &
Utilities Department

EUCS NZ – Proposed Hydropower Station at the Saskatoon Weir - Update

Public Involvement Summary

Hydropower Station

SL&P hosted public open houses in June 2010 and a public information meeting in November 2010 to inform the public on the results of the studies and proposed next steps, and to gather input and feedback.

Two-hundred and thirty-five (235) people attended the open houses in June. A total of ninety-seven (97) comment submissions were received as a result of the community engagement. A brief summary of the submissions is shown below (note: some comments were included in more than one category):

36 comments (38%) expressed support for the entire project;
5 comments (5%) expressed support for a hydropower station only;
32 comments (34%) expressed a need for additional information;
21 comments (22%) expressed opposition for the entire project;
10 comments (11%) expressed appreciation of the consultation process; and
17 comments (18%) expressed concerns regarding the consultation process.

One-hundred and nine (109) people attended the public information meeting in November. This meeting focused on the proposed hydropower station only. A total of seventy-five (75) comment submissions were received as a result of the community engagement.

68 comments (91%) expressed support for the hydropower station, and
7 comments (9%) expressed concerns.

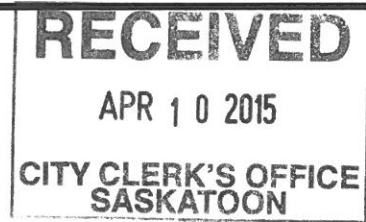
The following is a summary of feedback received from the open houses and public information meeting.

Supportive comments were received regarding the economic and environmental benefits of this green power source, improvements to fish habitat and continued opportunities for pelican viewing, integration of a proposed pedestrian bridge, and an exciting recreational opportunity to attract and retain youth in our community.

Concerns for the most part were regarding potential environmental impacts to the physical, biological, and social environment. There was also some distrust of the economic analysis and concerns regarding the consultation process overall and expecting more opportunity for public input. Issues with respect to the physical environment included concerns for water quality, sediment movement, upstream impacts resulting from a proposed water level increase, and long-term river hydrology considering the prospect of lower stream-flows in the South Saskatchewan River resulting from the effects of climate change. Issues with respect to the biological

environment included concerns for impacts to flora and fauna, with particular mention of pelican viewing opportunities, and preservation of the heritage and natural environment of the area. Issues with respect to the social environment included concerns for safety and security of the project area, increased noise, traffic, and parking needs, and particular mention was made to ensure that a proposed recreational whitewater park would serve the needs of the many, as opposed to a small group of users.

From: Paul VAN PUL <yser1914@shaw.ca>
Sent: April 10, 2015 10:57 AM
To: Web E-mail - City Clerks
Subject: Proposed Hydropower at the Saskatoon Weir



Sir/Madam,
I would like to address Council Committee regarding the above item on the agenda for Tuesday, April 14 at 14:00.
Thank you.

Paul VAN PUL
2801 Louise Street
Saskatoon
306 373-4596

Landfill Gas Engine-Generator Maintenance Equipment Services

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by Orrocal Enterprises Inc. for the Landfill Gas Engine-Generator Maintenance Equipment Services be accepted; and,
2. That Purchasing Services be authorized to issue a Blanket Purchase Order to Orrocal Enterprises Inc. for the supply of maintenance services for a one-year term, for a total estimated cost (including GST and PST) of \$297,550.

Topic and Purpose

That City Council approve a Blanket Purchase Order to Orrocal Enterprises Inc. (Orrocal) for the supply of maintenance services for the Landfill Gas Engine-Generator sets.

Report Highlights

1. A Request for Proposal (RFP) was advertised February 12, 2015. Two proposals were received, and the proposal submitted by Orrocal was the highest rated proponent based on a predetermined set of evaluation criteria.
2. The landfill gas project performed well over its first year of operation yet fell short of an ambitious goal set in 2012 when construction of the project began.

Strategic Goals

This report supports the Strategic Goal of Environmental Leadership by reducing greenhouse gas (GHG) emissions tied to City operations. It also supports the Strategic Goal of Asset and Financial Sustainability to increase revenue sources and reduce reliance on residential property taxes.

Background

On September 29, 2014, City Council approved a Blanket Purchase Order with Kramer Ltd. for the supply of maintenance services for the Landfill Gas Engine-Generator Sets for the initial one-year warranty period. Administration advised that at the end of the warranty period, the maintenance services would be competitively procured or brought in-house.

Report

Request for Proposal

An RFP was issued February 12, 2015, for a qualified engine-generator service provider to perform regular maintenance services for two Caterpillar engine-generator sets.

Two proposals were received on March 2, 2015 from Orrocal and Wajax Power Systems. The evaluation team reviewed both proposals and ranked the proposals based on the following evaluation criteria:

- 60% cost for each required maintenance service;
- 20% for previous work experience;
- 10% references; and,
- 10% shop rates.

The proposal submitted by Orrocal rated the highest scoring proponent based on the evaluation criteria and was determined to be the most favourable for the City. The estimated costs are in line with costs paid for a similar scope of work provided by Kramer Ltd. over the initial one-year warranty period.

Both proposals exceeded the budgeted amount allotted in the 2015 Operating Budget. Operational costs will be adjusted to compensate for any shortfall in the program. These services are essential to allow continued operation of the facility. Administration will work with Orrocal to investigate options to reduce costs, including the use of lower-cost-equivalent engine oil, remanufactured parts, and the adoption of predictive maintenance practices.

Landfill Gas Project Performance

In 2012, Administration set a goal to operate the facility at 100% of its rated capacity, 95% of the time throughout each year. If achieved, this performance would rival some of the most efficiently operated coal-fired power stations in the country, and in this case by using a renewable source of energy (i.e. landfill gas).

Throughout the first year of operation (beginning in April, 2014), 11,350 megawatt-hours of electricity was sold to SaskPower (enough to power 1,135 homes). This represents an average capacity factor of 81% throughout the year, which is 14% short of the 95% target. This resulted in revenues of approximately \$100,000 per month, which exceeded projections in the approved operating budget for 2014.

Project performance improved steadily every month throughout the first year of operation, and Administration will continue to strive to reach the 95% efficiency target.

The initial financial performance for the landfill gas project, as reported to City Council in 2012, estimated a payback of 7.5 years with an Internal Rate of Return (IRR) of 11%. Administration is now projecting a payback of 10-12 years with an IRR in the range of 4-7.5%. This IRR includes the capital cost of clay-capping the landfill and gas capture costs, which would have been incurred without the landfill gas project. Performance is expected to improve through operational efficiencies resulting from experience gained over the first year of operation, and consolidation of some operating responsibilities among Civic Divisions (i.e. SL&P and Public Works).

Options to the Recommendation

As part of the RFP, the City has reserved the right to perform some maintenance services in-house. Administration will continue to explore this option to reduce overall maintenance costs, and may exercise this option in the future.

