



**PUBLIC AGENDA
SASKATOON ENVIRONMENTAL
ADVISORY COMMITTEE**

**Thursday, October 8, 2015, 11:30 a.m.
Committee Room A, Second Floor, City Hall
Committee Members:**

**Dr. M. Hill, Chair
Ms. K. Aikens, Vice-Chair
Councillor M. Loewen
Ms. A. Bugg
Dr. D. McGrane
Mr. B. Latimer
Mr. S. Homenick
Ms. A. Garg
Ms. N. Kochar
Dr. S. Moshiri
Mr. B. Sawatzky**

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 September 10, 2015 be adopted.

4. UNFINISHED BUSINESS

4.1 Statement of Expenditures (File CK. 1704-5)

4 - 4

Attached is a current Statement of Expenditures.

The Committee, at its meeting held on September 10, 2015, determined to further continue discussions on initiatives related to its budget at the October 8, 2015 meeting.

Recommendation

That the direction of the Committee issue.

5. REPORT OF THE CHAIR (File CK. 175-9)

Verbal Update - M. Hill

Recommendation

That the information be received.

6. COMMUNICATIONS

7. REPORTS FROM ADMINISTRATION

7.1 Natural Areas and Wetlands Policy (File CK. 4110-38 x 1700-1)

5 - 11

Verbal Update - C. Schulz, Planning & Development Division

Attached for the Committee's information is a report in regards to the above-noted matter.

Recommendation

That the information be received.

7.2 Environmental Leadership Performance Measures Update (File CK. 7550-1)

Verbal Update - A. Schmidt, Strategic and Business Planning Division

Recommendation

That the information be received.

7.3 Environmental and Corporate Initiatives Update (File CK. 7550-1)

Verbal Update - B. Wallace

Recommendation

That the information be received.

8. 2015 SASKATCHEWAN LIVING GREEN EXPO (File CK. 205-1)

12 - 20

Verbal Update - A. Brady, Executive Director, Saskatchewan Environmental Society.

A video presentation will be provided.

Attached for the Committee's information is a copy of the Sponsorship Prospectus and Exhibitor Registration form.

Recommendation

That the information be received.

9. COMMITTEE MEETING SCHEDULE (File CK. 175-9)

The Saskatoon Environmental Advisory Committee meets on the second Thursday of each month at 11:30 a.m., with the exception of July, August, and December. The following dates are being proposed for 2016.

- January 14
- February 11
- March 10
- April 14
- May 12
- June 9
- September 8
- October 13
- November 10

Recommendation

That the meeting dates for the Saskatoon Environmental Advisory Committee for 2016 be approved.

10. ADJOURNMENT

01-5536-103 SASKATOON ENVIRONMENTAL ADVISORY COMMITTEE - Budget - \$6,800							
Date	Number	Description	Debit	Credit	Balance	Budget Remaining	GL
		Beginning Balance			0	\$6,800	
3/31/2015	R547604	LA PREP - Lunch for Performance Target Facilitation/Stakeholder Consultation Meeting - March 30, 2015	431.55	20.55	411		x
3/31/2015	APV355714	LAINE, MELANIE - Reimbursement for March 30, 2015 Consultation meeting Refreshments	47.17	0.6	46.57		x
		March Total	478.72	21.15	457.57	\$6,342	
		Ending Balance, July/2015			457.57	\$6,342	
9/22/2015	R547788	Saskatchewan Environmental Society - 2015 Funding for Student Action for a Sustainable Future Program Initiative	1800			\$4,542	

Total Expenditures

2257.57

2015 Budget

Publications/State of the Environment Report/Annual Report

100

Conferences and Workshops

500

Public Education/Information Gathering

6,000

Membership Fees

200

Total

6800

Natural Areas and Wetlands Policy

Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend that the following recommendations be referred to City Council for consideration at the time of the 2016 Business Plan and Budget Review:

1. That the scope of Capital Project CP2390 (Wetland Policy Project) be amended as outlined in the report;
2. That the revised Capital Project CP2390 be funded as follows:
 - i) \$65,000 – remaining budget in CP2390;
 - ii) \$25,000 – funding from CP2263 (Watershed Protection);
 - iii) \$10,000 – funding from Community Services Capital; and
3. That a copy of this report be forwarded to the Saskatoon Environmental Advisory Committee for information.

