



# Town of Gravelbourg

## **Call for Expressions of Interest: Former Gravelbourg Convent Site Adaptive Re-Use**

EOI: #2023-01R

**Re-Issued:** June 13, 2023

**EOI Submission Deadline:** Open Intake



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Town of Gravelbourg  
**Expression of Interest EOI: #2023-01R**  
**Former Gravelbourg Convent Site Adaptive Re-Use**



## **1.0 EOI Purpose**

The Town of Gravelbourg (Town) is conducting a two (2) phase search to identify firms or groups able to provide a credible proposition for the Adaptive Re-Use of the Former Gravelbourg Convent Site.

The Town of Gravelbourg invites Responses to this phase one (1) Expression of Interest ("EOI") for the repurposing and future utilization of the former convent from parties interested in submitting Responses ("Respondents"), and that are suitably qualified to develop business models, design, renovate / construct, and operate a project or venture at the Former Gravelbourg Convent Site described in EOI: #2023-01R.

This EOI is intended to provide the Town with an opportunity to review potential Adaptive Re-Use Strategies and Proponents that propose to utilize all or parts of the Former Gravelbourg Convent Site. The purpose of this EOI is to pre-qualify experienced Proponents with capacity, experience, insights, and offer solutions to enable adaptation and operation of the site going forward.

The Responses to this Former Gravelbourg Convent Site Adaptive Re-Use EOI will be used to determine a short-list of suitable Respondents that will be eligible to submit Proposals in response to a Request for Proposals ("RFP") that will be issued as phase two (2) of the Former Gravelbourg Convent Site Adaptive Re-Use Process. Suitable selected Strategies and Proponents from the EOI phase will be invited to expand upon their EOI in the Request for Proposal phase. Through this process, the Town will provide feedback in light of a future RFP submission.

The Town is looking for sound and insightful proposals to utilize the space, heritage aspects, and site to address current market needs and opportunities for the site, and the parameters of a future RFP will be based on the proposals that are received.

The Town of Gravelbourg reserves the right to take no further action on this call for Expression of Interest and makes no guarantee that a Request for Proposals (RFP) will be issued for this Project.

## **2.0 EOI Objective**

The intent of this Expression of Interest (EOI) is to:

- Pre-qualify experienced Proponents that have a proven track record and proficiency with capital projects planning, development, and rehabilitation / construction management
- Present the approaches Respondents are capable of securing capital and financing for their proposed Use(s) or Strategies for the Former Gravelbourg Convent Site Adaptive Re-Use
- Demonstrate that the Proponents bring expertise to implement, manage, and operate the project for their proposed Use(s) or Strategies for the Former Gravelbourg Convent Site
- Enable Respondents to articulate the type of Development options and approach that the Respondent(s) could bring to the Former Gravelbourg Convent Site Adaptive Re-Use
- Determine a Short-List of Respondents that will be eligible to submit a response to a Request for Proposals (RFP) by invitation during phase two (2) of the Use(s), Strategies, and Proponent selection process

## **3.0 Introduction**

Gravelbourg is situated at the junction of Saskatchewan provincial Highways 43 and Highway 58, approximately 125 kilometres from Moose Jaw, Swift Current, and the United States border. Gravelbourg is 187 kilometres from the City of Regina and 295 km from the City of Saskatoon. The Town of Gravelbourg has a 2021 census population of 986 people with 317 people in the R.M. of Gravelbourg No. 104. Additional information on the Town of Gravelbourg is contained in Appendix B.

The former Convent of Jesus and Mary is a Municipal Heritage Property located at 99 Arthabasca Street in the Town of Gravelbourg. The property features a large four-storey brick-with-Tyndall Stone structure, built between 1917 and 1918. It is linked by rotundas to two three-storey wings, built between 1926 and 1927. The property also includes fenced and landscaped grounds. The building features 76,770 square feet of space on 4 floors and a basement.

After a careful consideration of the building's future, community dialogue, and a number of assessments, the Town of Gravelbourg purchased the designated Saskatchewan Heritage / National Historic Site Former Convent of Jesus and Mary property from the Prairie South School Division as of October 2016.

A number of alternative uses, assessments, community engagement, and potential redevelopment plans were prepared for the site over a number of years. A mixed use option of housing and community spaces was identified as a reasonable approach at that time. Additional information on the former Convent of Jesus and Mary and the work done on potential options for the site is contained in Appendix A.

The Town of Gravelbourg has decided to explore a range of options for the Former Convent Site by issuing this call for Expressions of Interest. This provides Respondents the opportunity to present what they see as an ideal proposed Use(s) or Strategies for the Former Gravelbourg Convent Site Adaptive Re-Use.

## **4.0 Eligible Respondents**

Private and non-profit organizations that have a proven track record for planning, designing, financing, building / renovating, implementing, maintaining, and operating residential, commercial, or institutional projects of a similar size or scale are invited to respond to this EOI. These organizations should also have strong development, management and financial capabilities.

The Town also encourages proposals based on partnerships or other business relationships that might involve; for example, co-operation between commercial development / property management companies and community-based housing and service providers. Where the Expression of Interest is submitted by a consortium or joint venture, the members of the consortium or joint venture will together comprise the Respondent.

Arm's Length Principle (ALP):

- No Respondent was in any way involved in the preparation of this EOI and have had no advance information respecting the contents of the EOI; and
- The Town will not give any special preference to any Respondent's experience with the Town of Gravelbourg

Proposals and accompanying documentation will be treated as confidential by the evaluation panel and Town representatives.

Respondents must recognize that certain proprietary information may not be released to anyone other than the successful Respondent(s) for privacy reasons.

## **5.0 Key Dates**

The following is a schedule of events which is subject to change. Dates for milestones after the closing date are provided as target dates only. Best efforts will be applied to meet these dates; however they may change. The Town makes no guarantee that a RFP will be issued and reserves the right to take no further action on this EOI call. Where dates change, notice of those changes will be posted on SaskTenders (<https://sasktenders.ca/>).

Due to the nature of the opportunity, the community is providing greater flexibility for interested partners to explore this opportunity.

Exhibit GC.01 - Former Gravelbourg Convent Site Adaptive Re-Use EOI Re-Issue Key Dates	
Activity	Date
Former Gravelbourg Convent Site Adaptive Re-Use EOI Re-issue Release Date	July 11, 2023
Last Day for Receipt of Questions	Open
Last Day for Posting Responses to Questions	Open
Former Gravelbourg Convent Site Adaptive Re-Use EOI Re-issue Closing Date	To Be Posted
Tentative EOI Re-issue Evaluation Completion	To Be Posted
Tentative Selection of Respondents to invite to phase two (2) Request for Proposals phase AMENDED	To Be Posted
Tentative Notification of Respondents not selected to submit proposals AMENDED	To Be Determined
Tentative Request for Proposal Distribution to Selected Respondents AMENDED	To Be Determined
Source: Town of Gravelbourg Former Gravelbourg Convent Site Adaptive Re-Use EOI #2023-01R	

The Town of Gravelbourg will be issuing a closing date in a future addendum to EOI #2023-01R, in order to provide interested parties sufficient time to explore the opportunity for this site.

## 6.0 Expression of Interest Submissions Format

Expressions of interest must be no longer than twelve (12) pages (excluding any support documents which can be included in appendices).

Respondents will provide submissions that clearly address the criteria found in Section 9.0 Evaluation Criteria and the specifications noted throughout this Adaptive Re-Use Expression of Interest call for the Former Gravelbourg Convent Site in Gravelbourg.

Respondents' submissions will be clearly divided into the sections noted below.

### 6.1. Covering Letter

The submission will include an introductory covering letter, dated and signed by an official authorized to negotiate and make commitments, and provide any clarifications with respect to the quotation and submission on behalf of the Respondent.

Include within the Covering Letter, the following company information:

- Legal company name
- Mailing address
- Contact name
- Contact phone number and e-mail

### 6.2. Executive Summary

There will be a brief overview of the submission no longer than two pages that summarizes the submission's main features, benefits, and parameters / conditions.

