



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAOP 82/2025
Approved: Friday, July 25, 2025

That the Chief Administrative Officer and City Clerk **EXECUTE** a letter of engagement with NorthGuide to an upset limit of \$80,000, satisfactory in legal form to the City Solicitor, in financial content to the City Treasurer and in technical content to the Deputy CAO / Commissioner of Economic Development.

Report Number: CAOP 82/2025
Clerk's File: MD/14028

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
July 30, 2025

Department Distribution

Executive Director, Economic Development and Climate Change
Purchasing Manager
Manager Development Revenue & Financial Administration
Commissioner, Economic Development / Deputy Chief Administrative Officer
City Solicitor
Commissioner, Finance & City Treasurer
Chief Administrative Officer

External Distribution