



MEMO

To: Regional District Board/Public
From: Justina Musgrave, Administrative Assistant
Subject: LATE ITEMS
Date: April 15, 2011

Attached are the late items for the April 15, 2011 Regular Board meeting. Please insert them into your agenda packages. The late items are as follows:

- 6.2 **ADD – 2010 Financial Statements**
- 7.3 **Coastal Community Network, re: Request for Letter of Support – Coastal Sustainability Trust Stage 1 application**
- 7.4 **City of Prince Rupert – BC Ferries Route 10A-Resolution of Council**
- 7.5 **Minister of National Revenue – Medical Travel**
- 7.6 **The Corporation of the Village of Slocan – Online Municipal Voting**



LATE
ITEM

6.2

SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT

FINANCIAL STATEMENTS

DECEMBER 31, 2010

Draft

**SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT**

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DECEMBER 31, 2010

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AUDIT REPORT

TO THE DIRECTORS SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Report on the financial statements

We have audited the statement of financial position of the Skeena-Queen Charlotte Regional District as at December 31, 2010 and the statements of financial activities, cash flows and changes in net financial liabilities for the year then ended.

Responsibility for the financial statements

These financial statements are the responsibility of the Regional District's management and directors.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted the audit in accordance with Canadian generally accepted auditing standards. These standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures depend on the auditor's judgment, including the assessment of the risks of material misstatement, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls to design audit procedures that are appropriate, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Regional District as at December 31, 2010 and the results of its financial activities and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Prince Rupert, BC
April 15, 2011

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

STATEMENT OF FINANCIAL POSITION

	DECEMBER 31	STATEMENT A
	2010	2009
	\$	\$
FINANCIAL ASSETS		
Cash and investments (note 1)	1 221 741	1 022 656
Trade and other receivables	271 112	608 087
MFA deposit (note 3)	249 092	257 571
Due from Municipalities	<u>13 960 507</u>	<u>14 742 546</u>
	<u>15 702 452</u>	<u>16 630 860</u>
LIABILITIES		
Accounts payable and accruals	142 534	200 290
Landfill closure costs	24 793	787 935
Deferred revenue (note 2)	944 005	945 320
MFA debt reserve (note 3)	249 092	257 571
MFA debentures/leases for Regional District (note 4)	496 977	573 890
Debentures issued for Municipalities (note 5)	<u>13 960 507</u>	<u>14 742 546</u>
	<u>15 817 908</u>	<u>17 507 552</u>
NET FINANCIAL LIABILITIES	-115 456	-876 692
Physical assets (Schedule 4 and note 1)	<u>2 715 376</u>	<u>2 745 284</u>
NET POSITION	<u>2 599 920</u>	<u>1 868 592</u>
REGIONAL DISTRICT POSITION		
Operating Surplus (Deficit) (Schedule 1)	172 867	-526 709
Reserve Funds (Schedule 2)	193 463	205 320
Capital Fund Equity (Schedule 3)	<u>2 233 590</u>	<u>2 189 981</u>
Fund balances	<u>2 599 920</u>	<u>1 868 592</u>