**6.3. Planned Adaptive Re-Use**

The Respondents are to provide a description of the vision and explanation of the intended Adaptive Re-Use of the Former Convent Site (maximum of 1 page). Respondents can put forward a proposed Use(s) or Strategies which may retain and rehabilitate all or a portion of the Former Convent building or present an entirely new greenfield concept for the site. Respondents should indicate if their proposed Use(s) or Strategies would include any areas accessible or open to community uses; such as potential partnerships with a non-profit organization or the Town. Respondents should indicate how their proposed Use(s) or Strategies implementation will be developed and managed.

**6.4. Respondent Experience**

The Respondent experience section will include the legal information and project experience on the firm.

**6.4.1. Description of Legal Entity**

This section will include a description of the legal entity making the submission and will include legal status, head / branch office location(s), organization chart, etc.

Other information required will include the Respondent's financial and management capacity to undertake the Adaptive Re-Use Project. Such information may include (but may not be limited to) years in business, years in business in Saskatchewan and Canada.

For consortia, the Respondent will include a description of each member and provide a detailed description of how the consortium would deliver the envisioned work and be legally organized for negotiating and signing a Purchase and Redevelopment Agreement.

**6.4.2. Company Profile**

A brief company profile, indicating time in business, location of Saskatchewan or Canada offices, construction and / or development training and experience, and other information that may be deemed appropriate and indicate the major markets the company services.

**6.4.3. Project Development Team**

Provide a breakdown of the Project Development Team (PDT) members including the following for each resource:

- name
- role
- responsibility
- identify the lead representative and project manager



#### 6.4.4. Project Experience

Respondents must provide a minimum of two recent (in the past five - seven years) previous projects of similar scope in Canada. Failure to meet this mandatory requirement in any submission will result in the disqualification of the Respondent.

Each project description must include (minimum of two) recent project descriptions covering the following format.

<b>Exhibit GC.02 - Respondent Recent Project Experience Description Format</b>		
	<b>Project Name</b>	<b>Project Information</b>
<b>1.</b>	Project Proponent or Partner(s)	
<b>2.</b>	Name, Address of Facility / Project	
<b>3.</b>	Project Construction or Redevelopment Capital Costs	
<b>4.</b>	Project Building Size in Square Feet	
<b>5.</b>	Project Start Date	
<b>6.</b>	Project Completion Date	
<b>7.</b>	Project Description, Features and any Services Provided	
<b>8.</b>	Project Outcomes Compared to Plans, Budget, and Schedule	
<b>9.</b>	Current Contact at the Project (Name, Phone, E-Mail)	
<b>10.</b>	Other Relevant Information	
<i>Source: Town of Gravelbourg Former Gravelbourg Convent Site Adaptive Re-Use EOI #2023-01R</i>		

#### 6.4.5. References

Provide contact information for at least three (3) clients / projects with similar redevelopment or construction development aspects including:

- Name of the Project
- Nature of the Respondent's firm(s) contribution to the noted project
- Date for the Project Start / Completion
- Name of the Contact and Title
- Phone and e-mail information for noted references

#### 6.5. Respondent Ability to Manage and Deliver

Respondents are given an opportunity to demonstrate their aptitudes to undertake and complete the Adaptive Re-use referred to in the Expression of Interest call for the Former Convent in Gravelbourg. Submissions should note the Respondent's ability to manage and deliver the components to enable the Former Gravelbourg Convent Adaptive Re-Use to achieve optimal results. Submissions should note the Respondent's aptitudes in the following areas.

Exhibit GC.03 - Respondent Aptitudes Overview Components Outline		
	Company Aptitude	Company Information
1.	Project Design & Planning	
2.	Project Construction Management	
3.	Capital Financing	
4.	Operations Management	
5.	Risk Management and Risk Mitigation	
6.	Community Engagement, Relationship Management, and Liaison	
Source: Town of Gravelbourg Former Gravelbourg Convent Site Adaptive Re-Use EOI #2023-01R		

#### 6.6. Respondent Overall Value Proposition

Submissions should include a summary noting why the Respondent should be considered as a suitable firm or organization to undertake the Adaptive Re-Use of the Former Convent Site and be extended an invitation to submit a proposal.

#### 6.7. Respondent Supporting Information

Submissions may include additional information in appendices (beyond the page limit) such as any of the following:

- Résumés of Project Development Team (PDT) members
- Additional description of the proposed Use(s) or Strategies and amenities and features that would be available
- Indication on the intended direction, incorporation, rehabilitation, or re-use of key heritage features
- Additional description of proposed Use(s) or Strategies development and management
- Any initial concepts or preliminary site plans for the proposed Use(s) or Strategies
- Any preliminary budget information or parameters for the proposed Use(s) or Strategies
- Any preliminary funding or financing information or parameters for the proposed Use(s) or Strategies
- Any unique characteristics of your submission proposed Use(s) or Strategies that would make it stand out from other submissions

The Expression of Interest is an opportunity for interested Respondents to put forward enough information to present your vision for the Adaptive Re-Use of the Former Gravelbourg Convent Site. Concise submissions that present sufficient information to inform the EOI evaluation process are welcome.

**6.8. Commitments**

Respondents providing submissions will need to complete and sign the enclosed EOI Submission Verification and Affidavit and Conflict of Interest Identification Statement contained in Appendix C and Appendix D.

- The EOI Submission Verification and Affidavit confirms
  - Respondents have read and understand the terms of the Former Gravelbourg Convent Site Adaptive Re-Use EOI #2023-01R
  - That information submitted in the Respondent's submission is complete and accurate
- The Conflict of Interest Identification Statement confirms
  - Disclosure of any actual or potential conflict(s) of interest with the Town of Gravelbourg
  - Describes the nature of any actual or potential conflict(s) of interest
- The Covering Letter confirming
  - The authorized official to make commitments, and provide any clarifications with respect to the Expression of Interest Submission on behalf of the Respondent
- Submissions without the necessary signed documentation will be rejected by Town of Gravelbourg
- All costs incurred by the Respondents in developing their submissions are at the sole cost of the Respondents

**7.0 Enquiries and Clarifications / Amendments to EOI**

Enquiries related to this call for Expressions of Interest are to be directed, in writing, to:

Ariel Haug, Economic Development Officer  
Town of Gravelbourg  
209 Main Street, P.O. Box 390 Gravelbourg, SK S0H 1X0  
E-Mail: [edo@gravelbourg.ca](mailto:edo@gravelbourg.ca)

Respondents can contact the above-noted representative to ask any questions regarding the Former Gravelbourg Convent Site Adaptive Re-Use EOI, prior to completing Expression of Interest.

Contact with individual(s) other than listed will result in disqualification.

Respondents must recognize that notes of enquiries and clarification requests will be taken and that any questions and answers that clarify or change the EOI requirements or that are process related will be shared with all Respondents.

Questions relating to this competition must be provided in writing no later than nine (9) business days prior to the specified closing date. Questions received after that time will not be addressed.

Questions that are proprietary to your solution will not be posted upon request where it is clearly of a proprietary nature; however, the general nature of the enquiry will be noted and posted.

Respondents should make enquiries as early as possible and should not make assumptions regarding the nature of the requirements of the EOI. Respondents who fail to raise issues and questions they may have during the EOI period do so at their own risk.

To ensure the equality of information among Respondents, answers to enquiries that are relevant to the quality of responses will be posted on SaskTenders (<https://sasktenders.ca/>) websites without revealing the source of the enquiry. Verbal responses to any enquiry are not binding on either party.

Respondents must recognize that certain proprietary information may not be released to anyone other than the successful Respondent(s) for privacy reasons.

Any interpretations of, additions to, deletions from or any other corrections to the EOI will be issued by the Town of Gravelbourg and posted on SaskTenders (<https://sasktenders.ca/>) websites. It is the sole responsibility of the Respondents to ensure all available information has been received prior to submitting a bid. Respondents are responsible for routinely checking the SaskTenders (<https://sasktenders.ca/>) websites for amendments and must adhere to any amendment requirements.