Financial Implications

Maintenance service is recommended every 1,000 hours of engine runtime, for an estimated eight (8) services per year. In addition, a minor overhaul of the engines is recommended every 8,000 hours of engine runtime, or once per year. Funding for these services will be provided from the approved Saskatoon Light & Power Operating Budget 03-200 – Landfill Gas. A breakdown of the proposal price is as follows:

Proposal Amount: Labour Costs	\$ 77,000.00
Proposal Amount: Parts Costs	135,500.00
Proposal Amount: Living Out Allowance	8,000.00
Proposal Amount: Engine Oil & Filters	50,000.00
Taxes (GST & PST)	<u>27,050.00</u>
Total Cost	<u>\$297,550.00</u>

Environmental Implications

The ultimate goal for any landfill gas project is to prevent the uncontrolled release of harmful gases into the atmosphere. By collecting and combusting these gases, landfill operators are able to reduce GHG emissions and improve local air quality. In most Canadian provinces, regulations are in place to require large emitters to control and manage their landfill gases.

Throughout the first year of operation, GHG emissions from the landfill were reduced by over 50,000 tonnes CO₂e, which is the equivalent of removing over 10,000 vehicles from the road. This exceeded the original GHG reduction estimate, as reported to City Council in 2012, to reduce annual GHG emissions by 45,000 tonnes CO₂e.

Other Considerations/Implications

There are no public and/or stakeholder involvement, communication plan, policy, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

Procurement of maintenance services will be required a minimum of once every three years. If Administration is not satisfied with the performance of services, they could be competitively procured again after one year.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

Written by: Nathan Ziegler, Sustainable Electricity Engineer

Landfill Gas Engine-Generator Maintenance Equipment Services

Reviewed by: Brendan Lemke, A/Director of Saskatoon Light & Power
Reviewed by: Kerry Tarasoff, General Manager, Asset & Financial Management
Department
Approved by: Angela Gardiner, Acting General Manager, Transportation &
Utilities Department

EUCS NZ - Landfill Gas Engine-Generator Maintenance Equipment Services

Bylaw No. 8880 – Private Water and Sewer Connection Bylaw Update Request

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

That the City Solicitor be instructed to draft the necessary amendments to Bylaw No. 8880 – Private Water and Sewer Connection Bylaw, 2010. for consideration by City Council as outlined in this report.

Topic and Purpose

The purpose of this report is to request changes to Bylaw No. 8880 – Private Water and Sewer Connection Bylaw, 2010. Changes are recommended to reflect current City practices regarding the replacement and repair of lead water connections.

Report Highlights

1. Bylaw 8880, Section 10 is required to be updated to reflect past policy decisions regarding the replacement of lead water connections.
2. The changes will update Bylaw 8880 to reflect the City's policy to replace lead connections in their entirety whenever work is being done on the connection, with the property owner having no option to opt out of the program.
3. The changes will define the City's connection replacement cost sharing program. The program will apply to the portion of a connection replacement from the water main to the footing of the building.
4. The Bylaw will give Replacement Program managers the ability to deal with property owners who are refusing to abide by City Council's policy on lead pipe replacement.

Strategic Goal

The information presented in this report supports the Strategic Goal of Quality of Life. Lead service connections have been identified as potential health risks and the full replacement of lead connections is a strategy to reduce this risk.

Background

Water service connections are small diameter pipes which connect properties to the water main in the street. Saskatoon has approximately 61,000 total water service connections, of these, approximately 5,300 were installed between the early 1900s and early 1950s and are made of lead.

Pursuant to Section 22 of the Cities Act, the City sets and enforces standards for the construction, maintenance, repair and replacement of a service connection of a public utility. The property owner of a parcel of land is responsible for the construction,

maintenance, repair and replacement of a service connection of a public utility on that parcel of land, unless otherwise determined by the City.

In 2010, the City made changes to how it handles the replacement and repair of water service connections which are made of lead. City Council approved policy mandating that any time a lead connection is disturbed (cut into for repair or replacement), the entire connection from the water main in the street to the water meter in the house must be replaced. This policy was put in place at the recommendation of Administration based on a study that showed high increases in lead concentrations in water at locations where a lead line had recently been disturbed. Prior to this policy, the property owner would have been given the option of whether or not they wanted the private portion of the connection replaced. If they did not, only the portion in the City right-of-way would be replaced.

In 2014, City Council approved a service level for lead connection replacements and \$1,500,000 annually to fund the program. The replacement of lead connections is funded from Capital Project #1615 – Water Distribution.

Report

Section 10 of Bylaw 8880 deals with “General Rules Regarding Replacement of Service Connections”.

It is recommended that Bylaw 8880 be amended to provide for the following:

1. The City’s Service Connection Replacement Program currently includes cost sharing to the property owner for work done under the property owner’s parcel of land.
 - a. The cost sharing applies to:
 - i. any portion of the water connection from the property line to the footing of the building.
 - b. The cost sharing does not apply to:
 - i. Any pipe under the building or internal to the building, from the footing to the water meter. Replacement of this piping is the responsibility of the property owner and must be replaced at the same time that the portion of the connection between the footing and the water main is replaced. Any costs associated with replacing piping from the footing of the building to the water meter are fully the property owner’s.
 - ii. Any restoration to the surface of the property owner’s parcel of land due to excavations required for the replacement of the connection. These costs are fully the responsibility of the property owner.
2. The City’s current practice when an existing lead water service connection fails at any point between the water main and the water meter, on either the property owner’s side or in the City right-of-way, is to require replacement of the entire water connection from the water main to the water meter. The property owner is responsible for costs related to the portion of the connection on the property

- owner's parcel of land. The property owner is eligible to participate in any policy or program that the City has to cost share the replacement.
3. When the City is doing any work in the City right-of-way, and deems the upgrade of water connection pipes necessary, and the water connection pipe is made of lead, the City requires the replacement of the entire connection, from the water main to the water meter. The property owner is responsible for costs related to the portion of the connection on the property owner's parcel of land. The property owner is eligible to participate in any policy or program that the City has for sharing costs of the replacement.
 - a. The City currently deems the upgrade of water connections necessary when:
 - i. The City is performing a major roadway treatment in the right-of-way.
 - ii. The City is upgrading water or sewer mains in the right-of-way.
 - b. Administration recommends that when:
 - i. A property owner requests the replacement of their connection under the Homeowner Requested Lead Connection Replacement Program, and a service connection to a neighboring property is in the same excavation (referred to as common trench connections), the initiating property owner is required to gain the consent of the neighboring property owner in order to participate in any City program. Both property owners' must agree to replace their full service connection, from the main to their meter before the City can proceed with replacement. If the initiating owner cannot gain consent of the neighbour, no voluntary work will be done on the service connections.
 - ii. When a connection in a common trench with a neighboring connection fails; both connections are required to be replaced from the main to the meter.
 4. Under all circumstances where the replacement of lead water pipes is mandatory from the water main to the water meter, the property owner is given the option of performing the portion of the work under the property owner's parcel of land using a licensed water and sewer contractor hired by the property owner and at the property owner's own cost, or having the work under the property owner's parcel of land, from the property line to the footing of the house, done by a contractor hired by the City and under eligible programs that the City has to cost share the replacement.
 5. Under all circumstances where the replacement of lead water pipes is mandatory from the water main to the water meter, if the property owner does not respond to City communications, or indicates that they will not allow work to be done on the property owner's parcel of land, it is recommended that the Bylaw be updated to authorize the City to exercise its authority under Section 22 of *The Cities Act* and sends the property owner a notice that the City will replace only the portion of the

connection under the City right-of-way and the connection will be shutoff and not turned on until such time that the property owner's portion of the connection is replaced.

