

**Regular Council Meeting Agenda
Community Centrum: Grand Bay Room
June 13, 2022
Page 1 of 3**

1. Call to Order - 7:00 p.m.

2. Acknowledgement of Treaty Land

We respectfully acknowledge that Grand Bay-Westfield exists on the traditional Wolastoqey (WOOL-US-TOOK-WAY) land.

The lands of Wabanaki (WAH-BAH-NAH-KEE) people are recognized in a series of Peace and Friendship Treaties to establish an ongoing relationship of peace, friendship and mutual respect between equal nations.

The river that runs by our town is known as Wolastoq (WOOL-LUSS-TOOK), along which live Wolastoqiyik (WOOL-US-TOO-GWEEG) – the people of the beautiful and bountiful river.

We, the staff and elected representatives, pay respect to the elders, past and present, and descendants of this land.

3. Mayor's Comments

4. Record of Attendance

5. Agenda Approval

6. Disclosure of Conflict of Interest

7. Public Hearings/Presentations/Delegations/Petitions

- a) Gregory Zed – Suicide Prevention Workshop

8. Minutes of Previous Meeting

- a) Regular Council Meeting Minutes of May 24, 2022
- b) Email Poll: Tarps Off River Rentals Licensing Agreement

9. Unfinished Business

10. By-Laws

- a) Ridesharing By-law No. 125
- b) CAO By-Law

11. New Business/Recommendations

- a) Mandate Letter: Recreation Program Coordinator
- b) Snow Removal and Ice Control Services
- c) Fire Service Review Contract
- d) Pumper Tanker Contract
- e) AVL Holdback Release
- f) Hamilton Development
- g) Town Bursaries

12. Bills for Payment

13. Consent Agenda

- a) Town of Grand Bay-Westfield Organization Chart
- b) Letter – Local Government
- c) Letter – Mayor O’Hara
- d) Email – Crime Prevention Association of New Brunswick
- e) Letter – MADD Strides for Change Campaign
- f) RVCC Board Meeting Minutes – March 15, 2022
- g) Email – 2022 Notification of NBSR Vegetation Management Program
- h) Building Permit Report
- i) Capital Spending Report 2022
- j) Capital Projects Report 2022
- k) Entity 51 Profile
- l) Email Poll: Community Vitality Committee Appointments
- m) Canada Games Aquatic Centre (CGAC) Interest Refund
- n) PAC Minutes – May 2, 2022

14. Council Reports

15. Business Arising from Committee of the Whole

16. Adjournment

Vision: A welcoming place to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting:

May 24, 2022

TITLE: RIDESHARING BY-LAW

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Population Growth to Achieve Financial Sustainability, Community Vitality

ATTACHMENTS:

1. Administrative Report Ridesharing By-law
 2. Envision Saint John Rideshare Letter of Support
 3. Rideshare By-law Presentation
 4. Rideshare By-law Environmental Scan
 5. Saint John Ridesharing By-law
-

BACKGROUND

The City of Saint John has passed a Ridesharing By-law. The Local Government Reform White Paper indicates that regions are to have a transportation system in place; this concept has not been clearly defined. The passing of the Ridesharing By-law may create a key piece in a transportation system that includes:

- Carpool parking
- Dial-a-Ride
- Ridesharing
- Saint John Transit including service to Grand Bay-Westfield
- Taxi service

Together, the options listed above may be considered to be a transportation system. Currently there are no ridesharing enterprises in Fredericton and Saint John. Saint John has passed their Ridesharing By-law and it is attached.

COMMENT

As Greater Saint John grows, then more options may be added or a greater level of service be introduced.

FINANCIAL IMPLICATIONS

There is no cost to the Town. The benefit is for the Town's residents to be able to use a Ridesharing enterprise to get home from anywhere in the province.

Local Government Reform White Paper

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve the By-law and complete the first reading of the By-law.

MOTION

By-law No. 125-22

Of the Town of Grand Bay-Westfield in the Province of New Brunswick

Being a By-law of the Town of Grand Bay-Westfield to enable ridesharing within the Town limits.

