

# Energy Coach Program



Released by City Clerk's Office  
 In accordance with the provisions of  
 The Local Authority Freedom of  
 Information and Protection of Privacy Act.

# Invoice

Page 1/1  
 Invoice 0011234  
 Date 12/31/2022  
 Ship Date 12/31/2022

**Summerhill Group Inc.**  
 30 Commercial Road  
 Toronto ON M4G 1Z4

**Bill To:** City of Saskatoon  
 222-3rd Avenue North  
 Saskatoon SK S7K 0J5

**Ship To:** City of Saskatoon  
 Hilary Carlson  
 222-3rd Avenue North  
 Saskatoon SK S7K 0J5

**Contract/PO#/Contribution Agreement Reference**

**Payment Terms**

As per master service agreement signed on November 14th, 2022	30 days
---	---------

Description	Tax	Amount
Coaching/CBM Plan Development & Coach Training	S-GST-SK	\$23,500.00
Setup Tracking, Reporting, Phone Line, Email	S-GST-SK	\$2,000.00

**Subtotal** \$25,500.00  
**Tax** \$1,275.00  
**Total** \$26,775.00

# Invoice



Page 1/1  
Invoice 0011288  
Date 1/31/2023  
Ship Date 1/31/2023

**Summerhill Group Inc.**  
30 Commercial Road  
Toronto ON M4G 1Z4

**Bill To:** City of Saskatoon  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Ship To:** City of Saskatoon  
Accounts Payable  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Contract/PO#/Contribution Agreement Reference**

**Payment Terms**

As per master service agreement signed on November 14th, 2022

30 days

Description	Tax	Amount
P.O#4500033738 SAP Vendor - 1016619 22-0374 HELP Energy Coaching Program		
Monthly Management Fee	S-GST-SK	\$5,000.00
Community Based Social Marketing	S-GST-SK	\$1,585.00

**Subtotal** \$6,585.00

**Tax** \$329.25

**Total** \$6,914.25

# Invoice



Page 1/1  
Invoice 0011315  
Date 2/28/2023  
Ship Date 2/28/2023

**Summerhill Group Inc.**  
30 Commercial Road  
Toronto ON M4G 1Z4

**Bill To:** City of Saskatoon  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Ship To:** City of Saskatoon  
Accounts Payable  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Contract/PO#/Contribution Agreement Reference**

**Payment Terms**

As per master service agreement signed on November 14th, 2022

30 days

Description	Tax	Amount
P.O#4500033738 SAP Vendor - 1016619 22-0374 HELP Energy Coaching Program		
Monthly Management Fee	S-GST-SK	\$5,000.00
Community Based Social Marketing	S-GST-SK	\$1,585.00

**Subtotal** \$6,585.00

**Tax** \$329.25

**Total** \$6,914.25

# Invoice



Page 1/1  
Invoice 0011381  
Date 3/31/2023  
Ship Date 3/31/2023

**Summerhill Group Inc.**  
30 Commercial Road  
Toronto ON M4G 1Z4

**Bill To:** City of Saskatoon  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Ship To:** City of Saskatoon  
Accounts Payable  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Contract/PO#/Contribution Agreement Reference**

**Payment Terms**

As per master service agreement signed on November 14th, 2022

30 days

Description	Tax	Amount
P.O#4500033738 SAP Vendor - 1016619 22-0374 HELP Energy Coaching Program		
Monthly Management Fee - March 2023	S-GST-SK	\$5,000.00
Community Based Social Marketing	S-GST-SK	\$1,585.00

**Subtotal** \$6,585.00

**Tax** \$329.25

**Total** \$6,914.25

# Invoice



Page 1/1  
Invoice 0011425  
Date 4/30/2023  
Ship Date 4/30/2023

## Summerhill Group Inc.

30 Commercial Road  
Toronto ON M4G 1Z4

**Bill To:** City of Saskatoon  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Ship To:** City of Saskatoon  
Accounts Payable  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

### Contract/PO#/Contribution Agreement Reference

### Payment Terms

As per master service agreement signed on November 14th, 2022

30 days

Description	Tax	Amount
P.O#4500033738 SAP Vendor - 1016619 22-0374 HELP Energy Coaching Program		
Monthly Management Fee - April 2023	S-GST-SK	\$5,000.00
Community Based Social Marketing	S-GST-SK	\$1,585.00

**Subtotal** \$6,585.00

**Tax** \$329.25

**Total** \$6,914.25

# Invoice



Page 1/1  
Invoice 0011449  
Date 5/31/2023  
Ship Date 5/31/2023

**Summerhill Group Inc.**  
30 Commercial Road  
Toronto ON M4G 1Z4

**Bill To:** City of Saskatoon  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Ship To:** City of Saskatoon  
Accounts Payable  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

### Contract/PO#/Contribution Agreement Reference

### Payment Terms

As per master service agreement signed on November 14th, 2022

30 days

Description	Tax	Amount
P.O#4500033738 SAP Vendor - 1016619 22-0374 HELP Energy Coaching Program		
Monthly Management Fee - May 2023	S-GST-SK	\$5,000.00
Community Based Social Marketing	S-GST-SK	\$1,585.00

**Subtotal** \$6,585.00

**Tax** \$329.25

**Total** \$6,914.25

# Invoice



Page 1/1  
Invoice 0011508  
Date 6/30/2023  
Ship Date 6/30/2023

**Summerhill Group Inc.**  
30 Commercial Road  
Toronto ON M4G 1Z4

**Bill To:** City of Saskatoon  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Ship To:** City of Saskatoon  
Accounts Payable  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Contract/PO#/Contribution Agreement Reference**

**Payment Terms**

As per master service agreement signed on November 14th, 2022

30 days

Description	Tax	Amount
P.O#4500033738 SAP Vendor - 1016619 22-0374 HELP Energy Coaching Program		
Monthly Management Fee - June 2023	S-GST-SK	\$5,000.00
Community Based Social Marketing	S-GST-SK	\$1,585.00

**Subtotal** \$6,585.00

**Tax** \$329.25

**Total** \$6,914.25



# Invoice



Page 1/1  
Invoice 0011543  
Date 7/31/2023  
Ship Date 7/31/2023

**Summerhill Group Inc.**  
30 Commercial Road  
Toronto ON M4G 1Z4

**Bill To:** City of Saskatoon  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Ship To:** City of Saskatoon  
Accounts Payable  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Contract/PO#/Contribution Agreement Reference**

**Payment Terms**

As per master service agreement signed on November 14th, 2022

30 days

Description	Tax	Amount
P.O#4500033738 SAP Vendor - 1016619 22-0374 HELP Energy Coaching Program		
Monthly Management Fee - June 2023	S-GST-SK	\$5,000.00
Community Based Social Marketing	S-GST-SK	\$1,585.00

**Subtotal** \$6,585.00

**Tax** \$329.25

**Total** \$6,914.25

# Invoice



Page 1/1  
Invoice 0011594  
Date 8/31/2023  
Ship Date 8/31/2023

**Summerhill Group Inc.**  
30 Commercial Road  
Toronto ON M4G 1Z4

**Bill To:** City of Saskatoon  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Ship To:** City of Saskatoon  
Accounts Payable  
222-3rd Avenue North  
Saskatoon SK S7K 0J5

**Contract/PO#/Contribution Agreement Reference**

**Payment Terms**

As per master service agreement signed on November 14th, 2022

30 days

Description	Tax	Amount
P.O#4500033738 SAP Vendor - 1016619 22-0374 HELP Energy Coaching Program		
Monthly Management Fee -August 2023	S-GST-SK	\$5,000.00
Community Based Social Marketing	S-GST-SK	\$1,585.00

Subtotal \$6,585.00

Tax \$329.25

Total \$6,914.25



**PURCHASE ORDER**  
**4500033738**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 12/30/2022

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** N/A Saskatoon

The City Representative and contact information for the Contract is:  
Hilary Carlson, Green House Gas Controls Specialist, [hilary.carlson@saskatoon.ca](mailto:hilary.carlson@saskatoon.ca)

**SAP Vendor:** 1016619  
Summerhill Group Inc  
30 Commercial Road  
Toronto ON M4G 1Z4

**Ship to:** Corporate Finance (City Hall)  
222 3rd Ave N  
Saskatoon SK S7K 0J5

**Attention:** Sales Department .  
[pmilitello@summerhill.com](mailto:pmilitello@summerhill.com)

**Buyer:** Amy Bernard  
[Amy.Bernard@Saskatoon.ca](mailto:Amy.Bernard@Saskatoon.ca)

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
10		22-0374 HELP Energy Coaches	10/31/2022	AU	1	350,000.00	350,000.00

**Contract:** 4600001298/10

**Tax Code:** AP - GST+PST Applicable

**The item covers the following services:**

Line	Description	Quantity	Unit	Gross Price	Net Value
10	HELP Energy Coaching Program	350,000	EA	1.00	350,000.00

**Total net item value** CAD 350,000.00

**Total net value excl. tax** CAD 350,000.00

Purchase Order is governed by RFP 22-0374 Annex A - Letter - Form of Agreement (Consulting)

## ARTICLE 1 – INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“**BLA**” means The Builders’ Lien Act (Saskatchewan) and its Regulations as may be amended or restated from time to time;

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“**Contract**” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the “**Purchase Order**”), including these Purchase Order Terms and Conditions;

“**Deliverables**” means the goods and any related services as described in the Purchaser Order;

“**Indemnified Parties**” means the Purchaser, its elected officials, directors, officers, agents, employees and volunteers;

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Proper Invoice**” means a Proper Invoice as defined in the BLA;

“**Purchaser**” means City of Saskatoon;

“**Rates**” means the price, in Canadian funds unless otherwise specified, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs;

(c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

### 2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### 2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgment, order or any other form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

### 2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

### 2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), Shall not be effected.

**2.05 No Indemnities from Purchaser**

Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

**2.06 Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

**2.07 Survival**

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

**ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

**3.02 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between the Purchaser and the Supplier or any of the Supplier's Related Entities.

**3.03 Non-Exclusive Contract, Work Volumes**

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

**3.04 Responsibility of Supplier**

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract

and shall ensure their compliance with the applicable terms of the Contract.

**3.05 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

**3.06 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

**3.07 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators and their permitted assigns.

**ARTICLE 4 – PERFORMANCE BY SUPPLIER**

**4.01 Deliverables Warranty**

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

**4.02 Delivery**

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid. No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order.

**4.03 Packaging and Risk**

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination.

The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

(ii) the purchase order number and item number.

**4.04 Inspection and Acceptance**

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

**4.05 Time**

Time is of the essence of this Contract.

**ARTICLE 5 – PAYMENT FOR DELIVERABLES**

**5.01 Payment According to Contract Rates**

(a) The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST and PST, and the amount of GST and PST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Supplier until the appropriate information is provided.

(b) Notwithstanding section 5.01(a), where the Deliverables are subject to the provisions of the BLA, payment shall be made in accordance with the requirements of the BLA. In addition to the requirements of a proper invoice prescribed in the BLA, a Proper Invoice submitted shall also include:

- (i) in addition to the amount payable, the amount of GST and PST shown separately; and

**5.02 No Expenses or Additional Charges**

The Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

**ARTICLE 6 – INSURANCE AND INDEMNIFICATION**

**6.01 Insurance**

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$2,000,000, with the Purchaser as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

**6.02 Supplier Indemnity**

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

**ARTICLE 7 – TERMINATION**

**7.01 Immediate Termination of Contract**

The Purchaser may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Purchaser shall be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination. The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the Purchaser under the Contract, at law or in equity

# Cost of Marketing



**PURCHASE ORDER**  
**4500035638**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 02/08/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

2023 Solar Power Map  
Energy Service Launch & Awareness  
As per Quote  
Nancy Gauthier  
nancy.gauthier@saskatoon.ca

**SAP Vendor:** 1005922  
Postmedia Network Inc.  
C/O POstmedia Payment Centre  
P. O. Box 7400  
London ON N5Y 4X3

**Ship to:** Corporate Finance (City Hall)  
222 3rd Ave N  
Saskatoon SK S7K 0J5

**Attention:**

**Buyer:** Cheryl Ellison  
Cheryl.Ellison@Saskatoon.ca

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
10		Solar Power Map	02/10/2023	AU	1	10,781.00	10,781.00

Tax Code: AP - Only GST Applicable

The item covers the following services:

Line	Description	Quantity	Unit	Gross Price	Net Value
10	Sponsored Content (750 words)	1	AU	4,481.00	4,481.00
20	Google Display Ads (monthly)	8	AU	500.00	4,000.00
30	POE	1	AU	500.00	500.00
40	Homestyles Feature	1	AU	1,800.00	1,800.00

20		Energy Service Launch	02/10/2023	AU	1	7,285.00	7,285.00
----	--	-----------------------	------------	----	---	----------	----------

Tax Code: AP - Only GST Applicable

The item covers the following services:

Line	Description	Quantity	Unit	Gross Price	Net Value
10	Digital Audio (monthly)	6	AU	500.00	3,000.00
20	Digital Audio ad refresh fee	1	AU	285.00	285.00
30	Google Display ads (monthly)	8	AU	500.00	4,000.00

Released by City Clerk's Office

In accordance with the provisions of

The Local Authority Freedom of

Information and Protection of Privacy Act.





**PURCHASE ORDER**  
**4500035638**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 02/08/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

<b>Total net item value</b>	CAD	18,066.00
<b>Total net value excl. tax</b>	CAD	18,066.00

## ARTICLE 1 – INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“**BLA**” means The Builders’ Lien Act (Saskatchewan) and its Regulations as may be amended or restated from time to time;

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“**Contract**” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the “**Purchase Order**”), including these Purchase Order Terms and Conditions;

“**Deliverables**” means the goods and any related services as described in the Purchaser Order;

“**Indemnified Parties**” means the Purchaser, its elected officials, directors, officers, agents, employees and volunteers;

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Proper Invoice**” means a Proper Invoice as defined in the BLA;

“**Purchaser**” means City of Saskatoon;

“**Rates**” means the price, in Canadian funds unless otherwise specified, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs;

(c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

### 2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### 2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgment, order or any other form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

### 2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

### 2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), Shall not be effected.

**2.05 No Indemnities from Purchaser**

Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

**2.06 Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

**2.07 Survival**

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

**ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

**3.02 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between the Purchaser and the Supplier or any of the Supplier's Related Entities.

**3.03 Non-Exclusive Contract, Work Volumes**

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

**3.04 Responsibility of Supplier**

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract

and shall ensure their compliance with the applicable terms of the Contract.

**3.05 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

**3.06 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

**3.07 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators and their permitted assigns.

**ARTICLE 4 – PERFORMANCE BY SUPPLIER**

**4.01 Deliverables Warranty**

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

**4.02 Delivery**

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid. No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order.

**4.03 Packaging and Risk**

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination.

The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

(ii) the purchase order number and item number.

**4.04 Inspection and Acceptance**

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

**4.05 Time**

Time is of the essence of this Contract.

**ARTICLE 5 – PAYMENT FOR DELIVERABLES**

**5.01 Payment According to Contract Rates**

(a) The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST and PST, and the amount of GST and PST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Supplier until the appropriate information is provided.

(b) Notwithstanding section 5.01(a), where the Deliverables are subject to the provisions of the BLA, payment shall be made in accordance with the requirements of the BLA. In addition to the requirements of a proper invoice prescribed in the BLA, a Proper Invoice submitted shall also include:

(i) in addition to the amount payable, the amount of GST and PST shown separately; and

**5.02 No Expenses or Additional Charges**

The Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

**ARTICLE 6 – INSURANCE AND INDEMNIFICATION**

**6.01 Insurance**

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$2,000,000, with the Purchaser as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

**6.02 Supplier Indemnity**

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

**ARTICLE 7 – TERMINATION**

**7.01 Immediate Termination of Contract**

The Purchaser may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Purchaser shall be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination. The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the Purchaser under the Contract, at law or in equity



**PURCHASE ORDER**  
**4500039596**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accounts payable@saskatoon.ca](mailto:accounts payable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 05/03/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

Daily Road Report  
Back 30 Commercials  
EV Pilot x 5  
Reno Resources x 5  
Nancy Gauthier  
[nancy.gauthier@saskatoon.ca](mailto:nancy.gauthier@saskatoon.ca)

**SAP Vendor:** 1002917  
Rawlco Radio Ltd.  
715 Saskatchewan Cres W  
Saskatoon SK S7M 5V7

**Ship to:** Corporate Finance (City Hall)  
222 3rd Ave N  
Saskatoon SK S7K 0J5

**Attention:**

**Buyer:** Cheryl Ellison  
[Cheryl.Ellison@Saskatoon.ca](mailto:Cheryl.Ellison@Saskatoon.ca)

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
10		Radio Commercials	05/08/2023	AU	1	700.00	700.00

**Tax Code:** AP - Only GST Applicable

**The item covers the following services:**

Line	Description	Quantity	Unit	Gross Price	Net Value
10	CKOM - Electric Vehicles	5	AU	40.00	200.00
20	ROCK - Electric Vehicles	5	AU	40.00	200.00
30	C95 - Electric Vehicles	5	AU	60.00	300.00

20		Radio Commercials	05/08/2023	AU	1	700.00	700.00
----	--	-------------------	------------	----	---	--------	--------

**Tax Code:** AP - Only GST Applicable

**The item covers the following services:**

Line	Description	Quantity	Unit	Gross Price	Net Value
10	CKOM - Reno Resources	5	AU	40.00	200.00
20	ROCK - Reno Resources	5	AU	40.00	200.00
30	C95 - Reno Resources	5	AU	60.00	300.00



**PURCHASE ORDER**  
**4500039596**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 05/03/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

<b>Total net item value</b>	CAD	1,400.00
<b>Total net value excl. tax</b>	CAD	1,400.00

## ARTICLE 1 – INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“**BLA**” means The Builders’ Lien Act (Saskatchewan) and its Regulations as may be amended or restated from time to time;

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“**Contract**” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the “**Purchase Order**”), including these Purchase Order Terms and Conditions;

“**Deliverables**” means the goods and any related services as described in the Purchaser Order;

“**Indemnified Parties**” means the Purchaser, its elected officials, directors, officers, agents, employees and volunteers;

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Proper Invoice**” means a Proper Invoice as defined in the BLA;

“**Purchaser**” means City of Saskatoon;

“**Rates**” means the price, in Canadian funds unless otherwise specified, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs;

(c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

### 2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### 2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgment, order or any other form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

### 2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

### 2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), Shall not be effected.

**2.05 No Indemnities from Purchaser**

Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

**2.06 Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

**2.07 Survival**

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

**ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

**3.02 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between the Purchaser and the Supplier or any of the Supplier's Related Entities.

