

NO: **R013**

COUNCIL DATE: **FEBRUARY 2, 2015**

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **January 15, 2015**

FROM: **General Manager, Engineering**

FILE: **4815-902**

SUBJECT: **2015 Salmon Habitat Restoration Program (“SHaRP”)**

RECOMMENDATIONS

The Engineering Department recommends that Council:

1. Receive this report as information;
2. Award Contract 4815-901-02 related to the management of the 2015 SHaRP Program to Dillon Consulting Limited in the amount of \$124,175 including applicable taxes and contingencies;
3. Award Contract 4815-901-03 for the student salary component of the 2015 SHaRP Program to Dillon Consulting Limited in the base amount of \$319,000 including applicable taxes and contingencies;
4. Set the expenditure authorization limit for the student salary component of the 2015 SHaRP Program of \$437,000 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; and
5. Authorize the extension of the contract for two additional one-year terms subject to the satisfactory performance of the services by Dillon Consulting Ltd. and any other relevant considerations.

INTENT

The purpose of this report is to provide information about the SHaRP Program (the “Program”) for 2015, and to obtain approval for the award of each of the two contracts in support of the delivery of the 2015 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 over 540 students, and in 2015 the Program will be celebrating twenty years of student-led watershed enhancement in Surrey.

DISCUSSION

Overview of the 2014 SHaRP Program

In 2014, the Program employed 7 post-secondary Team Leaders and 20 Surrey high school students, for a total of 27 student employees. These students were divided into 5 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 an eighth year. This allowed planting projects and community event participation to continue through to the end of November. The 2014 year was the fourth season that post-secondary students were 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.



SHaRP Fry Release – Bear Creek Park

Following the success of the fall season works, the 2014 year also incorporated an earlier spring start in the month of April for those post-secondary students hired on as Program Team Leaders for the regular summer season. This allowed the Program to effectively participate in more school programming works, facilitate spring storm drain marking campaigns, and attend large-scale city events.

The following provides a summary of the funding that was available to the program in 2014:

Available Funding	2014
City of Surrey	
Engineering Capital Works	\$68,000
Engineering Operations	\$115,000
Nature Matters	\$100,000
Drainage Utility	\$150,000
Outside Organizations	
Habitat Conservation Trust Foundation	\$27,000
TD Friends of the Environment Fund	\$5,000
Grand Total	\$465,000

In 2014, the Habitat Conservation Trust Foundation provided funding support to the Program for an eighth consecutive year. The TD Canada Trust: Friends of the Environment Fund provided funding support to the program for a second time since the early inception of SHaRP (funding eligibility requirements have changed over the years so that municipalities are once again eligible). The Surrey School District was not in a position in 2014 to support the Program with funds due to the labour dispute associated with this year.

Applications have been made to these sources for funding assistance for the 2015 Program, in addition to new potential funding sources from the Loblaws Water Fund, the RBC Blue Water Fund, and BC Hydro.

Proposed 2015 SHaRP Program

In 2015, the Program will be celebrating its twentieth consecutive year and 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 and 2014, to complete planting projects and to support community outreach.

A more detailed description of each of the components of the proposed 2015 Program is provided in Appendix I.

2015 Consultant Assignment

Engineering Department staff will oversee the 2015 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 with a view to retaining a consultant to provide management services for the 2015 SHaRP Program, and potentially for 2016 and 2017 subject to the satisfactory performance of the services and other relevant considerations.

Two consultants, Dillon Consulting Ltd. and Seyem Qwantlen Business Group (SQ), expressed an interest in the assignment and submitted proposals. Unfortunately, the proposal submitted by SQ did not satisfy the requirements of the RFP.

Dillon Consulting Ltd. quoted a price to manage the 2015 Program at a comparable cost to their quote for the 2014 Program, as well as the optional contract extension years of 2016 and 2017. Dillon Consulting Ltd. has managed the Program in all previous years of the Program's existence and performed the work very effectively. Over the years Dillon Consulting Ltd.'s program management costs have not changed significantly. Dillon Consulting Ltd. 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 Consulting Ltd. 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 led to good value for the City.

It is recommended that Dillon Consulting Ltd. be awarded the contract to manage the SHaRP Program in 2015 given their experience with the Program. Subject to the satisfactory performance of the services by Dillon Consulting Ltd. and any other relevant considerations, it is recommended that staff be authorized to return to Council with a recommendation for award for services in 2016 and in 2017 to Dillon Consulting Ltd.