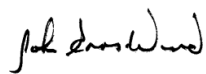
Whereas Section 197.1 of the Motor Vehicles Act states: "No vehicle-for-hire company shall carry on business or facilitate the offer of vehicle-for-hire services within the territorial limits of a local authority unless authorized to do so by the local authority"

1. If a ridesharing agency is in good standing and licensed by any New Brunswick municipality, they can operate within the boundaries of Grand Bay-Westfield.
2. This By-law comes into full force and effect upon third and final reading.

CAO COMMENTS

Administration has limited capacity to monitor a ridesharing enterprise. Further, the intent is to facilitate such an enterprise establishing itself in Greater Saint John by limiting barriers to entry.

APPROVAL

CAO: 

Date: 05/19/22

Vision: A welcoming place to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting:

May 24, 2022

TITLE: CAO BY-LAW

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1. Draft CAO By-Law
-

BACKGROUND

One of the observations by Transitional Solutions Inc. (TSI) when they completed the Corporate Services Review, was the absence of a Chief Administrative Officer (CAO) By-Law. Section 81 of the *Local Governance Act* states:

Powers and duties of Chief Administrative Officer

81 The Chief Administrative Officer of a local government has the powers and duties that the Council prescribes by By-Law or resolution.

The purpose of the By-Law is to delegate certain powers, duties and functions to the CAO which are not clearly defined. All of the powers are outlined in the *Local Governance Act*. The CAO is accountable to Council. Functionally, the CAO is the administrative head of the Town, and is responsible for the implementation of policies, programs and unless otherwise determined, the Clerk.

COMMENT

The scope of the responsibilities of the CAO are broad. It ranges from public enquiries, collaborating with regional colleagues and implementing local government reform to creating an environment for dynamic social and economic opportunities to budget responsibilities to managing human resources.

FINANCIAL IMPLICATIONS

This By-Law has been reviewed by the Town's Solicitors. There is no direct financial cost.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve the CAO By-Law.

MOTION

That the Council of the Town of Grand Bay-Westfield adopt by Title in the first reading the CAO By-Law #126-22.

Local Government Reform White Paper

MOTION

That the Council of the Town of Grand Bay-Westfield adopt by Title in the first reading the CAO By-Law #126-22.

CAO COMMENTS

APPROVAL

CAO: 

Date: 05/04/22

Vision: A welcoming place to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting:

June 13, 2022

**TITLE: SNOW & ICE CONTROL AND OTHER WINTER MAINTENANCE SERVICES
2023-2028**

PREPARED BY: BRUCE GAULT

DEPARTMENT: TRANSPORTATION

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure Sustainability and Climate Adaptation
- Organizational Capacity

ATTACHMENTS:

1. Administrative Report Snow & Ice Control Policy presented to Council January 24, 2022 with attachments (2)
2. Tender submission by AVL dated April 20, 2022
3. GEMTEC Report, Cost-Benefit Analysis Snow and Ice Control Services dated March 28, 2022
4. GEMTEC Report Various Services Study dated May 27, 2022
5. GEMTEC Operational Plan and Support Proposal

BACKGROUND

In January Council adopted the Snow & Ice Plan for the 2023-2028 winter seasons. Staff created a scope of work for Snow & Ice Control and Other Winter Maintenance Services and posted on the Provincial online tendering service site (NBON). Copies were also sent directly to AVL and a number of local area contractors. The deadline for submissions was on or before April 20, 2022 at 11:00 am.

Only one submission was received through the tendering process. AVL was the lone submission.

As a proactive measuring tool to help in evaluating bids once received, GEMTEC was engaged to compare the current cost for snow & ice control services against the cost to provide the same service with municipal forces.

Snow & Ice Control and other winter maintenance services 2023-2028

COMMENT

Initially the review by GEMTEC had the contractor's price lower than what the Town could provide using the current contract price. However, the bid received from AVL Construction Group Inc. was significantly higher than expected. As part of the tender review process a second procedural study was done by GEMTEC to expand on the first study to incorporate the impact of having additional staff available during the summer months and what that impact would be on the Town's overall budget and operation. The findings show additional cost saving can be realized as compared to the AVL bid.