**3.03 Non-Exclusive Contract, Work Volumes**

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

**3.04 Responsibility of Supplier**

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract

and shall ensure their compliance with the applicable terms of the Contract.

**3.05 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

**3.06 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

**3.07 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators and their permitted assigns.

**ARTICLE 4 – PERFORMANCE BY SUPPLIER**

**4.01 Deliverables Warranty**

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

**4.02 Delivery**

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid. No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order.

**4.03 Packaging and Risk**

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination.



The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

(ii) the purchase order number and item number.

**4.04 Inspection and Acceptance**

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

**4.05 Time**

Time is of the essence of this Contract.

**ARTICLE 5 – PAYMENT FOR DELIVERABLES**

**5.01 Payment According to Contract Rates**

(a) The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST and PST, and the amount of GST and PST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Supplier until the appropriate information is provided.

(b) Notwithstanding section 5.01(a), where the Deliverables are subject to the provisions of the BLA, payment shall be made in accordance with the requirements of the BLA. In addition to the requirements of a proper invoice prescribed in the BLA, a Proper Invoice submitted shall also include:

(i) in addition to the amount payable, the amount of GST and PST shown separately; and

**5.02 No Expenses or Additional Charges**

The Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

**ARTICLE 6 – INSURANCE AND INDEMNIFICATION**

**6.01 Insurance**

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$2,000,000, with the Purchaser as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

**6.02 Supplier Indemnity**

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

**ARTICLE 7 – TERMINATION**

**7.01 Immediate Termination of Contract**

The Purchaser may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Purchaser shall be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination. The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the Purchaser under the Contract, at law or in equity



**PURCHASE ORDER**  
**4500040095**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accounts payable@saskatoon.ca](mailto:accounts payable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 05/12/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

Daily Road Report  
Back 30 Commercials  
EV Pilot x 5  
Reno Resources x 5  
As per Quote  
Nancy Gauthier  
nancy.gauthier@saskatoon.ca

**SAP Vendor:** 1004396  
Saskatoon Media Group  
219 Robin Cres - 2nd Floor  
Saskatoon SK S7L 6M8

**Ship to:** Corporate Finance (City Hall)  
222 3rd Ave N  
Saskatoon SK S7K 0J5

**Attention:**

**Buyer:** Cheryl Ellison  
Cheryl.Ellison@Saskatoon.ca

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
10		Radio Commercials	05/16/2023	AU	1	350.00	350.00
<b>Tax Code:</b> AP - Only GST Applicable							
<b>The item covers the following services:</b>							
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
10	COOL - Electric Vehicles	5	AU	35.00	175.00		
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
20	Bull - Electric Vehicles	5	AU	35.00	175.00		
20		Radio Commercials	05/16/2023	AU	1	350.00	350.00
<b>Tax Code:</b> AP - Only GST Applicable							
<b>The item covers the following services:</b>							
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
10	COOL - Reno Resources	5	AU	35.00	175.00		
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
20	BULL - Reno Resources	5	AU	35.00	175.00		
						<b>Total net item value</b>	CAD 700.00
						<b>Total net value excl. tax</b>	CAD 700.00

## ARTICLE 1 – INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“**BLA**” means The Builders’ Lien Act (Saskatchewan) and its Regulations as may be amended or restated from time to time;

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“**Contract**” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the “**Purchase Order**”), including these Purchase Order Terms and Conditions;

“**Deliverables**” means the goods and any related services as described in the Purchaser Order;

“**Indemnified Parties**” means the Purchaser, its elected officials, directors, officers, agents, employees and volunteers;

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Proper Invoice**” means a Proper Invoice as defined in the BLA;

“**Purchaser**” means City of Saskatoon;

“**Rates**” means the price, in Canadian funds unless otherwise specified, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs;

(c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

### 2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### 2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgment, order or any other form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

### 2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

### 2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), Shall not be effected.

**2.05 No Indemnities from Purchaser**

Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

**2.06 Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

**2.07 Survival**

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

**ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

**3.02 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between the Purchaser and the Supplier or any of the Supplier's Related Entities.

**3.03 Non-Exclusive Contract, Work Volumes**

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

**3.04 Responsibility of Supplier**

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract

and shall ensure their compliance with the applicable terms of the Contract.

**3.05 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

**3.06 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

**3.07 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators and their permitted assigns.

**ARTICLE 4 – PERFORMANCE BY SUPPLIER**

**4.01 Deliverables Warranty**

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

**4.02 Delivery**

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid. No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order.

**4.03 Packaging and Risk**

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination.

The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

(ii) the purchase order number and item number.

**4.04 Inspection and Acceptance**

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

**4.05 Time**

Time is of the essence of this Contract.

**ARTICLE 5 – PAYMENT FOR DELIVERABLES**

**5.01 Payment According to Contract Rates**

(a) The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST and PST, and the amount of GST and PST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Supplier until the appropriate information is provided.

(b) Notwithstanding section 5.01(a), where the Deliverables are subject to the provisions of the BLA, payment shall be made in accordance with the requirements of the BLA. In addition to the requirements of a proper invoice prescribed in the BLA, a Proper Invoice submitted shall also include:

- (i) in addition to the amount payable, the amount of GST and PST shown separately; and

**5.02 No Expenses or Additional Charges**

The Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

**ARTICLE 6 – INSURANCE AND INDEMNIFICATION**

**6.01 Insurance**

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$2,000,000, with the Purchaser as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

**6.02 Supplier Indemnity**

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

**ARTICLE 7 – TERMINATION**

**7.01 Immediate Termination of Contract**

The Purchaser may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Purchaser shall be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination. The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the Purchaser under the Contract, at law or in equity



**PURCHASE ORDER**  
**4500040097**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 05/12/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

Daily Road Report  
Back 30 Commercials (x 90)  
BYXE x 1  
RWZ x 20  
Street Sweeping x 2  
Curbside Swap x 5  
Green Cart x 16  
Recycling Waste Wizard x 19 blocks  
EV Pilot x 5 blocks  
Reno Resources x 5 blocks  
Construction launch x 5 blocks  
Summer Construction x 7 blocks  
Construction Wrap up x 5 blocks  
As per Quote  
Nancy Gauthier  
nancy.gauthier@saskatoon.ca

**SAP Vendor:** 1004005  
Harvard Broadcasting  
Suite 200 - 105 - 21st St E  
Saskatoon SK S7K 0B3

**Ship to:** Corporate Finance (City Hall)  
222 3rd Ave N  
Saskatoon SK S7K 0J5

**Attention:**

**Buyer:** Cheryl Ellison  
Cheryl.Ellison@Saskatoon.ca

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
10		Radio Commercials	05/16/2023	AU	1	80.00	80.00
<b>Tax Code:</b> AP - Only GST Applicable							
<b>The item covers the following services:</b>							
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
10	CRUZ - Street Sweeping	2	AU	40.00	80.00		
20		Radio Commercials	05/16/2023	AU	1	800.00	800.00
<b>Tax Code:</b> AP - Only GST Applicable							
<b>The item covers the following services:</b>							
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
10	CRUZ - RWZ	20	AU	40.00	800.00		
30		Radio Commercials	05/16/2023	AU	1	40.00	40.00
<b>Tax Code:</b> AP - Only GST Applicable							
<b>The item covers the following services:</b>							



# PURCHASE ORDER

## 4500040097

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 05/12/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
10	CRUZ - BYXE	1	AU	40.00	40.00		
40		Radio Commercials	05/16/2023	AU	1	760.00	760.00
<b>Tax Code:</b> AP - Only GST Applicable							
<b>The item covers the following services:</b>							
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
10	CRUZ - Recycling Waste Wizard	19	AU	40.00	760.00		
50		Radio Commercials	05/16/2023	AU	1	200.00	200.00
<b>Tax Code:</b> AP - Only GST Applicable							
<b>The item covers the following services:</b>							
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
10	CRUZ - Curbside Swap	5	AU	40.00	200.00		
60		Radio Commercials	05/16/2023	AU	1	640.00	640.00
<b>Tax Code:</b> AP - Only GST Applicable							
<b>The item covers the following services:</b>							
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
10	CRUZ - Green Cart	16	AU	40.00	640.00		
70		Radio Commercials	05/16/2023	AU	1	200.00	200.00
<b>Tax Code:</b> AP - Only GST Applicable							
<b>The item covers the following services:</b>							
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
10	CRUZ - EV Pilot	5	AU	40.00	200.00		
80		Radio Commercials	05/16/2023	AU	1	680.00	680.00
<b>Tax Code:</b> AP - Only GST Applicable							
<b>The item covers the following services:</b>							
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
10	CRUZ - Construction Launch	5	AU	40.00	200.00		
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
20	CRUZ - Summer Construction	7	AU	40.00	280.00		
<b>Line</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Gross Price</b>	<b>Net Value</b>		
30	CRUZ - Construction Launch	5	AU	40.00	200.00		
90		Radio Commercials	05/16/2023	AU	1	200.00	200.00
<b>Tax Code:</b> AP - Only GST Applicable							



**PURCHASE ORDER**  
**4500040097**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 05/12/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

The item covers the following services:

Line	Description	Quantity	Unit	Gross Price	Net Value
10	CRUZ - Reno Resources	5	AU	40.00	200.00

**Total net item value** CAD 3,600.00

**Total net value excl. tax** CAD 3,600.00



## ARTICLE 1 – INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“**BLA**” means The Builders’ Lien Act (Saskatchewan) and its Regulations as may be amended or restated from time to time;

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“**Contract**” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the “**Purchase Order**”), including these Purchase Order Terms and Conditions;

“**Deliverables**” means the goods and any related services as described in the Purchaser Order;

“**Indemnified Parties**” means the Purchaser, its elected officials, directors, officers, agents, employees and volunteers;

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Proper Invoice**” means a Proper Invoice as defined in the BLA;

“**Purchaser**” means City of Saskatoon;

“**Rates**” means the price, in Canadian funds unless otherwise specified, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs;

(c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

### 2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### 2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgment, order or any other form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

### 2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

### 2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), Shall not be effected.

**2.05 No Indemnities from Purchaser**

Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

**2.06 Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

**2.07 Survival**

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

**ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

**3.02 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between the Purchaser and the Supplier or any of the Supplier's Related Entities.

**3.03 Non-Exclusive Contract, Work Volumes**

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

**3.04 Responsibility of Supplier**

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract

and shall ensure their compliance with the applicable terms of the Contract.

**3.05 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

**3.06 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

**3.07 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators and their permitted assigns.

**ARTICLE 4 – PERFORMANCE BY SUPPLIER**

**4.01 Deliverables Warranty**

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

**4.02 Delivery**

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid. No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order.

**4.03 Packaging and Risk**

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination.

The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

(ii) the purchase order number and item number.

**4.04 Inspection and Acceptance**

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

**4.05 Time**

Time is of the essence of this Contract.

**ARTICLE 5 – PAYMENT FOR DELIVERABLES**

**5.01 Payment According to Contract Rates**

(a) The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST and PST, and the amount of GST and PST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Supplier until the appropriate information is provided.

(b) Notwithstanding section 5.01(a), where the Deliverables are subject to the provisions of the BLA, payment shall be made in accordance with the requirements of the BLA. In addition to the requirements of a proper invoice prescribed in the BLA, a Proper Invoice submitted shall also include:

(i) in addition to the amount payable, the amount of GST and PST shown separately; and

**5.02 No Expenses or Additional Charges**

The Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

**ARTICLE 6 – INSURANCE AND INDEMNIFICATION**

**6.01 Insurance**

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$2,000,000, with the Purchaser as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

**6.02 Supplier Indemnity**

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

**ARTICLE 7 – TERMINATION**

**7.01 Immediate Termination of Contract**

The Purchaser may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Purchaser shall be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination. The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the Purchaser under the Contract, at law or in equity



**PURCHASE ORDER**  
**4500042956**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 07/13/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

As per Quote 10439  
Nancy Gauthier  
nancy.gauthier@saskatoon.ca

**SAP Vendor:** 1003874  
Globe Printers Ltd  
217 Jessop Ave  
Saskatoon SK S7N 1Y3

**Ship to:** Corporate Finance (City Hall)  
222 3rd Ave N  
Saskatoon SK S7K 0J5

**Attention:** Sales Department  
shaun@globesask.com

**Buyer:** Cheryl Ellison  
Cheryl.Ellison@Saskatoon.ca

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
10		Utility Bill Insert	07/17/2023	AU	1	1,870.46	1,870.46

**Tax Code:** AP - GST+PST Applicable

The item covers the following services:

Line	Description	Quantity	Unit	Gross Price	Net Value
10	Energy Coaching UBI Aug (Sustainability)	1	AU	1,870.46	1,870.46

**Total net item value** CAD 1,870.46

**Total net value excl. tax** CAD 1,870.46

## ARTICLE 1 – INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“**BLA**” means The Builders’ Lien Act (Saskatchewan) and its Regulations as may be amended or restated from time to time;

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“**Contract**” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the “**Purchase Order**”), including these Purchase Order Terms and Conditions;

“**Deliverables**” means the goods and any related services as described in the Purchaser Order;

“**Indemnified Parties**” means the Purchaser, its elected officials, directors, officers, agents, employees and volunteers;

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Proper Invoice**” means a Proper Invoice as defined in the BLA;

“**Purchaser**” means City of Saskatoon;

“**Rates**” means the price, in Canadian funds unless otherwise specified, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs;

(c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

### 2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### 2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgment, order or any other form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

### 2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

### 2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), Shall not be effected.

**2.05 No Indemnities from Purchaser**

Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

**2.06 Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

**2.07 Survival**

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

**ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

**3.02 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between the Purchaser and the Supplier or any of the Supplier's Related Entities.

**3.03 Non-Exclusive Contract, Work Volumes**

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

**3.04 Responsibility of Supplier**

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract

and shall ensure their compliance with the applicable terms of the Contract.

**3.05 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

**3.06 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

**3.07 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators and their permitted assigns.

**ARTICLE 4 – PERFORMANCE BY SUPPLIER**

**4.01 Deliverables Warranty**

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

**4.02 Delivery**

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid. No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order.

**4.03 Packaging and Risk**

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination.

The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

(ii) the purchase order number and item number.

**4.04 Inspection and Acceptance**

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

**4.05 Time**

Time is of the essence of this Contract.

**ARTICLE 5 – PAYMENT FOR DELIVERABLES**

**5.01 Payment According to Contract Rates**

(a) The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST and PST, and the amount of GST and PST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Supplier until the appropriate information is provided.

(b) Notwithstanding section 5.01(a), where the Deliverables are subject to the provisions of the BLA, payment shall be made in accordance with the requirements of the BLA. In addition to the requirements of a proper invoice prescribed in the BLA, a Proper Invoice submitted shall also include:

- (i) in addition to the amount payable, the amount of GST and PST shown separately; and

**5.02 No Expenses or Additional Charges**

The Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

**ARTICLE 6 – INSURANCE AND INDEMNIFICATION**

**6.01 Insurance**

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$2,000,000, with the Purchaser as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

**6.02 Supplier Indemnity**

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

**ARTICLE 7 – TERMINATION**

**7.01 Immediate Termination of Contract**

The Purchaser may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Purchaser shall be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination. The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the Purchaser under the Contract, at law or in equity



**PURCHASE ORDER**  
**4500043461**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accounts payable@saskatoon.ca](mailto:accounts payable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 07/24/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

Saskatoon Exhibition  
Sustainability Minibillboard  
Double Sided  
Estimate #1042  
Nancy Gauthier  
nancy.gauthier@saskatoon.ca

**SAP Vendor:** 1005888  
Postcard Portables Saskatoon  
Box 1532  
Outlook SK S0L 2N0

**Ship to:** Corporate Finance (City Hall)  
222 3rd Ave N  
Saskatoon SK S7K 0J5

**Attention:**

**Buyer:** Cheryl Ellison  
Cheryl.Ellison@Saskatoon.ca

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
10		Minibillboards	07/27/2023	AU	1	700.00	700.00

**Tax Code:** AP - GST+PST Applicable

The item covers the following services:

Line	Description	Quantity	Unit	Gross Price	Net Value
10	Energy Coaching Minibillboard (Sask Ex)	1	AU	550.00	550.00
20	Energy Coaching Decals (Sask Ex)	2	AU	75.00	150.00

**Total net item value** CAD 700.00

**Total net value excl. tax** CAD 700.00



## ARTICLE 1 – INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“**BLA**” means The Builders’ Lien Act (Saskatchewan) and its Regulations as may be amended or restated from time to time;

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“**Contract**” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the “**Purchase Order**”), including these Purchase Order Terms and Conditions;

“**Deliverables**” means the goods and any related services as described in the Purchaser Order;

“**Indemnified Parties**” means the Purchaser, its elected officials, directors, officers, agents, employees and volunteers;

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Proper Invoice**” means a Proper Invoice as defined in the BLA;

“**Purchaser**” means City of Saskatoon;

“**Rates**” means the price, in Canadian funds unless otherwise specified, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs;

(c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

### 2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### 2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgment, order or any other form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

### 2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

### 2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), Shall not be effected.

**2.05 No Indemnities from Purchaser**

Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

**2.06 Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

**2.07 Survival**

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

**ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

**3.02 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between the Purchaser and the Supplier or any of the Supplier's Related Entities.