Topic and Purpose

The purpose of this report is to provide information on the current status and issues related to planning and developing wetlands and natural areas in the City of Saskatoon (City), as well as to provide rationale to develop a vision, policies, development guidelines, and a communication and education plan for natural areas and biodiversity, incorporating the existing work on wetlands.

Report Highlights

1. The City has a history of successful stewardship of natural areas, most notably the Meewasin Valley (in partnership with the Meewasin Valley Authority [Meewasin]).
2. Existing naturalized parks and areas are well utilized, and the community has voiced strong support for additional passive parks and natural areas.
3. Conservation of biodiversity and protection of important natural areas are key objectives during the City's planning and development process.
4. The preservation of natural areas presents challenges in terms of ongoing management.
5. To address these challenges, the City requires a vision for natural areas, appropriate policies, and guidelines for the development of these areas; and an overall communication and education plan.
6. An additional \$35,000 is required to fund the redefined project using a reallocation of funding from the Watershed Protection Capital Project and \$10,000 from the Community Services Department Capital Reserve.

Natural Areas and Wetlands Policy

Strategic Goals

This report supports Environmental Leadership by ensuring that natural assets beyond the river valley are “protected, enhanced, and linked.” The project will also help achieve the long-term strategies to improve the quality and reduce the quantity of storm water run-off that is going into the river; to improve access to ecological systems and spaces, both natural and naturalized; to address soil-quality issues on City-owned properties; and to reduce greenhouse gas (GHG) emissions tied to City operations.

This report also supports Sustainable Growth by proposing a revised project that will help ensure “Saskatoon’s growth is environmentally and economically sustainable and contributes to a high quality of life.”

This report also supports Asset and Financial Sustainability by rationalizing several projects into one.

Background

During its November 4, 2013 meeting, City Council adopted amendments to the Official Community Plan Bylaw No. 8769 (OCP) and a new City Council policy for wetlands (Wetland Policy No. C09-041). This policy development was the first stage of the Wetland Policy Project (CP2390). Though elements of the policy are still under development, the new neighbourhoods of Brighton and Elk Point are both expected to incorporate a significant amount of constructed wetlands and surrounding naturalized open space.

Capital Project CP1641 – CY-Natural Park Area Strategic Management Plan has been included in the Capital Budget since 2012 but has remained unfunded.

Report

Community Support for Natural Areas

Saskatoon has a history of natural area stewardship. This is most apparent through the preservation of the Meewasin River Valley. The City is a founding partner of Meewasin. Furthermore, the City has adopted policies to protect the river valley within the City’s OCP.

Through the work done for the Recreation and Parks Master Plan, which included extensive public engagement and both telephone and online surveys, the Administration has heard strong community support for additional passive parks and natural areas within the city.

Biodiversity and Natural Areas in Planning and Development

During the City’s planning process for new growth areas, the OCP requires screening for “important” ecosystems and natural areas. When important areas or features are identified, the plans must accommodate them and provide guidance for their integration into future urban development.

Natural Areas and Wetlands Policy

Saskatoon has a growing number of naturalized areas:

- a) South Saskatchewan River (Meewasin) Valley;
- b) Saskatoon Natural Grassland;
- c) Northeast Swale;
- d) Lakewood Park;
- e) Hyde Wetland Complex;
- f) Donna Birkmaier Park;
- g) Mark Thompson Park; and
- h) Patricia Roe Park.

Through its development planning processes, the City will continue to conduct natural area screenings to ensure that important natural areas are preserved and integrated into new development. Attachment 1 is a map of existing naturalized areas within the city, as well as potential natural areas that are in the path of urban growth.

Naturalized Areas – Benefits and Challenges

Including naturalized areas and biodiversity within urban development provides a number of benefits:

- a) aesthetic, recreational, cultural, and health value for residents;
- b) habitat for plant and animal species;
- c) storm water filtration (wetlands);
- d) air filtration (terrestrial vegetation);
- e) carbon sinks, reducing GHGs in the atmosphere;
- f) storm water management for urban development, reducing the need for hard infrastructure and releasing less water into the river;
- g) reduces costs and environmental impact for park space management, compared to conventionally landscaped park space through a reduction in pesticides, fertilizers, and irrigation; and
- h) facilitates active transportation by protecting convenient linkages that separate walking and cycling routes from major roads and traffic.