FINANCIAL IMPLICATIONS

The impact of the price received from AVL Construction Group Inc. in comparison to providing a similar service In-house is broken down as follows:

- New Bid price for 5 years, \$5,250,000, or \$1,050,000 per year
- Previous contract price per year \$638,600
- Difference between new and previous price per year is \$411,000, an increase of 64.4%.

GEMTEC's original review comparing snow & ice control had contractors cost at \$580,000 while the In-house cost was \$644,464, making the contractor option lower in price. In comparing the new bid received against providing the service with municipal forces there is a potential savings of \$405,536 if operations are brought in-house (not factoring inflation). For clarification there are savings between the contractor and In-house but the cost for snow & ice control has increased as a budget impact but less than the bid amount received from AVL. In-house will now need to include additional employees, equipment, supplies and other items as implementation gets underway. Exact impact is not known at this time but estimated in the GEMTEC report at \$738,000 plus inflation on average for the next 5 years for winter maintenance.

Another intangible benefit of performing snow & ice control and various other services is it leaves a majority of the funds the town spends for payroll, fuel, supplies, repairs & maintenance, etc. in the Town and region.

In reviewing the estimated operational cost in comparison to the bid price received from AVL Construction Group Inc. there are savings to the Town if the operation switches to in-house services. This switch increases control allowing for improved service with direct control over resources, now able to divert resources when and as needed. This operational change will be significant, as a complete overhaul of operations will be required. This major change will also bring some additional risk. Good winters will likely mean a savings while a bad winter could

Snow & Ice Control and other winter maintenance services 2023-2028

see costs increase in that budget year. In the bid submission from AVL, risk and uncertainty is included in the price. However, any savings are solely AVL's.

In-house control provides the Town with stability going forward looking out beyond the requested 5-year pricing window for contracted snow & ice control services. After this request for 5 years of service the Town would again prepare a scope of work and be back in the same position as we are now. A move to In-house services now allows time to prepare and to work with AVL to learn as much as possible during their last winter season, 2022-2023.

RECOMMENDATION

1. That the Council of the Town of Grand Bay-Westfield reject the submission provided by AVL.
2. That the Council of the Town of Grand Bay-Westfield permit the bid deposit to be returned to AVL.
3. That the Council of the Town of Grand Bay-Westfield direct Administration to begin preparing to deliver snow removal and ice control services.
4. That the Council of the Town of Grand Bay-Westfield authorize the CAO to engage GEMTEC to provide services assisting the establishment of snow removal and ice control services within the Town's operations.
5. That the Council of the Town of Grand Bay-Westfield authorize the CAO to begin sourcing the purchase of surplus snow removal and ice control equipment and buildings from relevant entities such as AVL, Province of New Brunswick (DTI) and the City of Saint John.

MOTION

1. That the Council of the Town of Grand Bay-Westfield accept the bid submission from AVL Construction Group Inc. for 5 Year Winter Maintenance Services at the bid price of \$5,250,000 plus HST for the winter seasons starting November 2023 to April 2028. Authorize staff to prepare the formal contract.
2. That the Council of the Town of Grand Bay-Westfield authorize the release of the Bid security deposit to AVL Construction Group Ltd.
3. That the Council of the Town of Grand Bay-Westfield authorize the CAO to engage GEMTEC Consulting, who has experience in winter operations and winter equipment, to assist the Town in preparing for winter operations by November 2023.
4. That the Council of the Town of Grand Bay-Westfield authorize the CAO to begin sourcing the purchase of surplus snow removal and ice control equipment and buildings

Snow & Ice Control and other winter maintenance services 2023-2028

from relevant entities such as AVL, Province of New Brunswick (DTI) and the City of Saint John.