**3.03 Non-Exclusive Contract, Work Volumes**

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

**3.04 Responsibility of Supplier**

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract

and shall ensure their compliance with the applicable terms of the Contract.

**3.05 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

**3.06 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

**3.07 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators and their permitted assigns.

**ARTICLE 4 – PERFORMANCE BY SUPPLIER**

**4.01 Deliverables Warranty**

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

**4.02 Delivery**

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid. No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order.

**4.03 Packaging and Risk**

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination.

The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

(ii) the purchase order number and item number.

**4.04 Inspection and Acceptance**

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

**4.05 Time**

Time is of the essence of this Contract.

**ARTICLE 5 – PAYMENT FOR DELIVERABLES**

**5.01 Payment According to Contract Rates**

(a) The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST and PST, and the amount of GST and PST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Supplier until the appropriate information is provided.

(b) Notwithstanding section 5.01(a), where the Deliverables are subject to the provisions of the BLA, payment shall be made in accordance with the requirements of the BLA. In addition to the requirements of a proper invoice prescribed in the BLA, a Proper Invoice submitted shall also include:

(i) in addition to the amount payable, the amount of GST and PST shown separately; and

**5.02 No Expenses or Additional Charges**

The Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

**ARTICLE 6 – INSURANCE AND INDEMNIFICATION**

**6.01 Insurance**

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$2,000,000, with the Purchaser as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

**6.02 Supplier Indemnity**

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

**ARTICLE 7 – TERMINATION**

**7.01 Immediate Termination of Contract**

The Purchaser may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Purchaser shall be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination. The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the Purchaser under the Contract, at law or in equity



**PURCHASE ORDER**  
**4500043579**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 07/26/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

Parade of Homes Guidebook:  
1 Full-Page and 1 Advertorial  
Invoice 7670  
Nancy Gauthier  
[nancy.gauthier@saskatoon.ca](mailto:nancy.gauthier@saskatoon.ca)

**SAP Vendor:** 1003583  
Saskatoon and Region Home Builders'  
17 - 102 Cope Cres  
Saskatoon SK S7T 0X2

**Ship to:** Corporate Finance (City Hall)  
222 3rd Ave N  
Saskatoon SK S7K 0J5

**Attention:**

**Buyer:** Cheryl Ellison  
[Cheryl.Ellison@Saskatoon.ca](mailto:Cheryl.Ellison@Saskatoon.ca)

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
10		Magazine Advertising	07/31/2023	AU	1	2,200.00	2,200.00

Tax Code: AP - Only GST Applicable

The item covers the following services:

Line	Description	Quantity	Unit	Gross Price	Net Value
10	Parade of Homes Guidebook ads	1	AU	2,200.00	2,200.00

**Total net item value** CAD 2,200.00

**Total net value excl. tax** CAD 2,200.00

## ARTICLE 1 – INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“**BLA**” means The Builders’ Lien Act (Saskatchewan) and its Regulations as may be amended or restated from time to time;

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“**Contract**” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the “**Purchase Order**”), including these Purchase Order Terms and Conditions;

“**Deliverables**” means the goods and any related services as described in the Purchaser Order;

“**Indemnified Parties**” means the Purchaser, its elected officials, directors, officers, agents, employees and volunteers;

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Proper Invoice**” means a Proper Invoice as defined in the BLA;

“**Purchaser**” means City of Saskatoon;

“**Rates**” means the price, in Canadian funds unless otherwise specified, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs;

(c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

### 2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### 2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgment, order or any other form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

### 2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

### 2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), Shall not be effected.

**2.05 No Indemnities from Purchaser**

Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

**2.06 Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

**2.07 Survival**

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

**ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

**3.02 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between the Purchaser and the Supplier or any of the Supplier's Related Entities.

**3.03 Non-Exclusive Contract, Work Volumes**

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

**3.04 Responsibility of Supplier**

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract

and shall ensure their compliance with the applicable terms of the Contract.

**3.05 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

**3.06 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

**3.07 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators and their permitted assigns.

**ARTICLE 4 – PERFORMANCE BY SUPPLIER**

**4.01 Deliverables Warranty**

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

**4.02 Delivery**

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid. No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order.

**4.03 Packaging and Risk**

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination.

The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

(ii) the purchase order number and item number.

**4.04 Inspection and Acceptance**

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

**4.05 Time**

Time is of the essence of this Contract.

**ARTICLE 5 – PAYMENT FOR DELIVERABLES**

**5.01 Payment According to Contract Rates**

(a) The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST and PST, and the amount of GST and PST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Supplier until the appropriate information is provided.

(b) Notwithstanding section 5.01(a), where the Deliverables are subject to the provisions of the BLA, payment shall be made in accordance with the requirements of the BLA. In addition to the requirements of a proper invoice prescribed in the BLA, a Proper Invoice submitted shall also include:

(i) in addition to the amount payable, the amount of GST and PST shown separately; and

**5.02 No Expenses or Additional Charges**

The Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

**ARTICLE 6 – INSURANCE AND INDEMNIFICATION**

**6.01 Insurance**

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$2,000,000, with the Purchaser as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

**6.02 Supplier Indemnity**

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

**ARTICLE 7 – TERMINATION**

**7.01 Immediate Termination of Contract**

The Purchaser may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Purchaser shall be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination. The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the Purchaser under the Contract, at law or in equity



**PURCHASE ORDER**  
**4500044424**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 08/16/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

Sponsored Content  
Energy Coaching (Sept 15-Oct 4)  
Energy Map (Sept/Oct)  
As per Quote  
Nancy Gauthier  
nancy.gauthier@saskatoon.ca

**SAP Vendor:** 1005922  
Postmedia Network Inc.  
C/O Postmedia Payment Centre  
P. O. Box 7400  
London ON N5Y 4X3

**Ship to:** Corporate Finance (City Hall)  
222 3rd Ave N  
Saskatoon SK S7K 0J5

**Attention:**

**Buyer:** Cheryl Ellison  
Cheryl.Ellison@Saskatoon.ca

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
10		Digital ads	08/21/2023	AU	1	9,062.00	9,062.00

**Tax Code:** AP - Only GST Applicable

The item covers the following services:

Line	Description	Quantity	Unit	Gross Price	Net Value
10	Energy Coaching Content Plan (3 weeks)	1	EA	4,531.00	4,531.00
Line	Description	Quantity	Unit	Gross Price	Net Value
20	Energy Map Tool Content (Sept/Oct)	1	EA	4,531.00	4,531.00

**Total net item value** CAD 9,062.00

**Total net value excl. tax** CAD 9,062.00



## ARTICLE 1 – INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“**BLA**” means The Builders’ Lien Act (Saskatchewan) and its Regulations as may be amended or restated from time to time;

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“**Contract**” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the “**Purchase Order**”), including these Purchase Order Terms and Conditions;

“**Deliverables**” means the goods and any related services as described in the Purchaser Order;

“**Indemnified Parties**” means the Purchaser, its elected officials, directors, officers, agents, employees and volunteers;

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Proper Invoice**” means a Proper Invoice as defined in the BLA;

“**Purchaser**” means City of Saskatoon;

“**Rates**” means the price, in Canadian funds unless otherwise specified, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs;

(c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

### 2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### 2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgment, order or any other form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

### 2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

### 2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), Shall not be effected.

**2.05 No Indemnities from Purchaser**

Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

**2.06 Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

**2.07 Survival**

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

**ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

**3.02 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between the Purchaser and the Supplier or any of the Supplier's Related Entities.

**3.03 Non-Exclusive Contract, Work Volumes**

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

**3.04 Responsibility of Supplier**

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract

and shall ensure their compliance with the applicable terms of the Contract.

**3.05 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

**3.06 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

**3.07 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators and their permitted assigns.

**ARTICLE 4 – PERFORMANCE BY SUPPLIER**

**4.01 Deliverables Warranty**

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

**4.02 Delivery**

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid. No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order.

**4.03 Packaging and Risk**

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination.

The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

(ii) the purchase order number and item number.

**4.04 Inspection and Acceptance**

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

**4.05 Time**

Time is of the essence of this Contract.

**ARTICLE 5 – PAYMENT FOR DELIVERABLES**

**5.01 Payment According to Contract Rates**

(a) The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST and PST, and the amount of GST and PST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Supplier until the appropriate information is provided.

(b) Notwithstanding section 5.01(a), where the Deliverables are subject to the provisions of the BLA, payment shall be made in accordance with the requirements of the BLA. In addition to the requirements of a proper invoice prescribed in the BLA, a Proper Invoice submitted shall also include:

- (i) in addition to the amount payable, the amount of GST and PST shown separately; and

**5.02 No Expenses or Additional Charges**

The Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

**ARTICLE 6 – INSURANCE AND INDEMNIFICATION**

**6.01 Insurance**

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$2,000,000, with the Purchaser as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

**6.02 Supplier Indemnity**

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

**ARTICLE 7 – TERMINATION**

**7.01 Immediate Termination of Contract**

The Purchaser may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Purchaser shall be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination. The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the Purchaser under the Contract, at law or in equity



**PURCHASE ORDER**  
**4500044435**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 08/16/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

Utility Bill Insert  
September, 2023  
Invoice 10922  
Nancy Gauthier  
nancy.gauthier@saskatoon.ca

**SAP Vendor:** 1003874  
Globe Printers Ltd  
217 Jessop Ave  
Saskatoon SK S7N 1Y3

**Ship to:** Corporate Finance (City Hall)  
222 3rd Ave N  
Saskatoon SK S7K 0J5

**Attention:** Sales Department .  
shaun@globesask.com

**Buyer:** Cheryl Ellison  
Cheryl.Ellison@Saskatoon.ca

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
10		Utility Bill Insert (September)	08/21/2023	AU	1	1,889.93	1,889.93

Tax Code: AP - GST+PST Applicable

The item covers the following services:

Line	Description	Quantity	Unit	Gross Price	Net Value
10	UBI - Energy Coaching	1	AU	1,889.93	1,889.93

**Total net item value** CAD 1,889.93

**Total net value excl. tax** CAD 1,889.93

## ARTICLE 1 – INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“**BLA**” means The Builders’ Lien Act (Saskatchewan) and its Regulations as may be amended or restated from time to time;

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“**Contract**” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the “**Purchase Order**”), including these Purchase Order Terms and Conditions;

“**Deliverables**” means the goods and any related services as described in the Purchaser Order;

“**Indemnified Parties**” means the Purchaser, its elected officials, directors, officers, agents, employees and volunteers;

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Proper Invoice**” means a Proper Invoice as defined in the BLA;

“**Purchaser**” means City of Saskatoon;

“**Rates**” means the price, in Canadian funds unless otherwise specified, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs;

(c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

### 2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### 2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgment, order or any other form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

### 2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

### 2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), Shall not be effected.

**2.05 No Indemnities from Purchaser**

Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

**2.06 Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

**2.07 Survival**

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

**ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

**3.02 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between the Purchaser and the Supplier or any of the Supplier's Related Entities.

**3.03 Non-Exclusive Contract, Work Volumes**

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

**3.04 Responsibility of Supplier**

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract

and shall ensure their compliance with the applicable terms of the Contract.

**3.05 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

**3.06 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

**3.07 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators and their permitted assigns.

**ARTICLE 4 – PERFORMANCE BY SUPPLIER**

**4.01 Deliverables Warranty**

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

**4.02 Delivery**

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid. No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order.

**4.03 Packaging and Risk**

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination.

The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

(ii) the purchase order number and item number.

**4.04 Inspection and Acceptance**

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

**4.05 Time**

Time is of the essence of this Contract.

**ARTICLE 5 – PAYMENT FOR DELIVERABLES**

**5.01 Payment According to Contract Rates**

(a) The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST and PST, and the amount of GST and PST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Supplier until the appropriate information is provided.

(b) Notwithstanding section 5.01(a), where the Deliverables are subject to the provisions of the BLA, payment shall be made in accordance with the requirements of the BLA. In addition to the requirements of a proper invoice prescribed in the BLA, a Proper Invoice submitted shall also include:

- (i) in addition to the amount payable, the amount of GST and PST shown separately; and

**5.02 No Expenses or Additional Charges**

The Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

**ARTICLE 6 – INSURANCE AND INDEMNIFICATION**

**6.01 Insurance**

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$2,000,000, with the Purchaser as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

**6.02 Supplier Indemnity**

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

**ARTICLE 7 – TERMINATION**

**7.01 Immediate Termination of Contract**

The Purchaser may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Purchaser shall be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination. The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the Purchaser under the Contract, at law or in equity



**PURCHASE ORDER**  
**4500044647**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 08/21/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

Parade of Homes Guidebook  
Full page ad  
Energy Coaching  
Invoice 7704  
Nancy Gauthier  
nancy.gauthier@saskatoon.ca

**SAP Vendor:** 1003583  
Saskatoon and Region Home Builders'  
17 - 102 Cope Cres  
Saskatoon SK S7T 0X2

**Ship to:** Corporate Finance (City Hall)  
222 3rd Ave N  
Saskatoon SK S7K 0J5

**Attention:**

**Buyer:** Cheryl Ellison  
Cheryl.Ellison@Saskatoon.ca

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
10		Print advertising	08/24/2023	AU	1	1,250.00	1,250.00

**Tax Code:** AP - Only GST Applicable

**The item covers the following services:**

Line	Description	Quantity	Unit	Gross Price	Net Value
10	Parade of Homes Guidebook ads	1	AU	1,250.00	1,250.00

**Total net item value** CAD 1,250.00

**Total net value excl. tax** CAD 1,250.00



## ARTICLE 1 – INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“**BLA**” means The Builders’ Lien Act (Saskatchewan) and its Regulations as may be amended or restated from time to time;

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“**Contract**” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the “**Purchase Order**”), including these Purchase Order Terms and Conditions;

“**Deliverables**” means the goods and any related services as described in the Purchaser Order;

“**Indemnified Parties**” means the Purchaser, its elected officials, directors, officers, agents, employees and volunteers;

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Proper Invoice**” means a Proper Invoice as defined in the BLA;

“**Purchaser**” means City of Saskatoon;

“**Rates**” means the price, in Canadian funds unless otherwise specified, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs;

(c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

### 2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### 2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgment, order or any other form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

### 2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

### 2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), Shall not be effected.

**2.05 No Indemnities from Purchaser**

Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

**2.06 Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

**2.07 Survival**

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

**ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

**3.02 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between the Purchaser and the Supplier or any of the Supplier's Related Entities.

**3.03 Non-Exclusive Contract, Work Volumes**

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

**3.04 Responsibility of Supplier**

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract

and shall ensure their compliance with the applicable terms of the Contract.

**3.05 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

**3.06 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

**3.07 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators and their permitted assigns.

**ARTICLE 4 – PERFORMANCE BY SUPPLIER**

**4.01 Deliverables Warranty**

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

**4.02 Delivery**

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid. No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order.

**4.03 Packaging and Risk**

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination.

The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

(ii) the purchase order number and item number.

**4.04 Inspection and Acceptance**

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

**4.05 Time**

Time is of the essence of this Contract.

**ARTICLE 5 – PAYMENT FOR DELIVERABLES**

**5.01 Payment According to Contract Rates**

(a) The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST and PST, and the amount of GST and PST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Supplier until the appropriate information is provided.

(b) Notwithstanding section 5.01(a), where the Deliverables are subject to the provisions of the BLA, payment shall be made in accordance with the requirements of the BLA. In addition to the requirements of a proper invoice prescribed in the BLA, a Proper Invoice submitted shall also include:

- (i) in addition to the amount payable, the amount of GST and PST shown separately; and

**5.02 No Expenses or Additional Charges**

The Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

**ARTICLE 6 – INSURANCE AND INDEMNIFICATION**

**6.01 Insurance**

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$2,000,000, with the Purchaser as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

**6.02 Supplier Indemnity**

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

**ARTICLE 7 – TERMINATION**

**7.01 Immediate Termination of Contract**

The Purchaser may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Purchaser shall be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination. The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the Purchaser under the Contract, at law or in equity



**PURCHASE ORDER**  
**4500045616**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

Revision-1

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 09/11/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

Per Email Quote from Ben Williams on Sept 11/23 for  
Home Reno Retailer - Letter & Poster Package  
Personal delivery/customer support  
City Contact for this PO:  
Nancy Gauthier, Ph: 306-657-8762  
Email: [nancy.gauthier@saskatoon.ca](mailto:nancy.gauthier@saskatoon.ca)

**SAP Vendor:** 1003584  
Canadian Corps of Commissionaires  
110 - 145 1st Ave N  
Saskatoon SK S7K 1W6

**Ship to:** Corporate Finance (City Hall)  
222 3rd Ave N  
Saskatoon SK S7K 0J5

**Attention:** Sales Department .  
[lspeers@commissionairesnsask.ca](mailto:lspeers@commissionairesnsask.ca)

**Buyer:** Colleen Leavitt  
[Colleen.Leavitt@Saskatoon.ca](mailto:Colleen.Leavitt@Saskatoon.ca)

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
10		Ad package delivery	09/14/2023	AU	1	226.72	226.72

Tax Code: AP - GST+PST Applicable

The item covers the following services:

Line	Description	Quantity	Unit	Gross Price	Net Value
10	Home Reno package delivery	8	HR	22.34	178.72
20	Vehicle rental	8	HR	6.00	48.00

**Total net item value** CAD 226.72

**Total net value excl. tax** CAD 226.72

## ARTICLE 1 – INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“**BLA**” means The Builders’ Lien Act (Saskatchewan) and its Regulations as may be amended or restated from time to time;

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“**Contract**” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the “**Purchase Order**”), including these Purchase Order Terms and Conditions;

“**Deliverables**” means the goods and any related services as described in the Purchaser Order;

“**Indemnified Parties**” means the Purchaser, its elected officials, directors, officers, agents, employees and volunteers;

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Proper Invoice**” means a Proper Invoice as defined in the BLA;

“**Purchaser**” means City of Saskatoon;

“**Rates**” means the price, in Canadian funds unless otherwise specified, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs;

(c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

### 2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### 2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgment, order or any other form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

### 2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

### 2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), Shall not be effected.

**2.05 No Indemnities from Purchaser**

Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

**2.06 Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

**2.07 Survival**

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

**ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

**3.02 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between the Purchaser and the Supplier or any of the Supplier's Related Entities.

