



**PUBLIC AGENDA
SASKATOON ENVIRONMENTAL
ADVISORY COMMITTEE**

**Thursday, June 9, 2016, 11:30 a.m.
Committee Room A, Second Floor, City Hall
Committee Members:**

**Ms. K. Aikens, Chair
Mr. B. Sawatzky, Vice-Chair
Councillor M. Loewen
Mr. S. Homenick
Dr. D. McGrane
Ms. A. Bugg
Ms. A. Garg
Dr. S. Moshiri
Ms. K. Palmer
Ms. S. Harrison
Ms. K. Engele-Carter**

Pages

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

That the agenda be confirmed as presented.

3. ADOPTION OF MINUTES

Recommendation

That the minutes of Regular Meeting of the Saskatoon Environmental Advisory Committee held on May 12, 2016 be adopted.

4. STATEMENT OF EXPENDITURES

4 - 4

Attached is a current Statement of Expenditures.

The Committee is set to continue discussion on allocating its 2016 funds.

The Committee at its meeting held on May 12, 2016 resolved to invite Unite Digital Marketing Cooperative to its June meeting to present its digital media strategy around the topic "climate change as a municipal policy concern". Mr. Fred Reibin will be in attendance to present.

Recommendation

That the direction of Committee issue.

5. UNFINISHED BUSINESS

5.1 Discussion - On-street Parking Limits (CK.375-4)

The Committee at its meeting held May 12, 2016 commenced discussion on the City's 36 hour limit for on-street parking and is set to continue its discussion on the matter as it relates to environmental implications.

Recommendation

That the information be received.

6. COMMUNICATIONS

6.1 Student Action for a Sustainable Future (SASF) (CK. 1870-1)

5 - 5

Attached for the Committee's information is a letter received from Deb Hockley, SASF Program Coordinator, Student Action for a Sustainable Future, dated May 24, 2016, regarding a funding request for SEAC.

Recommendation

That the direction of Committee issue.

6.2 School of Environment and Sustainability (SENS) U of S (CK. ??)

6 - 15

Attached for the Committee's information is a letter, project agreement, and a request for proposal received from the School of Environment and Sustainability at the University of Saskatchewan, dated May 30, 2016, regarding a request to partner on student projects.

Recommendation

That the direction of Committee issue.

6.3 Publication (CK. 175-9)

Planning and Design Newsletter, Spring/Summer 2016 edition.

The Committee Assistant will distribute copies of the above-noted publication at the meeting. This publication can also be accessed on the City's website.

Recommendation

That the information be received.

7. REPORT OF THE CHAIR

Verbal Update - K. Aikens

Recommendation

That the information be received.

8. REPORTS FROM ADMINISTRATION

8.1 Environmental & Corporate Initiatives (CK. 7550-1)

Verbal Update - B. Wallace, Director of Environmental & Corporate Initiatives

Recommendation

That the information be received.

9. 2017 PROPOSED BUDGET (CK. 1704-5)

The Committee is requested to put forward a proposed budget submission for 2017 for inclusion in the 2017 Operating Budget Review. For the Committee's information the following is the budget from 2016:

\$100 Publications/Reports

\$500 Conferences & Workshops

\$200 Membership Fees

\$6,000 Public Education/Information Gathering

Total: \$6,800

Recommendation

That the direction of the Committee issue.

10. ADJOURNMENT

1870-1



STUDENT ACTION FOR A SUSTAINABLE FUTURE



An action- and inquiry-based Education for Sustainable Development program for grades 5-8

May 24, 2016

Debby Sackmann, Committee Assistant, City Clerk's office

Request for the following information to be received at the June 9, 2016 SEAC meeting.

The SASF committee requests from SEAC \$1800 for the 2016/17 SASF program year. This financial support will allow teachers and students the opportunity to move forward with their classroom ideas, campaigns, and actions for a sustainable future.

The Student Action for a Sustainable Future program connects Saskatoon classrooms to SEAC and Saskatoon City Council. Understanding the role of City Council and its various boards and committees is extremely important when creating action plans that involve city bylaws and budgets. We appreciate your willingness to welcome Silverspring School to your SEAC meeting on May 12th. Having the opportunity to speak to sustainability leaders, decision makers and SASF supporters was an invaluable educational experience.

Education and action, along with SEAC's financial support, allows the SASF program assist the City of Saskatoon in reaching their sustainability goals.

Thank you for your support.