CFO COMMENTS

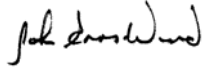
Based on GEMTEC's analysis, performing snow and ice control services in house is not only financially prudent, but will provide many non-financial benefits to residents. The increased service level and organizational capacity to perform tasks year-round will provide greater flexibility in how services are provided to the community. GEMTEC's expertise will be essential to getting the required resources in place to provide this service.

APPROVAL

Department Head:



CAO:



Date: 06/10/22

Vision: A welcoming place to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting:

June 13, 2022

TITLE: FIRE SERVICE REVIEW REQUEST FOR PROPOSAL RESULTS

PREPARED BY: TROY GAUTREAU

DEPARTMENT: FIRE

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

BACKGROUND

While there has been overall satisfaction with the operation and service of the Fire Department, the Town has never completed a formal review, nor has a defined level of service been identified. To further the goal of Council to ensure Organizational Capacity, the need to review the Fire Department was identified.

COMMENT

On May 13, 2022, a Request for Proposal (RFP) for a Fire Service Review and Ten-Year Strategic Plan was issued on the New Brunswick Opportunities Network. The closing date was June 6, 2022, at 11:00 a.m. Three (3) proposals were received in accordance with the RFP conditions. One each from the following proponents:

Behr Integrated Solutions
GEMTEC
Transitional Solutions Inc.

The main objectives of the review and strategic plan include:

1. Community risk assessment
2. NFPA and related CSA and industry standards
 - a. Response time analysis
 - b. Resource/staffing analysis
 - c. Water supply
3. Level of service analysis

Fire service review request for proposals results

- a. Provision of three to five Level of Service options for Council consideration with current level of service being the median. Options to be outlined with estimated financial impacts based on percentage of (plus or minus) current expenditures.
- b. Community engagement, expectations and responsibilities.

Proposals were evaluated on a predetermined set of weighted criteria and are assessed based on "best value" rather than always "low bid". The RFP bid process allows the evaluation team to examine such items as qualifications, value added in the proposals, scheduling and cost.

The four sections of criteria used for this evaluation were:

1.) Qualifications of the Firm	30 Points
2.) The Proposal & Presentation	35 points
3.) Timing and Scheduling	15 points
4.) Cost	20 points
Total	100 points

Transitional Solutions Inc. (TSI) was the top-rated proponent. The TSI proposal clearly stood out as the most comprehensive and value-added proposal. Their proposal consists of four phases:

1. Project Initiation & Planning
 - a. Project Kick-Off Meeting
 - b. Project Plan
2. Research, Assessment and Consultation
 - a. Desk Research
 - b. Community Risk Assessment
 - c. Stakeholder Consultation
 - d. Comprehensive In-Person Consultations
 - e. Consultative Workshop
 - f. Staff-Wide Qualitative & Quantitative Survey
3. Analysis, Plan & Report Development
 - a. By-Law, Policies and Structure Review
 - b. Service Level Review of the Department
 - c. Human Resources Assessment
 - d. Fire Service Operations

Fire service review request for proposals results

- e. Financial Review
 - f. Training Review
 - g. Project Draft Report Development
 - h. Draft Ten-Year Strategic Plan & Performance Tactical Plan
4. Finalization of Project Report & Strategic Plan Delivery

Of particular note in the TSI proposal, is the level of expertise and experience of the Project Team. 4 of the 8 team members have direct emergency service experience and the remaining 4 team members have the needed expertise in their specific project roles identified in the work plan. One other stand out in their proposal is their work with the Alberta Fire Chiefs Association on a Core Competency Framework and Community Risk Assessment Tool which will be applied to this project.

FINANCIAL IMPLICATIONS

The proposals submitted presented the following costs, excluding HST:

Behr Integrated Solutions	\$55,160.00
GEMTEC	\$39,120.00
Transitional Solutions Inc.	\$49,330.00

Approved allocation for the review is \$50,000.00

RECOMMENDATION

That Council approve the awarding of the request for proposal to Transition Solutions Inc.

MOTION

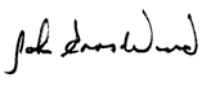
That the Council of the Town of Grand Bay-Westfield award 2022-02 Request for Proposal - Fire Service Review and Ten-Year Strategic Plan to Transitional Solutions Inc. as per the specifications of the RFP at a cost of \$49,330.00 plus applicable taxes.