**3.03 Non-Exclusive Contract, Work Volumes**

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

**3.04 Responsibility of Supplier**

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract

and shall ensure their compliance with the applicable terms of the Contract.

**3.05 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

**3.06 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

**3.07 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators and their permitted assigns.

**ARTICLE 4 – PERFORMANCE BY SUPPLIER**

**4.01 Deliverables Warranty**

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

**4.02 Delivery**

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid. No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order.

**4.03 Packaging and Risk**

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination.

The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

(ii) the purchase order number and item number.

**4.04 Inspection and Acceptance**

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

**4.05 Time**

Time is of the essence of this Contract.

**ARTICLE 5 – PAYMENT FOR DELIVERABLES**

**5.01 Payment According to Contract Rates**

(a) The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST and PST, and the amount of GST and PST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Supplier until the appropriate information is provided.

(b) Notwithstanding section 5.01(a), where the Deliverables are subject to the provisions of the BLA, payment shall be made in accordance with the requirements of the BLA. In addition to the requirements of a proper invoice prescribed in the BLA, a Proper Invoice submitted shall also include:

- (i) in addition to the amount payable, the amount of GST and PST shown separately; and

**5.02 No Expenses or Additional Charges**

The Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

**ARTICLE 6 – INSURANCE AND INDEMNIFICATION**

**6.01 Insurance**

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$2,000,000, with the Purchaser as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

**6.02 Supplier Indemnity**

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

**ARTICLE 7 – TERMINATION**

**7.01 Immediate Termination of Contract**

The Purchaser may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Purchaser shall be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination. The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the Purchaser under the Contract, at law or in equity



**PURCHASE ORDER**  
**4500045732**

PURCHASE ORDER NUMBER  
MUST BE ON ALL INVOICES  
AND SHIPPING DOCUMENTS

**Bill to:** City of Saskatoon  
222 - 3rd Avenue North  
SASKATOON SK S7K 0J5  
CANADA

**Submit invoices to:** [accountspayable@saskatoon.ca](mailto:accountspayable@saskatoon.ca)  
ALL INVOICES MUST CONTAIN  
VENDOR'S G.S.T. REGISTRATION NUMBER

**Order Date:** 09/13/2023

**Payment Terms:** within 30 days Due net  
**Incoterms 2020:** DDP Saskatoon

Private Property Restoration Brochure  
Quote 169961  
Nancy Gauthier  
[nancy.gauthier@saskatoon.ca](mailto:nancy.gauthier@saskatoon.ca)

**SAP Vendor:** 1003577  
Printwest  
1111 - 8th Ave  
Regina SK S4R 1E1

**Ship to:** Corporate Finance (City Hall)  
222 3rd Ave N  
Saskatoon SK S7K 0J5

**Attention:**

**Buyer:** Cheryl Ellison  
[Cheryl.Ellison@Saskatoon.ca](mailto:Cheryl.Ellison@Saskatoon.ca)

Line No.	Material No.	Description	Date Required	U of M	Qty Ord	Unit Price (CAD)	Extended Price (CAD)
10		Brochure	09/15/2023	AU	1	290.00	290.00

**Tax Code:** AP - GST+PST Applicable

The item covers the following services:

Line	Description	Quantity	Unit	Gross Price	Net Value
10	Private Property Restoration Brochure	1	AU	290.00	290.00

**Total net item value** CAD 290.00

**Total net value excl. tax** CAD 290.00



## ARTICLE 1 – INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“**BLA**” means The Builders’ Lien Act (Saskatchewan) and its Regulations as may be amended or restated from time to time;

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“**Contract**” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the “**Purchase Order**”), including these Purchase Order Terms and Conditions;

“**Deliverables**” means the goods and any related services as described in the Purchaser Order;

“**Indemnified Parties**” means the Purchaser, its elected officials, directors, officers, agents, employees and volunteers;

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Proper Invoice**” means a Proper Invoice as defined in the BLA;

“**Purchaser**” means City of Saskatoon;

“**Rates**” means the price, in Canadian funds unless otherwise specified, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs;

(c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

### 2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### 2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgment, order or any other form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

### 2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

### 2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), Shall not be effected.

**2.05 No Indemnities from Purchaser**

Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

**2.06 Force Majeure**

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

**2.07 Survival**

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

**ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

**3.02 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between the Purchaser and the Supplier or any of the Supplier's Related Entities.

**3.03 Non-Exclusive Contract, Work Volumes**

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

**3.04 Responsibility of Supplier**

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract

and shall ensure their compliance with the applicable terms of the Contract.

**3.05 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

**3.06 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

**3.07 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators and their permitted assigns.

**ARTICLE 4 – PERFORMANCE BY SUPPLIER**

**4.01 Deliverables Warranty**

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

**4.02 Delivery**

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid. No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order.

**4.03 Packaging and Risk**

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination.

The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

(ii) the purchase order number and item number.

**4.04 Inspection and Acceptance**

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

**4.05 Time**

Time is of the essence of this Contract.

**ARTICLE 5 – PAYMENT FOR DELIVERABLES**

**5.01 Payment According to Contract Rates**

(a) The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST and PST, and the amount of GST and PST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Supplier until the appropriate information is provided.

(b) Notwithstanding section 5.01(a), where the Deliverables are subject to the provisions of the BLA, payment shall be made in accordance with the requirements of the BLA. In addition to the requirements of a proper invoice prescribed in the BLA, a Proper Invoice submitted shall also include:

- (i) in addition to the amount payable, the amount of GST and PST shown separately; and

**5.02 No Expenses or Additional Charges**

The Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

**ARTICLE 6 – INSURANCE AND INDEMNIFICATION**

**6.01 Insurance**

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$2,000,000, with the Purchaser as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

**6.02 Supplier Indemnity**

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

**ARTICLE 7 – TERMINATION**

**7.01 Immediate Termination of Contract**

The Purchaser may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Purchaser shall be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination. The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the Purchaser under the Contract, at law or in equity



# Invoice / Affidavit

RAWLCO RADIO LTD.  
 715 SASKATCHEWAN CRESCENT WEST  
 SASKATOON, SK S7M 5V7  
 Phone: 306-934-2222  
 Fax: 306-477-0002

We warrant that the broadcast information shown on this invoice was taken from the program logs



Broadcast Month July 2023	Invoice Date Jul. 10, 2023	Print Date Jul. 10, 2023
Contract Number 16696	Invoice Number 31736	Page 1
Revenue Type LOCAL		
Product RENO RESOURCES		

**BILL TO:**

NANCY GAUTHIER  
 CITY OF SASKATOON [1162]  
 222 3RD AVE NORTH.  
 SASKATOON, SK S7K 0J5

1162

Station CFMC-FM	Advertiser CITY OF SASKATOON	Sales Rep DAN ERICKSON	Agency C#
--------------------	---------------------------------	---------------------------	-----------

Date	Len	Time	Qty	Rate	Total
		ROAD REPORT BACK			\$300.00

<b>Gross</b>	\$300.00
<b>GST 130494560RT01</b>	\$15.00
<b>Payments/Adjustments</b>	\$0.00
<b>Total Due</b>	\$315.00

Payments are due NET 15 DAYS

PLEASE INCLUDE INVOICE NUMBER WHEN SUBMITTING PAYMENT

Pay by VISA or MASTERCARD please visit: [payments.rawlco.com](http://payments.rawlco.com)

Pay by Electronic Funds Transfer (EFT):  
 SCOTIABANK

LAFOIP s. 18(1)(c)(i)

EMAIL REMITTANCE TO: [REDACTED]

Send E-Transfer payments to [REDACTED]

Mail cheques to: Rawlco Radio  
 715 Saskatchewan Cr. W  
 Saskatoon SK S7M 5V7

# Invoice / Affidavit

RAWLCO RADIO LTD.  
 715 SASKATCHEWAN CRESCENT WEST  
 SASKATOON, SK S7M 5V7  
 Phone: 306-934-2222  
 Fax: 306-477-0002

We warrant that the broadcast information shown on this invoice was taken from the program logs



Broadcast Month July 2023	Invoice Date Jul. 10, 2023	Print Date Jul. 10, 2023
Contract Number 16768	Invoice Number 38788	Page 1
Revenue Type LOCAL		
Product RENO RESOURCES		

**BILL TO:**  
 NANCY GAUTHIER  
 CITY OF SASKATOON [1162]  
 222 3RD AVE NORTH.  
 SASKATOON, SK S7K 0J5

1162

Station CKOM-AM	Advertiser CITY OF SASKATOON	Sales Rep GRANT GIESBRECHT	Agency C#
--------------------	---------------------------------	-------------------------------	-----------

Date	Len	Time	Qty	Rate	Total
		ROAD REPORT BACK			\$200.00

<b>Gross</b>	\$200.00
<b>GST 130494560RT01</b>	\$10.00
<b>Payments/Adjustments</b>	\$0.00
<b>Total Due</b>	\$210.00

Payments are due NET 15 DAYS

PLEASE INCLUDE INVOICE NUMBER WHEN SUBMITTING PAYMENT

Pay by VISA or MASTERCARD please visit: [payments.rawlco.com](http://payments.rawlco.com)

Pay by Electronic Funds Transfer (EFT):  
 SCOTIABANK

LAFOIP s. 18(1)(c)(i)

EMAIL REMITTANCE TO: [REDACTED]

Send E-Transfer payments to [REDACTED]

Mail cheques to: Rawlco Radio  
 715 Saskatchewan Cr. W  
 Saskatoon SK S7M 5V7

# Invoice / Affidavit

RAWLCO RADIO LTD.  
 715 SASKATCHEWAN CRESCENT WEST  
 SASKATOON, SK S7M 5V7  
 Phone: 306-934-2222  
 Fax: 306-477-0002

We warrant that the broadcast information shown on this invoice was taken from the program logs



Broadcast Month July 2023	Invoice Date Jul. 10, 2023	Print Date Jul. 10, 2023
Contract Number 12739	Invoice Number 25898	Page 1
Revenue Type LOCAL		
Product RENO RESOURCES		

**BILL TO:**

NANCY GAUTHIER  
 CITY OF SASKATOON [1162]  
 222 3RD AVE NORTH.  
 SASKATOON, SK S7K 0J5

1162

Station CJDJ-FM	Advertiser CITY OF SASKATOON	Sales Rep GRANT GIESBRECHT	Agency C#
--------------------	---------------------------------	-------------------------------	-----------

Date	Len	Time	Qty	Rate	Total
		ROAD REPORT BACK			\$200.00

<b>Gross</b>	\$200.00
<b>GST 130494560RT01</b>	\$10.00
<b>Payments/Adjustments</b>	\$0.00
<b>Total Due</b>	\$210.00

Payments are due NET 15 DAYS

PLEASE INCLUDE INVOICE NUMBER WHEN SUBMITTING PAYMENT

Pay by VISA or MASTERCARD please visit: [payments.rawlco.com](http://payments.rawlco.com)

Pay by Electronic Funds Transfer (EFT):  
 SCOTIABANK

LAFOIP s. 18(1)(c)(i)

EMAIL REMITTANCE TO: [REDACTED]

Send E-Transfer payments to [REDACTED]

Mail cheques to: Rawlco Radio  
 715 Saskatchewan Cr. W  
 Saskatoon SK S7M 5V7



CITY OF SASKATOON/COMMUNICATIONS

Advertiser ID: 644 Amount Paid

644-00394-0000	7/30/2023	1
<b>Official Invoice</b>	<b>Date</b>	<b>Page</b>

DETACH AND RETURN WITH PAYMENT

644-00394-0000 O 7/30/2023 1

CITY OF SASKATOON/COMMUNICATIONS  
 COMMUNICATIONS DEPT.  
 222 3RD AVE N  
 SASKATOON, SK S7K 0K5

Purchase Order Number: 4500040095

Est. Number:

Co-Op:

Description: DRR - Reno

Salesperson: Bender, Danielle

Date	Day	Length		Qty	Rate	Total
<b>Copy: 2821 Reno Resources</b>						
7/14/2023	Fri	:30	CJMK-FM 07:16:21 AM	1	\$35.00	\$35.00
7/17/2023	Mon	:30	CJMK-FM 07:15:29 AM	1	\$35.00	\$35.00
7/19/2023	Wed	:30	CJMK-FM 07:15:54 AM	1	\$35.00	\$35.00
7/20/2023	Thu	:30	CJMK-FM 07:15:40 AM	1	\$35.00	\$35.00
7/21/2023	Fri	:30	CJMK-FM 07:17:13 AM	1	\$35.00	\$35.00
7/30/2023			GST 5%:89852 9920 RT0001			\$8.75

PLEASE INCLUDE INVOICE NUMBER WITH PAYMENT THANK YOU INTEREST WILL BE CHARGED ON OVERDUE ACCOUNTS  
 PLEASE MAKE CHEQUES PAYABLE TO: SASKATOON MEDIA GROUP OR C/C PMT PLEASE GO TO [HTTPS://PAYMENTS.SASKATOONMEDIAGROUP.COM](https://payments.saskatoonmediagroup.com)

<b>Quantity</b>	<b>5</b>	<b>Total</b>	<b>\$175.00</b>
<b>Total Sales Tax</b>			<b>\$8.75</b>
<b>Total Due</b>			<b>\$183.75</b>

Terms: Net 30 Days

INVOICE





CITY OF SASKATOON/COMMUNICATIONS

Advertiser ID: 644 Amount Paid

644-00395-0000	7/30/2023	1
<b>Official Invoice</b>	<b>Date</b>	<b>Page</b>

DETACH AND RETURN WITH PAYMENT

644-00395-0000 O 7/30/2023 1

CITY OF SASKATOON/COMMUNICATIONS  
 COMMUNICATIONS DEPT.  
 222 3RD AVE N  
 SASKATOON, SK S7K 0K5

Purchase Order Number: 4500040095  
 Est. Number:  
 Co-Op:  
 Description: DRR - Reno  
 Salesperson: Bender, Danielle

Date	Day	Length		Qty	Rate	Total
<b>Copy: 2821 Reno Resources</b>						
7/14/2023	Fri	:30	CKBL-FM 07:17:20 AM	1	\$35.00	\$35.00
7/17/2023	Mon	:30	CKBL-FM 07:12:21 AM	1	\$35.00	\$35.00
7/19/2023	Wed	:30	CKBL-FM 07:16:27 AM	1	\$35.00	\$35.00
7/20/2023	Thu	:30	CKBL-FM 07:15:03 AM	1	\$35.00	\$35.00
7/21/2023	Fri	:30	CKBL-FM 07:14:10 AM	1	\$35.00	\$35.00
7/30/2023			GST 5%:89852 9920 RT0001			\$8.75

PLEASE INCLUDE INVOICE NUMBER WITH PAYMENT THANK YOU INTEREST WILL BE CHARGED ON OVERDUE ACCOUNTS  
 PLEASE MAKE CHEQUES PAYABLE TO: SASKATOON MEDIA GROUP OR C/C PMT PLEASE GO TO [HTTPS://PAYMENTS.SASKATOONMEDIAGROUP.COM](https://payments.saskatoonmediagroup.com)

<b>Quantity</b>	<b>5</b>	<b>Total</b>	<b>\$175.00</b>
<b>Total Sales Tax</b>			<b>\$8.75</b>
<b>Total Due</b>			<b>\$183.75</b>

Terms: Net 30 Days



# Tax Invoice for Communications and Public Engagement

Account ID: 2396472547240667

Invoice/Payment Date  
**Aug 9, 2023, 2:23 AM**

Payment method  
**Visa · 2785**  
Reference Number: HG839SP4U2

Transaction ID  
**6388191367964144-12788719**

Product Type  
**Meta ads**

RWZ	#IO 505449 GL 630210	\$1,455.40
Street Smart	P.02468.01.010	\$177.47
Irritable Sewer System	GL 610000 CC 100370 (25%)	\$249.59
	GL 610000 CC 100371 (25%)	\$249.59
	GL 610000 CC 100373 (50%)	\$499.18
Summer Recycling	IO 403539 GL 630210	\$1374.53
Healthy Yards	GL 610000 CC 100386	\$200.00
Energy Coaching	WBS P.01956.01 GL 630210	\$201.50
Sask Transit	GL 630210 CC 100323	\$50.00

Paid

# \$4,680.12 CAD

Subtotal: \$4,457.26 CAD  
GST/HST: 222.86 CAD (Rate: 5%)

Ad spend since Jul 8, 2023.