## **8.0 Submission Requirements**

Respondents who submit an Expression of Interest (“EOI”) agree to be bound by the instructions, clauses and conditions of the EOI and accept the clauses and conditions of any subsequent Purchase and Redevelopment Agreement, as is, in their entirety.

No payment will be made for costs incurred for the preparation and submission of an Expression of Interest in response to this EOI. All costs associated with preparing and submitting an Expression of Interest and any subsequent proposal are the sole responsibility of the Respondents.

Expressions of Interest shall constitute a valid and irrevocable submission for a period of 90 days after the amended closing date of the EOI to be posted in a future addendum. The Town of Gravelbourg may request Respondents extend the validity period of their submissions.

The Town of Gravelbourg is under no obligation to enter into a Purchase and Redevelopment Agreement for the Former Convent Site and reserves the right to terminate the two phase Convent Site Adaptive Reuse Proponent and proposed Use(s) or Strategies selection process at any time and to withdraw from discussions with any or all Respondents.

## 9.0 Evaluation Criteria

Respondents' Submissions will be evaluated based on the overall rating presented in the following evaluation table.

Exhibit GC.04 - Tech Village Design-Build-Finance-Maintain-Operate EOI Submission Evaluation Format		
Component	Overview	Value
1. Compliance	Completeness of submission and adherence to the EOI #2023-01R requirements format in Section 6.0	10
2. Submission Clarity	Clarity of submission including providing a concise project pitch and good document flow supported by sufficient information to present the proposed Use(s), Strategies, and Proponent(s)	5
3. Planned Adaptive Re-Use	The proposed Use(s) or Strategies for the Former Gravelbourg Convent Site along with target markets served by the adaptive re-use and community benefits from the envisioned Proponent's redevelopment vision and plans	25
4. Respondent's Background	Qualifications of the Respondent and the Project Development and / or Construction Team (PDT), relevant experience, performance on similar projects, and capacity for this Project	10
5. Respondent's Aptitude	Ability of the Respondent to manage and deliver design, build, and construction, and as applicable finance, maintenance, and operations, plus overall client service	15
6. Respondent's Overall Value Proposition	Overall value proposition of the Respondent to deliver an adaptive re-use project	10
Total Value		75
Source: Town of Gravelbourg Former Gravelbourg Convent Site Adaptive Re-Use EOI #2023-01R		

Each Respondent should prepare its Submission with the above criteria in mind, but the Town of Gravelbourg may accept or reject any Submission. If the Town of Gravelbourg accepts a Submission and then invites a Respondent to prepare a Proposal in the Request for Proposal phase two (2), it will be the ones that it subjectively considers most appropriate, regardless of whether it meets all of the stated evaluation criteria.

## 10.0 Definitions

- **“Expression of Interest” or “EOI”** means this Expression of Interest call for the Former Convent Site Adaptive Re-Use in Gravelbourg, Saskatchewan.
- **“Friends of the Gravelbourg Convent” or “FGC”** refers to a non-profit community group of volunteers previously established to identify options for the adaptive re-use of the Former Convent of Jesus and Mary Building.
- **“Potential Proponent(s)” or “Proponent(s)”** refers to a person or organization that was a respondent to the Expression of Interest who was invited to submit a proposal through a subsequent RFP and may be selected to proceed with the project.
- **“Project Development Team” or “PDT”** refers to the Proponent(s) or Respondent(s) representatives and professionals that would undertake their proposed Use(s) or Strategies for the Former Gravelbourg Convent Site Adaptive Re-Use.
- **“Proposal”** means any subsequent offer to redevelop the Former Convent Site in response to an invitation to participate in a subsequent RFP, as put forward by a Respondent for the Town of Gravelbourg’s consideration.
- **“Purchase and Redevelopment Agreement”** means an envisioned agreement between the Town of Gravelbourg and a selected Proponent for the redevelopment and sale of the Former Gravelbourg Convent Site based on mutually negotiated and agreed upon terms.
- **“Respondent(s)”** means a person or organization that submits an Expression of Interest to the Town of Gravelbourg.
- **“RFP”** means a subsequent **“Request for Proposal”** call for qualified Proponents with suitable redevelopment proposed Use(s) or Strategies.
- **“SaskTenders”** means the Government of Saskatchewan public tendering database at <https://sasktenders.ca/>.
- **“Strategies”** means the proposed approach or plan to achieve the Proposed Use(s) that the Respondent(s) or Proponent(s) is suggesting for their planned Adaptive Re-Use of the Former Gravelbourg Convent Site.
- **“Submission”** means a response to the call for Expressions of Interest to demonstrate capacity to deliver a Redevelopment proposed Use(s) or Strategies for the Former Gravelbourg Convent Site Adaptive Re-Use, as put forward by a Respondent(s) for the Town of Gravelbourg’s consideration.

- **“Town of Gravelbourg”** or **“Town”** means the Town of Gravelbourg a municipality providing public municipal services to residents, businesses, property owners, and the public under the *Municipalities Act* of the Province of Saskatchewan.
- **“Use”** or **“Proposed Use”** means the proposed use that the Respondent(s) or Proponent(s) is suggesting for their planned Adaptive Re-Use of the Former Gravelbourg Convent Site.

## **Appendix A: Former Gravelbourg Convent Background Information**

### **Building History**

The former Convent of Jesus and Mary is a Municipal Heritage Property located at 99 Arthabasca Street in the Town of Gravelbourg. The property features a large four-storey brick-with-Tyndall Stone structure, built between 1917 and 1918. It is linked by rotundas to two three-storey wings, built between 1926 and 1927. The property also includes fenced and landscaped grounds. The building features 76,770 square feet of space on 4 floors and a basement.

This building was operated as a convent until 1970 and subsequently was utilized as École Élémentaire de Gravelbourg Elementary School until June 2016.

After a careful consideration of the building's future, community dialogue, and a number of assessments, the Town of Gravelbourg purchased the designated Saskatchewan Heritage / National Historic Site Former Convent of Jesus and Mary property from the Prairie South School Division as of October 2016.

### **Former Gravelbourg Convent Site**

The Town of Gravelbourg owns the Former Convent of Jesus and Mary property PARCEL FF Plan 102209688 Ext 0 at 99 Arthabasca Street. The ~5.24 acre site and building is intended to be sold to a qualified Proponent(s) for a suitable Adaptive Re-Use of the former Convent Site. The site currently is zoned as CS-Community Service District under a HR-Heritage Resource Overlay. The Town of Gravelbourg will consider interested Proponents proposed Use(s) or Strategies and any appropriate proposed re-zoning parameters.

### *Statement of Significance:*

### **Description of Historic Place**

The Elementary School is a Municipal Heritage Property located at 240 First Avenue in the Town of Gravelbourg. The property features a large four-storey brick-and-Tyndall Stone structure, built between 1917 and 1918. It is linked by rotundas to two three-storey wings, built between 1926 and 1927. The property also includes fenced, landscaped grounds.

### **Heritage Value**

The heritage value of the Elementary School resides in its architecture and ornate interior decorations. The building was designed by the prominent French Canadian architect J.E. (Joseph) Fortin who was responsible for the design of several other major Roman Catholic properties, including the Our Lady of Assumption Roman Catholic Co-Cathedral. The building's exterior and interior proportions portray Classical Revival influences, including symmetry, monumental



proportions and pediments above the main entrance. The building also reflects traditional French-Canadian architectural details, such as the mansard roof, and a Baroque influence, evident in the design of the vestibule. Significant interior features include the two-storey former chapel. This large room includes two balconies and a choir loft, and features Corinthian columns.

The heritage value of the property also resides in the exterior materials that relate the Elementary school to other prominent Gravelbourg buildings. The exterior is clad in Claybank brick, Tyndall Stone, glass and wood materials, which were used to construct the structure between 1917 and 1918 and used to add two wings to the original building in 1926 and 1927.