Sincerely,

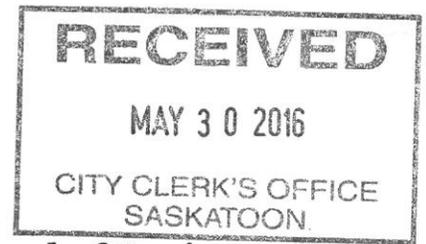
Deb Hockley
SASF Program Coordinator
Saskatchewan Environmental Society

PARTNERS





UNIVERSITY OF SASKATCHEWAN



School of Environment and Sustainability

May 30, 2016

To whom it may concern,

The School of Environment and Sustainability (SENS) at the University of Saskatchewan invites you to consider a partnership with us. Students in the Master of Sustainable Environmental Management (MSEM) and the Master of Water Security (MWS) programs are required to complete a six-credit unit research project (ENVS 992). Projects are intended to permit students to investigate applied topics in environment and sustainability/water security, and engage them in active, hands-on learning. Projects may include scientific, technical, social, economic, cultural, institutional, or other appropriate attributes of environmental and sustainability challenges. The School invites you to consider submitting a request for proposal to be considered for a student project.

The learning model the School has adopted for the project is "service learning." This form of experiential learning is practiced at several other universities in Canada and is supported by the Canadian Alliance for Community Service-Learning (www.communityservicelearning.ca). The goal of this partnership is to give students an opportunity to apply insights gained in their courses to a partner organization. Students thereby gain valuable practical experience, while building the host organization's capacity and providing a worthwhile service to that institution. For further information on the envisioned partnership, please see the attached "Student/Advisor/Partner Organization Agreement." To facilitate efficient and equitable delivery of the course, and to adhere to the service learning framework, the School invites projects of a not-for-profit nature. We invite partnerships with the private sector where individual projects may also have a community-service orientation.

The MSEM and MWS programs are one-year programs. We invite you to complete the attached request for proposal form; up to three projects per organization can be submitted. As the school year begins, the School will match students and organizations according to their stated interests. A meeting in October will allow students and organizational representatives to become acquainted. Meetings will take place as needed early next year, as students complete needs assessments and project proposals, and present their proposals during the SENS Symposium Day in March. After courses are completed, students will join the organization for approximately 250 hours between May and August, including the completion of the final deliverables of the project.

Additional features of the ENVS 992 project are:

- Students working with partner organizations will do so under the supervision of a project advisor from the School whose expertise overlaps with the project, a co-advisor appointed by partner organization, and the program director from the School.
- Neither the student nor the School will be paid for the work provided. However, if there are anticipated and direct project costs that could be covered by the organization, this would enhance project success.
- The student will prepare a mutually agreed-upon deliverable that meets the organization's needs. This will reflect the student's knowledge and skills, and incorporate project-oriented background research and observations.
- The student will submit a final report to the faculty advisor and to the co-advisor from the partner organization. Your feedback will be sought regarding both the process and the outcome of the project.

If you are interested, please submit the completed request for proposal form to the Graduate Secretary, Alexandra Oster, by June 17th, 2016. The forms can be sent by e-mail at: alex.oster@usask.ca. Thank you for considering this opportunity. We look forward to the possibility of working with your organization.

Sincerely,

Vladimir V. Kricsfalusy, PhD
Associate Professor AP
Program Director, Master of Sustainable Environmental Management

Andrew Ireson, PhD
Assistant Professor
Program Director, Master of Water Security



SCHOOL OF ENVIRONMENT
AND SUSTAINABILITY

ENVS 992: Research Project

Student/Advisor/Partner Organization Project Agreement

This Project Agreement is intended to provide clarity with respect to the roles of the Master of Sustainable Environmental Management (MSEM) and Master of Water Security (MWS) student, the faculty advisor, and the partner organization participating in an ENVS 992 project. For further information, please contact the MSEM Program Coordinator Dr. Vladimir Kricsfalusy (vladimir.k@usask.ca or 966-6642) or the MWS Program Coordinator Dr. Andrew Ireson (andrew.ireson@usask.ca or 966-8020)

Name of Student	
Name of Faculty Advisor	
Name of Partner Organization	
Tentative Title of Project	

Roles and Responsibilities

The ENVS 992 project is an important component of the MSEM and MWS degrees. Projects should be interdisciplinary in scope, and should allow students to further develop academic and professional skills as they investigate environmental problems through service learning. Through their projects, students are able to investigate an applied topic in environment and sustainability or water security; these topics have been identified as areas in need of investigation by partner organizations and/or faculty members affiliated with the School of Environment and Sustainability (SENS). Thus, the students' projects will be of immediate use to the partner organizations, and the students will gain useful practical experience. Faculty advisors provide guidance for students, while ensuring that the project work meets the standards of a six-credit 900-level graduate course.