FUNDING

The Program fulfills two roles, namely fish habitat protection/restoration and summer youth employment/training. There is currently \$460,000 available for the 2015 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 2015 Program will involve the hiring of a maximum of 30 students. Staff is continuing to search for external funding partners to further augment the 2015 Program.

The following is a summary of confirmed and potential funding sources for 2015:

City Funding	2015
City of Surrey	
Engineering Capital Works	\$60,000
Engineering Operations	\$165,000
Nature Matters	\$85,000
Drainage Utility	\$150,000
Confirmed City Funding Sub-total	\$460,000

Potential Funding Partners	2015
City of Surrey	
Habitat Conservation Trust Foundation	\$31,990
School District #36	\$25,000
Loblaws Water Fund	\$24,930
BC Hydro	\$11,500
TD Friends of the Environment Fund	\$8,000
Potential Funding Sub-total	\$101,420

With the confirmed existing funding, the Program is able to proceed with a minimum of 28 students for the summer Program spanning from April to August, 2015. If all potential external funding is achieved for the 2015 Program, an additional 2 students will be hired for a total of 30 students. Should the City be successful in receiving all the potential external funding, the program budget would be \$561,420.

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 4815-901-02 related to the management of the 2015 SHaRP Program to Dillon Consulting Limited in the amount of \$124,175 including applicable taxes and contingencies;

- Award Contract 4815-901-03 for the student salary component of the 2015 SHaRP Program to Dillon Consulting Limited in the base amount of \$319,000 including applicable taxes and contingencies;
- Set the expenditure authorization limit for the student salary component of the 2015 SHaRP Program of \$437,000 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; and
- Authorize the extension of the contract for two additional one-year terms subject to the satisfactory performance of the services by Dillon Consulting Ltd. and any other relevant considerations.

Fraser Smith, P.Eng., MBA
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Appendix I - Proposed 2015 SHaRP Program Components

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Proposed 2015 SHaRP Program Components

The five work areas described in the following paragraphs were selected as the focus for the 2015 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.

1. 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 2014, and also complete restoration works at riparian sites identified by the general public and stewardship groups via service requests.

2. 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. This team partners with other City facilitated programs at the Surrey Nature Centre and through Parks Operations 'Park Play' to leverage additional exposure to a variety of audiences. The 2015 Team will provide greater support the City's Nature Matters Salmon Tracks storm drain marking by facilitating storm drain marking events at local recreation centers, offering programs for elementary classes throughout the City and assisting with material preparation for the City's 'Storm Drain Marking Challenge' and 'Take the Dip' awareness campaigns.

3. 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 2015, 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 and initiated an involved landowner contact program in the Twin Creeks catchment of the watershed. In 2015, the Team will further expand this project by extending their landowner contact program to a new sub-catchment 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. The team will also use their knowledge from the Little Campbell River Watershed project to expand this model of stewardship assessment and landowner contact into the Latimer Creek Watershed.

4. 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 media team recently created 6 short videos about SHaRP that are now showcased on a website and on the City's YouTube channel. In 2015, the Media Team will work cohesively with an external marketing company, Popcorn Media, to deliver an engaging social media campaign to the 550 SHaRP alumni, past and current program funders and partners, as well as assist with event planning for a Program reunion event to be held in July 2015. Where it will be the task of Popcorn Media to ensure that the messages are delivered to the SHaRP alumni and program partners and funders, it will be the task of the Media & Public Relations Team to convey these messages of the celebration of the 20th year of the Program to the local community and media outlets via coordinating with Surrey's Marketing Department. The Media & Public Relations Team will work cohesively with the Community Education team to deliver messages to community audiences about salmon stewardship celebrations that will be happening throughout the season. These celebrations will recognize the effect the Program has had on the environment and the many program partners and funders that have enabled the team to work effectively in the community over the 20 year span of time.

5. Industrial Education & Community Relations

The Industrial Education Team efforts will be divided between two outreach campaigns. The first is the delivery of specific industry sector awareness campaigns to educate business operators about storm water pollution concerns. In 2014, the campaign focus was on the painting and pool/hot tub industries, as well as a mailout to all concrete/aggregate contractors. In 2015, the Team will follow up with concrete/aggregate businesses as well as outreach to landscaping contractors within the City. The second campaign is the Salmon Marshal (SaM) Certification Program that encourages businesses to complete tasks around their premises that support healthy fish habitat and obtain SaM certification to highlight the operation's commitment to environmental sustainability. As the pilot SaM program was well received by participating businesses in 2013 and 2014, the Team will endeavor to build on this success by delivering a SaM certification campaign to four business park areas within the City as well as launching a City-wide intake program.