With new natural areas being added to the open space inventory, a growing issue is **how** to successfully conserve, integrate, and link natural areas. Natural areas and wetlands within an urban environment need to be capable of retaining a viable level of function or else protecting them is not worthwhile. Currently, the City has no policy guidance (minimum size, distribution, connectivity, etc.) or standards (suitable establishment period, appropriate seed mix, etc.) to properly guide naturalized area development and ensure that the above listed benefits are fully realized.

Comprehensive Approach to Natural Areas, Including Wetlands

The City is continuing efforts to expand its naturalization program and foster biodiversity in order to capitalize on the many benefits and support the City's Strategic Goals.

Stage 2 of the Wetland Policy Project is in progress with the completion of the City's wetland inventory underway. Another component of Stage 2 – creation of Wetland Development Guidelines – is outstanding. This component is related to work that is

Natural Areas and Wetlands Policy

required for natural areas in general, and is proposed to be addressed as discussed below.

The naturalization program and Wetland Policy Project are closely related, but have thus far been addressed independently. In the absence of coordinated planning policy and clear development guidelines, the goals for both of these programs may not be achieved. To address the challenges, the City requires a vision and policies for biodiversity and natural areas that includes wetlands. This should be developed concurrently with guidelines for the development of these areas.

The Administration proposes to address this through a revised scope and funding arrangement for CP2390 (Natural Areas Policy Project). The title of the project should be revised to reflect the broader objective of a policy for both natural areas generally and wetlands specifically. The proposed scope for the project is as follows:

- a. Develop an overall vision for natural areas;
- b. Development of strategy, policy, and procedures for the successful conservation and integration of natural areas into urban development at various scales – city-wide, sector, and neighbourhoods, to be included in the City's Park Development Guidelines;
- c. Process and standards to guide urban development with natural areas and for the development of naturalized parks;
- d. Basic maintenance practices and service levels, including when adjacent to residential development; and
- e. Process for implementation to include a communication and education strategy to raise awareness and educate the community and internal civic divisions about the significance and role of natural areas and biodiversity in the city.

Public and/or Stakeholder Involvement

The project will leverage the input and expertise of the community and stakeholder groups.

The project will also provide a framework for improved coordination with Meewasin, promoting a cooperative and complementary approach to this work. The project steering committee would include both internal civic divisions and Meewasin.

Preliminary discussions have occurred between the City and Meewasin regarding a coordinated approach to this project. Meewasin is supportive of this initiative and would be interested in ongoing participation as a partner, subject to project approval.

Communication Plan

A comprehensive communication and stakeholder engagement plan will be developed as part of the project.

Policy Implications

The project is consistent with and will assist in the implementation of Wetland Policy No. C09-041 and the OCP.

Natural Areas and Wetlands Policy

Financial Implications

Additional funding of \$35,000 is required for the proposed scope change. [The amount of \$25,000 is being reallocated from Project 2263 (Watershed Protection) while \$10,000 is being funded from the Community Services Department Reserve.]

Proposed Funding Strategy

Source	Amount	New/Existing
Wetland Policy Project	\$ 65,000	Existing (CP2390)
Watershed Protection	\$ 25,000	Existing (CP2263)
Community Services Capital	\$ 10,000	
TOTAL Project Budget	\$100,000	

Environmental Implications

It is important that natural areas be effectively conserved and managed as our city expands, as it will enable residents to retain a relationship with the natural environment that has historically been a part of this area. The City can help reduce human impacts on species loss by preserving existing habitat and, in some cases, establishing new habitat for species before they become at risk.¹

Another key benefit of preserving natural areas – wetlands in particular – is that they sequester and store carbon, thus reducing the amount of carbon dioxide (the primary human-generated GHG) released into the atmosphere.² Each hectare of natural wetland stores the equivalent carbon dioxide of the annual emissions from 68 passenger vehicles, helping to meet the City's GHG reduction targets.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The proposed project is expected to take approximately one year to complete. The approval process for necessary bylaws, policies, standards, etc. is projected to begin in early 2017.

Public Notice

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

Attachment

1. Map of Natural Areas – Saskatoon and Region

¹ Richardson, Kelly. (2015). Biodiversity Conservation: Recommendations for the City of Saskatoon. School of Environment and Sustainability, University of Saskatchewan. Master's of Sustainable Environmental Management, final project report.