While each project will be unique in many aspects, the roles and responsibilities of the student, the partner organization, the faculty advisor and the program coordinator can be generalized as follows:

The MSEM/MWS student is a junior colleague in a relationship of mutual respect with the partner organization, faculty advisor and MSEM/MWS program coordinators. The student makes a commitment to the ENVS 992 project, applying himself or herself to completing the project within the determined timeframe, in accordance with the policies and regulations of the partner organization, the School, and the University. The student is entitled to mentorship, advice, and

guidance from the partner organization, faculty advisor, and MSEM/MWS program coordinators. The MSEM/MWS student is responsible for:

- Being accessible to, and maintaining regular and frequent communication with, the partner organization, faculty advisor, and MSEM/MWS program coordinators including providing progress updates;
- Being aware of and adhering to policies, regulations, expectations, and standards of the partner organization, the School of Environment and Sustainability, the College of Graduate Studies and Research, and the University of Saskatchewan;
- Interacting professionally and respectfully with the partner organization, faculty advisor, and MSEM/MWS program coordinators, including being sensitive to time commitments and resource demands. This includes allowing reasonable time for review of submitted work and the consideration of advice provided by the partner organization and faculty advisor;
- In consultation with the partner organization and faculty advisor, establishing a timeline and milestones for the project, and meeting those deadlines;
- Striving for excellence and taking full responsibility for their project work, including the systematic, complete, and honest documentation of their research;
- Providing copies of a finished and professionally-executed product in a timely fashion; and,
- Using resources thoughtfully and responsibly.

The Faculty Advisor serves as a mentor, advisor and senior colleague for the MSEM/MWS student, and ensures that the ENVS 992 project meets the academic standards required by the School of Environment and Sustainability. The advisor works in an atmosphere of respect for the student and the partner organization, and is responsible for:

- Working with the student and partner organization to set a timeline to completion, including milestones, for the ENVS 992 project;
- Being accessible for and encouraging regular meetings with the student and partner organization;
- Providing expectations, criteria, and evaluation for the ENVS 992 project in a timely fashion;
- Informing the student of policies, regulations, expectations, and standards of the partner organization, the School of Environment and Sustainability, the College of Graduate Studies and Research, and the University of Saskatchewan;
- Ensuring the eligibility of the ENVS 992 project for grading, and preparing the student for the project proposal presentation;
- Arranging for suitable advising in the event of an absence.

The Partner Organization will identify a project co-advisor who will work with the MSEM/MWS student and faculty advisor. The project co-advisor will mentor and advise the student in an atmosphere of respect. The project co-advisor and partner organization are responsible for:

- Working with the student and faculty advisor to set a timeline to completion, including milestones, for the ENVS 992 project;
- Working with the student and faculty advisor to establish a research project that will offer positive learning outcomes;

- Being accessible for and encouraging regular meetings with the student and faculty advisor;
- Informing the student and the faculty advisor of policies, regulations, expectations, and standards of the partner organization;
- Allowing the student to observe and experience what the organization does on a daily basis to achieve its goals; and,
- Ensuring the project co-advisor role is filled in the event of an absence.

The **MSEM/MWS Program Coordinator** is a mentor, advisor, and senior colleague, and provides an atmosphere of respect for the student and encourages the student throughout the project.

The MSEM/MWS program coordinator is responsible for:

- Working with the student's faculty advisor and partner organization to guide the student's project, including timeline to completion, and milestones;
- Assisting the student in identifying a project and a faculty advisor;
- Scheduling and facilitating regular meetings with the student;
- Providing expectations, criteria, and evaluation for written work, including the ENVS 992 project, in a timely fashion;
- Informing of policies, regulations, expectations, and standards of the School, the College of Graduate Studies and Research, and the University with respect to course work, research, scholarship, intellectual property, academic integrity, safety, ethics, collaborative work, authorship, acknowledgements, conference presentations, and professionalism;
- Ensuring eligibility of the ENVS 992 project for grading, and,
- Provide letters of recommendation on the student request, in a timely fashion.