The heritage value of the Elementary School also lies in its association with the development of education in the Gravelbourg district as it related to the roles of the Roman Catholic Church and its religious orders. The property was built by the Sisters of Jesus-Mary under the direction of Mother Sainte-Emilienne (Alma Trudel) to meet the growing educational needs of the Gravelbourg area during the settlement era. The Sisters operated the property as a non-denominational public school, girls' boarding school and convent until 1971, when it was sold to the Gravelbourg School Division. Sisters trained at the facility played educational roles in several other southern Saskatchewan communities including Meyronne, St. Victor, Lisieux and Coderre. The building dwarfed most schools in rural Saskatchewan and its size reflected the importance the Roman Catholic Church placed on education and also served as a statement of the Church's influence.

*Source: Town of Gravelbourg Bylaw 819/86.*

#### Character-Defining Elements

The heritage value of the Elementary School resides in the following character-defining elements:

- those elements constructed from Claybank brick, Tyndall Stone, glass and wood building materials, such as the building's exterior and interior walls as well as its original windows, interior hardwood floors, hand-crafted wooden balustrades and balusters, railings, paneling, doors and doorways;
- those features that reflect the influences of the Classical Revival style of architecture, such as the symmetrical design, monumental proportions, the pediments, entablature, lintels, parapets, cornices, projected bays, rounded-arch windows and doors as well as the interior features including the Corinthian columns and capitals in the former chapel and decorative features of the vestibule;
- those features that reflect traditional French-Canadian architectural details, such as a mansard style silver metal roof with dormer windows;
- decorative features such as the Corinthian influences found in the columns, ceiling, oratory and sanctuary in the former chapel as well as the oak railings around the balconies in the former chapel and the proscenium arch above the stage in the basement auditorium;

- those features that speak to the role of the property as an educational institution and reflect its association with the Roman Catholic Church and the Sisters of Jesus-Mary such as the spatial composition of the original building and the south wing, the location of the building on its original site, its monumental size, the floor of the basement auditorium, which is inlaid with the monogram of the order, the inscription above the main entrance, the white cupola enclosing a pacard bell and topped with a large iron cross as well as the oak and brass communion rail, the sanctuary, oratory, nave and choir loft in the former chapel.

