

Office of the Wing Commander  
4 Wing Cold Lake  
P.O. Box 6550 Stn Forces  
Cold Lake AB  
T9M 2C6



Bureau de Commandant de l'escadre  
4<sup>e</sup> Escadre Cold Lake  
C.P. 6550 Succ Forces  
Cold Lake AB  
T9M 2C6

5590-1-3 (Sr Mgr PSP)

February 2019

Mr Kevin Nagoya  
Chief Administrative Officer  
City of Cold Lake  
5513 – 48<sup>th</sup> Avenue  
Cold Lake AB T9M 1A1

Dear Mr. Nagoya:

1. Personnel Support Programs Staff has been working with your staff with regards to the construction of an outdoor fitness park at 4 Wing. Please accept this letter as an interim measure until the Memorandum of Understanding can be updated as follows:

a. City responsibilities:

- (1) responsible for liaising with contractors;
- (2) the construction/contractor once the initial design has been approved;
- (3) maintenance of the outdoor fitness park from 2019 – 2024; and
- (4) annual safety inspections.

b. DND responsibilities:

- (1) coordinating environmental approvals and ground disturbance requests;
- (2) coordinating the seasonal removal, storage and reinstallation of any equipment as/if required;
- (3) repair and replacement of the outdoor fitness park; and

(4) assume maintenance of the structure in 2024.

2. Please indicate your acceptance of the above by signing below and returning the letter to the undersigned. If you require further information regarding this letter, please contact Diana Warbeck, Senior Manager Personnel Support Programs, at 780-840-8000 extension 8217 or via email at [diana.warbeck@forces.gc.ca](mailto:diana.warbeck@forces.gc.ca).

Yours truly,

P.J. Doyle  
Colonel

City of Cold Lake agrees to accept  
the terms of this letter.

City of Cold Lake

Per: \_\_\_\_\_

Date: