

September 5, 2024

Her Worship Kate Rogers  
Mayor of The City of Fredericton  
397 Queen Street  
Fredericton, New Brunswick E3B 1B5

**SUBJECT: Project No.: 17867**  
**Project Name: The City of Fredericton – Fredericton Housing Needs Assessment**

Dear Mayor Rogers:

We are pleased to inform you that the above-noted project has obtained support from the Regional Development Corporation (RDC). A financial contribution up to \$48,750 for The City of Fredericton (the Applicant) has been approved for this project. Eligible costs and funding for this project are described in Appendix A.

#### **Financing Conditions**

The Applicant must provide confirmation to RDC that all other financing has been obtained prior to release of any funds for the project.

#### **Reimbursement Procedures**

Claims for reimbursement of the contribution must be supported by copies of invoices and proof of payment of those invoices on forms herein provided. Electronic copies may be obtained at: [www.gnb.ca/rdc](http://www.gnb.ca/rdc).

- Any unused funding committed in this fiscal year will expire on **March 31, 2025**.

All payments will be made by electronic funds transfer. Please complete the attached Direct Deposit Service form.

All claims must be **received** by RDC on or before **March 31, 2025**.



### **Terms and Conditions**

1. No public announcement of funding or milestone events such as official openings and ribbon-cuttings shall be made by the Applicant without the prior written approval of RDC.
2. The Applicant shall not change the project scope, purpose or eligible costs without prior written approval of RDC.
3. RDC may refuse further disbursements if there is a materially adverse change in the financial position of the Applicant or status of the project.
4. The Applicant shall not sell or dispose of any assets purchased under this agreement for a period of 36 months following the completion of this project without prior written approval from an authorized representative of RDC.
5. The Applicant shall keep, for 36 months following project completion, all accounting books, records and statements pertaining to project costs and make these available for auditing and provide any statistical data required by RDC.
6. The Applicant shall allow any authorized representative of RDC reasonable access to the project site(s) and information.
7. The Applicant shall indemnify and save harmless the provincial government from and against all claims, demands, losses, damages, costs of any kind based upon any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Applicant or its servants or agents in carrying out the project.
8. The Applicant must adhere to all labour and environmental laws and regulations.
9. No Members of the Legislative Assembly, their staff, or their immediate family members shall be a party to this project or derive any benefit arising therefrom.
10. Information and documents provided to RDC may be subject to release under the *Right to Information and Protection of Privacy Act*.
11. RDC acknowledges the obligation to make the required payments under this agreement. However, payment of this contribution is subject to appropriation of sufficient funds by the legislature of the Province of New Brunswick.
12. Any costs incurred prior to **April 1, 2024**, are not considered eligible expenses under this offer.
13. The Applicant must submit a copy of the final Housing Needs Assessment to RDC within **30 days** of project completion.

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If you are in agreement with the terms and conditions of this offer, please sign and return it and your Direct Deposit Service form to RDC at [rdc-sdr@gnb.ca](mailto:rdc-sdr@gnb.ca). **Please note that failure to do so within 45 days renders this offer null and void.**

All inquiries with respect to the project are to be forwarded to Alexis Hutchison Tripp at 506-626-2759 or at [alexis.hutchisontripp@gnb.ca](mailto:alexis.hutchisontripp@gnb.ca).

We look forward to the successful completion of this project.

Sincerely,



Joel Dickinson  
President

*Enc.*

cc: Hon. Jill Green, MLA for the riding of Fredericton North  
David Coon, MLA for the riding of Fredericton South  
Alexis Hutchison Tripp, Project Executive

**This offer accepted on behalf of  
The City of Fredericton for  
Project: 17867 – Fredericton Housing Needs Assessment**

Mayor: \_\_\_\_\_

Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix A

Project 17867

The City of Fredericton - Fredericton Housing Needs Assessment

## Total Approved Contribution

2024-2025	Housing - Preconstruction	\$48,750
		Project Total: \$48,750

Regional Development Corporation will reimburse 75% of eligible costs up to the total approved contribution.

## Eligible Cost(s)

Completing an upgraded Housing Needs Assessment	\$65,000
Total	\$65,000

The portion of Harmonized Sales Tax (HST) refunded by Canada Revenue Agency is considered ineligible.

## Objectives

Informed Decisions



**Regional Development Corporation**

P.O. Box 6000, Fredericton, New Brunswick E3B 5H1

Claim No:

Final Claim:

**Housing - Preconstruction**

List all eligible project costs with invoices and cheque numbers on this form. Include a copy of each invoice and proof of payment. Failure to record and support each cost will cause a delay in processing.

**Project Number:** 17867

**Project Name:** The City of Fredericton - Fredericton Housing Needs Assessment

Description of costs	Name of Supplier	Cheque No.	Cheque Amount	Invoice Total	HST
<b>Total</b>					
Eligible & supported costs (total-HST refund)					

**% of HST refunded by Canada Revenue Agency**

71.43% - municipality  
  22.33% - university  
  50% - non-profit organization  
  100% - other  
  0% - none

**The undersigned hereby certifies that:**

a. the invoices above represent eligible project costs that have been paid in full and the work completed; and

b. no other public financial assistance has been received or is to be received for the part of the project against which this reimbursement is claimed.

Signature	Print Name	Date
Title	Company	Telephone

*For office use only*

Eligible & supported costs	<input type="text"/>	Claim Reviewer	Date
Less: previous advance	<input type="text"/>	Project Officer	Date
Add: current advance	<input type="text"/>	Payment Authority	
	122320-14-14	5400	
<b>CITFRE</b>			
Vendor	Payment request	account	Claim Auditor



**Regional Development Corporation**  
**Application / Change Form**  
**Direct Deposit Service**

Regional Development Corporation use only

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Supplier / Employee number

Please send the completed form to the **Regional Development Corporation, P.O. Box 6000, Fredericton, NB E3B 5H1**, or email to [RDC-SDR@gnb.ca](mailto:RDC-SDR@gnb.ca) or fax a copy to (506) 453-7988. For questions, contact us at (506) 453-2277.

**All fields must be completed.**

Name / Operating Name	
Legal or Corporate Name	
Address	
Contact Name	
Phone Number	
Email Address	

**\*\*\*IMPORTANT\*\*\***

Please attach a "Void" cheque or cheque specimen to this form. The document with the banking information must also be signed by the same authorized signatories as below.

I/We hereby authorize the Regional Development Corporation (RDC) to credit this account with any payments due from RDC until appropriate authority is received to indicate otherwise.

Please note, for municipalities or non-profit organizations two authorized signatures are required.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**Definitions:**

- Name / Operating Name: Record your individual/Agency/Company/ Business operating name (the name on your invoices or cheques).
- Legal or Corporate Name: Record your Agency/Company/Business legal or corporate name if different than above.
- Address: Record your full mailing address.
- Email Address: Email address where remittance notices will be sent.

**Regional Development Corporation use only**

Set up		Date	
Review		Date	