



**PUBLIC AGENDA
MUNICIPAL HERITAGE ADVISORY COMMITTEE**

**Wednesday, May 3, 2017, 11:30 a.m.
Committee Room E, Ground Floor, City Hall
Committee Members:**

**Ms. M. Schwab, Chair
Ms. L. Swystun, Vice Chair
Councillor H. Gough
Ms. L. Fortier
Mr. D. Greer
Ms. J. Lawrence
Ms. P. Lichtenwald
Ms. P. McGillivray
Ms. D. Mercier
Ms. T. Miller
Mr. L. Moker
Mr. R. Pshebylo
Mr. R. Schmid
Mr. J. Scott
Mr. M. Velonas
Mr. M. Williams**

Pages

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

That the agenda be approved as presented.

3. ADOPTION OF MINUTES

Recommendation

That the minutes of regular meeting of the Municipal Heritage Advisory Committee held on April 5, 2017 be adopted.

4. UNFINISHED BUSINESS

5. MENDEL BUILDING – CONSERVATORY - PRESENTATION

Kindrachuk Agrey Architecture will provide a presentation.

Recommendation

That the information be received.

6. REPORT OF THE CHAIR

The Chair will provide a verbal update.

Recommendation

That the information be received.

7. REPORT OF THE HERITAGE AND DESIGN COORDINATOR [File No. CK 225-18]

The Heritage and Design Coordinator will provide a verbal update.

Recommendation

That the information be received.

8. COMMUNICATIONS

9. REPORTS FROM ADMINISTRATION

10. 2017 HERITAGE AWARDS PROGRAM ADMINISTRATOR - REQUEST FOR PROPOSAL [File No. CK. 710-38] 4 - 5

Attached is the revised draft 2017 Heritage Awards Program Administrator - Request for Proposals for the Committee's review.

Recommendation

That the 2017 Heritage Awards Program Administrator - Request For Proposal (RFP) be approved as submitted and distributed to the list of organizations from the previous program.

11. STATEMENT OF EXPENDITURES [File No. CK 225-18] 6 - 6

Recommendation

That the information be received.

12. PUBLICATIONS

- Heritage Biweekly Insider - April 6, 2017;
- Heritage Saskatchewan Newsletter - April 11, 2017;
- Heritage Biweekly Insider - April 20, 2017;
- Heritage Saskatchewan Newsletter - April 25, 2017; and
- Heritage Connections Newsletter - Spring/Summer 2017.

Recommendation

That the information be received.

13. ADJOURNMENT



CITY OF SASKATOON
MUNICIPAL HERITAGE ADVISORY COMMITTEE
2017 HERITAGE AWARDS PROGRAM ADMINISTRATOR
REQUEST FOR PROPOSAL

MAY 2017

The City of Saskatoon is inviting proposals to be submitted for the administration of Saskatoon's 2017 - 2018 Heritage Awards Program.

PROGRAM DESCRIPTION:

The City of Saskatoon, through its Municipal Heritage Advisory Committee (MHAC), recognizes work in heritage conservation and preservation in Saskatoon through the presentation of Awards. In 2018, these awards will be presented under the following categories:

- Heritage Conservation (Preservation, Restoration & Rehabilitation),
- Heritage Consideration (Adaptive Re-Use, Sensitive Infill & Sensitive Addition),
- Heritage Spaces - non buildings (Natural & Cultural) plus Volunteer Public Service and Education.

HERITAGE AWARDS PROGRAM ADMINISTRATOR:

This program commences with the establishment of the appropriate application forms and advertising brochures by the summer of 2017. Completion of the program occurs in February, 2018 when the awards are presented by the City of Saskatoon and a final review of the program is conducted.

The maximum contract amount for the Heritage Awards Administrator is \$4,000 with one-half payable in 2017, and one half payable at the completion of the program in 2018. The contract fee is a \$2,500 base fee for five or fewer applications + \$225/per additional application (up to a maximum of \$4,000).

The Program Administrator will work with the City of Saskatoon Heritage and Design Coordinator and when deemed appropriate, the Program Administrator will meet with MHAC. MHAC will determine the scope and format of the 2017 – 2018 Heritage Awards Program and the Heritage and Design Coordinator will be available to assist the Program Administrator when questions arise. The Program Administrator will undertake the assigned duties under the timeframe given.

DUTIES OF THE HERITAGE AWARDS PROGRAM ADMINISTRATOR:

The Heritage Awards Program Administrator will ensure that all steps, as determined by the MHAC, are completed in time for the presentation of the awards on or near Heritage Day in 2018, which is normally the second Monday in February.

QUALIFICATIONS and EXPERIENCE

Please indicate your qualifications and experience as they relate to this project's scope of work and duties to be undertaken.

Recent examples of projects that you have completed, that are similar in nature, to the requirements of this project are to be included. Also include a minimum of three references who can be contacted by telephone and/or e-mail address. Please specify involvement in associations or further background in heritage conservation or heritage architecture that you may have.

The City of Saskatoon will provide some support and resources to the Heritage Awards Program Administrator, as follows:

- Access to examples of previous material used for the program;
- Access to copying service for the brochure and application forms already prepared under the guidance of MHAC;
- Access to clerical support (booked in advance);
- Access to mailing service;
- Access to mailing list for applications and brochures;
- Access to volunteers from MHAC for presentations by the City of Saskatoon and the reception that follows; and
- Access to final evaluation by the previous Heritage Awards Program Administrator

PROPOSAL EVALUATION:

Proposals will be evaluated by MHAC based on the following considerations:

- Quality of the Proposal
- Qualification and Experience
- References

If you believe that you have the right combination of skills and experience to undertake this exciting challenge, please submit an application or proposal no later than **4:00 p.m.**

Friday, May 26, 2017 to the **City Clerk's Office, c/o Holly Thompson** via:

- E-mail holly.thompson@saskatoon.ca
or
- Mail : Ms. Holly Thompson, Committee Assistant
Municipal Heritage Advisory Committee
City Clerk's Office, City Hall
222 Third Avenue North, Saskatoon, SK S7K 0J5

CONTACT INFORMATION:

Inquiries and further information about the Program may be directed to:

City Clerk's Office, c/o Holly Thompson, 306-975-3240 or e-mail holly.thompson@saskatoon.ca

01-5596-103 - MUNICIPAL HERITAGE ADVISORY COMMITTEE - 2017 BUDGET - \$17,900

DESCRIPTION	DEBIT	CREDIT	DB-CR	GL	TOTAL SPENT	BUDGET REMAINING
Beginning Balance			17,900			\$17,900
2017 Budget - Heritage Awards			\$3,600.00			
Expenditures - Heritage Awards					\$0.00	
2017 Budget- Open Doors Event			\$8,100.00			
Transfer of funds from MHAC budget allocated	-\$8,100.00	\$0.00	\$0.00			
Expenditures - Open Doors Event					\$8,100.00	
2017 Membership Fees			\$200.00			
Heritage Saskatchewan Membership Renewal 2017	\$52.50	\$2.50	\$50.00			
Saskatoon Heritage Society	\$30.00	\$0.00	\$30.00			
Expenditures - Memberships					\$80.00	
2017 - Heritage Festival			\$300.00			
Heritage Festival of Stoon - Exhibitor Fees	\$60.00	\$0.00	\$60.00			
Expenditures - Heritage Festival					\$60.00	
2017 Research and Education			\$5,700.00			
2017 Expenditures Research and Education					\$0.00	
					\$8,240.00	\$9,660.00