Source: *Historicplaces.ca*

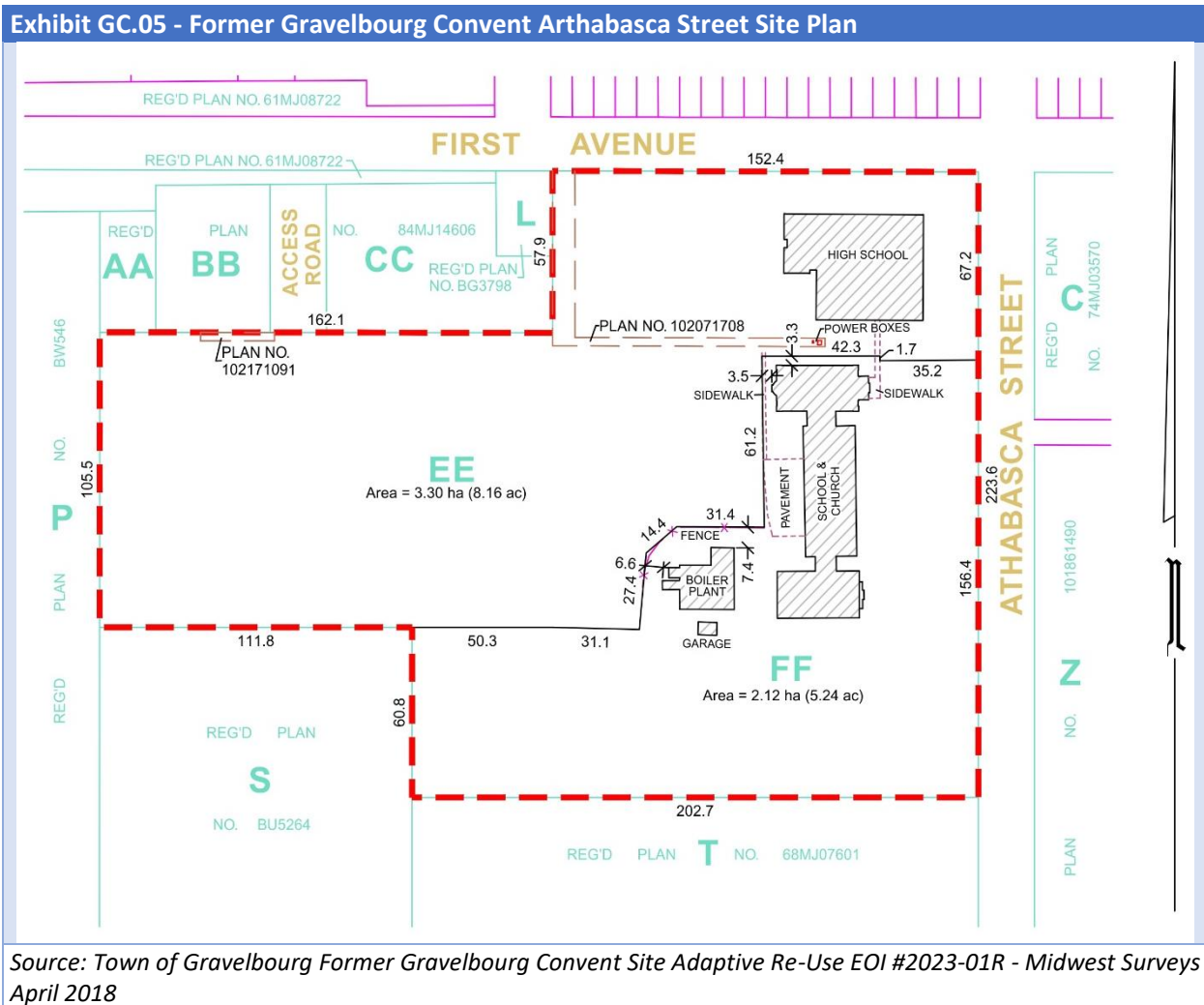
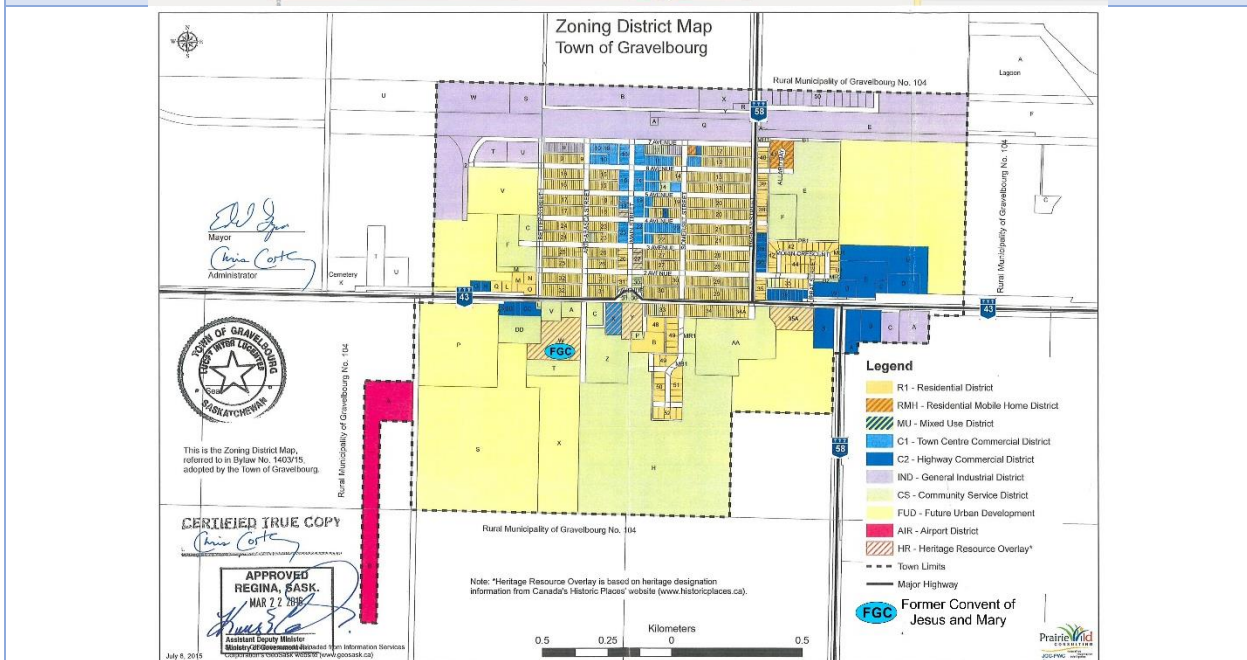
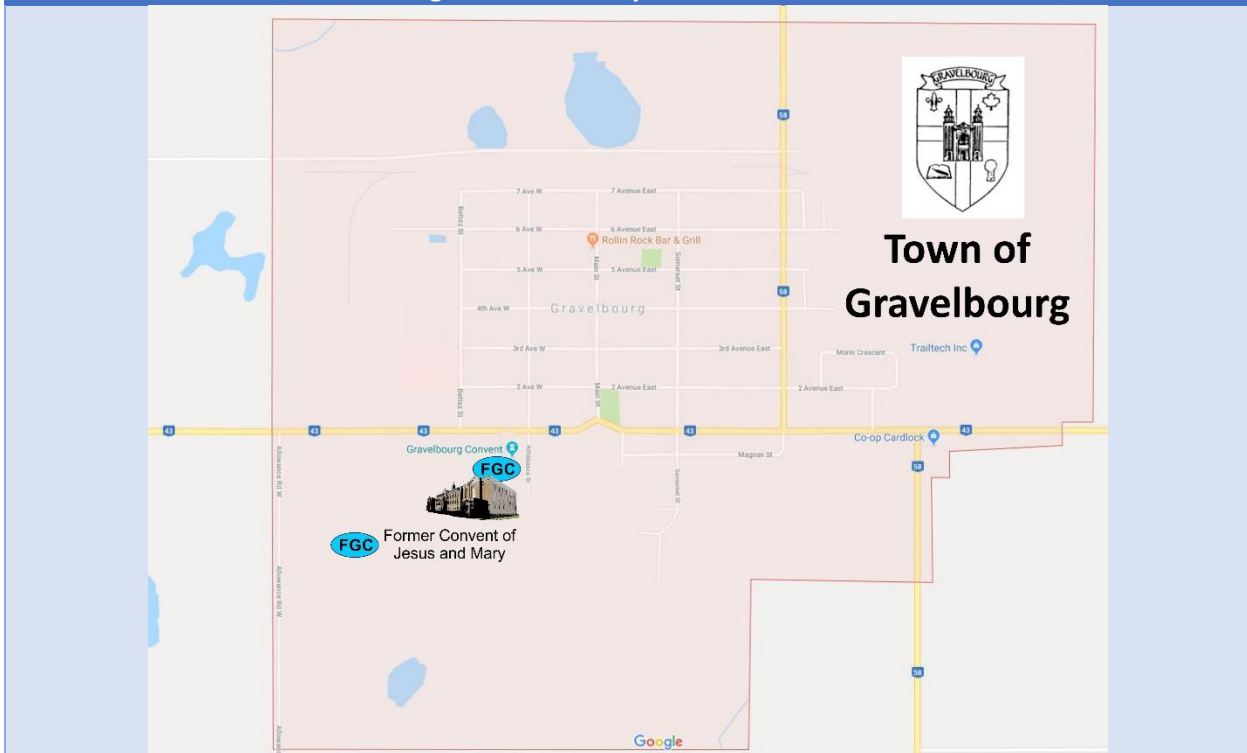
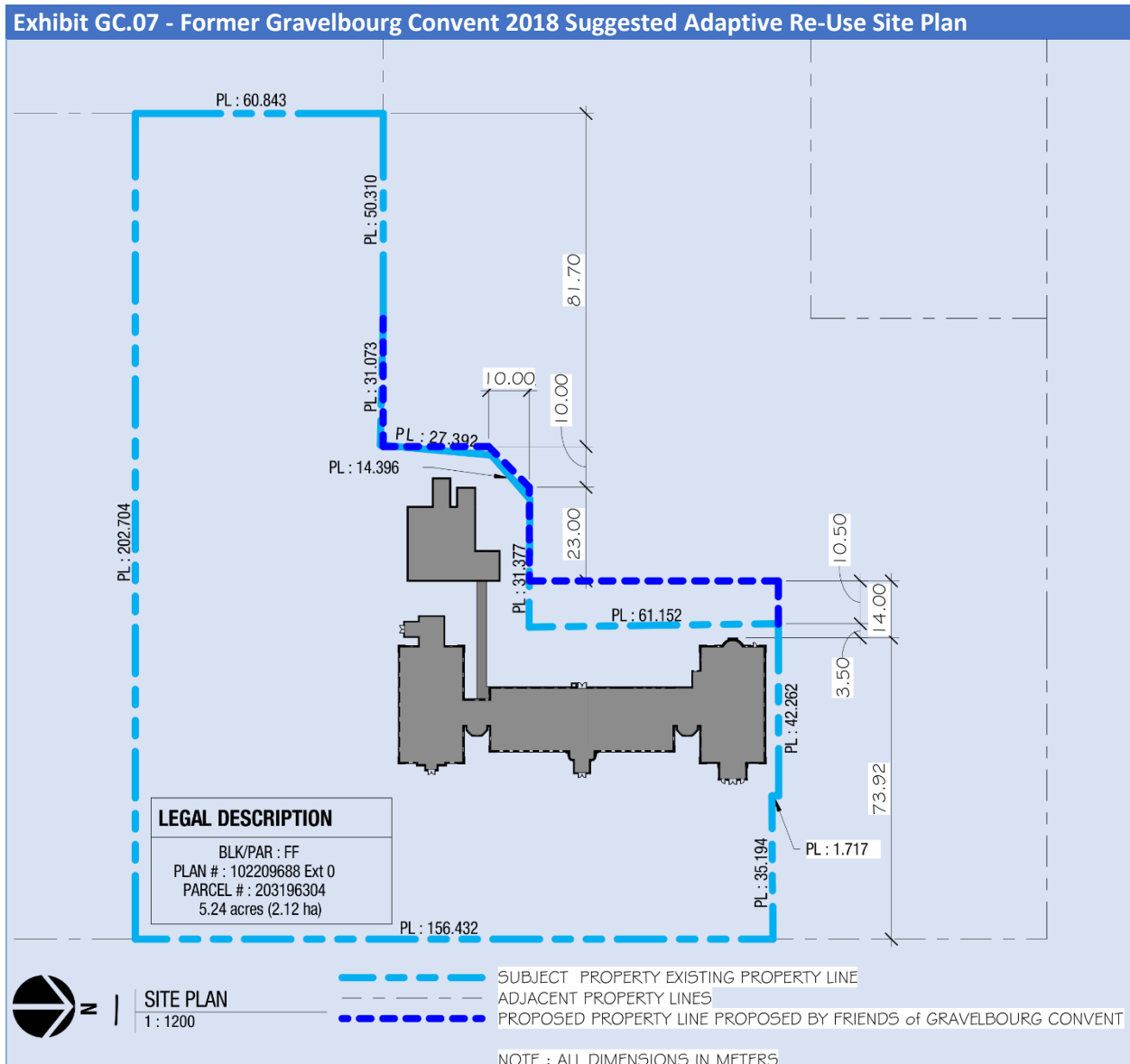


Exhibit GC.06 - Former Gravelbourg Convent Facility Location



Source: Town of Gravelbourg Former Gravelbourg Convent Site Adaptive Re-Use EOI #2023-01R - Adapted Town of Gravelbourg Zoning Map from Prairie Wild Consulting and from Google Maps July 2018





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SUBJECT PROPERTY EXISTING PROPERTY LINE  
ADJACENT PROPERTY LINES  
PROPOSED PROPERTY LINE PROPOSED BY FRIENDS OF GRAVELBOURG CONVENT