This recommendation is requested so that City employees who administer the connection replacement program have an effective method to deal with property owners who refuse to participate in a program mandated by City Council. In the past, property owners have not regarded City Council directives as sufficient authority and have become abusive and threatening to City employees.

Options to the Recommendation

- As an option to point #3), b), i) of the Report, in instances where the City is upgrading a connection at the request of a property owner, and the right-of-way portion of the connection is in a common trench with a neighboring connection such that both connections are exposed when work is done on either, the neighboring property owner would be required to replace their connection at the same time.
 - This option is not recommended because the Homeowner Requested Replacement Program is voluntary. Under this option to the recommendation, the City would force an adjacent resident to replace their lead connection when they had not volunteered and the connection is functioning properly.
- Another option would be for the City to make the property owner fully responsible for the connection from the water meter to the water main and all costs associated with maintaining, repairing, and replacing connections are fully the property owner's.
 - This option is not recommended based on past City Council directives.

Financial Implications

The recommendation has no financial implication as it is a representation of current practices which are already considered under current funding strategies.

Public and/or Stakeholder Involvement

The recommendations in this report were developed in conjunction with the Public Works and Construction & Design divisions. The policies these Bylaw changes will be addressing are already in place.

Communication Plan

A communication plan involving direct communication to all residents with a lead service connection is in place to educate and inform them of Saskatoon's approach to lead connections and associated water quality issues. Communication tools include the City's website, a letter mailed to property owners and occupants with lead service connections advising them of the replacement program and risks of lead in drinking water, a brochure, and a letter to residents who request a new utility account at a property known to have a lead service connection.

The recommended changes to the Bylaw will ensure information being communicated to residents coincides with the Bylaw.

Environmental Implications

The recommendations will result in the consumption of energy and materials associated with the activities of the Lead Connection Replacement program, including the generation of greenhouse gas emissions. The overall impact on greenhouse gases has not been quantified at this time.

Other Considerations/Implications

There are no policy, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

Complete Bylaw update by Fall of 2015.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

Written by: Stephen Wood, Manager, Water & Sewer Preservation
Reviewed by: Rob Frank, Manager, Asset Preservation Section
Reviewed by: Mike Gutek, Director of Major Projects
Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities Department

2015 Membership: South Saskatchewan River Watershed Stewards

Recommendation

That the Standing Policy Committee on Environment, Utilities, and Corporate Services recommend to City Council:

That the City of Saskatoon membership with the South Saskatchewan River Watershed Stewards Incorporated be renewed for 2015.

Topic and Purpose

The Administration recommends continuing membership with the South Saskatchewan River Watershed Stewards Incorporated (SSRWSI), a non-profit organization that delivers targeted programs to protect our watershed and the source of our drinking water.

Report Highlights

1. The SSRWSI leads the implementation of the Source Water Protection Plan for the South Saskatchewan River watershed.
2. Membership in the SSRWSI supports initiatives that have a direct and beneficial impact on the City of Saskatoon (City)'s source of drinking water.

Strategic Goal

Continued membership with the SSRWSI supports the strategic goal of Environmental Leadership. The 10-year strategy of improving the quality and reducing the quantity of storm water run-off is specifically supported.

Background

The City joined the SSRWSI as a founding member in 2007. The City is engaged in watershed protection initiatives via this organization and has two members on the SSRWSI Board of Directors: one City Councillor, and one member from the Administration.

Report

Source Water Protection Plan

The Province initiated watershed planning for the South Saskatchewan River in 2004. The SSRWSI was formed in 2007 to implement the resulting Source Water Protection Plan. Initiatives undertaken by the SSRWSI to implement the plan are described in Attachment 1.

Benefits to Drinking Water Quality

Membership in the SSRWSI provides an opportunity for the City to establish relationships with other stakeholders in the watershed, and to leverage additional funding and resources for watershed projects. These projects allow the City to work with our watershed neighbours toward protecting our common drinking water resources.

Projects that benefit drinking water quality include: water quality monitoring, wetland preservation, groundwater well decommissioning, sediment and erosion control, water resource allocation, invasive species monitoring, and source water protection planning.

Options to the Recommendation

City Council may choose not to renew membership with SSRWSI, as membership is voluntary.

Public and/or Stakeholder Involvement

The SSRWSI has developed partnerships with other organizations with an interest in watershed protection, and has a membership base from across the entire watershed. Attachment 1 lists partners and members of the organization.

Communication Plan

Updates on the activities of the SSRWSI will be provided to City Council annually when membership fees are due.

Financial Implications

The annual membership fee for the City to participate in the SSRWSI is \$20,000. Funds have been allocated in the 2015 operating budget for this expenditure.

Environmental Implications

Continued membership with the SSRWSI enables the City to participate in initiatives that protect the overall health of our watershed and our source of drinking water.

Other Considerations/Implications

There are no policy, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

An update to City Council will be provided in May 2016.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Attachment

1. Watershed Protection

Report Approval

Written by: Twyla Yobb, Watershed Protection Manager
Reviewed by: Brenda Wallace, Director of Environmental and Corporate Initiatives
Reid Corbett, Director of Saskatoon Water
Approved by: Catherine Gryba, General Manager, Corporate Performance Department

Watershed Protection



Photos and map courtesy of the South Saskatchewan River Watershed Stewards, Inc.

Overview

The South Saskatchewan River is central to the community, culture, and heritage of Saskatoon. Citizens live, work, and play in and around the river, which also supplies our drinking water and receives storm water and treated waste water.

The river is part of a larger ecological entity called the South Saskatchewan River Watershed that connects us to our neighbours up and downstream of Saskatoon. Because the river is so vital to our citizens, it is important that we take part in protection of this resource.

Saskatoon is engaged in watershed protection initiatives through membership in a non-profit organization that delivers targeted programs to protect the quality and quantity of water in the watershed; the South Saskatchewan River Watershed Stewards Inc. (Stewards).

What is a Watershed?

A watershed is an area of land that is linked by a common connection to one watercourse. All the storm runoff and snow melt in this area is carried or “shed” to this common watercourse. Water moving within the watershed is affected by everything it comes into contact with including soil, vegetation, wildlife, and people. The activities that we do on the land have impacts on the water quality that is available to others downstream. Likewise, the water quality that is available to Saskatoon is impacted by the activities of those who live upstream.

The South SK River Watershed

The South Saskatchewan River is the single largest supplier of water for drinking, irrigation, industry, and recreation in the province. Approximately 45% of the provincial population relies on the river for their daily water needs.