APPROVED BY THE BOARD

_____ Chairperson

_____ Treasurer

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED DECEMBER 31

STATEMENT B

	Unaudited Budget 2010	Actual 2010	Actual 2009
	\$	\$	\$
REVENUES			
Taxation	1 168 222	1 208 222	1 014 740
Grants in lieu	50 775	58 079	51 042
Sales, fees and other	1 555 760	1 369 692	1 530 216
Provincial and federal grants	1 627 606	263 929	575 795
Municipal debt payments	1 462 892	1 442 098	1 328 987
	<u>5 865 255</u>	<u>4 342 020</u>	<u>4 500 780</u>
EXPENDITURES			
Administration	501 303	446 447	476 675
Electoral areas	184 610	178 883	171 059
Municipal debt service	1 461 892	1 442 098	1 328 987
Planning	97 233	48 344	66 812
Economic development	35 063	36 193	121 837
Regional waste management	14 826	2 543	641
Mainland recreation	4 185	4 000	205 136
Prince Rupert Regional Archives	64 504	64 504	70 909
North Pacific Cannery	84 000	84 000	81 020
Regional recycling	477 015	514 076	506 573
Islands solid waste	797 580	423 546	1 174 972
QCI Recreation	95 358	95 691	145 897
Haida Gwaii Museum	51 469	51 469	62 700
Vancouver Island Regional Library	32 350	32 352	33 080
Oona River telephone	4 120	4 341	2 704
Sandspit fire protection	25 191	25 170	24 923
Sandspit water utility	62 273	59 828	66 614
Dodge Cove water utility	-	-	65 708
Feasibility study	5 000	-	-
Amortization	-	97 207	97 206
	<u>3 997 972</u>	<u>3 610 692</u>	<u>4 703 453</u>
REVENUE OVER EXPENDITURES	1 867 283	731 328	-202 673
OPENING REGIONAL DISTRICT POSITION	<u>1 868 592</u>	<u>1 868 592</u>	<u>2 071 265</u>
CLOSING REGIONAL DISTRICT POSITION	<u>3 735 875</u>	<u>2 599 920</u>	<u>1 868 592</u>

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

STATEMENT OF CASH FLOWS

YEAR ENDED DECEMBER 31

STATEMENT C

	2010	2009
	\$	\$
OPERATING ACTIVITIES		
Revenue over expenditures	731 328	-202 673
Amortization	97 207	97 206
Trade and other receivables	336 975	-339 153
Accounts payables and accruals	-57 756	5 488
Landfill closure costs	763 142	303 745
Deferred revenue	<u>-1 315</u>	<u>564 605</u>
	<u>343 297</u>	<u>429 218</u>
 FINANCING ACTIVITIES		
Debt repayment	<u>-76 913</u>	<u>126 340</u>
 INVESTING ACTIVITIES		
Physical asset purchases	<u>-67 299</u>	<u>-183 842</u>
 CHANGE IN CASH	199 085	371 716
 OPENING CASH AND INVESTMENTS	<u>1 022 656</u>	<u>650 940</u>
 CLOSING CASH AND INVESTMENTS	<u>1 221 741</u>	<u>1 022 656</u>

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
STATEMENT OF CHANGES IN NET FINANCIAL LIABILITIES

	YEAR ENDED DECEMBER 31	STATEMENT D
	2010	2009
	\$	\$
Revenue over expenditures	731 328	-202 673
Purchase of physical assets	-67 299	-183 842
Amortization of physical assets	<u>97 207</u>	<u>97 206</u>
INCREASE (DECREASE) IN NET FINANCIAL LIABILITIES	<u>761 236</u>	<u>-289 309</u>
OPENING NET FINANCIAL LIABILITIES	<u>-876 692</u>	<u>-587 383</u>
CLOSING NET FINANCIAL LIABILITIES	<u>-115 456</u>	<u>-876 692</u>

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

NOTES

DECEMBER 31, 2010

1. SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The Regional District has adopted the reporting format from the recommendations by the Public Sector Accounting and Auditing Board.

The Regional District maintains the following funds that are combined in the financial statements:

- Operating fund reports the general activities of the Regional District.
- Capital fund reports the physical assets of the Regional District together with the related financing.
- Reserve fund reports the activities of the funds established by bylaw for specific purposes.

Basis of accounting

Revenue and expenditures are reported on an accrual basis.

Revenue recognition

Taxation revenues are recognized when received from the Province of British Columbia and member Municipalities. Sale of services and user fee revenues are recognized when the service or product is provided by the Regional District. Grant revenues are recognized when the commitments are met.

Financial instruments

It is management's opinion that the Regional District is not exposed to significant interest, currency or credit risks arising from its financial instruments.

Cash and investments

Cash and investments are reported at market value which approximates cost.

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

NOTES

DECEMBER 31, 2010

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

Physical assets

Physical assets are recorded at cost and are amortized using the straight-line method as follows:

Buildings	40 years
Automotive	10 and 20 years
Equipment	10 and 20 years
Infrastructure	40 years

Capital fund equity

Capital fund equity reflects the accumulated funded historical cost of physical assets less accumulated amortization.

Use of estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

2. DEFERRED REVENUE

Revenues received in advance of expenses that will be incurred in a later period are deferred until they are matched against those expenses.