CAO COMMENTS

Fire service review request for proposals results

APPROVAL

Department Head: 

CAO: 

Date: 06/10/22

Vision: A welcoming place to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting:

June 13, 2022

TITLE: RESCUE 1 REPLACEMENT REQUEST FOR PROPOSAL RESULTS

PREPARED BY: TROY GAUTREAU

DEPARTMENT: FIRE

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity, Infrastructure Sustainability and Climate Adaptation

ATTACHMENTS:

- Administrative Report – Purchase of New Rescue Apparatus
- Tender Notes – Pumper-Tanker 2022
- 2022-01 RFP Fire Department Pumper-Tanker updated quote

BACKGROUND

Following Councils approval to secure capital borrowing and the subsequent approval from the Municipal Capital Borrowing Board, the Apparatus Committee completed work on a request for proposal document.

COMMENT

On April 29, 2022, a Request For Proposal (RFP) was issued on the New Brunswick Opportunities Network and forwarded to known vendors. The closing date was June 2, 2022, at 11:00 a.m. Two proposals were received in accordance with the RFP conditions. One each from the following manufacturers:

Carl Thibault Emergency Vehicles
Metalfab Ltd.

Proposals were evaluated on a predetermined set of weighted criteria and are assessed based on “best value” rather than always “low bid”. The RFP bid process allows the evaluation team to examine such items as delivery time, equipment offered, service, vendor dependability, and cost.

The six (6) sections of criteria used for this evaluation were:

- 1.) Quality and completeness 5 Points
- 2.) Minimum Specifications 35 points

Rescue 1 replacement request for proposals results

3.) Delivery	15 points
4.) Service Response Time	15 points
5.) Value Added	10 points
6.) Financial	<u>20 points</u>
Total	100 points

Metalfab Ltd. was rated number one with delivery time of 420 days from date of order.

FINANCIAL IMPLICATIONS

The proposals submitted presented the following costs, excluding HST:

Carl Thibault Fire Trucks Inc.	\$972,300.00
Metalfab Ltd.	\$833,300.00

Approved Capital Borrowing for the replacement vehicle is \$810,000.00. With the addition of applicable taxes this leaves a balance of \$59,016.07. This balance could be covered from alternate sources such as the General Capital Reserve fund.

In consultation with the selected proponent, additional cost reductions of \$15,050.00 can be achieved by using ladders currently in Department inventory and by providing payment for the Chassis upon its delivery to Metalfab Ltd. This would reduce the balance needed for the Capital Reserve fund to \$43,321.01.

RECOMMENDATION

That Council approve the awarding of the tender despite the additional cost. Recent supply chain issues have significantly impacted the cost of materials. Re-issuing of the RFP in the current financial setting would most likely result in higher cost proposals and is not recommended.

MOTION

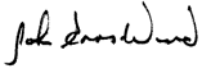
That the Council of the Town of Grand Bay-Westfield award 2022-01 Request For Proposal - Fire Department Pumper-Tanker to Metalfab Ltd. as per the specifications of the RFP at a cost of 818,250.00 plus applicable taxes.

Rescue 1 replacement request for proposals results

CAO COMMENTS

APPROVAL

Department Head: 

CAO: 

Date: 06/06/22

Vision: A welcoming place to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting:

June 13, 2022

TITLE: AVL HOLDBACK RELEASE

PREPARED BY: BRUCE GAULT

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure

ATTACHMENTS:

1. AVL Holdback Release Invoice #6021 dated May 11, 2022

BACKGROUND

Article 11 in the Snow & Control contract has the following section:

ARTICLE 11 - CONTRACTOR'S LIABILITY INSURANCE. The Contractor agrees that the Town shall hold Five Thousand Dollars (\$5,000.00) by way of holdback from the payment due for the month of April; such holdback to be retained by the Town in an account and to be accessible by the Town and used to cover loss, expense and property damage sustained by any person or the Town by reason of the operation, handling, transportation, and use of the Contractor's equipment during the preceding contract period.