The river begins in the Rocky Mountains in Alberta. The Oldman River, Bow River, and Red Deer River all combine to form the South Saskatchewan River just after crossing the Alberta-SK border.

In Saskatchewan, the River travels northeast to Lake Diefenbaker, where Gardiner Dam controls flow moving toward Saskatoon. Downstream of the city, the South and North Saskatchewan Rivers join to form the Saskatchewan River. The river continues to the Delta near the Manitoba-SK border, then through Lake Winnipeg and Nelson River into the Hudson Bay.

The upstream boundary of the South SK River Watershed is the Alberta-SK border. The downstream boundary is in the northeast where the South SK and North SK Rivers join.

Source Water Protection Planning

The Province initiated watershed planning for the South Saskatchewan River in 2004. Watershed residents and leaders participated in the creation of a work plan, called the Source Water Protection Plan, to protect our common water resources.

The Stewards were formed in 2007, with Saskatoon as one of the founding members, to implement the resulting Source Water Protection Plan.



Map courtesy of the Province of Saskatchewan

Why is Saskatoon a Member?

Membership with the Stewards supports the strategic goal of Environmental Leadership. The ten year strategy of improving the quality and reducing the quantity of storm water run-off is specifically supported.

Initiatives implemented by the Stewards that support the City's long term goals include:

- General education and awareness of watershed issues.
- Water quality monitoring research to identify land uses or human activities that can adversely impact water quality.
- Programs to raise awareness of issues related to agriculture. Funding is available for producers who wish to implement beneficial management practices for watershed protection.
- Awareness and monitoring for aquatic and terrestrial invasive species.
- Source water protection planning for rural communities and First Nations.

Benefits of Membership

1. Economic Benefits to the City

- Leverage additional funding for watershed protection projects. The Stewards are able to use the City's contributions to leverage additional funds and resources from other partners and funding agencies.
- Identify future threats to water quality and quantity, develop projects, and identify funding sources to address issues.

2. Environmental Benefits

- Raise awareness of watershed issues and promote behavior that benefits water quality.
- Initiate projects that implement best management practices for the protection of water quality and quantity.
- Improved understanding of terrestrial and aquatic ecology in the watershed.
- Improved ability to monitor the watershed for issues, such as invasive species, and

take measures to reduce environmental and financial impacts.

- Improved understanding of watershed hydrology.

3. Social Benefits

- Protect water quality and quantity in the River for the health and welfare of our citizens.
- Better relationships with other communities that live upstream and downstream of Saskatoon.
- Productive relationships with community organizations with an interest in watershed protection.

What Are the Consequences of Not Doing this Work?

- Saskatoon would not have access to the provincial Source Water Protection Planning initiative and related projects.
- Saskatoon would not develop better relationships with communities up and downstream on the South Saskatchewan River.
- The City would not be able to easily demonstrate involvement with protection of water quality and quantity for the health and welfare of our citizens.

What is the Timing of the Project?

Ongoing membership with the Stewards is dependent upon Council approval on an annual basis.

2015 Activities and Deliverables

Projects in the 2015 SSRWSI Business Plan that will directly benefit Saskatoon include:

- Implementation of agricultural best management practices
- Awareness and monitoring for aquatic and terrestrial invasive species
- Source water protection planning for Pike Lake
- Development of an allocation strategy for the South Saskatchewan River

- River water quality monitoring
- Development of a Master Naturalist Program
- Youth education

Who Are The Sponsors?

Council

- Councillor Zach Jeffries

Corporate Performance

Environmental & Corporate Initiatives:

- Brenda Wallace, Director
- Twyla Yobb, Land & Water Section

Who Are The Stakeholders?

Corporate Performance:

Environmental and Corporate Initiatives

- Education & Environmental Performance
- Land & Water Section

Community Services

Parks:

- Maintenance NW District
- Maintenance SE District
- Community Development
- Community Initiatives

Transportation and Utilities

Saskatoon Water:

- Water Treatment
- Wastewater Treatment
- Storm Water Engineering

Partnerships

Partnerships that are available to Saskatoon via the SSRWSI include:

- Saskatchewan Association of Watersheds (members include 10 other provincial watershed groups)
- Meewasin Valley Authority
- Native Plant Society of Saskatchewan
- Saskatoon Nature Society
- Saskatchewan Environmental Society
- Saskatchewan Invasive Species Council
- Saskatchewan Wildlife Federation
- Nature Saskatchewan
- Swale Watchers
- Wild About Saskatoon
- Pike Lake Cottage and Watershed Association
- North Saskatchewan River Basin Council
- PARTNERS for the Saskatchewan River Basin
- Ducks Unlimited Canada
- Global Water Security Institute
- School of Environment and Sustainability
- Environment Canada
- Fisheries and Oceans Canada
- SK Ministry of Environment
- SK Ministry of Agriculture

2014 Members

Members of the Stewards in 2014 were:

Urban:

- City of Saskatoon
- Town of Cabri
- Town of Cudworth
- Town of Elrose
- Town of Kindersley
- Town of Leader
- Town of Osler

Rural

- R.M. of Corman Park #344
- R.M. of Deer Forks #232
- R.M. of Excelsior #166
- R.M. of Happyland #231
- R.M. of Kindersley #290
- R.M. of Loreburn #254
- R.M. of Miry Creek #229
- R.M. of Montrose #315
- R.M. of Newcombe #260
- R.M. of Rudy #284
- R.M. of Saskatchewan Landing #167
- R.M. of Snipe Lake #259
- R.M. of Victory #226

Special Interest

- Meewasin Valley Authority
- Pike Lake Cottage and Watershed Assoc.



Photo courtesy of the South Saskatchewan River Watershed Stewards, Inc.

Household Hazardous Waste Days Program – East Location Option

Recommendation

That the report of the General Manager, Corporate Performance Department dated April 14, 2015, be forwarded to City Council for information.

Topic and Purpose

This report provides information on the potential to add an east side location for future household hazardous waste (HHW) events.

Report Highlights

1. Two potential east side locations have been identified for HHW events – Prairieland Park and University of Saskatchewan.
2. The cost of any HHW event is projected at \$25,000 – regardless of the location.
3. The Administration will be engaging with the Ministry of Environment to reinforce the importance of a program supporting the collection and management of household hazardous waste.

Strategic Goals

Appropriately disposing of and recycling hazardous materials supports the four year priority to promote and facilitate city-wide composting and recycling to reduce the rate and volume of waste sent to the landfill, and the long term strategies of soil and water quality protection under the Strategic Goal of Environmental Leadership.

Background

On March 23, 2015, City Council approved the recommendation to consider a budget increase for the Household Hazardous Waste Days Program during the 2016 and 2017 Business Plan and Budget deliberations. City Council also resolved, in part:

“That the issue of an east-side location for Household Hazardous Waste collection be referred back to the Administration for a report to the appropriate committee.”