	2010	2009
Provincial operating grant	\$ -	\$ 153 700
Towns for Tomorrow grant	352 960	352 960
PMIC Northcoast grant	10 438	31 315
Gas tax	554 937	376 440
Other	25 670	30 905
	<u>\$ 944 005</u>	<u>\$ 945 320</u>

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

NOTES

DECEMBER 31, 2010

3. MFA DEPOSIT AND DEBT RESERVE

A condition of MFA borrowings stipulates that a portion of the debenture proceeds be withheld as a security deposit and a debt reserve fund.

4. DEBENTURES/LEASES FOR THE REGIONAL DISTRICT

Debenture debt and leases are with the Municipal Finance Authority and are being repaid in accordance with approved bylaws and agreements.

5. DEBENTURES ISSUED FOR MUNICIPALITIES

When a member municipality within the Regional District wishes to issue debenture debt through the Municipal Finance Authority of BC (MFA), the borrowing is done through the Regional District. The Regional District is therefore responsible for repayment of the debt to MFA. When payments (principal and interest) are made on this debt, the Regional District pays MFA and is reimbursed by the municipality.

The Regional District reports the outstanding debt borrowed on behalf of the member municipalities as both a financial asset and financial liability. Municipal debt payments are shown as revenue and offsetting expenditure.

6. CONSOLIDATED EXPENDITURES BY TYPE

	2010	2009
Director remuneration	\$ 131 970	\$ 142 538
Director travel	23 311	31 933
Staff remuneration and benefits	834 900	840 218
Staff travel and education	15 615	45 108
Interest	33 368	33 517
Purchased services, grants and supplies	1 129 430	2 281 152
Municipal debt payments	<u>1 442 098</u>	<u>1 328 987</u>
	<u>\$ 3 610 692</u>	<u>\$ 4 703 453</u>

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

NOTES

DECEMBER 31, 2010

7. LINE OF CREDIT

Canadian Imperial Bank of Commerce, authorized to \$950 000, interest at prime; unsecured.

8. PENSION INFORMATION

The Regional District and its employees contribute to the Municipal Pension Plan (the "plan"), a jointly trusted pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 163 000 active members and approximately 60 000 retired members. Active members include approximately 35 000 from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The most recent valuation as at December 31, 2009 indicated an unfounded liability of \$1 024 million for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. The actuary does not attribute portions of the surplus to individual employers.

9. PURPOSE OF ORGANIZATION

The Skeena-Queen Charlotte Regional District is a partnership of four electoral areas and five municipalities that provide local government services to 20 000 residents living on the North Coast of British Columbia and Haida Gwaii.

The Regional District administers service ranging from solid waste management and recycling to land use planning, water supply and public safety.

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

STATEMENT OF SURPLUS (DEFICIT)

YEAR ENDED DECEMBER 31

SCHEDULE 1

	2010	2009
	\$	\$
Administration	44 753	-43 272
Electoral areas	17 613	-2 489
Planning	23 501	11 408
Economic development	63	63
Regional waste management	12 282	14 825
Mainland recreation	185	185
Regional recycling	23 804	7 846
Islands solid waste	46 450	-474 142
QCI Recreation	258	-517
Haida Gwaii Museum	216	-1 231
Vancouver Island Regional Library	-3	-1
Dodge Cove water utility	-4 128	-
Oona River telephone	296	295
Sandspit fire protection	21	116
Sandspit water utility	2 556	-39 795
Feasibility study	5 000	-
	<u>172 867</u>	<u>-526 709</u>

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

STATEMENT OF RESERVE FUNDS

YEAR ENDED DECEMBER 31

SCHEDULE 2

	2010	2009
	\$	\$
Opening balance	205 320	249 352
Interest	5 525	15 603
Transfer from operating fund	6 000	-
Transfer to operating fund	<u>-23 382</u>	<u>-59 635</u>
Closing balance	<u>193 463</u>	<u>205 320</u>

Represented by the following reserve funds

Waste management	129 210	119 945
Dodge Cove water utility	33 382	55 221
Sandspit water utility	<u>30 871</u>	<u>30 154</u>
	<u>193 463</u>	<u>205 320</u>