Such holdback or such portion of it shall be used for the above uses and the balance or so much thereof remaining shall be paid to the Contractor on the 15th of July without interest. Such holdback shall be in addition to and not in lieu of any other remedy that the Town may have against the Contractor for damages or indemnity arising from performance of his obligations under this Agreement.

COMMENT

All the reported snowplow damages have been repaired.

FINANCIAL IMPLICATIONS

The security is held from the April payment so there is no cost as we are releasing funds.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve the release of the \$5,000 holdback from the April 2022 invoice #6021.

Local Government Reform White Paper

MOTION

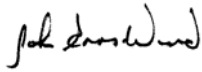
That the Council of the Town of Grand Bay-Westfield approve the release of the \$5,000 holdback for AVL.

APPROVAL

Department Head:



CAO:



Date: 06/07/22

Vision: A welcoming place to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting:

JUNE 13, 2022

TITLE: HAMILTON DEVELOPMENT GROUP SJ LTD

PREPARED BY: DEVELOPMENT OFFICER

DEPARTMENT: PLANNING

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Population Growth to Achieve Financial Sustainability, Community Vitality

ATTACHMENTS:

1. Copy of Memo re. Recommendation to Council from PAC dated June 8, 2022
2. Tentative Subdivision Plan, Hamilton Development Group SJ Ltd. Subdivision included with Application for Property improvement Grant

BACKGROUND

Hamilton Development Group SJ Ltd. proposes the creation of a new triplex Townhouse on Brandy Crescent, including connection to the Sanitary Sewer System at the corner of Old Shore Road. Tentative Approval by the Development Officer may be granted once Council Approves the Land for Public Purposes recommendation from PAC.

COMMENT

Other similar Grants have been approved "in principle" for properties on Emma Avenue and River Valley Drive.

FINANCIAL IMPLICATIONS

There is no Security or Subdivision Development's Agreement required for the creation of these lots on a developed public street. The Money in Lieu of Land for Public Purposes is calculated based on the present value of the land, as reviewed by the PAC. The Property Improvement Grant is provided to new developments increasing the value of the property by a minimum of \$500,000. For projects between \$500,000 to \$1 million, total Grant amounts would range between \$23,975 to \$47,950., payable in decreasing amounts from the first year to the fifth year. Annual payments are made after July 1st, following the year of final completion of the project.

RECOMMENDATION

The Registration of a plan will create the "new lot", comprising 3 parcels, divided along the common walls of each unit. The application meets the criteria established in the Town's

HAMILTON DEVELOPMENT GROUP SJ LTD., BRANDY CRESCENT - TRI-PLEX

Development Incentives Program to receive the grants. In keeping with the requirements of the program, the following Motion is provided for Council's consideration:

MOTION

1. That the Council of the Town of Grand Bay-Westfield approve the payment of **\$294.90** money in lieu of Land for Public Purposes, for the creation of a new building lot out of PID 30148480, fronting onto Brandy Crescent as shown on Tentative Subdivision Plan, Hamilton Development Group SJ Ltd., as prepared by DeSaulniers Surveys Inc., dated May 26, 2022; Approval of the Final Subdivision Plan by the Development Officer will require confirmation of civic addressing on Brandy Crescent from Canada Post and NB911 to be recorded on the Plan;
And
2. That the Council of the Town of Grand Bay-Westfield approve an Agreement in Principle between the Town of Grand Bay-Westfield and Hamilton Development Group SJ Ltd., for a Property Improvement Grant under the Town's Development Incentives Program, with the development of a new tri-plex, out of the current PID 219659. Once the development is completed, a **Memorandum of Understanding** will be completed for disbursement of Grant Funds based on annual confirmation of payment of taxes owing. Grant payments will to be paid in installments over 5 years.

CAO COMMENTS

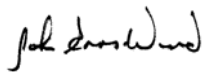
APPROVAL

Department Head:



Date: 06/09/2022

CAO:



Date: 06/10/22