Report

East Side Locations for HHW Events

In-person surveys conducted at HHW events in 2014 revealed that 8% of participants would like the option of an east side drop-off location for HHW. Site suitability assessments were conducted in November 2014, with the following three potential locations identified for future HHW events:

- Prairieland Park – east parking lot
- University of Saskatchewan – Saskatoon Field House (Lot 15)
- University of Saskatchewan – Lots F, Q, S, V or Y (only 1)

All three of the sites have the capacity to accommodate 350+ vehicles throughout the duration of an event (9:00am to 3:30pm), as well as provide at least two points of access/egress. Follow-up visits with a representative from each location will be required prior to confirming event dates and logistics. Attachment 1 highlights the geographical distribution of participants that attended HHW events at SaskTel Centre in August, September, October and December of 2014.

Status of Extended Producer Responsibility Program in Saskatchewan

In 2013, the Saskatchewan Ministry of Environment contracted the Saskatchewan Waste Reduction Council to develop draft regulations and recommendations in support of an Extended Producer Responsibility (EPR) program for HHW, similar to existing provincial programs for used oil materials, scrap tires, electronics, paint and the proposed MMRP for household paper and packaging. No timeline has been established for launching the program as the Multi-Material Recycling Program and the Agricultural Plastics programs are prioritized above the development of a program for HHW. The City of Saskatoon (City) continues to be the sole funder for HHW Days events. The Administration will continue to engage with the Province to highlight the importance of a program for HHW.

Communication Plan

Enhanced communications will be required to provide residents with timely and relevant information on the HHW program, including dates and locations of upcoming events. Communications will also continue to highlight existing collection programs for HHW materials in the community. This information will be conveyed through the news media, City Page, the City's website, social media channels and the Waste and Recycling Calendar.

Financial Implications

The Administration forecasts that each event will cost \$25,000 irrespective of the location. A communications budget of \$300 for each event will also be required to inform residents of the program and location(s).

Environmental Implications

HHW includes a variety of common substances used in and around homes which can pose serious environmental and human health concerns if not managed properly. Many of these substances contain corrosive, toxic, flammable or reactive ingredients that require special handling during use and disposal. Improper containment or disposal can ultimately lead to contamination of our air, land and water resources.

Other Considerations/Implications

There are no stakeholder, policy, privacy or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

The outcomes of the HHW events implemented in 2015 will be included in the annual report on Integrated Waste Management prepared for City Council in April 2016.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Attachments

1. City of Saskatoon Household Hazardous Waste Event Participant Locations

Report Approval

Written by: Matthew Regier, Environmental Coordinator

Reviewed by: Amber Jones, Manager of Education and Environmental Performance

Brenda Wallace, Director of Environmental & Corporate Initiatives

Approved by: Catherine Gryba, General Manager, Corporate Performance Department

Administrative Report - Household Hazardous Waste Days Program – East Location Option.docx

City of Saskatoon

Household Hazardous Waste Event Participant Locations

City of Saskatoon, Corporate Performance, Environmental & Corporate Initiatives



Legend

- August 2014
- September 2014
- October 2014
- December 2014

- 4km_Radius
- City Limit Area
- River



Household Hazardous Waste Days Program
East Location Option

Attachment 1

2015 Assistance to Community Groups – Cash Grants – Environmental Component

Recommendation

That a report be submitted to City Council recommending:

1. That the following summary of the 2014 Assistance to Community Groups – Cash Grants – Environmental Component be submitted to City Council for its information; and
2. That SPC on Environment, Utilities & Corporate Services recommend approval of the 2015 Assistance to Community Groups – Cash Grants – Environmental Component.

Topic and Purpose

The purpose of this report is to provide a summary of the results achieved through the 2014 Assistance to Community Groups – Cash Grants – Environmental Component (Cash Grants Program), and to recommend funding for the 2015 allocation.

Report Highlights

1. Seven projects were awarded funding in 2014 resulting in a variety of positive environmental outcomes including diverting materials from the landfill, returning injured wildlife to safe local habitats and educating thousands of residents about specific activities that benefit Saskatoon's regional environment.
2. Thirteen applications were received in 2015 with a combined request for funding of \$61,450.

Strategic Goals

The recommendations in this report support strategies and priorities identified under the strategic goal of Environmental Leadership, including: long term strategies relating to water quality, and access to ecological systems and spaces; and four year priorities relating to waste diversion through composting and recycling, and green energy technologies.

Background

The Cash Grants Program has an annual budget of \$10,000 for environmental initiatives that support the City of Saskatoon's (City) strategic goal of Environmental Leadership. A competition for these funds is conducted each year, with recommendations of award made to SPC on Environment, Utilities & Corporate Services for referral to City Council for approval.

Report

Summary of 2014 Funded Projects

Eight applications were received in 2014, with each applicant receiving funding. Attachment 1 provides project summaries and respective allocations of funds.

Recommendations for the 2015 Cash Grants

Thirteen applications were received for the 2015 Cash Grants Program, with a combined request of \$61,450. The following table indicates the recommended allocation of funds.

Applicant	Request	Recommendation
Saskatoon Food Bank and Learning Centre	\$1,600	\$1,600
Agriculture in the Classroom Saskatchewan	\$8,000	\$1,400
South SK River Watershed Stewards	\$1,500	\$1,400
Saskatoon Cycles	\$8,000	\$1,400
Saskatoon Farmers' Market Co-operative	\$10,000	\$1,400
Saskatoon Jazz Festival	\$2,250	\$1,400
Native Plant Society of Saskatchewan	\$2,000	\$1,400

Attachment 2 provides summaries of applications received, along with requested and recommended allocations of funding. The evaluation committee considered the relative merit of each submission against the evaluation criteria and available funds (\$10,000).

Options to the Recommendation

City Council may allocate the \$10,000 in an alternative manner among the applicants.

Public and/or Stakeholder Involvement

The application and deadline for the 2015 Assistance to Community Groups – Cash Grants – Environmental Component was advertised through the City's website, social media and blog post, City Page advertisements and e-mails to past applicants.

Communication Plan

All applicants will be informed of the results of the grant award by letter. Successful applicants will be contacted by phone to confirm acceptance of the award. As well, recognition of successful applicants, including details of their respective projects, will be communicated through a public service announcement and the City's social media tools, as well as posting to the City of Saskatoon website.

Financial Implications

The proposed allocation will utilize the funds budgeted under the 2015 Assistance to Community Groups – Cash Grants – Environmental Component. If approved, the 2015 environmental cash grant will leverage projects valued at \$133,625.

Environmental Implications

The projects recommended for allocation of the cash grant collectively meet the objectives of the program – protection of the environment, conservation of natural resources, and/or environmental communications, education and research. The

projects specifically address aspects of energy use, land and watershed stewardship, waste diversion, and greenhouse gas (GHG) emissions. The overall impact on GHG emissions resulting from these projects is not known.