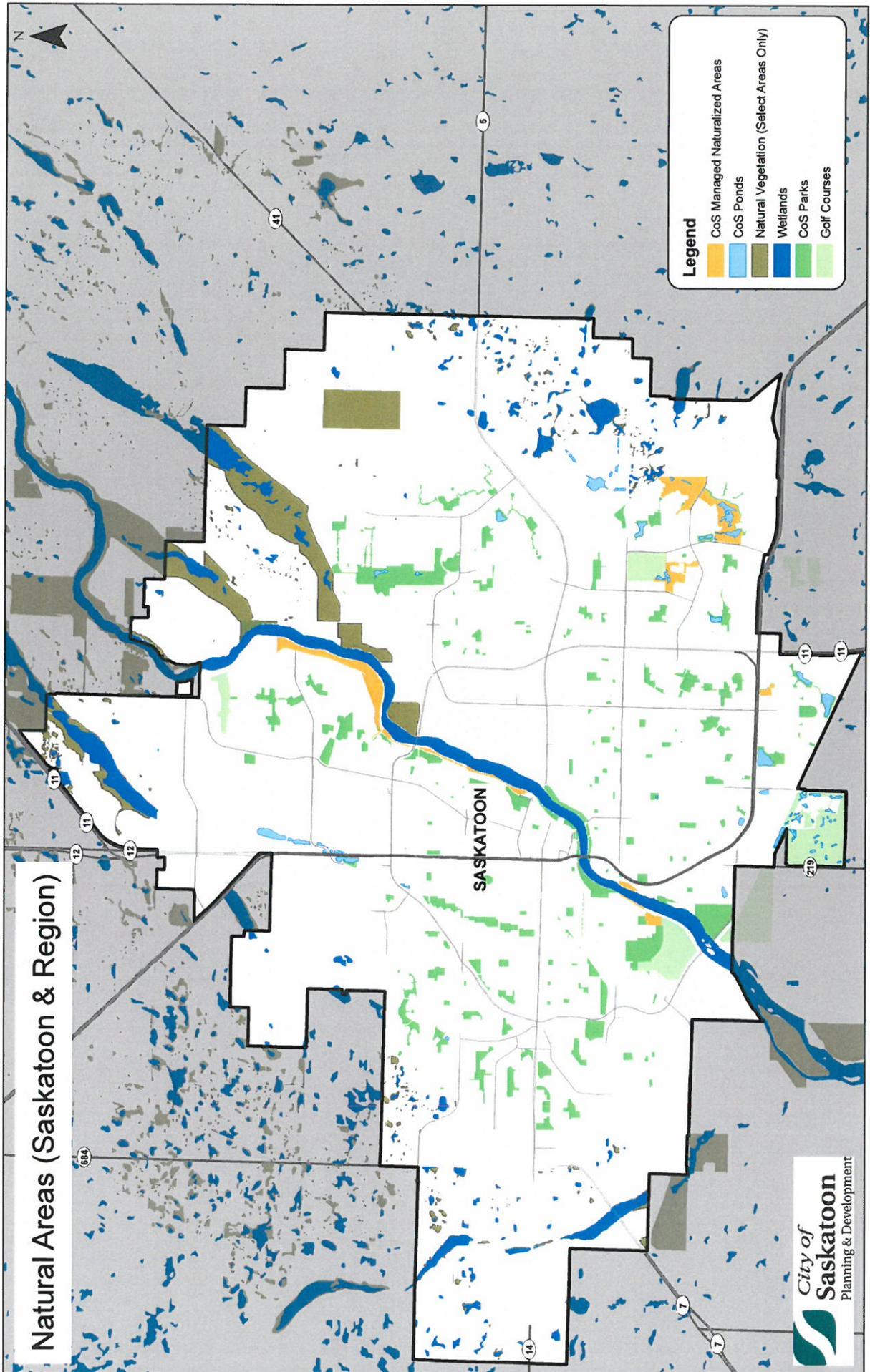
² Ducks Unlimited Canada. (2015). *Wetlands and Climate Change*. Government Affairs Office, Ducks Unlimited Canada.

Natural Areas and Wetlands Policy

Report Approval

Written by: Chris Schulz, Senior Planner II, Planning and Development
Reviewed by: Alan Wallace, Director of Planning and Development
Darren Crilly, Director of Parks
Approved by: Randy Grauer, General Manager, Community Services Department

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IT'S EASY BEING GREEN

February 26-28, 2016 | Prairieland Park | Saskatoon

The Saskatchewan Environmental Society is excited to host the second annual Saskatchewan Living Green Expo: a festival and tradeshow focused on sustainable products and services.