NOTE : ALL DIMENSIONS IN METERS

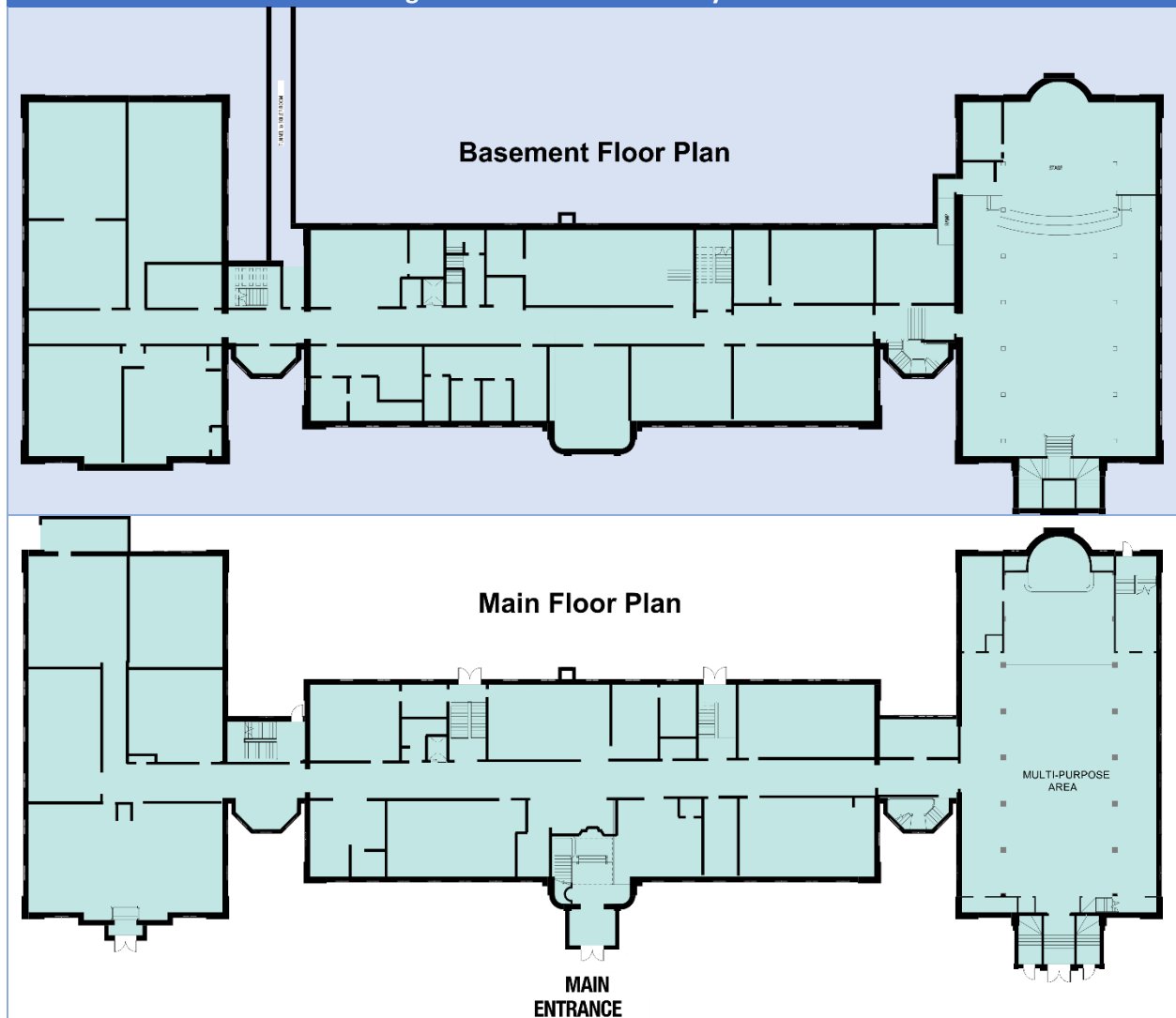
Source: Town of Gravelbourg Former Gravelbourg Convent Site Adaptive Re-Use EOI #2023-01R - Wilhelm Construction Services Inc., Gravelbourg Convent Adaptive Re-Use Project Site Plan, April 2018

**Former Gravelbourg Convent Building Layout**

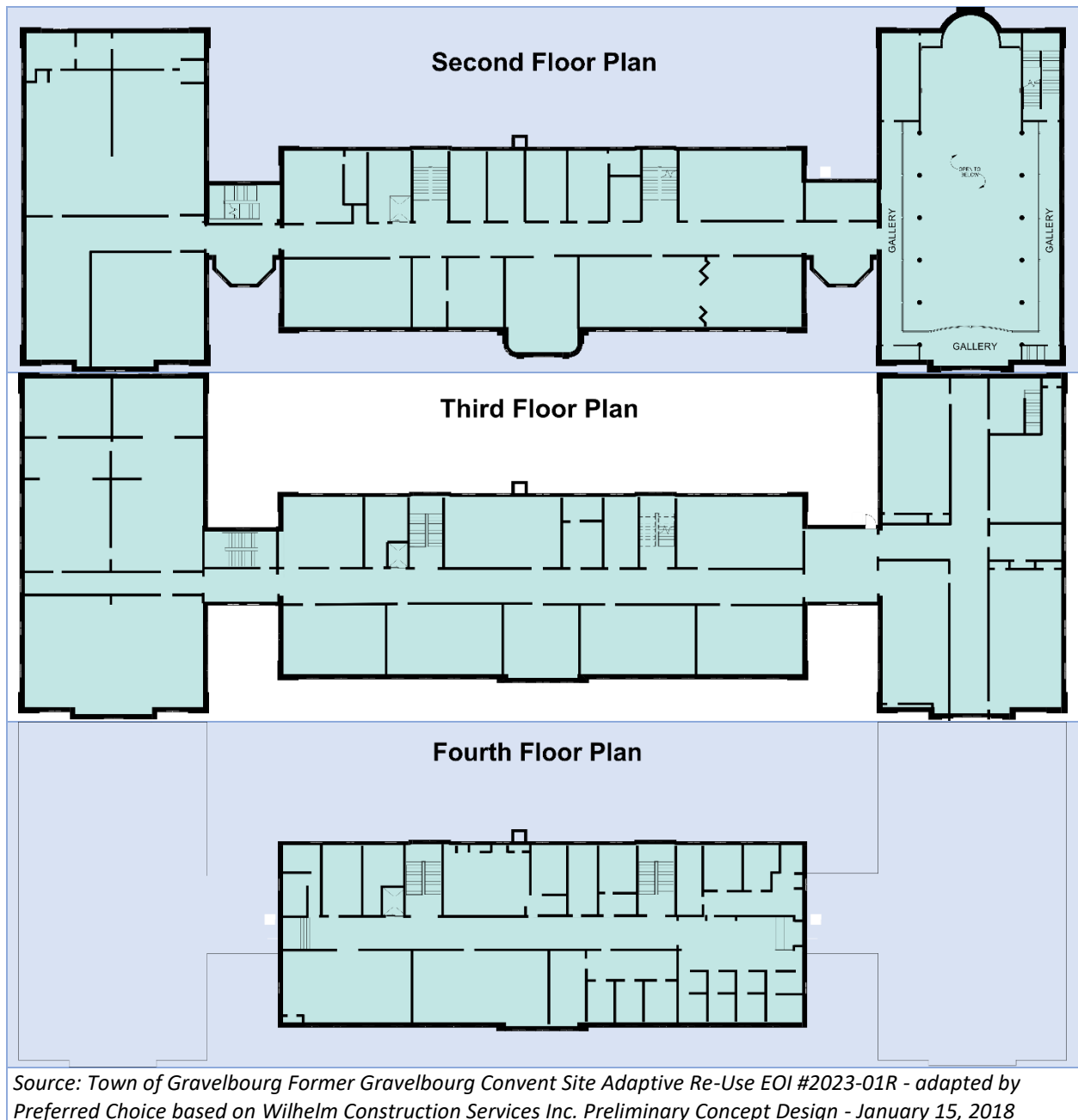
The building ~ 76,770 square feet of space is distributed by floor as follows:

- Basement Gross Area 1,972.0 m<sup>2</sup> ~ 21,226 square feet
- Main Floor Gross Area 1,884.0 m<sup>2</sup> ~ 20,279 square feet
- Second Floor Gross Area 1,529.0 m<sup>2</sup> ~ 16,458 square feet
- Third Floor Gross Area 1,792.0 m<sup>2</sup> ~ 19,289 square feet
- Fourth Floor Gross Area 741.0 m<sup>2</sup> ~ 7,976 square feet

**Exhibit GC.08 - Former Gravelbourg Convent Current Floor Layout**







**Friends of the Gravelbourg Convent**

The Friends of the Gravelbourg Convent Inc. (FGC) was formed in 2012 to diligently pursue options for the adaptive re-use of the Former Convent of Jesus and Mary Building. The FGC board of directors undertook a number of initiatives to pursue alternate uses for the Former Convent in co-operation with the Town of Gravelbourg.