Other Considerations/Implications

There are no policy, privacy or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

The results achieved through the allocation of 2015 Cash Grants will be reported with the recommendations for awarding the 2016 Cash Grants in the first quarter of 2016.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Attachments

1. Summary of 2014 Funded Projects
2. Summary of 2015 Grant Applications

Report Approval

Written by: Matthew Regier, Environmental Coordinator
Reviewed by: Amber Jones, Manager of Education and Environmental Performance
Brenda Wallace, Director of Environmental & Corporate Initiatives
Approved by: Catherine Gryba, General Manager, Corporate Performance Department

Administrative Report – 2015 Cash Grant Environmental Component.docx

**2015 Assistance to Community Groups
– Cash Grants – Environmental Component**

Summary of 2014 Funded Projects

The 2014 cash grant leveraged projects valued at \$3,601,915. The leveraging power of the grant is dependent on the recipient's operating budget for the specific project requiring funding. The following table outlines the results of the 2014 program.

Grant Recipient	Project or Program	Allocated Funding	Project Budget
Living Sky Wildlife Rehabilitation	To increase public awareness of wildlife and appropriate responses to injured/orphaned wildlife in the community. A total of 486 injured or orphaned wild animals were cared for in 2014 – 37 mammals and 449 birds – with 72% of these animals returned to the wild, where they belong.	\$1,000	\$5,000 (est.)
SOS Elms Coalition	To revise, update and reprint the booklet <i>Saskatoon Tree Tour – A Guide to the Unique and Unusual Trees of Saskatoon</i> . The Guide is in the process of being printed, with the goal of launching the booklet at Gardenscape, March 27 th to 29 th . The publication will be available free of charge.	\$1,250	\$3,300
Safe Drinking Water Foundation	Funding for the Safe Drinking Water Foundation Kits for Schools. A total of 422 students learned about drinking water quality issues and solutions, through Operation Water Drop and Operation Water Biology kits.	\$1,400	\$156,740
Saskatchewan Environmental Society	Earth Day Celebrations on April 22, 2014. Approximately 650 people attended the event, which included various activities, displays, demonstrations and performances relating to the theme of sustainability.	\$1,425	\$2,850
Partners FOR the Saskatchewan River Basin	Pilot project funding for Stan the Sturgeon Fish Habitat Program. The program – aimed to educate teachers and students about the importance of aquatic and riparian ecosystems – is now available for distribution to all interested parties at no charge.	\$1,425	\$89,700

**2015 Assistance to Community Groups
– Cash Grants – Environmental Component**

Grant Recipient	Project or Program	Allocated Funding	Project Budget
Core Neighbourhood Youth Co-operative	<p>Pilot project funding for Community Seed Harvest Initiative.</p> <p>A total of 150 local 'gardeners' – from 7 to 82 years of age – participated in the 'Community Tomato Seed Saving Project', learning how to grow and harvest 50 varieties of tomatoes.</p>	\$1,750	\$47,472
Food for the Hungry (FH) Canada	<p>Funding to extend the International Medical Equipment Distribution (IMED) Program.</p> <p>IMED was able to divert 122,223 pounds of material from local landfills in 2014; the materials collected were shipped as functional medical equipment to eight different countries.</p>	\$1,750	\$3,296,853
Saskatchewan Eco-Network	<p>Project funding for 2014 Environment Film Festival.</p> <p>The 2014 'Fuel the Change' film festival saw over 500 people attend the event, which included 11 films and 5 presentations/workshops focused on various themes.</p> <p>Funding of \$1,500 is provided annually to Saskatchewan Eco-Network for the Environmental Film Festival.</p>	\$0	

**2015 Assistance to Community Groups
– Cash Grants – Environmental Component**

Summary of 2015 Grant Applications

The Environmental Component of the Cash Grants Program has a history of leveraging significant environmental initiatives in the community. Applications are reviewed by a committee comprised of two representatives from the Environmental & Corporate Initiatives Division and one representative appointed by the Saskatoon Environmental Advisory Committee. Submissions are evaluated using the established criteria outlined in the grant application package and contained in the City of Saskatoon Policy C03-018.

The objective of the grant is to support activities that enhance the quality of life in Saskatoon by allocating cash grants to community groups for protection of the environment, conservation of natural resources, and/or environmental communications, education and research. If approved, the 2015 environmental cash grant will leverage projects valued at \$133,625.

2015 Grant Applicant and Reason for Request	Requested Funding	Recommended Allocation
Saskatoon Food Bank and Learning Centre – to increase the educational experience for visitors of the Garden Patch, by providing demonstrations of solar PV energy generation, water catchment techniques and home composting methods.	\$1,600	\$1,600
Agriculture in the Classroom Saskatchewan – to connect kids and agriculture through the Summer Garden Program which focuses on plants, gardening, healthy eating and environmental stewardship.	\$8,000	\$1,400
South SK River Watershed Stewards – to initiate awareness and monitoring programs for Aquatic Invasive Mussels in Saskatoon and the South Saskatchewan River watershed, with the ultimate goal of preventing the invasion of AIMs in the watershed.	\$1,500	\$1,400
Saskatoon Cycles – to purchase bicycle racks and expand outreach to allow the Bike Valet to continue its commitment to providing an environmentally conscience option for Saskatoon festival attendees.	\$8,000	\$1,400
Saskatoon Farmers' Market Co-operative – to develop and deliver a pilot project to eliminate and/or divert waste for re-use, by working with the Market's food service vendors to provide organic waste to local farmers as a soil amendment.	\$10,000	\$1,400
Saskatoon Jazz Festival – to implement proper recycling, waste and water stations for attendees at the Friendship Park 'Club Jazz' venue of the 2015 Saskatoon Jazz Festival; the initiatives will be communicated through various marketing methods.	\$2,250	\$1,400

**2015 Assistance to Community Groups
– Cash Grants – Environmental Component**

2015 Grant Applicant and Reason for Request	Requested Funding	Recommended Allocation
Native Plant Society of Saskatchewan – to fund <i>Wild about Saskatoon's NatureCity Festival 2015</i> , designed to encourage residents to appreciate and value wildlife and wild places in our urban landscape.	\$2,000	\$1,400
Living Sky Wildlife Rehabilitation – to develop educational activities and communication materials that increase awareness and appropriate responses to injured or orphaned wildlife in the city.	\$1,000	\$0
Safe Drinking Water Foundation – to develop and distribute Operation Water Drop, Operation Water Biology and Operation Water Pollution Kits for Schools, focused on educating students about drinking water quality issues and solutions.	\$1,700	\$0
Permaculture Research Institute of SK – to deliver a workshop on techniques for harvesting rain water with the intent of integrating rain water into homes and yards, including the use of rain water for irrigation and food production.	\$4,000	\$0
Saskatoon Nature Society – to produce a revised edition of "A guide to Nature Viewing Sites in & around Saskatoon", with the intent of enabling and encouraging people to spend time learning about and enjoying local parks and natural areas.	\$1,400	\$0
Saskatoon CarShare Co-operative – to develop and implement educational and promotional tools to expand membership, and develop a long-term growth strategy to expand their vehicle fleet within the community.	\$10,000	\$0
Saskatoon Friendship Inn – to purchase reusable cups, plates and bowls to replace the Styrofoam dishes previously used to serve up to 1,000 meals per day; the initiative has also eliminated litter concerns relating to the use of disposable dishes.	\$10,000	\$0
TOTALS	\$61,450	\$10,000

Service Saskatoon – Update on Website Redesign Project

Recommendation

That the report of the General Manager, Corporate Performance Department dated April 14, 2015 be forwarded to City Council for information.

