

NO: **R010**

COUNCIL DATE: FEBRUARY 3, 2014

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **January 29, 2014**

FROM: **Acting General Manager, Engineering**

FILE: **4814-901**

SUBJECT: **2014 Salmon Habitat Restoration Program ("SHaRP")**

RECOMMENDATIONS

The Engineering Department recommends that Council:

1. Receive this report as information;
2. Award Contract 4814-901/02 related to the management of the 2014 SHaRP program to Dillon Consulting Limited in the amount of \$119,545 including applicable taxes and contingencies;
3. Award Contract 4814-901/03 for the student salary component of the 2014 SHaRP program to Dillon Consulting Limited in the amount of \$319,110 including applicable taxes and contingencies; and
4. Approve an expenditure authorization limit for the student salary component of the 2014 SHaRP program of \$388,500 including applicable taxes and contingencies, subject to external funding becoming available to allow for such an increase over the amount noted in recommendation 3. above.

INTENT

The purpose of this report is to provide information about the SHaRP Program (the "Program") for 2014 and to obtain approval for the award of each of two contracts in support of the delivery of the 2014 Program.

BACKGROUND

The SHaRP Program is a major component of the Surrey Nature Matters initiative. The Program started in 1996, employing high school and post-secondary students during the summer for the purpose of fish habitat enhancement. Over the years, the Program has grown in size and scope, and has evolved into a more integrated approach to watershed restoration. Recent projects have included:

- In-stream restoration and enhancement;
- Agricultural stream enhancement;

- Water quality testing;
- Community education displays and events;
- Education for businesses geared towards protecting water quality;
- Removal of invasive plant species;
- Riparian and wetland planting;
- Neighbourhood awareness/education campaigns; and
- Community partnerships.

The Program is unique among municipalities due to its size, longevity, integrated watershed-based approach and commitment to career-oriented leadership training for local youth. Over its tenure the Program has provided summer employment for 518 students.

DISCUSSION

Overview of the 2013 SHaRP Program

In 2013, the Program employed 8 post-secondary Team Leaders and 20 Surrey high school students for a total of 28 student employees. These students were divided into five teams, each team focusing on one of following elements:

- Community Education;
- Media and Public Relations;
- Watershed Enhancement;
- Agricultural Stewardship; and
- Industrial Education.

Consistent with the City's goal of providing student employment opportunities as part of Nature Matters, the Program was extended into the fall for a seventh year. This allowed planting projects and community event participation to continue through to the end of November. The year 2013 was the third year that a post-secondary student was employed to facilitate the fall team which allowed more education programs to be accomplished as well as enhancements at some additional watershed sites to be completed.

The following provides a summary of the funding that was available to the program in 2013:

City of Surrey	
- Engineering Capital Works	\$ 61,000
- Engineering Operations	\$113,000
- Nature Matters	\$40,000
- Drainage Utility	\$150,000
Outside Organizations	
- Habitat Conservation Trust Fund	\$ 27,000
- School District #36	\$ 25,000
- TD Friends of the Environment Fund	\$ 4,000
Grand Total	\$420,000

In 2013, the Habitat Conservation Trust Foundation provided funding support to the Program for a seventh consecutive year. The Surrey School District also provided funds for the Program for a fifth consecutive year. The TD Canada Trust: Friends of the Environment Fund provided funding

support to the program for the first time since the early inception of SHaRP (funding eligibility requirements have changed over the years so that municipalities are once again eligible). Applications have been made to these sources for funding assistance for the 2014 program.

Proposed 2014 SHaRP Program

In 2014 the Program will again involve 5 teams of students with each team being responsible for one of the following areas:

- Watershed Enhancement;
- Agricultural Stewardship;
- Industrial Education;
- Community Education; and
- Media/Public Relations.

The Program will run between the months of April and August and may be extended into the fall months, similar to 2013, to complete planting projects and to support community events.

A more detailed description of each of the components of the proposed 2014 Program is provided in Appendix I.

Funding for the 2014 SHaRP Program

The Program fulfills two roles, namely fish habitat protection/restoration and summer youth employment/training. There is currently \$380,000 available for the 2014 Program from City sources including Engineering Capital Projects, Operational Works, Nature Matters, and the Drainage Utility. This funding will be directed to program management, student salaries, materials and services necessary to support the Program.