The **2016 Saskatchewan Living Green Expo** will build on the success of the 2015 Expo and bring more green living solutions to environmentally-minded consumers in Saskatchewan. With up to 100 exhibitors, the Expo will showcase our province's best green products and services in areas such as energy and green building, transportation, health and wellness, food, beverage, and more!

BECOME A SPONSOR

- Reach a rapidly growing audience of green, keen consumers. They are among the fastest growing consumer segments in the marketplace!
- Create positive brand recognition and expand your business's market.
- Demonstrate your corporate leadership and social responsibility.
- Generate new partnerships with other sponsors, vendors, speakers and attendees.

"Sponsoring the Living Green Expo was an excellent way to promote green living in our city and to make information easily accessible to residents. We look forward to supporting the event in future years to help build a greener Saskatoon!"

*City of Saskatoon,
Environmental and Corporate
Initiatives*

www.sklivinggreenexpo.ca

saskatchewan feb 26-28, 2016

LIVING GREEN EXPO

2015 Expo by the Numbers

1300 attendees

79 booths from 66 exhibitors

40% of attendees had household income greater than \$75,000

2/3 of attendees were female

Top 2 reasons for attending:

- learn more about sustainability
- purchase green products

2015 Promotion Included

5 TV spots on CTV & CBC

4 live radio interviews

5 articles & 9 ads in local publications, magazines, The Star Phoenix & Bridges

Radio campaigns with Saskatoon Media Group and Rawlco Radio

Over 3000 reached on Facebook, Twitter and LinkedIn

One month promotion on TheStarPhoenix.com

Saskatchewan Living Green Expo

204-220 20th St W

Saskatoon, SK S7M 0W9

Phone: 306.665.1915

Email: info@sklivinggreenexpo.ca

SASKATCHEWAN LIVING GREEN EXPO

feb 26-28, 2016

SPONSORSHIP OPPORTUNITIES

	Platinum \$25,000	Gold \$10,000	Silver \$5,000	Bronze \$3,000
Opportunities available	1	4	8	8
Complimentary Expo passes	40	25	15	10
Booth spaces	2	1	1	50% off
Invitations to Exhibitor's Reception	10	6	4	2
Opportunity to MC the event	✓			
Host Exhibitor's Reception	✓			
Platinum Sponsor announcement at event	✓			
Mention in purchased radio ads	20%			
TV/radio co-appearances	select			
Ad space in Online Directory of Exhibitors	✓	✓		
Sustainable living articles promotion	4	2	1	
Logo & link in Online Directory of Exhibitors	✓	✓	✓	✓
Logo & link on Expo website	✓	✓	✓	✓
Recognition on social media	✓	✓	✓	✓
Recognition in PSAs	✓	✓	✓	✓
Logo in Star Phoenix full page ad insert (logo size adjusted to sponsorship level)	✓	✓	✓	✓
Logo in Thank You ad in Star Phoenix (logo size adjusted to sponsorship level)	✓	✓	✓	✓
Address media at event launch	✓	✓	✓	✓
Logo on rotating screens at Expo	✓	✓	✓	✓
Logo on promotional materials	✓	✓	✓	✓

Special sponsorship opportunities are available for Platinum Sponsors. Choose from:

- Logo on lanyards (provided by sponsor)
- Exhibitor coffee sponsor (logo on mugs provided by sponsor)
- The Expo Committee will consider other suggestions from the sponsor

saskatchewan feb 26-28, 2016

LIVING GREEN EXPO

REGISTRATION INFORMATION

SASKATCHEWAN LIVING GREEN EXPO

The Saskatchewan Living Green Expo is the province's largest green living event: a festival and trade-show focused on sustainable products and services. Exhibitors will be showcasing products and services in the areas of health & wellness, energy & green building, transportation, food & beverage, and more!

BENEFITS FOR EXHIBITORS

Reach a rapidly growing audience of green, keen consumers. Attendees of the Living Green Expo care about the environment and are eager to learn how they can make an impact. Create positive brand recognition, demonstrate your corporate social responsibility, and generate partnerships with exhibitors, speakers and attendees.

SHOW DATES & TIMES

Friday, February 26, 2016	5:00 pm – 9:00 pm
Saturday, February 27, 2016	10:00 am – 6:00 pm
Sunday, February 28, 2016	12:00 pm – 5:00 pm

ADMISSION

Adults: \$10.00 12 & under: free

SKLIVINGGREENEXPO.CA

www.sklivinggreenexpo.ca features information about the Living Green Expo, including an online directory of 2016 Exhibitors. Each Exhibitor's contact information and website will be displayed. The website also includes information for the public about the Expo location, booth layout, show dates and times, and admission information.