A number of stakeholder and community engagement discussions regarding the potential adaptive re-use and opportunities for the Former Convent were initiated by the Town, FGC, or both since 2012.

**Adaptive Re-Use Planning**

FGC and the Town commissioned a number of assessments and plans regarding the potential Adaptive Re-Use of the Former Convent including the following reports:

- Gravelbourg & Area Housing Need and Demand Market Assessment Report, prepared by Preferred Choice, June 2016
- Gravelbourg Area Seniors Demographic Market Segment Supplement Report, prepared by Preferred Choice, June 2016
- Gravelbourg & Area Regional Housing Plan, prepared by Preferred Choice, September 2016
- Gravelbourg Mixed-Use Market Segment Supplement Report, prepared by Preferred Choice, May 2017
- Gravelbourg Convent Venture Management Plan, prepared by Preferred Choice, June 2017
- Gravelbourg Convent Adaptive Re-Use Project Space Considerations, prepared by Preferred Choice, June 2017 and October 2017 update
- Gravelbourg Convent Structural Rehabilitation Study, prepared by JC Kenyon Engineering Inc., August 2017
- Gravelbourg Former Convent Adaptive Re-Use Development Facility Project Preliminary Concept Design, prepared by Wilhelm Construction Services Inc. (WCSI), January 15, 2018
- Gravelbourg Convent Adaptive Re-Use Project Site Plan, Midwest Surveys, April 2018
- Gravelbourg Convent Adaptive Re-Use Project Site Plan, prepared by Wilhelm Construction Services Inc. (WCSI), April 25, 2018
- Gravelbourg Former Convent Adaptive Re-Use Development Facility Project 16 Division Class C Capital Cost Estimate, prepared by Wilhelm Construction Services Inc. (WCSI), April 2018
- Gravelbourg Convent Adaptive Re-Use Venture Project Preliminary Financial Viability Pro-forma Projections, prepared by Preferred Choice, June 2018
- Manoir Thévenet Manor Initial Business Plan, prepared by Preferred Choice, October 2018
- Manoir Thévenet Manor Financing Overview: Gravelbourg Convent Adaptive Re-Use Venture, prepared by Preferred Choice, November 2018



While these reports set out a potential Adaptive Re-Use option for the Former Convent, Respondents to this EOI should present what they see as an ideal proposed Use(s) or Strategies for the Former Gravelbourg Convent Site Adaptive Re-Use.

### **Heritage Considerations**

As part of the Adaptive Re-Use of the Former Gravelbourg Convent it is expected that heritage aspects be addressed by each Respondent / Proponent, although there is no formal requirement to do so.

FGC in 2017 noted the following which should be considered by Respondents / Proponents.

*“In June 2017 it was suggested that the following are priority heritage elements:*

- *The Chapel on the Main Floor*
- *The Balcony / Gallery on the Second Floor*
- *Front entrance 1<sup>st</sup> and 2<sup>nd</sup> floors*
- *Window heritage characteristics on 2<sup>nd</sup> and 3<sup>rd</sup> floors*
- *Historic Piano Room Elements - If Possible*
- *Other Historic Spaces or Features - Where Possible*

*That being said FGC has placed the overall guiding principle on the financial bottom line. This consideration is critical to finding the optimum best adaptive re-use space plan and financial model for the Former Convent.”*

***“Wherever possible heritage elements are encouraged to be incorporated into the facility design.”***

A key community consideration was for any re-development to incorporate heritage elements and not strip heritage features out of the building or community.

There are many important features and heritage aspects in the convent from the piano room to the room on the second floor with the sliding door. Many of the wood features from flooring to storage cupboards and other elements are desirable to adapt wherever possible and feasible.

## Exhibit GC.09 - Former Convent Key Heritage Sections to Consider

**Former Chapel - Main Floor**



**Balcony / Gallery - 2nd Floor**



**Convent Main Entryway - Main & Second Floor**



**Window heritage characteristics on 2<sup>nd</sup> and 3<sup>rd</sup> floors**



**Historic Piano Room Elements - If Possible**



**Other Historic Spaces or Features Where Possible**



Source: Preferred Choice based on input from Friends of the Gravelbourg Convent Inc. - 2018

**Arts, Culture, Social, and Community Spaces**

There are a number of community spaces in the Former Convent that continue to be utilized by the community including:

- Chapel
- Balcony / Gallery
- 1<sup>st</sup> Floor Classrooms-current tenants include a yoga studio, music centre, art co-operative, two art studios, and two aesthetic businesses.

Each Respondent / Proponent needs to determine whether the provision for community access space or potential partnerships with a non-profit organization or the Town fits with their proposed Use(s) or Strategies.

## **Appendix B: Town of Gravelbourg Community Overview**

### **Gravelbourg: The “Cultural Gem of Saskatchewan”**

#### **Heritage: More than Just a Pretty Place**

Anchored by the majestic cathedral to the south and the 1913 grain elevator to the north, Gravelbourg is home to one of the loveliest Main Streets in Saskatchewan. Follow the Heritage Walking Tour to view the many heritage homes and historic buildings that reveal the character of the Town. Looking for a unique place to stay overnight? The Bishop’s Residence and a one-time monastery provide unique accommodations. The former Convent of Jesus and Mary currently houses community organizations and small businesses, and its chapel is one of the most unique event venues in Southern Saskatchewan. Other notable landmarks include the Court House (now Town Office), the post office, the water tower and the original railway station. From the bilingual street signs and ringing Cathedral bells to the cobble-stone-inspired sidewalks and lantern-style streetlamps, the town truly feels like a touch of Europe on the prairies!

#### **Tourism: A delight for Day-Trippers**

Gravelbourg has long been a popular destination in the southwest. Located within less than two hours drive from several larger centers, Gravelbourg is a wonderful place to spend an afternoon or weekend. The district museum is a treasure trove for hobby historians and no visit to the town is complete without a tour of the Cathedral's storied interior and original artwork. Few small towns can boast a genuine department store that sells everything from appliances to zebra print pants. Shoppers will be delighted to discover Main Street’s unique art, vintage, and home decor boutiques. And what road trip would be complete without food? Whether you’re looking for casual fare, world cuisine, or a fine dining experience for the whole family, Gravelbourg’s foodie scene has something for everyone.

For those who prefer outdoor diversions, Gravelbourg has several picnic-worthy greenspaces. Contemplatives can stroll the Peace Labyrinth and Community Forrest. Families will enjoy visiting Lions Park, the school playgrounds, and the skate park, or taking a closer look at the iconic grain elevators. Nearby regional parks, Thomson and Shamrock, offer excellent excursion opportunities including hiking, boating, golf, camping, and outdoor swimming.

#### **Opportunities: Rural Resilience on the Rise!**

With over 100 businesses, Gravelbourg has a strong entrepreneurial spirit that has risen to meet the needs of the community and surrounding area. Major industry employment areas include agriculture, manufacturing, healthcare, and education. There are viable opportunities for

investment in brick-and-mortar enterprises and tourism experiences that capitalize on the cultural appeal of the region.

Forget Boomtown! Gravelbourg has the potential to become a Zoomtown. Its high-speed internet and proximity to larger centers makes it an appealing new home for the expanding demographic of remote workers. In addition, the low cost of living and quality of life compared to other parts of Canada increase incentives for inter-provincial immigration.