Not responsive to Request CK 146-023-159

## Campaigns

### Respect Work Zones

From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM **\$145.99**

Sprout Boost: "At What Cost?   Landen..." 134722519884782\_656942... 80,772 Impressions \$145.99

### Respect Work Zones 8

From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM **\$143.83**

Respect Work Zones 8 70,391 Impressions **\$143.83**

### Street Smarts 8

From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM **\$63.40**

Sprout Boost: " When you park your..." 134722519884782\_65842426... 26,274 Impressions \$63.40

### Irritable Sewer Syndrome 1

From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM **\$52.36**

Irritable Sewer Syndrome 1 26,436 Impressions \$52.36

### Irritable Sewer Syndrome

From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM **\$60.16**

Sprout Boost: "Sewers in Saskatoon are b..." 134722519884782\_65449077... 37,507 Impressions \$60.16

### Summer Recycling Contest - Win Big with the Wizard

From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM **\$872.09**

Summer Recycling Contest - Win Big with the Wizard 271,358 Impressions \$872.09

### Summer Recycling Video

From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM **\$502.44**

Summer Recycling Video 155,760 Impressions \$502.44

### Street Smarts

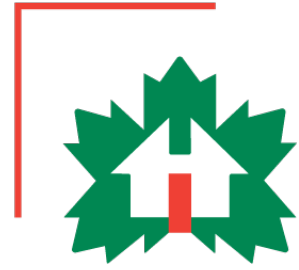
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM **\$114.07**

Street Smarts	48,345 Impressions	\$114.07
<b>Boulevard Garden Contest - Healthy Yards</b>		
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		<b>\$100.00</b>
Boulevard Garden Contest - Healthy Yards	36,523 Impressions	\$100.00
<b>Boulevard Garden Contest</b>		
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		<b>\$100.00</b>
Sprout Boost: "□□ If you have a bouleva..." 134722519884782_660328399437,238 Impressions		\$100.00
<b>Respect Work Zones 9</b>		
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		<b>\$200.00</b>
Respect Work Zones 9	96,648 Impressions	\$200.00
<b>Respect Work Zones</b>		
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		<b>\$200.00</b>
Sprout Boost: "□□ Respect Curtis' work z..." 134722519884782_6614636526105,686 Impressions		\$200.00
<b>Irritable Sewer Syndrome 2</b>		
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		<b>\$160.00</b>
Irritable Sewer Syndrome 2	76,043 Impressions	\$160.00
<b>Irritable Sewer Syndrome</b>		
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		<b>\$160.00</b>
Sprout Boost: "Rubber products □□ are a..." 134722519884782_662029049285,913 Impressions		\$160.00
<b>Respect Work Zones</b>		
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		<b>\$200.00</b>
Sprout Boost: "At What Cost? □□ □Ryan de..." 134722519884782_66572... 109,986 Impressions		\$200.00
<b>Respect Work Zones 10</b>		
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		<b>\$200.00</b>
Respect Work Zones 10	100,395 Impressions	\$200.00
<b>Irritable Sewer Syndrome 3</b>		
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		<b>\$160.00</b>
Irritable Sewer Syndrome 3	80,660 Impressions	\$160.00
<b>Irritable Sewer Syndrome</b>		
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		<b>\$160.00</b>
Sprout Boost: "Hair □□□□ is knotty to y..." 134722519884782_6681622353.87,055 Impressions		\$160.00
<b>Respect Work Zones</b>		
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		<b>\$100.00</b>
Sprout Boost: "□□ Respect Mike's work zo..." 134722519884782_66959765555,441 Impressions		\$100.00
<b>Respect Work Zones 11</b>		
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		<b>\$100.00</b>
Respect Work Zones 11	50,417 Impressions	\$100.00

<b>Irritable Sewer Syndrome 7</b>		<b>\$42.90</b>
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		
Irritable Sewer Syndrome 7	25,429 Impressions	\$42.90
<b>Energy Coaching - Save Money on Bills</b>		<b>\$91.24</b>
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		
Sprout Boost: "The City of Saskatoon off..." 134722519884782_6732771481...49,958 Impressions		\$91.24
<b>Energy Coaching - Save Money on Bills</b>		<b>\$110.26</b>
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		
Energy Coaching - Save Money on Bills	58,328 Impressions	\$110.26
<b>Irritable Sewer Syndrome 4</b>		<b>\$103.79</b>
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		
Irritable Sewer Syndrome 4	56,798 Impressions	\$103.79
<b>Respect Work Zones</b>		<b>\$80.41</b>
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		
Sprout Boost: "At What Cost? <input type="checkbox"/> <input type="checkbox"/> AI's me..." 134722519884782_673692...44,244 Impressions		\$80.41
<b>Irritable Sewer Syndrome</b>		<b>\$99.15</b>
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		
Sprout Boost: " <input type="checkbox"/> <input type="checkbox"/> Did you know? Flushabl..." 134722519884782_67371672.53,525 Impressions		\$99.15
<b>Respect Work Zones 12</b>		<b>\$85.17</b>
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		
Respect Work Zones 12	44,705 Impressions	\$85.17
<b>Saskatoon EX + Transit</b>		<b>\$50.00</b>
From Jul 8, 2023, 12:00 AM to Aug 7, 2023, 11:59 PM		
Sprout Boost: "Your first ride for the S..." 134722519884782_674471141388...29,252 Impressions		\$50.00

Saskatoon & Region Home Builders' Association  
 #17-102 Cope Crescent  
 Saskatoon, SK S7T 0X2  
 Tel (306) 955-5188  
 E-Mail admin@saskatoonhomebuilders.com  
 GST No. 122269509

Saskatoon & Region  
**Home Builders'**  
 Association



INVOICE 7670

2023-07-19

**BILL TO**

City of Saskatoon  
 Megan Evans  
 222 3rd Avenue North  
 Saskatoon, SK S7K 0J5

**MESSAGE**

Price reflects 20% discount  
 Invoice 7670

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Parade of Homes Guidebook: 1 Full-Page Ad + 1 Advertorial	2,200.00	2,200.00
SUBTOTAL			2,200.00
SALES TAX			110.00
<b>TOTAL</b>			<b>2,310.00</b>
PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED			(0.00)
<b>TOTAL DUE BY 2023-08-18</b>			<b>2,310.00</b>

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL OPEN INVOICE
2,310.00	0.00	0.00	0.00	2,310.00

[Submit payment online here](#)

Seventy-Seven Signs Ltd.  
 611 50th St E  
 Saskatoon SK S7K 5W8  
 Canada  
 GST 104808258



**Signs That  
 Power Business**

Phone: (306) 931-1130  
 Fax: (306) 931-6828

**Invoice: 88416**

Page: 1 of 1  
 Date: 8/31/2023

**Sold To:**

City of Saskatoon (Communications Branch)  
 222 3rd Ave N  
 Saskatoon SK S7K 0J5  
 Canada

**Ship To:**

Nancy Gauthier  
 City of Saskatoon (Communications Branch)  
 222 3rd Ave N  
 Saskatoon SK S7K 0J5  
 Canada

**Fax:** 306-975-3048

**Email:** AccountsPayable@saskatoon.ca

PO Number: 4500040696  
 Sales Rep: Sarah Richardson  
 Packing Slip: 17354

Terms: Net 30  
 Ordered:  
 Sales Tax ID:

F.O.B.:  
 Ship Via: Installed  
 Ship Date: 8/29/2023

Line	Part Number/Description	Quantity	Unit Price	Ext Price
2	DPLF Large Format Digital Printing	1.00 EA	3,590.000 /1	3,590.00
		<b>PO Number:</b> 4500040696		
		<b>Job No.:</b> 026636-2-1		

**SUPPLY AND INSTALL**

Wall Murals at The Centre at Circle & 8th Mall  
 Quantity: 3 different designs  
 Size: 228" wide x 90" high

1st Graphic - Rec & Community Develop  
 2nd Graphic - Energy Efficient  
 3rd Graphic - Recycling

Installation date:  
 Aug 8th, 2023

All prices CAD

**Payment Schedule**

	Due Date	Amount
1	9/30/23	3,984.90
<b>Total</b>		<b>3,984.90</b>

Subtotal 3,590.00  
 GST @ 5.00 % 179.50  
 SK PST @ 6.00 % 215.40

**Total \$3,984.90**

Less: Deposits Paid 0.00  
 Less: Allocated Deposit Invoices 0.00

**PLEASE PAY  \$3,984.90**



Current	Over 30	Over 60	Over 90	Over 120
6,939.91				

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

Date	Page
MAY 31/23	1 of 3
Invoice No.	Terms
831238	NET 30 DAYS/JOURS
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
6,939.91	
2% per month service charge on all overdue balances/Comptes en souffrance 2% par mois	

Ad	Date	Description	Page	Size	Times	Rate	Charges	Tax	Amount
11255012-03	MAY 15 (MON)	Digital Trading Desk-Off Network - TD Awareness INVOICE REFERENCE: I00002263126 KEYWORD: CITYOFSASKATOONTUSOLARPOWERMAPPROGRAMMAT ICDDADS7010092900MAY2023 PURCHASE ORDER: 4500035638		Off Network	1		500.00	25.00	525.00
11256091	MAY 15 (MON)	Package Buy: DIG_Native_Urban Gold PF 750 WORD ARTICLE-URB PF SOCIAL IMPRESSIONS PF SOCIAL SERVICE FEE RON CONTENT DTW SP RON CONTENT MOB SP RON INFEEED CPM ST INVOICE REFERENCE: I00002273959 KEYWORD: Saskatoon SP - May 15- Jun 4 Paid Content PURCHASE ORDER: 4500035638		47,402	1		3,874.99	193.76	4,068.75

Please return this portion with your payment.

POSTMEDIA PAYMENT CENTRE, P.O. BOX 7400, LONDON, ON CANADA N5Y 4X3  
 Angelica Rivadeneyra Phone (888) 552-4520 Fax (416) 442-3376 Email: arivadeneyra@postmedia.com

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

**POSTMEDIA PAYMENT CENTRE**  
**P.O. BOX 7400**  
**LONDON, ON N5Y 4X3**  
**CANADA**

Invoice No.	Date
831238	MAY 31/23
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
6,939.91	
Amount Paid	



Date	Page
MAY 31/23	2 of 3
Invoice No.	Terms
831238	NET 30 DAYS/JOURS
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
6,939.91	
2% per month service charge on all overdue balances/Comptes en souffrance 2% par mois	

Current	Over 30	Over 60	Over 90	Over 120
6,939.91				

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

Ad	Date	Description	Page	Size	Times	Rate	Charges	Tax	Amount
11263211-01	MAY 01 (MON)	Digital Audio Digital Off Network - PG Audio Ad Studio INVOICE REFERENCE: I00002251927 KEYWORD: City of Saskatoon-TU Energy Service DA - 8372475480 - Digital Audio Advertising - 05/01/2023 - 10/01/2023 PURCHASE ORDER: 4500035638		Off Network	1		500.00	25.00	525.00
11263237-01	MAY 31 (WED)	Digital Trading Desk-Off Network - TD Awareness INVOICE REFERENCE: I00002270598 KEYWORD: City of Saskatoon-TU Energy Service Display Ads - 8374252614 - Programmatic Advertising - 03/31/2023 - 11/30/2023 PURCHASE ORDER: 4500035638		Off Network	1		444.44	22.22	466.66
11289691-01	<a href="#">MAY 06 (SAT)</a>	Saskatoon Star Phoenix - Anywhere ROP INVOICE REFERENCE: I00002256384 KEYWORD: CITY OF SASK. - JOURNEY TO THE DISTRICT PURCHASE ORDER: 4500039245	AS/6	5 x 52 L	1		390.00	19.50	409.50
11289692-01	<a href="#">MAY 06 (SAT)</a>	Saskatoon Star Phoenix - Anywhere ROP INVOICE REFERENCE: I00002256385 KEYWORD: CITY OF SASK. - STREET SWEEPING PURCHASE ORDER: 4500039581	AS/6	5 x 22 L	1		165.00	8.25	173.25
11295017-01	<a href="#">MAY 20 (SAT)</a>	Saskatoon Star Phoenix - Anywhere ROP INVOICE REFERENCE: I00002268767 KEYWORD: CITY OF SASK. - MAY 13, 2023 - JOURNEY TO THE DISTRICT PURCHASE ORDER: 4500039988	AS/7	5 x 52 L	1		390.00	19.50	409.50
11295020-01	<a href="#">MAY 20 (SAT)</a>	Saskatoon Star Phoenix - Anywhere ROP INVOICE REFERENCE: I00002268597 KEYWORD: CITY OF SASK. - MAY 13, 2023 - BIKE WEEK PURCHASE ORDER: 4500039946	AS/7	5 x 22 L	1		165.00	8.25	173.25
11296237-01	<a href="#">MAY 20 (SAT)</a>	Saskatoon Star Phoenix - Anywhere ROP INVOICE REFERENCE: I00002268707 KEYWORD: CITY OF SASK. - MAY 20, 2023 - SWEEPING THE STREETS PURCHASE ORDER: 4500040314	AS/7	5 x 24 L	1		180.00	9.00	189.00





Date	Page
MAY 31/23	3 of 3
Invoice No.	Terms
831238	NET 30 DAYS/JOURS
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
6,939.91	
2% per month service charge on all overdue balances/Comptes en souffrance 2% par mois	

Current	Over 30	Over 60	Over 90	Over 120
6,939.91				

TU TRANSPORTATION & UTILITIES  
 ATTN: JEFF BALON  
 222-3RD AVE N  
 SASKATOON, SK S7K 0J5

Ad	Date	Description	Page	Size	Times	Rate	Charges	Tax	Amount
		TOTAL ADVERTISING CHARGES					6,609.43		
		SK-GST Reg #: 81468 9469 RT0001						330.47	6,939.90
		BALANCE DUE							6,939.91
		<p><b>*** STATEMENTS NOW AVAILABLE ONLINE! CONTACT POSTMEDIA AR AT 1-888-552-4520 TO SIGN UP</b></p> <p><b>PLEASE MAKE CHEQUES PAYABLE TO POSTMEDIA NETWORK INC.</b></p> <p><b>We warrant the information shown on this invoice correctly describes the advertisement which was inserted in the publication specified.</b></p> <p><b>To view the advertisements for Postmedia publications please visit <a href="http://www.etearsheets.com">www.etearsheets.com</a></b></p>							



Date	Page
MAR 31/23	1 of 3
Invoice No.	Terms
809897	NET 30 DAYS/JOURS
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
4,055.34	
2% per month service charge on all overdue balances/Comptes en souffrance 2% par mois	

Current	Over 30	Over 60	Over 90	Over 120
4,055.34				

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

Ad	Date	Description	Page	Size	Times	Rate	Charges	Tax	Amount
11253582-01	MAR 09 (THU)	Saskatoon Star Phoenix - SF Home and Garden Process Colour INVOICE REFERENCE: I00002195079 KEYWORD: Homestyles Feature SP	NP/5	3/4 Pg	1		1,800.00	90.00	1,890.00
11255012-01	MAR 15 (WED)	Digital Trading Desk-Off Network - TD Awareness INVOICE REFERENCE: I00002208956 KEYWORD: City of Saskatoon - TU Solar Power Display Ads - 7010092900 - Programmatic Advertising - 03/15/2023 - 10/15/2023 PURCHASE ORDER: 4500035638		Off Network	1		500.00	25.00	525.00

Please return this portion with your payment.