BOOTH INFORMATION

Booth rental includes a 10' x 10' booth with pipe, drape and carpet. Exhibitors are not required to provide additional flooring. **Tables and chairs are not included with your booth.** Booth furnishings, wireless internet, electrical outlets, sign hanging and utilities hook-ups are available to rent at additional cost through Prairieland Park/Hub City Display. Rental forms will be available in the Exhibitor Information Package, and can be found online at www.sklivinggreenexpo.ca under the 'For Exhibitors' tab.

BOOTH LOCATION

Booth location will be assigned on a first-come, first-served basis, and will only be secured once payment has been received in full.

PAYMENT INFORMATION

Booth registration may be secured through cheque or *Interac* e-Transfer. Cheques should be made payable to the *Saskatchewan Environmental Society* and mailed to Box 1372 Saskatoon, SK S7K 3Ng. *Interac* e-Transfers should be sent to finance@environmentalsociety.ca with the answer to your security question sent to the same address in a separate email.

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LIVING GREEN EXPO

BOOTH PRICING

\$795.00/booth (no GST added)

EARLY BIRD & SPECIAL PRICING ***available before January 15, 2016***

Exhibitors will receive all discounts that apply up to a maximum of \$150.00 off the registration fee. To qualify for the ACU business member discount, exhibitors must hold a business account with Affinity Credit Union and provide the location of their ACU branch.

- 1) Early Bird registration – \$50.00 discount
- 2) 2015 Founding Exhibitors – \$50.00 discount
- 3) Affinity Credit Union business members – \$50.00 discount

EXHIBITOR PASSES

Exhibitors will be provided with four (4) exhibitor passes to the Expo to staff their booths. Additional passes may be purchased for a fee of \$10.00. Please email info@sklivinggreenexpo.ca if you would like to purchase additional passes.

CANCELLATION POLICY

Prior to February 1, 2016, a \$50.00 cancellation fee will apply. Exhibitor registration fee is non-refundable after February 1, 2016.

WASTE

The Expo aims to keep waste to a minimum. Please plan ahead for any recycling, composting and waste management needs at the Expo. Compost, recycling and waste management facilities will be provided at the Expo.

PROMOTIONAL MATERIALS

Exhibitors are encouraged to print promotional materials such as handouts and signage on FSC-certified paper, and/or 100% post-consumer recycled paper.