### **Culture: Francophone Roots, Global Future**

Gravelbourg has been a bastion of francophone culture in the west for over 100 years. The founding family, the Gravels, hailed from Quebec and encouraged French Catholics to immigrate to the region. Centre Culturel Maillard was constructed in 1985 to assure the preservation of Francophone culture. It's home to the Association communautaire fransaskoise de Gravelbourg, the Chinook Regional Library, and CFRG FM, a bilingual radio station with over 70 years of broadcast history. The Centre has a commercial kitchen, dance studio, and an auditorium for concerts and events.

French surnames are predominant in the region. One is as likely to hear French as English spoken at the Post Office or grocery store, but Gravelbourg's strength is in its growing diversity. Individuals from over 70 countries have called Gravelbourg home, an asset celebrated annually with the International Food Festival. Newly accepted into the federal Rural and Northern Immigration Pilot, Gravelbourg is an ideal location for individuals wishing to immigrate to Canada for work or study.

### **Education: A Wonderful Place to Learn**

Gravelbourg has long been a notable education center in the west. The Convent of Jesus and Marie was a prominent Catholic boarding school in the region. After opening in 1918, enrollment grew steadily reaching over 600 students by 1964. The Town purchased the Convent in 2016 when the high school and elementary schools amalgamated to form École Gravelbourg School. Students may choose to enroll in either the French immersion or English PreK - Grade 12 education streams.

The Collège Mathieu complex is home to La Tournesol (Daycare), École Beau Soleil (PreK - grade 7), École de Mathieu de Gravelbourg (grades 8-12), and Collège Mathieu (postsecondary). Collège Mathieu is the only French language technical school in Saskatchewan and offers post-secondary courses in welding, business administration, early childhood education, and healthcare. The program attracts students from French-speaking countries all over the world.

**Arts and Recreation: Free-Time Fun**

One of Gravelbourg's most precious gems is its love for the arts. Residents can take classes in painting, stained glass, and pottery. The Gravelbourg Community Music Centre curates a musical instrument lending library and hosts monthly programming for all ages. For the past 20 years, the Solstice Festival has attracted participants from all over the province. An artisan co-operative hosts bi-annual handmade craft markets. The Renaissance Gaiety Theatre presents annual original theatrical productions, concerts and other live events. The Bilingual Music Festival gives Gravelbourg youth and their instructors the chance to shine.

The Palestre rink is a busy place all winter long with hockey games, public skating, and a curling club. A weekly family Rec Night and an indoor walking club keep residents active indoors. Baseball, softball, and swimming take center stage in the spring. The Aquaplex offers lifesaving training and swimming lessons from April to August. Other recreational options include karate, dance, yoga, cross-fit, spin, bowling, skateboarding, and Tai Chi.

**Health and Welfare: Caring Hearts**

Gravelbourg is a regional healthcare hub with a fully accredited integrated hospital, ambulance service, long-term care facility, and assisted living complex. There are 3 doctors who provide care in the community as well as a dedicated Public Health department that offers vaccination clinics, infant wellness checks, health assessments and screening, and access to additional resources. A Rapid Access Counselling service was set up in 2022 to increase access to mental health services.

Massage, lymphatic and physiotherapy, mediation, licensed daycare, and dental services are all easily accessible in the community. The town runs a bus service for residents with limited mobility. Of course, sometimes a trip to the city is necessary. In 2018 a group of dedicated concerned citizens and volunteers formed a non-profit bus shuttle service to address the need for affordable, accessible transportation for medical and wellness appointments. The Gravelbourg Cares Shuttle Service operates Monday - Friday transporting individuals from many of the surrounding towns to Regina, Moose Jaw, and Swift Current.

**People: Community Spirit**

The crown jewel in the Gravelbourg galaxy of gems is the many organizations, service groups, and businesses that make the community such a welcoming and wonderful place to work, play, and do business. Bingos, fundraisers, and family dances run on sheer volunteer power fill the Community Calendar throughout the year. With organizations for every age and interest, from early childhood education to seniors' advocacy, and sports and recreation to the arts, Gravelbourg is a place where everyone can find community.

## Appendix C: EOI Submission Verification and Affidavit

Respondents need to mark (✓) off and complete the following information and submit this form in with their proposal.

- ☐ We have Completed and Signed this Verification and Affidavit (Appendix C)
- ☐ We have included a Covering Letter Signed by the authorized Respondent representative
- ☐ We certify we have read and understand the requirements for EOI: #2023-01R
- ☐ Our submission meets the terms, conditions, and requirements for EOI: #2023-01R
- ☐ Our submission is consistent with the required format identified in EOI: #2023-01R
- ☐ Our submission includes an Executive Summary, Planned Adaptive Re-Use, Respondent Experience, Respondent Aptitudes, Respondent Overall Value Proposition, and Covering Letter requested in EOI: #2023-01R
- ☐ We hereby authorize Town of Gravelbourg to contact the references noted in our Submission
- ☐ We have Completed and Signed a Conflict of Interest Identification Statement (Appendix D)

**For the Adaptive Re-Use of the Former Gravelbourg Convent under EOI: #2023-01R, we hereby certify and declare that the requirements contained herein have been met with our submission for the project.**

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**Signature**

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**Date**

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**Project Contact Name**

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**Project Contact Title**

## **Appendix D: Conflict of Interest Identification Statement**

Respondents need to complete the following information and submit this form in with their submission.

The Respondent agrees to have a conflict of interest identification statement in place throughout the duration of the project's proposed adaptive re-use development. The Respondent agrees to abide by the guidelines below and ensure all officers, employees, and agents follow accordingly as a condition of employment or engagement through the Respondent. Town of Gravelbourg (Town), in its sole discretion, may disqualify a submission or subsequent proposal and its Respondent if the Town determines that a potential for a conflict of interest exists.

(I) or (We) understand and agree the Town of Gravelbourg (Town) as the issuer of the Former Gravelbourg Convent Expression of Interest # 2023-01R and will consider a Conflict of Interest Identification Statement to exist between the Town of Gravelbourg and any organization, partner, officer, employee, or agent involved with the Respondent's Project Development Team (PDT). A PDT includes any partner, project developer, general contractor, tradesperson, sub-contractor, architect, engineer, lawyer, accountant or any other entity involved with the project.

Conditions for a Conflict of Interest to exist are:

- When one or more of the agents, officers, directors, or partners of the Town of Gravelbourg is also an agent, officer, director, shareholder or partner of the Respondent and / or PDT;
- When any agent, officer, director, partner of the Town of Gravelbourg and / or Former Gravelbourg Convent advances any funds to the Respondent and / or PDT;
- When the Town of Gravelbourg and / or Former Gravelbourg Convent provides and pays on behalf of the Respondent and / or PDT for any project costs;
- When there exists or comes into being any side deals, agreements, contracts, or undertakings entered into, which creates or will create a conflict of interest as set forth above;
- When the Respondent and / or PDT, or any officer, director, employee or shareholder capable of influencing the decisions of the Respondent, has a familial, business or close personal relationship with any Town of Gravelbourg and / or Former Gravelbourg Convent Councillor, officer, employee or agent. For purposes of this section, "familial" means relationship as spouse, child, stepchild, brother/sister, grandchild, common-law partner(s), aunts/uncles and nieces/nephews.



**Initial Potential Conflict of Interest Disclosure Statement**

The Respondent hereby declares that:

☐ There is an actual or potential Conflict of Interest situation as defined in Appendix D of EOI: #2023-01R. If you checked this box, please provide below full details of the actual or potential Conflict of Interest situation. *(Use additional pages if required)*

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☐ There is no actual or potential Conflict of Interest situation as defined in Appendix D of EOI: #2023-01R.

**(I) or (We) certify that for EOI: #2023-01R there is not now, nor will there be, a Conflict of Interest between the Respondents and PDT with the Town of Gravelbourg and / or Former Gravelbourg Convent, or any of their agents, officers, directors, shareholders, or partners or beneficiaries without prior written identification to Town of Gravelbourg.**

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**Signature**

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**Date**

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**Project Contact Name**

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**Project Contact Title**