Topic and Purpose

This report provides a summary of the Website Redesign Project prior to and since the launch of the new saskatoon.ca.

Report Highlights

1. The new website was designed with residents, for residents, and was launched on Thursday, February 4, 2015.
2. The website was completed on budget. Traffic increased in February 2015 compared to the same period in the previous year with more visitors using mobile and tablet devices.
3. A Digital Strategy was also prepared to ensure the City maximizes the use of technology in execution of its corporate strategy.
4. Digital is never done! We are currently working to add City Council agendas and meetings to the website and are actively looking for ways to improve our online services.

Strategic Goal

This report supports the Strategic Goal of Continuous Improvement, with a focus on providing reliable and responsive information to the citizens of Saskatoon. The Website Redesign Project is one of the 4-Year Priority items in the Strategic Plan.

Background

In November 2014, a project update report was provided to the Standing Policy Committee Environment, Utilities & Corporate Services. The report outlined progress to date including:

- Citizen input on decisions about the design of the new saskatoon.ca home page.
- Design principles that would be followed based on our engagement results.

Report

The Website Redesign Project identified a number of important goals to be achieved as part of the capital project:

- Significant public engagement needed to occur throughout the entire project.
- Once launched, the new website would have improved accessibility and be responsively designed to work on all current devices.
- The project would include the development of Digital Policies & Standards to guide the ongoing day-to-day operation of the website, along with a Digital Strategy document to ensure the City maximizes the use of technology in the execution of its corporate strategy and support continuous improvement.

Public Engagement Summary

Since launching our engagement site in the spring of 2014, we had 10,000 visits from 7,000 users. Residents completed over 1,000 surveys and online exercises and voted 1,700 times on polls about the new website. For more information refer to the Summary of Website Redesign Online Engagement Activities in Attachment 1.

With the help of residents, we designed a new navigation system based on categories they suggested. We also used their advice to determine the top priorities for content and services, and chose the look and feel based on resident preference.

They told us they wanted fewer pages, easy access to popular services and current information on the home page and, of course, it needed to be designed to work on all their favourite devices.

Website Launch

A media event was held on Thursday, February 4, 2015 inviting the public to visit the new website. The new saskatoon.ca site was designed with improved accessibility and is responsive on all devices. For more information refer to the Summary of Website Redesign Communications in Attachment 2.

As anticipated, we experienced some minor challenges with various online services. Many of these issues were addressed immediately upon launch while others continue to be enhanced.

In addition, we offered the public an opportunity to participate in a website contest to Report a Bug/Error and to be part of a Treasure Hunt for information. There were 932 website contest entries from 412 unique entrants.

As expected, traffic on the new website was up compared to the previous year.

	Users	Page views	Desktops	Mobile	Tablet
February 2014	120,831	490,247	60%	29%	11%
February 2015	122,130	722,710	56%	34%	10%

Top pages for the first month were the home page, employment opportunities, transit, my utility account, and the online property tax assessment tool. These pages are all within the Popular Services for Residents shortcuts on the home page.

Keeping the Website Citizen-Centred

The Administration has developed Digital Policies & Standards to guide decisions around future content, function and appearance of the new website and other digital tools. It includes overarching principles along with specific information on maintaining a citizen centered approach, requirements for maintaining accessibility, appropriate use of microsites, etc.

Digital Strategy

As part of the Website Redesign Request for Proposal (RFP), the need for the development of a Digital Strategy was identified. A Digital Strategy is a way to ensure the City maximizes the use of technology in execution of its corporate strategy.

The vision is to ensure the City embraces technology as a means to enhance the quality and responsiveness of its service to residents, increase the efficiency of operations, and position the City nationally as a leading place to incorporate the creative use of technology into personal and professional pursuits.

A draft copy of the City of Saskatoon Digital Strategy can be found in Attachment 3 and a final document will be part of a future report.

Work in Progress

Some visitors have inquired about accessing older documents on the website, specifically City Council reports.

We had just over 17,500 PDF files on the old website, many of which had very little traffic in the previous years. During the redesign we adopted best practices in customer-centered web content management. The more you delete, the more you simplify. The more you simplify, the more you increase the chances of your customers succeeding on your website.

Prior to launch we were working under the assumption that agendas and minutes for Council and Committees from the past two years would be accessed from the City Clerk's Office new electronic agenda and meeting management system. However, this system has been delayed. It has since been determined that the new system will contain meeting agendas and minutes on a go-forward basis, starting May 2015.

We are looking at options to make the past material accessible to the public. We have added a selection of past reports to the City Council webpage that are of public interest such as, Annual Budgets, Annual Reports, Major Projects, and Local Area Plans.

Similar to the old website, agendas back to 2011 for City Council, and City Council minutes back to 1991 will be made available on the website. These will be in PDF format, and not in the new format used by the City Clerk. In the meantime, website visitors can use the "Contact Us" form to request past documents.

We have received a lot of positive feedback, but our vision has always been that "digital is never done". Our plan is to actively look for ways to improve our online services. We did a lot of work to get resident's advice and to understand users' needs when we built the new website, and this work needs to continue.

Public and/or Stakeholder Involvement

A Summary of Website Redesign Online Engagement Activities can be found in Attachment 1.

Communication Plan

A Summary of Website Redesign Communications can be found in Attachment 2.

Financial Implications

The total budget for the Website Project was \$1,350,000. Given the scope and duration of the project we are pleased to report the total project cost to date is within the available budget. A number of small enhancements are currently being completed to improve overall service. Once these have been completed the project Capital Budget will be closed and it is expected the project will still be completed within budget.

Other Considerations/Implications

There are no policy, environmental, privacy or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

A follow up report will be provided in June 2015 to present the Digital Strategy document.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Attachments

1. Summary of Website Redesign Online Engagement Activities
2. Summary of Website Redesign Communications Activities
3. City of Saskatoon Digital Strategy (Draft)

Report Approval

Written by: Rob Gilhuly, Project Manager, New City Website
Reviewed by: Carla Blumers, Director of Communications
Approved by: Catherine Gryba, General Manager, Corporate Performance
Department

Summary of Website Redesign Online Engagement Activities

Since launching our engagement site in the spring of 2014, we had 10,000 visits from 7,000 users. Residents completed over 1,000 surveys and online exercises and voted 1,700 times on polls about the new website.

With the help of residents, we designed a new navigation system based on categories they suggested. We also used their advice to determine the top priorities for content and services, and chose the look and feel based on resident preference.

They told us they wanted fewer pages, easy access to popular services and current information on the home page and, of course, it needed to be designed to work on all their favourite devices.

Wireframe Testing

A wireframe is a blueprint of what the home page might look like, without using images and colours. Citizens were asked to complete assigned tasks on the wireframe (i.e. where would you click if you wanted to find _____), and this produced a heat map that shows where they clicked on the wireframes.