FOOD AND BEVERAGE SAMPLES

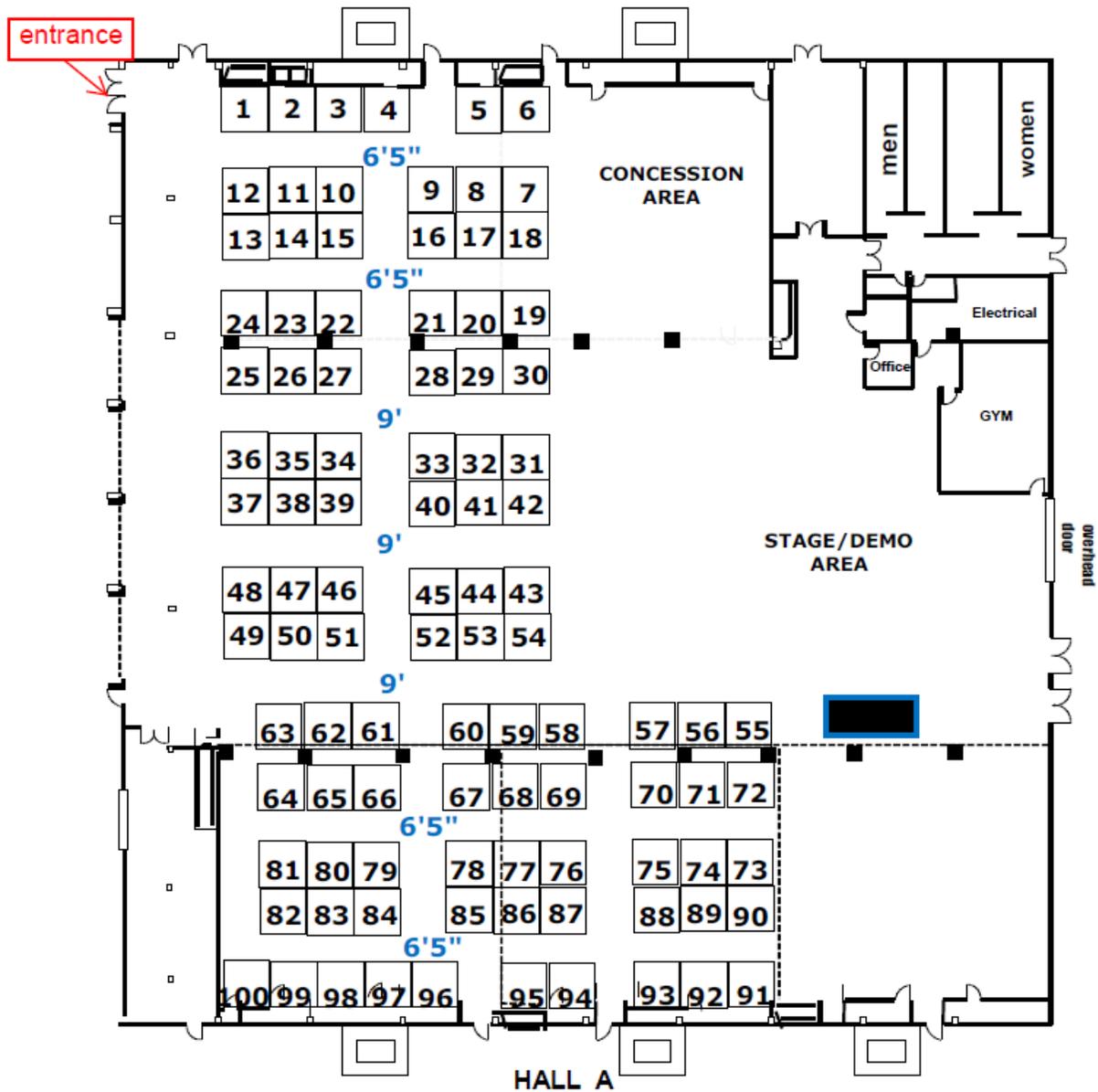
Exhibitors wishing to provide food and/or beverage samples at the Expo must complete the Food & Beverage Sample Form by February 1, 2016. All samples must adhere to the Saskatoon Health Region's Food Product Demo Requirements. If preparing samples on site, Food and Beverage exhibitors must also obtain a temporary food event license from the Saskatoon Health Region. **Food and beverage sampling containers must be certified compostable by the U.S. Composting Council.** Forms will be provided in your Exhibitor Information Package, and at www.sklivinggreenexpo.ca, under the 'For Exhibitors' tab.

CONTESTS AND GIVEAWAYS

The Saskatchewan Living Green Expo must be made aware of any contests or draws exhibitors plan to hold, including the number and approximate retail value of any prizes to be awarded. Contest Requirements will be available in the Exhibitor Information Package, and details must be provided to the Expo by February 1, 2016.

LIVING GREEN EXPO

2016 SASKATCHEWAN LIVING GREEN EXPO BOOTH LAYOUT HALL A



LIVING GREEN EXPO

2016 EXHIBITOR REGISTRATION FORM

Company/Organization: _____

Address: _____ City: _____

Province: _____ Postal Code: _____

Contact Name: _____ **Title:** _____

Telephone: _____ Email: _____

Website: _____

Booth Name *(to appear in the Online Directory of Exhibitors)*

Exhibit Description *(Please provide a brief description of how your exhibit will showcase sustainable living, 75 wd max.):*

Exhibit Products/Services *(Only the products and services listed here may be displayed and advertised at the Expo):*

I am interested in making an in-kind donation to the Expo for a door prize.

Product/Service being donated: _____

Value: \$ _____

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LIVING GREEN EXPO

2016 EXHIBITOR REGISTRATION FORM

Number of Booths : _____ @ \$ 795 = \$ _____ - \$ _____ (discount)

Total Booth Cost (no GST added): \$ _____

If registering **before January 15, 2016** (check all that apply)

- \$50 discount - Early Bird
- \$50 discount - 2015 Founding Exhibitor
- \$50 discount - Affinity Credit Union Business Member (Your ACU branch: _____)

Enter Total Discount Applied: \$ _____

Booth Number(s) Requested: 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Payment Options:

- Cheque (please make payable to the *Saskatchewan Environmental Society*)
- Interac e-Transfer to finance@environmentalsociety.ca (please send answer to security question in a separate email)

The Expo will feature a limited number of educational presentations and workshops about Living Green (20-45 minutes in length). Accepted presenters will be notified by Jan. 15, 2016.