POSTMEDIA PAYMENT CENTRE, P.O. BOX 7400, LONDON, ON CANADA N5Y 4X3  
 Angelica Rivadeneyra Phone (888) 552-4520 Fax (416) 442-3376 Email: arivadeneyra@postmedia.com

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

**POSTMEDIA PAYMENT CENTRE**  
**P.O. BOX 7400**  
**LONDON, ON N5Y 4X3**  
**CANADA**

Invoice No.	Date
809897	MAR 31/23
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
4,055.34	
Amount Paid	



Date	Page
MAR 31/23	2 of 3
Invoice No.	Terms
809897	NET 30 DAYS/JOURS
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
4,055.34	
2% per month service charge on all overdue balances/Comptes en souffrance 2% par mois	

Current	Over 30	Over 60	Over 90	Over 120
4,055.34				

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

Ad	Date	Description	Page	Size	Times	Rate	Charges	Tax	Amount
11263237-01	MAR 31 (FRI)	Digital Trading Desk-Off Network - TD Awareness INVOICE REFERENCE: I00002217984 KEYWORD: City of Saskatoon-TU Energy Service Display Ads - 8374252614 - Programmatic Advertising - 03/31/2023 - 11/30/2023 PURCHASE ORDER: 4500035638		Off Network	1		444.44	22.22	466.66
11264382-01	MAR 11 (SAT)	Saskatoon Star Phoenix - Anywhere ROP Process Colour INVOICE REFERENCE: I00002203122 KEYWORD: CIITY OF SASK. - MARCH 11/23 - GREEN CART ROLLOUT PURCHASE ORDER: 4500036966	AS/6	5 x 45 L	1		337.50	16.88	354.38
11267498-01	MAR 18 (SAT)	Saskatoon Star Phoenix - Anywhere ROP INVOICE REFERENCE: I00002207924 KEYWORD: CITY OF SASK/ MARCH 18 2023 / GREEN CART ROLLOUT PURCHASE ORDER: 4500037291	AS/6	5 x 45 L	1		337.50	16.88	354.38
11269679-01	MAR 24 (FRI)	Digital On Network (flt grp: DTW POE) RON POE DTW ST INVOICE REFERENCE: I00002221908 KEYWORD: REF# 9517669951 Mar 24-Apr 30 TEY PURCHASE ORDER: 4500035638		3,730	8		44.24	2.21	46.45
11269679-02	MAR 24 (FRI)	Digital On Network (flt grp: MOB POE) RON POE MOB ST INVOICE REFERENCE: I00002221908 KEYWORD: REF# 9517669951 Mar 24-Apr 30 TEY PURCHASE ORDER: 4500035638		5,165	8		61.04	3.05	64.09
11270753-01	MAR 25 (SAT)	Saskatoon Star Phoenix - Anywhere ROP INVOICE REFERENCE: I00002213703 KEYWORD: CITY OF SASK. - MARCH 25, 2023 - GREEN CART ROLLOUT PURCHASE ORDER: 4500037585	AS/5	5 x 45 L	1		337.50	16.88	354.38
		TOTAL ADVERTISING CHARGES					3,862.22		
		SK-GST Reg #: 81468 9469 RT0001						193.11	4,055.33



**DUPLICATION REQUEST**

REQUESTED BY: Nancy Lauthier PHONE 206-651-8762

DEPARTMENT: \_\_\_\_\_ BRANCH \_\_\_\_\_

COST CENTRE: \_\_\_\_\_ GL NUMBER: WBS P.01956.01 SAR

DATE REQUESTED: \_\_\_\_\_ DATE REQUIRED: Sept 12 2023  
YR./MO./DY YR./MO./DY

PHOTOCOPYING  COLOUR COPIER  # of Coloured sheets \_\_\_\_\_ # of Black & white sheets \_\_\_\_\_

RISO COPIES  Ink Colour(s) \_\_\_\_\_

NUMBER OF ORIGINALS \_\_\_\_\_ X COPIES PER ORIGINAL \_\_\_\_\_ = TOTAL COPIES \_\_\_\_\_

ONE SIDED  
 TWO SIDED

PADS  
 NUMBER OF SHEETS PER PAD \_\_\_\_\_

NUMBER OF PADS \_\_\_\_\_

- |                                     |                |                 |
|-------------------------------------|----------------|-----------------|
| <input checked="" type="checkbox"/> | PAPER STOCK    |                 |
| <input type="checkbox"/>            | 8 1/2 x 11     | <u>16 2.56</u>  |
| <input type="checkbox"/>            | 8 1/2 x 14     |                 |
| <input type="checkbox"/>            | 11 x 17        |                 |
| <input checked="" type="checkbox"/> | 12 x 18        | <u>32 x .45</u> |
| <input type="checkbox"/>            | WHITE BOND     | <u>14.40</u>    |
| <input type="checkbox"/>            | 3 - HOLE       |                 |
| <input type="checkbox"/>            | COLOUR PAPER   |                 |
| <input type="checkbox"/>            | CARDSTOCK      |                 |
| <input type="checkbox"/>            | NCR            |                 |
| <input type="checkbox"/>            | TRANSPARENCIES |                 |
| <input type="checkbox"/>            | SUPER GLOSSY   |                 |
| <input type="checkbox"/>            | SCANNING       |                 |

- |                          |                    |
|--------------------------|--------------------|
| <input type="checkbox"/> | FINISHING          |
| <input type="checkbox"/> | STACKS.            |
| <input type="checkbox"/> | COLLATED           |
| <input type="checkbox"/> | STAPLED ONCE       |
| <input type="checkbox"/> | STAPLED TWICE      |
| <input type="checkbox"/> | STAPLED LANDSCAPED |
| <input type="checkbox"/> | CERLOX             |
| <input type="checkbox"/> | PLASTIKOIL         |
| <input type="checkbox"/> | CUTTING            |
| <input type="checkbox"/> | LAMINATING         |
| <input type="checkbox"/> | FOLDING            |
| <input type="checkbox"/> | CREASING           |

SPECIAL INSTRUCTIONS:

Prep - Labels + Stuffing 32.00  
**TOTAL JOB COST** 48.96



# COMMISSIONAIRES

TRUSTED · EVERYDAY · EVERYWHERE

Canadian Corps of Commissionaires (North Saskatchewan) Inc.

Phone: (306) 244-6588 Fax (306) 244-6191

Number:	IN158065
Page:	1
Date:	2023-09-16

**Bill To:**  
 City of Saskatoon - Finance Branch  
 Attn: Nancy Gauthier  
 222 3rd Avenue North  
 Saskatoon, SK S7K 0J5

**Customer:**  
 City of Saskatoon - Finance Branch  
 222 3rd Avenue North  
 Saskatoon, SK S7K0J5  
 Attn: Home Reno Retailer - Letter Delivery

Reference - P.O. #	Customer No.	Billing Period	Terms Code
PO# 4500045616	06070-12	For the period starting Sep 3 thru Sep 16	NET0

Item No.	Description/Comments	Quantity	UOM	Unit Price	Amount
SREG	Commissionaire Saskatoon Regular Hours	8.00	HOURS	22.34	178.72
SVEHICLE	Vehicle allowance - Saskatoon	8.00	HOUR	6.00	48.00

Comments: Email To: nancy.gauthier@saskatoon.ca

**Remit To:**  
 Commissionaires  
 110 145 1st Avenue North  
 Saskatoon, SK S7K 1W6  
 Canada

**Tax Summary:**  
 GST 11.34  
 PST 13.60

GST # 122243132

Subtotal before taxes	226.72
Total taxes	24.94
Total amount	251.66
Amount due	251.66

CREDIT CARD PAYMENTS ACCEPTED

Invoice

### Billing Detail By Location

Sep. 3, 2023 - Sep. 16, 2023

Branch: Commissionaires Filter: All All Locations

Customer **06070** **C OF STOON FINANCE BRANCH** 222 3rd Avenue North, Saskatoon, SK S7K 0J5  
 Location **06070-12** **C of S -Home Reno Retailer** 145 1st Ave N, Saskatoon, SK S7K 1W6

Employee	Location	Date	Actual Times	Earned		Premium		Leave			Total	
				Hours	Rate	Hours	Rate	Type	Hours	Rate	Type	Hours
RYDER, Jason Michael	CMRE	Sep 13, 2023	09:00 - 17:00	8.00	\$22.34						8.00	\$178.72
	RYDER, Jason Michael				8.00						8.00	8.00
LAFOIP s. 28(1)					\$178.72							\$178.72
	C of S -Home Reno Retailer				8.00						8.00	8.00
					\$178.72							\$178.72





217 Jessop Avenue  
Saskatoon, SK S7N 1Y3



Telephone: 306.955.3373  
Facsimile: 306.955.5739

**CITY OF SASKATOON**  
THE CITY COMPTROLLER  
ACCOUNTS PAYABLE  
222 - 3rd AVENUE NORTH  
SASKATOON, SK S7K 0J5

**INVOICE: 163538**

**DATE: Jul 26, 2023**

Description	Tax	Amount
67,000 UTILITY BILL INSERTS PRINTED FULL COLOR BOTH SIDES  RE: ENERGY COACH	GP	1,870.46
Subtotal:		1,870.46
GP - GST 5%, PST 6%		
GST		93.52
PST		112.23
Globe Printers Ltd. GST: #102121530RT0001 Globe Printers Ltd. PST: #1128149		

**ADDITIONAL INFORMATION**

YOUR PURCHASE ORDER 4500042956  
YOUR SALES REP MIKE GIESBRECHT  
MIKE@GLOBESASK.COM  
YOUR ACCOUNT NUMBER 100  
OUR DOCKET NUMBER J105582

**TOTAL**

**2,076.21**

**Terms: Net 30. Due Aug 25, 2023.**

*Thanks! Your business is appreciated.*

217 Jessop Avenue  
Saskatoon, SK S7N 1Y3



Telephone: 306.955.3373  
Facsimile: 306.955.5739

**CITY OF SASKATOON**  
THE CITY COMPTROLLER  
ACCOUNTS PAYABLE  
222 - 3rd AVENUE NORTH  
SASKATOON, SK S7K 0J5

**INVOICE: 163937**

**DATE: Aug 29, 2023**

Description	Tax	Amount
68,000 UTILITY BILL INSERTS PRINTED FULL COLOR BOTH SIDES  RE: ENERGY COACH	GP	1,889.93
Subtotal:		1,889.93
GP - GST 5%, PST 6%		
GST		94.50
PST		113.40
Globe Printers Ltd. GST: #102121530RT0001 Globe Printers Ltd. PST: #1128149		

**ADDITIONAL INFORMATION**

YOUR PURCHASE ORDER 4500044435  
YOUR SALES REP MIKE GIESBRECHT  
MIKE@GLOBESASK.COM  
YOUR ACCOUNT NUMBER 100  
OUR DOCKET NUMBER J105966

**TOTAL**

**2,097.83**

**Terms: Net 30. Due Sep 28, 2023.**

*Thanks! Your business is appreciated.*

**Postcard Portables Saskatoon**

Box 1532  
Outlook SK S0L 2N0  
306-867-7980  
rsimonson@postcardportables.com  
www.postcardportables.com  
GST/HST Registration No.: 854194925



# INVOICE

**BILL TO**  
City of Saskatoon

**INVOICE #** 6447  
**DATE** 08/09/2023  
**DUE DATE** 08/09/2023  
**TERMS** Due on receipt

DATE	ACTIVITY	DESCRIPTION	TAX	QTY	RATE	AMOUNT
	<b>Single Sided Sign Rental</b>	Single Sided Sign Rental Start - August 4th to 15th, 2023 Location - Prairieland Park, Saskatoon, SK Includes one decal and installation and removal of sign. PO # 4500043461	GST	1	700.00	700.00

SUBTOTAL	700.00
GST @ 5%	35.00
TOTAL	735.00
<b>BALANCE DUE</b>	<b>\$735.00</b>

### TAX SUMMARY

	RATE	TAX	NET
GST @ 5%		35.00	700.00



Date	Page
AUG 31/23	1 of 2
Invoice No.	Terms
859072	NET 30 DAYS/JOURS
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
1,147.44	
2% per month service charge on all overdue balances/Comptes en souffrance 2% par mois	

Current	Over 30	Over 60	Over 90	Over 120
1,147.44	1,516.66			

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

Ad	Date	Description	Page	Size	Times	Rate	Charges	Tax	Amount
11255012-06	AUG 15 (TUE)	Digital Trading Desk-Off Network - TD Awareness INVOICE REFERENCE: I00002335169 KEYWORD: CITYOFSASKATOONTUSOLARPOWERMAPPROGRAMMAT ICDDADS7010092900AUG2023 PURCHASE ORDER: 4500035638		Off Network	1		500.00	25.00	525.00
11263211-01	AUG 01 (TUE)	Digital Audio Digital Off Network - PG Audio Ad Studio INVOICE REFERENCE: I00002325136 KEYWORD: City of Saskatoon-TU Energy Service DA - 8372475480 - Digital Audio Advertising - 05/01/2023 - 10/01/2023 PURCHASE ORDER: 4500035638		Off Network	1		500.00	25.00	525.00

Please return this portion with your payment.

POSTMEDIA PAYMENT CENTRE, P.O. BOX 7400, LONDON, ON CANADA N5Y 4X3  
 Angelica Rivadeneyra Phone (888) 552-4520 Fax (416) 442-3376 Email: arivadeneyra@postmedia.com

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

**POSTMEDIA PAYMENT CENTRE**  
**P.O. BOX 7400**  
**LONDON, ON N5Y 4X3**  
**CANADA**

Invoice No.	Date
859072	AUG 31/23
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
1,147.44	
Amount Paid	



Date	Page
AUG 31/23	2 of 2
Invoice No.	Terms
859072	NET 30 DAYS/JOURS
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
1,147.44	
2% per month service charge on all overdue balances/Comptes en souffrance 2% par mois	

Current	Over 30	Over 60	Over 90	Over 120
1,147.44	1,516.66			

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

Ad	Date	Description	Page	Size	Times	Rate	Charges	Tax	Amount
11263237-02	AUG 31 (THU)	Digital Trading Desk-Off Network - TD Awareness INVOICE REFERENCE: I00002345276 KEYWORD: CITYOFSASKATOONTUENERGYSERVICEDISPLAYADS 8374252614MAR28TONOV25 PURCHASE ORDER: 4500035638		Off Network	1		92.80	4.64	97.44
11328229-01	<a href="#">AUG 12 (SAT)</a>	Saskatoon Star Phoenix - Anywhere ROP Process Colour INVOICE REFERENCE: I00002333566 KEYWORD: Solar SP Ad	AS/7	1/4 Vertical	1		0.00		0.00
		TOTAL ADVERTISING CHARGES					1,092.80		
		SK-GST Reg #: 81468 9469 RT0001						54.64	1,147.44
		BALANCE DUE							1,147.44
		<p><b>*** STATEMENTS NOW AVAILABLE ONLINE! CONTACT POSTMEDIA AR AT 1-888-552-4520 TO SIGN UP</b></p> <p><b>PLEASE MAKE CHEQUES PAYABLE TO POSTMEDIA NETWORK INC.</b></p> <p><b>We warrant the information shown on this invoice correctly describes the advertisement which was inserted in the publication specified.</b></p> <p><b>To view the advertisements for Postmedia publications please visit <a href="http://www.etearsheets.com">www.etearsheets.com</a></b></p>							



Date	Page
JUL 31/23	1 of 2
Invoice No.	Terms
849660	NET 30 DAYS/JOURS
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
1,516.66	
2% per month service charge on all overdue balances/Comptes en souffrance 2% par mois	

Current	Over 30	Over 60	Over 90	Over 120
1,516.66	2,326.22			

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

Ad	Date	Description	Page	Size	Times	Rate	Charges	Tax	Amount
11255012-05	JUL 15 (SAT)	Digital Trading Desk-Off Network - TD Awareness INVOICE REFERENCE: I00002308718 KEYWORD: CITYOFSASKATOONTUSOLARPOWERMAPPROGRAMMAT ICDDADS7010092900JUL2023 PURCHASE ORDER: 4500035638		Off Network	1		500.00	25.00	525.00
11263211-01	JUL 01 (SAT)	Digital Audio Digital Off Network - PG Audio Ad Studio INVOICE REFERENCE: I00002302867 KEYWORD: City of Saskatoon-TU Energy Service DA - 8372475480 - Digital Audio Advertising - 05/01/2023 - 10/01/2023 PURCHASE ORDER: 4500035638		Off Network	1		500.00	25.00	525.00

Please return this portion with your payment.

POSTMEDIA PAYMENT CENTRE, P.O. BOX 7400, LONDON, ON CANADA N5Y 4X3  
 Angelica Rivadeneyra Phone (888) 552-4520 Fax (416) 442-3376 Email: arivadeneyra@postmedia.com

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

**POSTMEDIA PAYMENT CENTRE**  
**P.O. BOX 7400**  
**LONDON, ON N5Y 4X3**  
**CANADA**

Invoice No.	Date
849660	JUL 31/23
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
1,516.66	
Amount Paid	





Current	Over 30	Over 60	Over 90	Over 120
2,326.22	6,939.90			

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

Date	Page
JUN 30/23	1 of 2
Invoice No.	Terms
841109	NET 30 DAYS/JOURS
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
2,326.22	
2% per month service charge on all overdue balances/Comptes en souffrance 2% par mois	

Not responsive to Request CK 146-023-159

Ad	Date	Description	Page	Size	Times	Rate	Charges	Tax	Amount
11255012-04	JUN 15 (THU)	Digital Trading Desk-Off Network - TD Awareness INVOICE REFERENCE: I00002287036 KEYWORD: CITYOFSASKATOONTUSOLARPOWERMAPPROGRAMMAT ICDDADS7010092900JUN2023 PURCHASE ORDER: 4500035638		Off Network	1		500.00	25.00	525.00
11256091	JUN 01 (THU)	Package Buy: DIG_Native_Urban Gold PF 750 WORD ARTICLE-URB PF SOCIAL IMPRESSIONS PF SOCIAL SERVICE FEE RON CONTENT DTW SP RON CONTENT MOB SP RON INFEEED CPM ST INVOICE REFERENCE: I00002297314 KEYWORD: Saskatoon SP - May 15- Jun 4 Paid Content PURCHASE ORDER: 4500035638		50,744	1		606.01	30.30	636.31

Please return this portion with your payment.

POSTMEDIA PAYMENT CENTRE, P.O. BOX 7400, LONDON, ON CANADA N5Y 4X3  
 Angelica Rivadeneyra Phone (888) 552-4520 Fax (416) 442-3376 Email: arivadeneyra@postmedia.com

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

**POSTMEDIA PAYMENT CENTRE**  
**P.O. BOX 7400**  
**LONDON, ON N5Y 4X3**  
**CANADA**

Invoice No.	Date
841109	JUN 30/23
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
2,326.22	
Amount Paid	





Date	Page
JUN 30/23	2 of 2
Invoice No.	Terms
841109	NET 30 DAYS/JOURS
Agency No.	Account No.
	1024123
Reference	
TU TRANSPORTATION & UTILITIES	
Amount Due	
2,326.22	
2% per month service charge on all overdue balances/Comptes en souffrance 2% par mois	

Current	Over 30	Over 60	Over 90	Over 120
2,326.22	6,939.90			

**TU TRANSPORTATION & UTILITIES**  
**ATTN: JEFF BALON**  
**222-3RD AVE N**  
**SASKATOON, SK S7K 0J5**

Ad	Date	Description	Page	Size	Times	Rate	Charges	Tax	Amount
11263211-01	JUN 01 (THU)	Digital Audio Digital Off Network - PG Audio Ad Studio INVOICE REFERENCE: I00002283964 KEYWORD: City of Saskatoon-TU Energy Service DA - 8372475480 - Digital Audio Advertising - 05/01/2023 - 10/01/2023 PURCHASE ORDER: 4500035638		Off Network	1		500.00	25.00	525.00
11263237-01	JUN 30 (FRI)	Digital Trading Desk-Off Network - TD Awareness INVOICE REFERENCE: I00002296833 KEYWORD: City of Saskatoon-TU Energy Service Display Ads - 8374252614 - Programmatic Advertising - 03/31/2023 - 11/30/2023 PURCHASE ORDER: 4500035638		Off Network	1		444.44	22.22	466.66
11301709-01	<a href="#">JUN 03 (SAT)</a>	Saskatoon Star Phoenix - Anywhere ROP INVOICE REFERENCE: I00002281509 KEYWORD: CITY OF SASK. - JUNE 3, 2023 - SWEEPING THE STREETS PURCHASE ORDER: 4500040922	AS/4	5 x 22 L	1		165.00	8.25	173.25
		TOTAL ADVERTISING CHARGES					2,215.45		
		SK-GST Reg #: 81468 9469 RT0001						110.77	2,326.22
		BALANCE DUE							2,326.22
		<p><b>*** STATEMENTS NOW AVAILABLE ONLINE! CONTACT POSTMEDIA AR AT 1-888-552-4520 TO SIGN UP</b></p> <p><b>PLEASE MAKE CHEQUES PAYABLE TO POSTMEDIA NETWORK INC.</b></p> <p><b>We warrant the information shown on this invoice correctly describes the advertisement which was inserted in the publication specified.</b></p> <p><b>To view the advertisements for Postmedia publications please visit <a href="http://www.eteasheets.com">www.eteasheets.com</a></b></p>							

# Usage Statistics



# HELP

## Energy Coach Services

Monthly Reporting for  
September 2023





# Program Updates

## Services

- Call volumes were up for the month of September with general inquiry being the top disposition.
- The latter half of the month we seen an uptake in calls and emails due to the news article being released. We have two calls scheduled at the latter part of this week to help residents understand rebates and what next steps are to help reduce energy use in the home.
- We have virtual energy calls booked for October.