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
STATEMENT OF CHANGES IN CAPITAL FUND EQUITY**

YEAR ENDED DECEMBER 31

SCHEDULE 3

	2010	2009
	\$	\$
Opening balance	<u>2 189 981</u>	<u>2 231 093</u>
Increase (decrease) in equity		
Asset additions	67 299	-
Debt repayment	55 617	39 972
Actuarial additions	17 900	16 122
Amortization	<u>-97 207</u>	<u>-97 206</u>
	<u>43 609</u>	<u>-41 112</u>
Closing balance	<u>2 233 590</u>	<u>2 189 981</u>

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

SCHEDULE OF PHYSICAL ASSETS

YEAR ENDED DECEMBER 31

SCHEDULE 4

	PHYSICAL ASSETS		ACCUMULATED AMORTIZATION			NET BOOK VALUE	
	Opening Balance	Closing Balance	Opening Balance	Annual Amortization	Closing Balance	2010	2009
	\$	\$	\$	\$	\$	\$	\$
Land	295 400	-	295 400	-	-	295 400	295 400
Buildings	611 410	39 700	651 110	15 447	178 762	472 348	448 095
Automotive	366 796	-	366 796	26 334	115 903	250 893	277 227
Equipment	151 447	-	151 447	9 686	83 185	68 262	77 948
Infrastructure	1 829 571	27 599	1 857 170	45 740	228 697	1 628 473	1 646 614
	<u>3 254 624</u>	<u>67 299</u>	<u>3 321 923</u>	<u>97 207</u>	<u>606 547</u>	<u>2 715 376</u>	<u>2 745 284</u>



Coastal Community Network
The voice of British Columbia's coastal communities

LATE
ITEM
7.3

March 28th, 2011

Skeena Queen Charlotte Regional District
100-1st Avenue
Prince Rupert BC
Canada V8J 1A6

Phone: 250-624-2002
mailto: jmerrick@sqcrd.bc.ca

Subject:

**Request for Letter of Support – Coast Sustainability Trust Stage 1 Application
Pacific North Coast Integrated Area [PNCIMA] Management Plan
Eco-Based Management Plan support to Regional Districts**

Dear Chair, Members of the Board of Directors and Chief Administrative Officer

I am writing on behalf Board of Directors for the Coastal Community Network and the communities to request a letter of support for the attached proposal dated March 28th 2011.

For the past 36 months, I have been participating in the Large Ocean Management Area planning process on behalf of various organizations. The Coastal Community Network asked if I could provide support to the designated Members of the Integrated Ocean Advisory Committee which was formed to provide this process with connections to people and interest groups that are interested in providing an appropriate plan for the use and preservation of the ocean within this subject area.

The attached proposal was developed in order to provide more capacity and resources in support of the planning tasks expected of your designated Member and Alternate Member, as well the other elected people appointed to the Committee, their CAO's and Staff. Many of the Local Governments participating in this process do not have the staff, time or resources to participate in the PNCIMA plan over the next two years. So, I plan to lead a small group of professionals that will act as a team in behind your representatives, making sure that your Corporation gets the information it needs to make an informed and appropriate decision.

Features of this proposal include:

- The assurance that at least one, if not two people will attend all meetings of the Integrated Ocean Advisory Committee to provide administrative, communications and coordination support to the 5 Regional District Members and Alternates over the next two years;
- The engagement of professional economic developer, natural resource manager, Registered Professional Biologist [RPBIO] and a Senior Economist that will form a planning team to work with your designates in your Regional District when they are

4341 Shelbourne Street | Canada's Remembrance Road
Victoria, British Columbia, Pacific Region CANADA V8N3G4
mailto: patrick.marshall@coastbc.org
Tel: 250-595-8676 | Toll Free: 877-595-8676 | Facsimile 866-827-1524 | Mobile: 250 507-4500
www.coastalcommunitynetwork.ca



asked to take the draft plans out into your communities for review, comment and consultation;

- Provide the mapping and communications tools online so that your constituents, taxpayers, rural, urban and interest groups can review and develop effective responses to issues and opportunities that arise from this process; and;
- Ensure that your Board and Staff have enough time to review formal submissions from your region and that information provided meets or exceeds all levels of compliance from a Local Government perspective.