Engineering Capital Works and Operational Works are a significant source of SHaRP's funding, as it is more cost efficient for the City to fund the SHaRP program to complete necessary environmental works in comparison to retaining external contractors.

The 2014 Program will involve the hiring of 26 students. Staff is continuing to search for external funding partners to further augment the 2014 Program.

The following is a summary of confirmed and potential funding sources for 2014:

City Funding

- Engineering Capital Works	\$ 60,000
- Engineering Operational Works	\$ 165,000
- Nature Matters	\$ 70,000
- Drainage Utility	<u>\$ 150,000</u>
Confirmed City Funding Sub-total	\$445,000

Potential Funding Partners

- Habitat Conservation Trust Foundation	\$ 27,000
- School District #36	\$ 25,000
- TD Friends of the Environment Fund	<u>\$ 8,000</u>

Potential Funding Sub-total **\$60,000**

In 2013, \$61,000 of external funding was secured to support the SHaRP Program. If all potential external funding is achieved for the 2014 Program as identified above, an additional 4 students will be hired for a total of 30 students as documented in the following table.

Table 1

SHaRP Program Funding	No. of Students	Student Salary Program
Confirmed Funding to Date from Surrey & External Funding Sources	26	\$320,000
Confirmed Funding & Potential Additional Amount of External Funding (\$ 60,000)	30	\$385,000

2014 Consultant Assignment

Engineering Department staff will oversee the 2014 SHaRP Program with the day-to-day management of the Program contracted to a consultant.

A Request for Proposals (RFP) was issued by the Engineering Department in 2013 with a view to retaining a consultant to provide management services for the 2014 SHaRP Program. Two consultants expressed an interest in the assignment and submitted proposals as documented in the following table.

Table 2

Proponent	Program Management Bid (excl. Taxes)	Student Component Bid (excl. Taxes)¹
Seyem' Qwantlen Business Group	\$247,030	\$240,234 ²
Dillon Consulting Limited	\$103,500	\$347,582

¹ Bid represents the maximum expenditure authorization limit

² Additional \$18,500 has been added to this proposed bid to make accurate comparisons between the disbursement budget allocated by each proponent

The low bidder, Dillon Consulting Ltd., quoted a price to manage the program at a comparable cost to their quote for the 2013 Program. Dillon has managed the Program in all previous years of the Program's existence and performed the work very effectively. Over the years Dillon's program management costs have not changed significantly. Dillon has developed a comprehensive training program for the students and is very familiar with the community events and stewardship groups with which SHaRP works each year. Dillon is responsible for hiring the students for the Program and providing the student labour at their cost. For several years, they were also successful in securing funding on the City's behalf through Human Resources Development Canada. Their efficiency and knowledge of the Program has lead to good value for the City.

Following approval of this report, staff will contact Seyem' Qwantlen Business Group to further discuss opportunities to provide other program work in the City.

It is recommended that Dillon Consulting Ltd. be awarded the contract to manage the SHaRP Program in 2014 given their experience with the Program over the last 18 years with their bid representing the lowest overall cost for the delivery of the Program.

SUSTAINABILITY CONSIDERATIONS

The SHaRP program supports the Social and Environmental Pillars of the City's Sustainability Charter in relation to the following Charter action items:

- SC5: Plan for the Social Well Being of Surrey Residents;
- EN12: Enhance and Protect Natural Areas, Fish Habitat and Wildlife Habitat;
- EN6: Enhancement and Expansion of the Nature Matters Programs; and
- EN17: Enhance Biodiversity.

The Program provides training for youth while implementing initiatives that protect and enhance the natural environment across the City.

CONCLUSION

Based on the above discussion, it is recommended that Council:

- Award Contract 4814-901/02 related to the management of the 2014 SHaRP program to Dillon Consulting Limited in the amount of \$119,545 including applicable taxes and contingencies;
- Award Contract 4814-901/03 for the student salary component of the 2014 SHaRP program to Dillon Consulting Limited in the amount of \$319,110 including applicable taxes and contingencies; and
- Approve an expenditure authorization limit for the student salary component of the 2014 SHaRP program of up to \$388,500 including applicable taxes and contingencies, subject to external funding becoming available to allow for an increase over the amount noted under the second bullet point above.