# Calls

September 1 – 30, 2023

Response Times	
Total Calls	37
AWT (average wait time)	2.23
AHT (average handle time)	7.62
Service Level	49%

Quantity	Nature of Call
16	General Inquiry
6	Looking for an Energy Advisor
1	Wrong Number

# Emails

Sept 1-30, 2023

Nature of Emails	Quantity
Where to get started and Virtual Coaching	2
General Inquiry	3
Understanding Rebates	1
Assistance in completing HELP funding	1
Energuide Report Assistance	2
Tips and Advice on Energy use	2
<b>Total</b>	<b>11</b>



# HELP

## Energy Coach Services

Monthly Reporting for April 2023



# Summerhill

Leaders in Energy Efficiency



# Program Updates

## Services

- We had one virtual energy coach session completed on April 14th. The report will be provided in a separate document for review and comments if questions need adjusting.
- Call and email volumes remain steady, and we look to see an uptake in these communication channels as marketing and social media increases.
- We have not received any customer surveys back to report on.

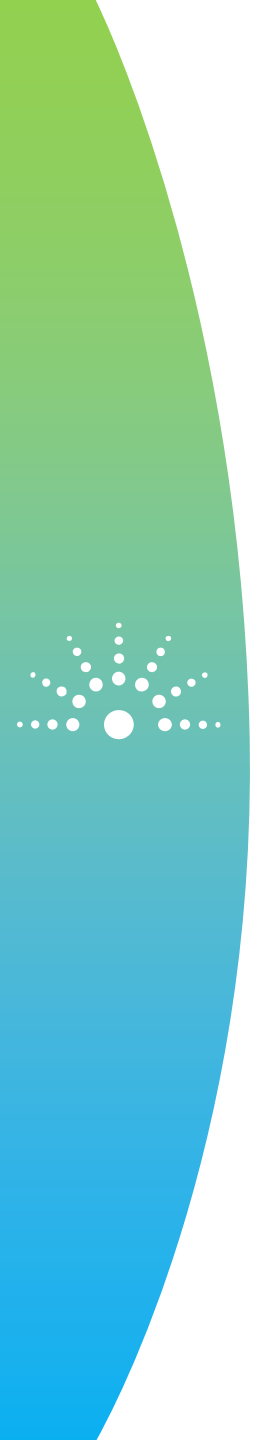


# Calls

April 1-30, 2023

Response Times	
Total Calls	12
AWT (average wait time)	1.78
AHT (average handle time)	10.20
Service Level	69%

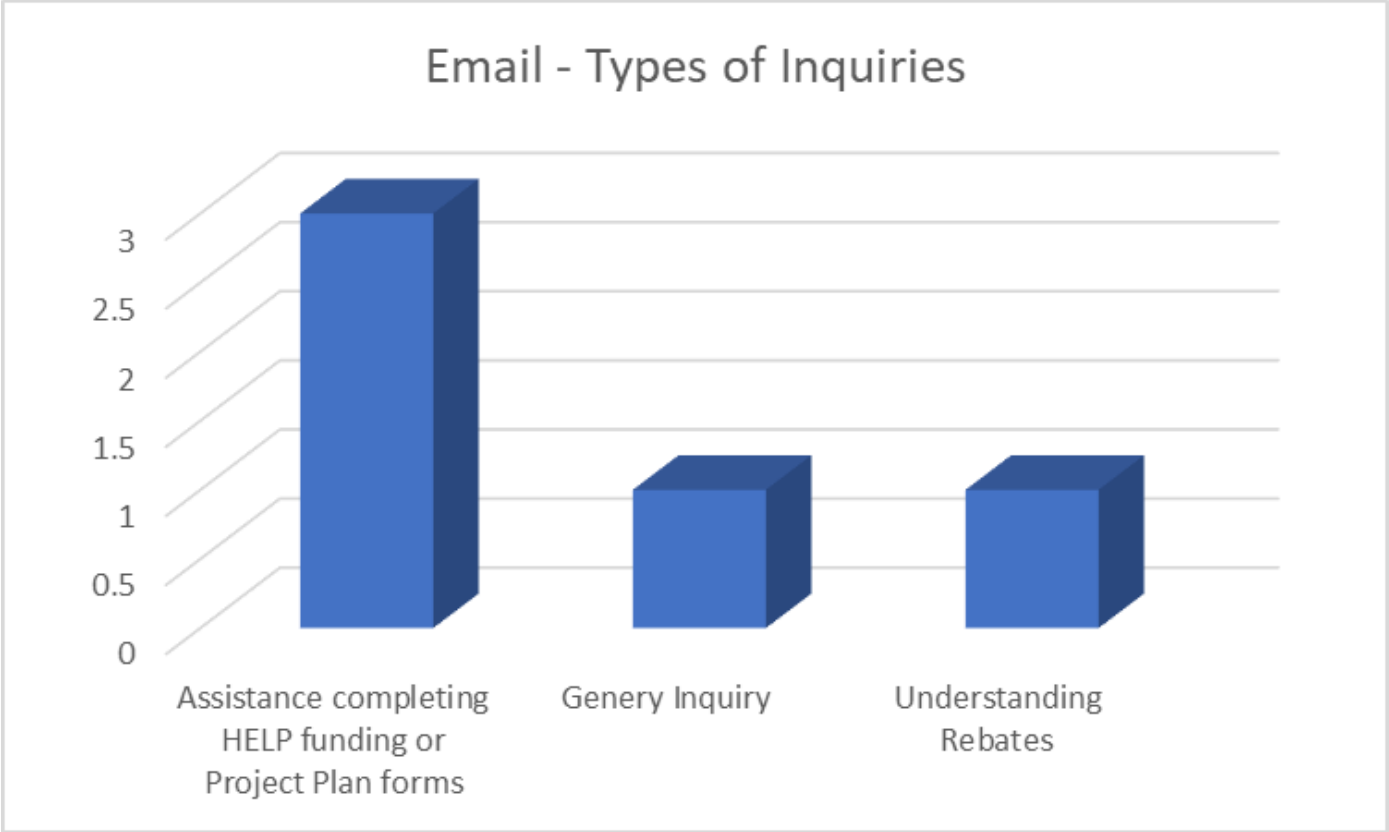
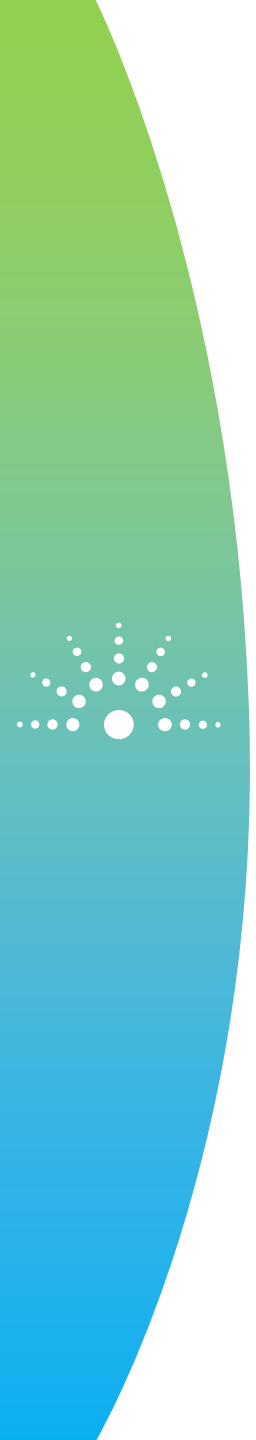
Quantity	Nature of Call
7	General Inquiry
1	Assistance completing HELP funding or Project Plan forms
1	Hang Up



# Emails

April 1-30th, 2023

Nature of Emails	Quantity
Assistance Completing HELP Funding or Project Plan Forms	3
General Inquiry	1
Understanding Rebates	1
<b>Total</b>	<b>5</b>





# HELP

## Energy Coach Services

Monthly Reporting for August 2023



# Summerhill

Leaders in Energy Efficiency



# Program Updates

## Services

- Call volumes were up for the month of August with general inquiry being the top disposition.
  - Energide reports were requested from homeowners but to date have only received one back. The team plans to do a follow up email to customers who are interested.
  - No virtual coaching sessions were requested for August.
- We have received no surveys to date to report on
  - Enlarged survey link under customer signature.

# Emails

August 1-31, 2023

Nature of Emails	Quantity
Virtual Coaching Inquiry	1
General Inquiry	3
Looking for Energy advisor	1
Eligible products for rebates	1
Tips and Advice on Energy use	2
<b>Total</b>	<b>8</b>

# Calls

August 1 – 31, 2023

Response Times	
Total Calls	18
AWT (average wait time)	.92
AHT (average handle time)	6.15
Service Level	72%

Quantity	Nature of Call
9	General Inquiry
6	Looking for an Energy Advisor





# HELP

## Energy Coach Services

Monthly Reporting for July 2023



# Summerhill

Leaders in Energy Efficiency



# Program Updates

## Services

- Email volumes were up for the month of July with virtual coaching being the top inquiry.
  - Energide reports were requested from homeowners but to date have only received one back. The team plans to do a follow up email to customers who are interested.
  - We had one virtual energy coaching session, report is attached.
- We have received no surveys to date to report on
  - Will review survey placement in email

# Calls

July 1 – 31, 2023

Response Times	
Total Calls	14
AWT (average wait time)	2.87
AHT (average handle time)	7.07
Service Level	39%

Quantity	Nature of Call
3	General Inquiry
3	Looking for an Energy Advisor

# Emails

July 1-31, 2023

Nature of Emails	Quantity
Virtual Coaching Inquiry	13
In-House Coaching Inquiry	1
General Inquiry	5
Looking for Energy advisor	1
Assistance completing HELP funding or project plan forms	1
Booking a Virtual Coaching audit	1
Tips and Advice on Energy use	1
Net – Zero Homes	1
<b>Total</b>	<b>24</b>



# HELP

## Energy Coach Services

Monthly Reporting for June 2023



# Summerhill

Leaders in Energy Efficiency



# Program Updates

## Services

- Call volumes increased for the month of June, whereas email volume was down.
- We have received no surveys to date to report on

# Calls

June 1 - 30, 2023

Response Times	
Total Calls	11
AWT (average wait time)	1.87
AHT (average handle time)	8.70
Service Level	64%

Quantity	Nature of Call
2	General Inquiry
3	CGHG
3	Looking for an Energy Advisor

# Emails

June 1- 30, 2023

Nature of Emails	Quantity
Virtual Coaching Inquiry	2
<b>Total</b>	<b>2</b>





# HELP

## Energy Coach Services

Monthly Reporting for March 2023



# Summerhill

Leaders in Energy Efficiency

# Program Overview

## Services

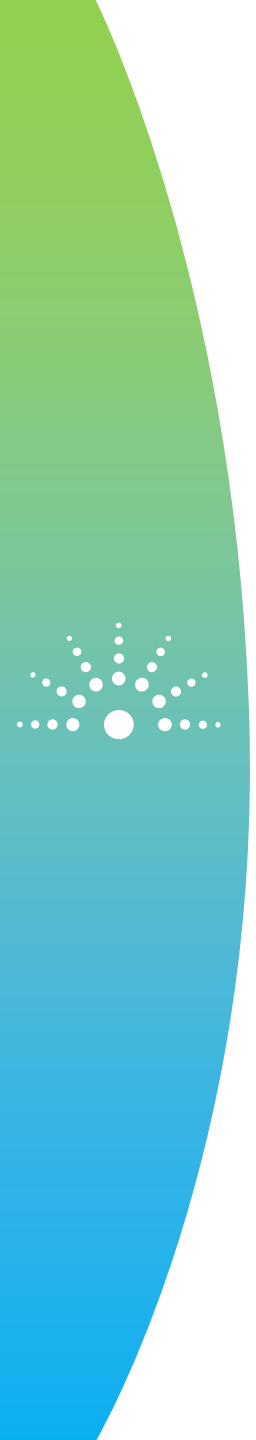
- The HELP Energy Coach Services launched on March 13th, 2023. Through this service, our energy coaches will provide the following.
  1. Educating the homeowner on behaviours and products that can reduce energy use
  2. Providing technical assistance and support through their renovation journey
  3. Reviewing and explaining the results of the EnerGuide audit reports
  4. Providing expert advice to assist homeowners in determining which renovations make the most sense for their home and how to complete them
  5. Providing estimated financial paybacks and advising on incentive options
  6. Build awareness and educate homeowners on how to use the self-service online tools (solar potential map and energy map)
  7. Advising the homeowner on how to install or program equipment
  8. Following up with homeowners after a virtual or home visit to see what upgrades they are pursuing and if they need further support.
  9. For participants of the HELP program, helping them complete their online [funding request](#) form and [project plan PDF](#), ensuring they have collected quotes with the required specifications for the program.
- As well as booking In-person and virtual coaching sessions for homeowners who have completed an EnerGuide evaluation.

# Calls

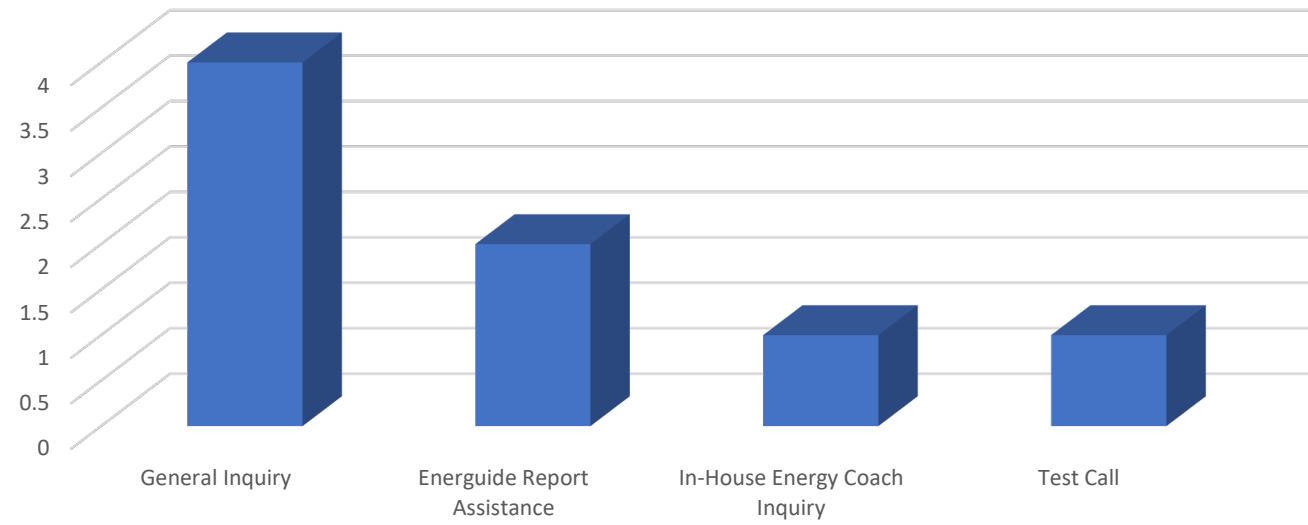
March 1 -31, 2023

Response Times	
Total Calls	8
AWT (average wait time)	.78
AHT (average handle time)	10.03
Service Level	88%

Quantity	Nature of Call
4	General Inquiry
2	Energide Report Assistance
1	In-house Energy Coach Inquiry
1	Test Call



## Calls - Types of Inquiries

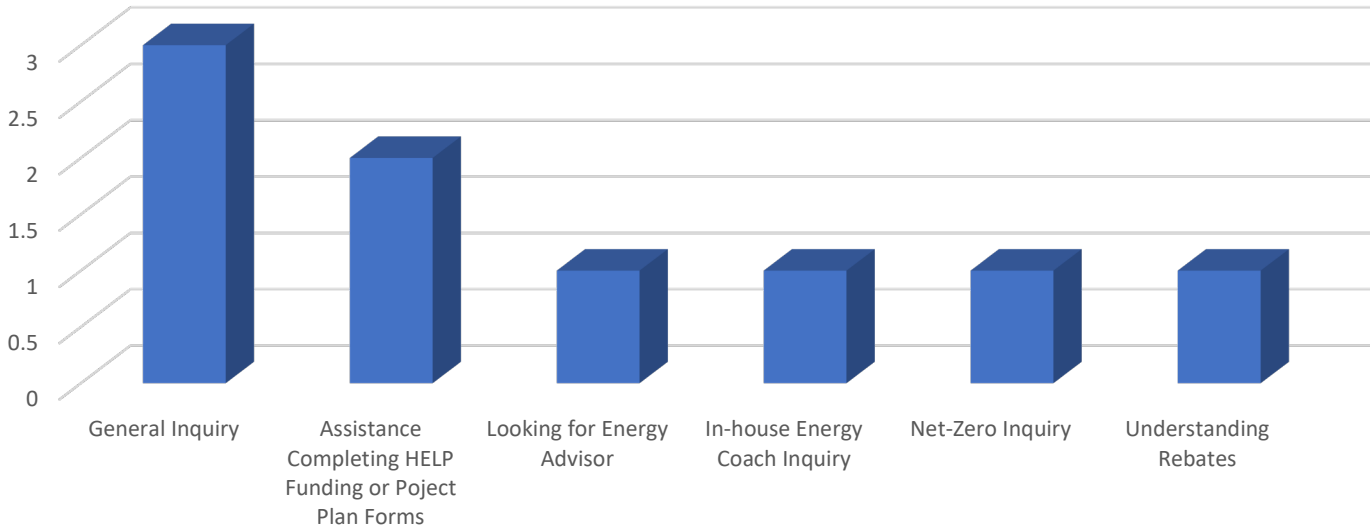


# Emails

March 1-31, 2023

Nature of Emails	Quantity
General Inquiry	3
Assistance Completing HELP Funding or Project Plan Forms	2
Looking for Energy Advisor	1
In-house Energy Coach Inquiry	1
Net-Zero Inquiry	1
Understanding Rebates	1
<b>Total</b>	<b>9</b>

# Emails - Types of Inquiries





# HELP

## Energy Coach Services

Monthly Reporting for May 2023



# Summerhill

Leaders in Energy Efficiency



# Program Updates

## Services

- We had one virtual energy coach session in May. Results are attached separately.
- Call and email volumes remain low, and we look to see an uptake in these communication channels as marketing and social media increases in the coming months.
- We have not received any customer surveys back to report on.