Confidentiality

Students and faculty advisors may be privy to confidential and proprietary information belonging to the partner organization during the course of this project. Students and faculty advisors agree that such information will not be released nor divulged, whether directly or indirectly, unless authorized by the partner organization policy, required by law, or through the express written consent of the partner organization given under the hand of the proper officer with authority to give such consent.

Under the Province of Saskatchewan's Local Authority Freedom of Information and Protection of Privacy Act and the University of Saskatchewan's data use policy, the University:

is bound to protect the right of all students to their privacy and to ensure the confidentiality of their student records. Information collected by the University is to be used only for the purposes for which it has been collected, and must not be released to others without the express written consent of the student except in certain limited circumstances which are set out in The Local Authority Freedom of Information and Protection of Privacy Act. Information such as whether or not a student is registered, their grades, student number, date of birth, membership in a designated equity group, address and telephone number, etc., are all considered to be private. These matters should not be discussed with or confirmed or released to others, including mem-

bers of the student's family, unless the student has given the University prior permission in writing to release the information, or if one of the exceptions outlined in The Local Authority Freedom of Information and Protection of Privacy Act applies. Students can give third party authorization through the Request to Release Information form.¹

Timeline

The project timeline is set out in the ENVS 992 course outline and School of Environment and Sustainability Graduate Handbook. Students are to complete a 250-hour placement with the partner organization between May and July, based on the developed project proposal. Items indicated below are of particular relevance for the partner organization and faculty advisor:

- Matching students and organizations - September
- Advisory committee meeting - October
- Client meeting (needs assessment) - January
- Background preparation - February
- Client meeting (background review) – Late February
- Project presentation - March
- Project proposal - Late April
- Draft project report - Mid-July
- Project report due – July 31

Budget

Insert wording that is relevant to each particular Partner organizations,

Examples include:

- The Partner Organization agrees to cover costs incurred directly by the student up to a maximum of \$_____.
- The Partner Organization will provide the following in-kind contributions:
_____.

By signing this document, each party acknowledges that they understand their roles and responsibilities with respect to this project, including the importance of regular communication and setting and meeting milestones.

Signed:

Signature of Student

Student's Name (Printed)

Signature of Faculty Advisor

Faculty Advisor's Name (Printed)

¹ University of Saskatchewan. Student and Enrolment Services Division. 2012. "Protecting Our Students' Privacy." Available at: <http://www.usask.ca/sesd/info-for-instructors/instructor-handbook/index.php> Accessed November 26, 2012.

Date Signed

Signature of Partner Organization
Co-advisor's

Partner Organization Co-advisor's
Name (Printed)

Date Signed

Date Signed

Signature of MSEM/MWS Program
Coordinator

MSEM/MWS Program Coordinator's
Name (Printed)

Date Signed

ENVS 992: Research Project

A Request for Proposal (RFP)

1.0 Background

Students in the Master of Sustainable Environmental Management (MSEM) and Master of Water Security (MWS) programs in the School of Environment and Sustainability at the University of Saskatchewan are required to complete ENVS 992, a six-credit unit research project. These projects permit students to investigate applied topics in environment and sustainability or water security using a service learning model. Organizations are invited to submit requests for proposals to be considered for ENVS 992 projects.

2.0 Contact Information

Name of Organization	<input type="text"/>
Postal Address	<input type="text"/>
Primary Contact Name	<input type="text"/>
Primary Contact E-mail	<input type="text"/>
Primary Contact Telephone	<input type="text"/>
Secondary Contact Name	<input type="text"/>
Secondary Contact E-mail	<input type="text"/>
Secondary Contact Telephone	<input type="text"/>

3.0 Statement of Work

Please provide a paragraph outlining the proposed project. Include any qualifications the student must have (technical skills, computer skills, etc.).

4.0 Scope of Work

Students will be matched with projects in September. Meetings with organizations will occur in January and February, as the students scope the projects through needs assessments and background preparation. Final proposals will be completed by late April. Final project deliverables are due in mid-July. Some students may opt to complete their programs in two years, which may affect the project timeline.

4.1 Tasks

Please outline the major tasks that you anticipate will be part of the proposed student project.

4.2 Deliverables

Please describe the major deliverables for this proposed project.

4.3 Budget

Please provide information about any costs associated with the project (i.e., travel costs, survey costs, etc.). Also indicate if your organization is able to provide funding for these expenses.

Should you require any further information about the ENVS 992 project, please contact Alexandra Oster at alex.oster@usask.ca or (306) 966-4331.

RFP should be submitted no later than June 17, 2016.