- Through the testing, we identified user interface design approaches that performed well to get users to priority content most efficiently.
- Users tended to interact most with information placed in the initial view and demonstrated little tendency to scroll down on the page.
- Most clicks happened in task-focused link areas, structured information modules, main navigation and known User Interfaces like search button. Areas that simulated ads or pictures tended to receive less attention.

Home page poll question

To gather a larger sample and provide a way for more residents to participate in a few seconds, we ran a poll about their priority for the design approach. Citizens were asked which reflected their priority for the design of the new site:

- 1) A site that makes it easy to find information and online services quickly and I'm less concerned with how it looks, or
- 2) A site that is as visually appealing and engaging as it is functional.
 - The majority place a higher priority on efficiency (60/40 split).
 - The vote established that most do not want to see aesthetic considerations coming at the expense of efficiency.

Ranking Questions to Establish Priorities and a Ranking of Design Concepts

Citizens were asked to:

- Rate functions/priorities on a scale of importance i.e. "helps me conduct my business transactions with the City efficiently", "provides me with up-to-the-minute information about the status of City services", "helps me learn more about programs the City offers", "has a design that is memorable and engaging", etc.
- Users were initially asked to rate the importance of the priorities to them on a scale of unimportant to very important. Following that, they were asked to select

from two available designs to tell us which one performed best against that particular criteria.

Completions were strong all the way through with lots of subjective comments provided. The following are a couple of examples of comments:

- ‘While I appreciate the visual appeal of Concept B, I’m looking for information not flash. Just tell me where to find what I need.’
- “Despite me preferring the design and imagery of Concept B, Concept A is cleaner and less distracting. The same things that appeal to me in Concept B are also distracting.”

Report a Bug/Error and Content Treasure Hunt

After launch the City encouraged residents to participate in a contest and provide feedback on the new site.

- **Contest** - The contest was accessible from new.saskatoon.ca and featured on the saskatoon.ca homepage. Each day residents were provided with different pieces of information to find on saskatoon.ca (e.g. hours of a specific leisure centre). Their correct response allowed them one entry into the contest. We also offered the opportunity to Report a Bug or Error on our site.
- There were 932 website contest entries from 412 unique entrants.

Positive Public Feedback

During the launch of the new website, many visitors provided some positive feedback. The following are some typical comments:

- Overall, I'm quite pleased with the new site. Thank you!
- The new layout is really easy to browse and read.
- I think the site looks so much better and is so much more user-friendly. I am no longer sheepish when I refer people to the website. Congratulations!!

Summary of Website Redesign Communications Activities

PRE-LAUNCH	LAUNCH DAY (FEB 4)	POST-LAUNCH
Media release	Media scrum - 10 a.m. at City Hall	Morning show tour
Promotional video	Email to signed-up residents	Social media
Briefing note to Council	Social media	Contest - Treasure Hunt and Report a Bug/Error on the site
Internal Project Team email	Email to Community Associations/Partners	Survey for residents
Employee email	Online advertisements	Thank you newspaper ad to residents for their input in building the new website
Customer Service staff t-shirts		Online advertising

City of Saskatoon Draft Digital Strategy

January 15, 2015

Our Vision

“The City of Saskatoon embraces technology as a means to enhance the quality and responsiveness of its service to residents, increase the efficiency of operations, and position the City national as a leading place to incorporate the creative use of technology into personal and professional pursuits.”

About the Digital Strategy

What is a Digital Strategy?

A Digital Strategy is a way to ensure the City maximizes the use of technology in the execution of its corporate strategy. As the City matures in its use of technology to create desired business results, the need for a digital strategy will naturally diminish.

Timeframe

This strategy provides a 4 year roadmap for the City to undertake the next stage of transformation in its use of technology. Factors such as social or technological disruptors, changes to the corporate strategy and sequencing of project completion can and should have an effect on how the digital strategy is executed.

Key Considerations of Execution

Choices and Prioritization

Every business has a finite amount of human and financial resources. Where organizations often struggle is in making focused choices about where to direct resources. Successfully implementing the digital strategy will mean focusing available resources where it provides the most strategic and long-term value.

Evaluating Current Practices

Human nature tends to be more comfortable with the familiar than the foreign. For this reason, the adoption of new approaches can face more barriers than inheriting the practices of yesteryear. If a current practice wouldn't be newly adopted today, it is likely not worth continuing. Be bold in placing current practices under the microscope and evaluating existing options alongside new ones.

Importance of Measurement and Analytics

Organizations that lack data and insights do not have the necessary ingredients for strategic decision-making. Sufficient information upon which to develop actionable insights must be available in order to ensure a progression of maturity in using digital technology. In many cases, this will require putting measures in place around traditional business processes as well as digital processes in order to support the development of appropriate business cases for the digitization of services.

Addressing Potential Barriers

Concerns About Digital Exclusion

Not all users have access to digital technology or are included to do so. We estimate that 10% to 20% of our residents may be unable or choose not to engage with the City on digital channels. The City's service strategy must be user-focused and we must design user experiences based on audience needs and preferences in order to achieve targeted levels of user satisfaction. At this point, the City has significant opportunity to improve its digital capabilities to better align with a very large percentage of users who fully expect the City to provide responsive and sophisticated service online. Even for users who may wish to speak with a representative only on the phone or in-person, the City can best serve these and other residents by having a sophisticated and responsive digital infrastructure in place to support and empower employees as they provide service to these residents.

Attracting and Retaining Digital Talent

There is no question that staff with strong digital skillsets are difficult to recruit and can be even more difficult to retain. Creating an attractive career opportunity and workplace environment will be required in order to attract and retain qualified digital resources. As a part of its human resources strategy, the City must also be prepared to invest in ongoing training and development to increase internal capacity.

Bold Promises Need Bold Execution

Digital transformation is an idea that is much easier to promise than deliver on. Reimagining the operation of a complex organization is no small undertaking and it will very likely take more time and energy than initially planned. For this reason, an executive mandate to support the Digital Program as it progresses must not waver. Further to that, a high level of trust and collaboration must exist between the leadership of the City and the Digital Services team. Technical aspects aside, the most important support the leadership within the organization can provide is to be an example of the desired culture of user-centric thinking, responsiveness and transparency.

Digital Program Principles

We focus on user needs.

Our priority is first and foremost to meet the needs of our audiences – not our internal needs. We aim to exceed our audience’s expectations of what they can expect from a city online.

We design for scale and repeatability.

We consider the broader implications of the immediate decision. We think ahead. We avoid one-offs that solve today’s problem but create more work tomorrow.

We collaborate.

We don’t have all the answers and we work together to find solutions. Rather than guessing what people might want, we take the time to ask them. We believe the best solutions include input from those that are affected by the decision.

We create inclusive experiences.

We design experiences that function well for all of our users and in a variety of contexts. We respect both the constraints and opportunities that are presented to us. Above all, we focus on helping every user achieve their goals when interacting with us.

We focus on simplicity.

If it’s not helping, it doesn’t belong.

We measure.

We value data and insight over assumptions and opinions. We benchmark and evaluate both our successes and failures that apply that to the next challenge.