# Calls

May 1-31, 2023

Response Times	
Total Calls	4
AWT (average wait time)	1.95
AHT (average handle time)	11.68
Service Level	50%

Quantity	Nature of Call
3	General Inquiry

# Emails

May 1- 31, 2023

Nature of Emails	Quantity
Assistance Completing HELP Funding or Project Plan Forms	6
General Inquiry	2
<b>Total</b>	<b>8</b>

<b>INVOICES</b>
-----------------

<b>ENERGY COACH</b>			
<b>COST OF COACHING</b>			
#	Vendor		Amount
1	SummerHill		\$ 26,775.00
2	SummerHill		\$ 6,914.25
3	SummerHill		\$ 6,914.25
4	SummerHill		\$ 6,914.25
5	SummerHill		\$ 6,914.25
6	SummerHill		\$ 6,914.25
7	SummerHill		\$ 6,914.25
8	SummerHill		\$ 6,914.25
9	SummerHill		\$ 6,914.25
	<b>TOTAL</b>		<b>\$ 82,089.00</b>

<b>ENERGY COACH</b>			
<b>COST OF ADVERTISING</b>			
#	Vendor		Amount
1	Harvard Media		\$ 3,780.00
2	Rawlco		\$ 315.00
3	Rawlco		\$ 210.00
4	Rawlco		\$ 210.00
5	Saskatoon Media Group		\$ 183.75
6	Saskatoon Media Group		\$ 183.75
7	Meta		\$ 201.50
8	Saskatoon Home Builders		\$ 2,310.00
9	77 Signs		\$ 3,984.00
10	PostMedia		\$ 6,939.91
11	PostMedia		\$ 4,055.34
12	City paper		\$ 48.96
13	Comissionaires		\$ 251.66
14	Saskatoon Home Builders		\$ 1,312.50
15	Globe Printers		\$ 2,076.21
16	Globe Printers		\$ 2,097.83
17	Postcard Portables		\$ 735.00
18	PostMedia		\$ 1,147.44
19	PostMedia		\$ 1,516.66
20	PostMedia		\$ 2,326.22
	<b>TOTAL</b>		<b>\$ 33,885.73</b>

	<b>GRAND TOTAL</b>		<b>\$ 115,974.73</b>
--	--------------------	--	----------------------

# Program Explainer

# Home Energy Loan Program – Annual Status Update

## ISSUE

The City of Saskatoon (City) launched the Home Energy Loan Program (HELP) on September 1, 2021. With one full year of program operations completed, this report provides a status update and recommendations for changes to the program bylaw.

## RECOMMENDATION

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council that:

1. The City Solicitor be directed to draft the bylaw amendments to the Home Energy Loan Program Bylaw, 2021, Bylaw No. 9762 recommended in Appendix 2; and
2. Application intake for new applications into the program be paused until additional funding for the program is sourced.

## BACKGROUND

### History

On February 22, 2021, City Council approved the base program elements and financing for HELP.

On April 26, 2021 at a Public Hearing, City Council received the [Intent to Borrow Report](#) and approved up to \$2,500,000 of borrowing for HELP. The report also indicated that the interest rate for HELP loans was variable and derived from calculating what the City would receive if the principal were instead invested in the market for the same time period. This report also stated interest rates will be updated annually based on current market rates.

On May 31, 2021, City Council approved *The [Home Energy Loan Program Bylaw, 2021 \(Bylaw No. 9762\)](#)*.

On February 28, 2022, City Council received the [Federation of Canadian Municipalities Funding Decision for Home Energy Loan Program Report](#), and resolved that:

1. The income-qualification cut-off for the HELP program be calculated at 2.5 times Statistics Canada Low Income Cut-Off;
2. That option 2 income-qualified households eligible for all base/free items, standard rebates, and additional rebates; and participants with homes built in 1990 or prior eligible for standard rebates; be approved for the HELP program;
3. That table 3: Rebate categories and values per item be approved for application in the HELP program while rebate funding is available; and

4. That Capital Project P1956 – Property Assessed Clean Energy Financing Program be increased by \$3,666,600 for the grant portion and \$7,333,200 for the loan portion (subject to an intent to borrow report and public notice) of FCM’s Community Efficiency Financing Program Funding.

On March 28, 2022, City Council authorized the additional \$7,333,200 of borrowing at a Public Hearing.

On May 24, 2022, City Council approved [The Home Energy Loan Program Amendment Bylaw, 2022 \(Bylaw No.9827\)](#) which adjusted the income-qualification cut-off for the Home Energy Loan Program to 2.5 times the low-income cut-off published by Statistics Canada.

### **Current Status**

#### *Program Uptake and Projects*

HELP was launched on September 1, 2021 and was expanded with FCM loan and grant funding in 2022. As of January 5, 2023, at least 257 applicants are expected to participate (“participants”) in HELP. Thirty-three projects have been completed at a total value of \$868,400, 58 projects are under construction at a projected value of \$1,811,000, 12 have submitted funding requests, and 141 still have to submit funding requests. It is expected that approximately 13 more applicants will be added the program with existing funding. \$1,362,300 in loans have been distributed and \$118,800 in rebates have been allocated with \$75,800 of those rebates going to income-qualified households.

There are 24 income-qualified households. Four households are targeting a deep energy renovation (greater than 50% reduction in energy). The average loan request is \$31,600 and it has taken 5.7 months on average for each participant to complete their project.

The program has received a total of 478 applications. Seven applicants have been denied for ineligibility reasons, 45 applicants have dropped out voluntarily, and 182 are on the program waitlist (“waitlisted applicants”). Waitlisted applicants are moved into the program when loans are requested of less than \$40,000 or approved participants drop out.

The most popular upgrades within the program are as follows:

1. Window and Door replacement
2. Furnace replacement
3. Air conditioning installation
4. Attic insulation

Upgrades that are increasing in popularity in recent months include air source heat pump installations, air sealing, and rooftop solar photovoltaic (PV).

### *Feedback from Participant Surveys*

After a participant completes a project through the program, they are sent a survey and the results are compiled by FCM. To date, only five participants have completed the survey and provided the following insights on the program:

- 80% were satisfied with the program overall (60% were very satisfied and 20% were satisfied).
- When asked to rank the factors that had the greatest impact on the successful completion of their project, 75% of participants ranked “financing made available to me through my municipality” and “variety of upgrades available through the program” equally as number one, followed by customer care provided by the staff as number two.
- The two biggest challenges to participants when accessing their home energy upgrades were limited availability of energy advisors and having to pay contractors out of pocket [for upfront deposits and energy audits].
- When asked how much of an improvement they experienced in their home after completing their home upgrade, for reduction in energy used, three in four (75%) respondents reported big improvement, among whom 50% reported big improvement and 25% very big improvement.
- When asked to provide an estimate of how much money per month they save on utility bills as result of their renovation, half of participants said it is too soon to tell, while the others said between \$100 and \$200 per month.
- When asked if they had not received the financing from this local program to cover the cost of energy efficiency or renewable energy upgrades, would you have still completed this work, 75% of respondents said they would not have done any upgrades if they had not received the financing from their local program. 25% said they would have completed fewer or less costly upgrades.
- 50% of participants said they are likely to recommend the program to a friend, neighbour, or colleague.

### *Greenhouse Gas Reductions*

Based on EnerGuide audits, renovations completed so far through HELP are projected to result in a total of 85.9 tonnes of CO<sub>2e</sub> reductions per year, or an average 2.6 tonnes CO<sub>2e</sub> per household. Greenhouse Gas (GHG) reductions vary substantially depending on the home upgrade completed.

### *Economic Impacts*

The Saskatoon Regional Economic Development Authority (SREDA) completed an economic analysis of the program, provided in Appendix 1.

### *Program Enhancements*

The amount of \$2,349,600 from the FCM grant is earmarked for program enhancements in order to help all homeowners – not just loan participants – develop

knowledge and implementation understanding of home retrofits. These enhancements include:

1. Residential Solar Potential Map - A self-serve online tool planned to launch in March 2023 which allows residents to search their address on the City's website and see the potential for solar on their home's rooftop. This tool will also provide high-level cost and payback estimates.
2. Residential Energy Map and Digital Concierge - An online self-service tool that provides residents with the digital energy label for their home, as well as home upgrade suggestions based on the age and archetype of their home. The tool is also expected to provide cost and payback estimates for their home renovations and will allow homeowners to add actual upgrades completed on the home to the website to improve the home's digital energy score. The digital tool is planned to be launched in April/May 2023.
3. Energy Coaching - Energy coaches provide a virtual or in-person walkthrough of a home, discuss which home upgrades would most benefit the homeowner, and how the home's occupant can reduce their energy consumption through day-to-day behaviours after their renovation. Furthermore, homeowners with energy renovation questions can access energy coaches through a general hotline. This service is estimated to launch in March 2023, and will be available to all residential homeowners, not just those participating in HELP.
4. Real Estate Agent Training – This program is under development in partnership with the Saskatchewan REALTORS® Association (SRA). This training program will be offered to real estate agents across Saskatoon and Saskatchewan to build knowledge and know-how about the benefits of energy efficient features and help increase demand for energy efficient homes.
5. Communications Campaign – Multi-faceted communications will build awareness of energy efficiency options for residential homes, myth-bust common misconceptions about innovative technologies, and promote the new tools and services mentioned above which are available to all residents in Saskatoon. The communications campaign will be launched in a phased approach starting March 2023, with each program enhancement. Communications will underscore the importance of climate change mitigation and resilience through adaptation, in support of City Council's strategic direction and principles.

### *Canadian Home Builders Association Partnership*

The City signed a memorandum of understanding with the Canadian Home Builders Association (CHBA) to build capacity and demand for energy efficient home renovations. This project aims to increase local capacity by training local contractors and renovators, along with Energy Advisor and other key participants, to renovate homes to Net Zero or Net Zero Ready. The training is focused on the building envelope and highly efficient technologies/equipment.

The City's role in this project is to identify HELP participants that are interested in a Net Zero or Net Zero Ready renovations and connect them with the CHBA project and



renovators who can complete their project. The City provides a \$10,000 rebate to HELP participants that complete a Net Zero or Net Zero Ready renovation through this project. No grant funding is allocated to the CHBA, as the contributions to this project are in-kind staff time only.

*Impact of the Canada Greener Homes Loan Program*

On June 17, 2022, the Canada Greener Homes Program expanded from a grant program to a grant and loan program. The [Canada Greener Homes Loan](#) offers Canadians interest-free financing in addition to the Canada Greener Homes Grant to help eligible household's complete energy retrofits recommended by an energy advisor. To date, the launch of this new loan program has not eliminated or dampened the uptake for HELP and many participants are choosing to stack grants provided from the federal government with their HELP loan. In some instances, approved participants have decided to pursue a Canada Greener Homes Loan instead of a HELP loan but uptake for HELP remains high.

*Interest Rate Changes for 2023*

The HELP interest rate is updated annually and is derived from calculating what the City would receive if the principal were instead invested in the market for the same time period. These changes only impact HELP participants that have not signed a deferral agreement which locks in the interest rate for the loan term. The interest rate increased between 2022 and 2023 as shown in Table 1. As of January 5, 2023, there were 141 participants approved who had not provided project details or signed a deferral agreement.

Table 1: HELP Interest Rates for 2021, 2022, and 2023

Loan Term	2021	2022	2023
5 Years	1.45%	1.68%	4.32%
10 years	2.31%	2.23%	4.20%
20 Years	3.14%	2.72%	4.86%

No changes to the program are recommended with regards to further subsidizing interest rates. HELP interest rates, while substantially higher than what was offered in 2021 or 2022, continue to be below what HELP participants would be able to obtain through a financial institution. The program may see some attrition due to these increased rates, which will be monitored and reported back with additional recommendations if required.

**DISCUSSION/ANALYSIS**

*Program Successes*

Program successes were previously reported in Appendix 1 of [Federation of Canadian Municipalities Funding Decision for Home Energy Loan Program Report](#), including high program interest and uptake, types and number of retrofits, use of the pre-vetted

contractor list, collaborative and efficient administration, and educational support for participants. Additional successes include:

- Increase in income-qualified participants – Since the increase of the low-income cut off threshold in February 2022, 26% of program participants are benefitting from waived administrative fees and additional rebates.
- Demonstrated savings – For all home upgrades completed in the first year of the program, SREDA estimated a combined annual savings of 206,961 kWh in electricity use, \$20,211 in utility costs, \$1,355 in carbon tax charges and 283 tonnes of CO<sub>2e</sub> reduced.

### *Program Challenges*

Throughout the first year of operations, the program has encountered challenges and lessons learned. Many challenges require an amendment to the HELP Bylaw to be resolved. Each issue requiring a bylaw amendment is outlined in detail in Appendix 2. These include:

- Deposits;
- Nonresponsive participants;
- Eligible residences;
- Income threshold;
- Minimum installment cost;
- Permit requirements;
- Eligible project costs;
- Changes to the project plan;
- Maximum loan amount inclusive of program rebates;
- Contingency for unforeseen repairs or small additions; and
- Use of external renovation grants to pay down HELP loan.

### *New Application Intake*

The program has a long waitlist and additional applicants continue to apply (11 per month on average). This is time-consuming for the program coordinator and frustrating for the applicants that may never get into the program.

The Administration is requesting approval to pause the application intake until additional loan funding becomes available. Pausing the intake of new applications improves transparency for residents about the program's status and allows the program coordinator to support program participants instead of responding to inquiries from residents that have not yet applied, or new applicants who are unlikely to receive funding for their projects.

## **FINANCIAL IMPLICATIONS**

Loan funding of \$6,197,500 remains (as of January 5, 2023), which is sufficient for 154 participants, assuming the maximum loan of \$40,000 per participant is requested.

\$1,362,300 in loans have been paid out and \$1,811,000 is allocated for projects under construction.

The FCM grant funding is expected to be spent on program enhancements, rebates, and administrative costs to operate the program.

The City is charged 0% interest on the loan from FCM. The interest charged by the City to participants on the loans gets reinvested back into the HELP program.

### **OTHER IMPLICATIONS**

HELP has a positive environmental, social, and economic impact in the community and a Triple Bottom Line assessment was completed for the enhancement offerings. Communications for the program enhancements will be completed in a phased approach as each enhancement tool or service becomes available. The recommended program adjustments outlined in this report will require updates to the HELP Bylaw. The suggested amendments are available in Appendix 2 of this report.

### **NEXT STEPS**

If approval to proceed with Bylaw changes is obtained, the City Solicitor's Office will draft the proposed bylaw amendments which will be presented to City Council for final review and approval before they go into effect.

Program enhancements and communications for each enhancement will launch throughout Q1 and Q2, 2023.

A separate report called *HELP – Funding for Program Sustainment* will be presented to EUCS later this year and will include long term funding requirements and staffing needs to sustain the program after the loan funds from both the City and the Federation of Canadian Municipalities is used up.

### **APPENDICES**

1. HELP Economic Impact Study
2. Bylaw Amendment Recommendations

#### Report Approval

Written by: Hilary Carlson, GHG Controls Specialist  
Reviewed by: Amber Weckworth, Manager, Climate Strategy and Data  
Jeanna South, Director of Sustainability  
Kari Smith, Director of Finance  
Kara Fagnou, Director of Building Standards  
Michael Voth, Director of Corporate Revenue  
Megan Evans, Marketing Consultant II  
Approved by: Angela Gardiner, General Manager, Utilities and Environment