Gerry McKinnon
Acting General Manager, Engineering

GMc/JA/LA/brb

Appendix I - Proposed 2014 SHaRP Program Components

Proposed 2014 SHaRP Program Components

The five work areas described in the following paragraphs were selected as the focus for the 2014 SHaRP Program on the basis of their contribution to enhancing existing City projects, restoring and enhancing creeks and streams and the benefits to the general public and other government agencies of such work.

- **Watershed Enhancement**

The Watershed team's focus will be to complete in-stream enhancement work and plantings that complement ongoing City projects. The team will work extensively to complete riparian enhancement works that are required as part of the City's commitment to Fisheries and Oceans Canada (DFO) authorizations associated with capital work projects. By linking the needs of Surrey capital and operational works projects and the abilities of the SHaRP team, the City achieves overall better value. The Watershed Enhancement Team will also continue to undertake stabilization of erosion sites identified in the City's ravine assessment that was completed in 2012, and also complete restoration works at riparian sites identified by the general public and stewardship groups.

- **Community Education**

The focus for the Community Education Team will be directed at raising awareness of natural areas and fish habitat within Surrey. The Team will attend various community events and deliver education programs at parks, day camps and libraries throughout the spring and summer. This team partners with other City facilitated programs at the Surrey Nature Centre and through Park Play to leverage additional exposure to a variety of audiences. The 2014 Team will provide greater support the City's Nature Matters Salmon Tracks storm drain marking program in the spring by facilitating storm drain marking events at local recreation centers and offering programs for elementary classes throughout the City.

- **Agricultural Stewardship**

The Agricultural Stewardship Team will be active in the agricultural community. In the twelve years that this Team has been part of SHaRP Program, they have expanded their scope from on-farm, in-stream projects to include community outreach, education, and participation in agricultural events. The Team worked on several projects in partnership with local community groups and provided information to the local farm community on property stewardship opportunities. The Team conducted an extensive resident contact program for landowners living within the Little Campbell River Watershed. The Team also conducted invasive plant removal activities on City properties adjacent to agricultural property to reduce the potential impacts on crops of such species. In 2014, the Team will be continuing the water quality initiative in the Little Campbell River Watershed that was started in 2011. The Team has completed a mapping and water quality assessment of the tributaries of the Little Campbell River to determine where contamination is originating. In 2014, the Team will further expand this project by commencing an involved landowner contact program to encourage residents of the area to participate in stewardship practices on farm which may help mitigate water quality concerns arising within the tributaries. This is a joint multi-year initiative between SHaRP and A Rocha Canada, which has an environmental education center located within the watershed.

- **Media & Public Relations**

The Media & Public Relations Team will present the visible component of the SHaRP Program that is essential to the overall success of SHaRP. This Team will actively search for opportunities for media coverage to highlight the environmental initiatives accomplished by Surrey through various programs, such as SHaRP. The 2011 Fall SHaRP program completed a salmon spawning video that is on the City's website, which highlights the spawning resources present in the City. In 2012, the media team created 6 short videos about SHaRP that are now showcased on a website and on the City's YouTube channel. In 2013, the media team developed a series of student reflections to be showcased on the website that highlights their experience in SHaRP promoting the career skills obtained and the stewardship message instilled over their summer work term. In 2014, the media team will search for media attention across a wide cultural base to spread the stewardship message to new audiences.

- **Industrial Education & Community Relations**

The Industrial Education Team will target their efforts at specific industry sectors and focus on storm water pollution. In 2012, the focus was on the painting and hot tub industries. A mail-out to individual businesses was followed by a visit by a team member to each such business to inform the business operator about best management practices related to disposing of the business's waste products. In 2013, the Team developed a pilot Salmon Marshal (SaM) program that provided best management practices information to the industries residing in the Campbell Heights Business Park and encouraged these businesses to complete tasks around their premises that support healthy fish habitat to obtain a SaM certificate for their business. The pilot program was well received by participating businesses and the 2014 Team will endeavor to build on this success by piloting the SaM certification to other Business Park areas within the City.