My organization is interested in delivering an educational presentation or workshop.

Proposed presenter (*name, company, title*): _____

Short summary of presentation/workshop:

I understand my responsibilities as an Exhibitor, and agree to abide by the Expo Regulations as stated below, as well as any federal, provincial and municipal regulations that may apply.

I acknowledge that the aim of the Saskatchewan Living Green Expo is to promote sustainable and healthy living. Exhibits which do not support this goal may be denied at the discretion of the Saskatchewan Living Green Expo.

Exhibitor Signature: _____ **Date:** _____

Please contact the Saskatchewan Environmental Society at info@sklivinggreenexpo.ca or (306) 665-1915 for further information.

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LIVING GREEN EXPO

SASKATCHEWAN LIVING GREEN EXPO REGULATIONS

1. Booth Location will be assigned on a first-come, first-served basis after payment has been received, and is subject to change.
2. Prior to February 1, 2016, a \$50.00 cancellation fee will apply. Exhibitor registration fee is non-refundable after February 1, 2016.
3. All exhibitors will be provided with a 10' x 10' booth with pipe, drape and carpet. Additional services such as wireless internet, electrical outlets, sign hanging and utilities hook-ups can be rented through Prairieland Park/Hub City Display. **Tables and chairs are not included with your booth.**
4. All exhibitors must provide a certificate of liability insurance for \$1,000,000 with the event organizer, the Saskatchewan Environmental Society, listed as an additional insured.
5. Sound levels must be kept to reasonable levels and microphones are not permitted on the show floor.
6. Sub-letting booth space and/or distributing 3rd party literature at the Expo is prohibited. Prior approval is required for exhibitors wishing to share booth space. Contact info@sklivinggreenexpo.ca for details.
7. Exhibitors may only display products and services which they are legally licensed to sell in Canada, and which have been listed in detail on the Exhibitor Registration Form. Soliciting and/or distribution of marketing materials and information are limited to the booth areas only, and are not permitted in the aisles.
8. Booths **must** remain fully assembled from 5:00 pm on Friday, February 26, 2016 until 5:00 pm on Sunday, February 28, 2016.
9. Exhibitors are responsible for the security of their own booths during the Expo.
10. Exhibitors are discouraged from distributing excessive promotional materials. Exhibitors are encouraged to print promotional materials such as handouts and signage on FSC-certified paper, and/or 100% post-consumer recycled paper.
11. The Saskatchewan Living Green Expo must be made aware of any contests or draws exhibitors plan to hold, including the number and approximate retail value of any prizes to be awarded. Contest Request Forms must be provided to the Expo by February 1, 2016.
12. Exhibitors wishing to provide food and/or beverage samples at the Expo must complete the Sample Authorization Form by February 1, 2016. All samples must adhere to the Saskatoon Health Region's Food Product Demo Requirements. If preparing samples on site, Food and Beverage exhibitors must also obtain a temporary food event license from the Saskatoon Health Region. **Food and beverage sampling containers must be certified compostable by the U.S. Composting Council.**

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LIVING GREEN EXPO
REGISTRATION CHECKLIST

To register for the Expo:

- ✓ Send pages 4 & 5 of your completed registration form including booth selection to the Saskatchewan Living Green Expo at:
info@sklivinggreenexpo.ca or Box 1372 Saskatoon SK S7K 3N9
- ✓ Pay registration fee through one of two options:
 1. Send cheque payable to the *Saskatchewan Environmental Society* to Box 1372 Saskatoon SK S7K 3N9; or
 2. Send *Interac* e-Transfer to finance@environmentalsociety.ca with answer to your security question in a separate email
- ✓ Provide certificate of liability insurance in the amount of \$1,000,000 listing the Saskatchewan Environmental Society as additional insured
- ✓ Watch for a confirmation email from the Expo including your booth location and Exhibitor Information package.

We look forward to seeing you at the Expo!

**EXHIBITOR FORMS AND FURTHER INFORMATION CAN BE FOUND ONLINE AT
WWW.SKIVINGGREENEXPO.CA, BY EMAILING INFO@SKIVINGGREENEXPO.CA,
OR BY CALLING 306-665-1915**