



April 8, 2024

City of Saskatoon  
222 3rd Avenue North  
Saskatoon, SK S7K 0J5

Dear Sir/Madam,

**Re: 1701 Idylwyld Drive North – Complex Needs Emergency Shelter  
Confirmation of Fire Safety Plan Receipt and Service Consistency**

We are writing to confirm the receipt and review of the Fire Safety Plan as provided by SaskBuilds and Procurement. As the designated operator for the Saskatoon Complex Needs Emergency Shelter, EHN Canada, represented by myself, Carlee Campbell, has duly received the Fire Safety Plan and has thoroughly reviewed its contents.

Furthermore, we confirm that the services to be provided by EHN Canada are consistent with the application submitted to SaskBuilds and Procurement. Our commitment to adhering to the outlined specifications and delivering services in accordance with the application remains steadfast.

Regarding the discharge strategy for individuals leaving the facility, we have developed a comprehensive policy and procedure that ensures the safe and smooth transition of individuals outside of custodial care, while keeping the community in mind for safety and unforeseen disturbances.

**Discharge Policy/Procedure for Clients of the Saskatoon Complex Needs  
Emergency Shelter**

1. Discharge Criteria:
  - a. Full Compliance Discharge occurs when:
    - i. The client has recovered sufficient capacity that, if released, the person is unlikely to cause injury to themselves or be a danger or disturbance to others, or if another person, in the opinion of the custodian, who is capable of and willing to take care of the client is available; or
    - ii. The 24-hour custodial period is complete; or
    - iii. The client voluntarily opts for discharge after staying beyond the 24-hour custodial period.

- b. Non-Compliance Discharge:
  - i. Immediate discharge is enforced for severe breaches of facility rules or behaviors that pose significant risks.
  - ii. Examples include substance use, physical violence, sexual fraternization, medical emergencies, and acute mental health crises.
- 2. Voluntary Stay:
  - a. Clients may opt for a voluntary extension of their stay at the Complex Needs Emergency Shelter (CNES) if space and resources permit, providing additional support as needed.
- 3. Connection to Other Services:
  - a. Upon intake, comprehensive assessments are conducted to identify client needs and provided to the best of staff abilities prior to discharge.
- 4. Collaborative efforts with other service providers ensure ongoing support and access to necessary resources.
- 5. Transportation:
  - a. CNES staff will offer and make a reasonable effort to encourage a client to go to a safe location at discharge by way of transportation offered by the CNES.
  - b. CNES staff will collaborate with the client to determine the safest location for them, prioritizing their well-being. Various options, including family, friends, or community services, will be suggested to provide resources and support if necessary.
  - c. Every effort will be made by CNES to transport the client by vehicle. If the client refuses the offered transportation, they will be directed to leave the facility and proceed immediately to the predetermined next location.
  - d. Once the drop off location is determined, CNES staff will contact the organization or individual that will be receiving the client to ensure smooth a transition.
  - e. Transportation from the facility is provided by the facility, friends/family, or support workers.
- 6. Upon discharge, procedures include informing supervisory staff, notifying family or emergency contacts, arranging transportation, and documenting the process in the Electronic Medical Record (EMR).
- 7. All client medications and personal belongings are itemized, returned, and signed for. If it is not possible at that time, personal belongings will be returned to the clients' emergency contact or with the client at a later date/time.

Please contact me if you need more information or clarification about the above.



Thank you for your attention to this matter.

Sincerely,

*CD Campbell*

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Cc: Jamie Ash, Ministry of Health, and Diana Hawryluk, Veracity Planning Solutions Inc.