Unlike older processes like the Central Coast Land and Coastal Resource Management Plan or the North Coast Land and Coastal Resource Management Plan of the late 90's and early millennia, this proposal seeks to be proactive rather than settling for a mitigation plan after senior governments have adjusted their policies to suit the outcomes of the process.

Your letter of support may be as simple as the following resolution:

"That the Board of Directors for the Skeena Queen Charlotte Regional District support the Coastal Community Network Proposal entitled "Pacific North Coast Integrated Area [PNCIMA] Management Plan: Eco-Based Management Plan support to Regional Districts" dated March 28th, 2011 and that a letter certifying the resolution be forwarded to the attention of Mr. Eric van Soeren, Trustee, Coast Sustainability Trust."

I am available for questions or clarification by calling me toll-free at +18775958676 and I look forward to continuing our work on behalf of your constituents, together.

Respectfully Submitted
Coastal Community Network

Patrick Nelson Marshall
Consulting Economic Developer

Copies:
Coastal Community Network Chair and Members of the Boards of Directors
Dan Smith, First Nations Summit



OFFICE OF THE MAYOR
CITY OF PRINCE RUPERT

424 - 3rd Avenue West, Prince Rupert, B.C. V8J 1L7
www.princerupert.ca



LATE
ITEM

7.4

April 1, 2011

Regional District of Skeena Queen Charlotte
100-1st Avenue East
Prince Rupert, BC V8J 1A6

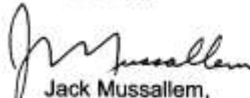
To Chair and the Board;

Re: BC Ferries Route 10A – Resolution of Council

Please be advised that at the Regular Meeting of Council on March 28, 2011, Council adopted the attached resolution.

Prince Rupert City Council plans to raise this resolution from the floor at the NCLGA convention being held May 11 thru 13, 2011 in Prince Rupert. We will be seeking support from NCLGA members as these proposed changes will negatively impact communities along Highway 16.

Yours truly,


Jack Mussallem,
Mayor

Encls/

OFFICE OF THE MAYOR

Telephone: 250-627-0939

Email: executiveassistant@princerupert.ca

Facsimile: 250-627-0999

CITY OF PRINCE RUPERT

BC Ferries Route 10A – Resolution of Council

April, 1, 2011

Whereas the British Columbia marine highway is a vital extension of the provincial highway transportation system; and,

Whereas meaningful dialogue with local governments who are significantly impacted by provincial government policies is an important component of effective governance; and,

Whereas BC Ferries has proposed fare increases on the northern British Columbia marine highway which equates to an increase in fares in excess of 100% over the next four years; and,

Whereas BC Ferries continues to pursue Route 10A which would see reduced economic connections between Prince Rupert and Port Hardy in favour of sailings to Tsawwassen; and,

Whereas if Route 10A were to be unilaterally instituted by BC Ferries it would cause crewing jobs being moved from Prince Rupert to Tsawwassen; and,

Therefore be it resolved that the NCLGA implore upon the government of British Columbia that the BC Ferries northern route is an essential marine highway for public transportation for northern residents, as well as a key economic driver to communities from Nanaimo to Port Hardy and Prince Rupert to Prince George, and that BC Ferries must support the northern routes in such a manner that ensures no reduction in service and no punitive fare increases.



Minister
of National Revenue



Ministre
du Revenu national

Ottawa, Canada K1A 0A6

LATE
ITEM

7.5

AVR 01 2011
APR 01 2011

His Worship Jack Mussallem
Vice-Chair of Skeena-Queen Charlotte Regional District
Director of the North West Regional Hospital District
Mayor of the City of Prince Rupert
100 1st Avenue East
Prince Rupert BC V8J 1A6

Dear Mr. Mayor:

Thank you for your correspondence concerning claims for medical expenses incurred for medically necessary travel. The office of the Right Honourable Stephen Harper, Prime Minister of Canada, also forwarded to me a copy of your letter of October 25, 2010. I apologize for the delay in replying.

Paragraph 118.2(2)(g) of the *Income Tax Act* states that payments a patient made to a person engaged in the business of providing transportation services can qualify as eligible medical expenses if the patient must travel at least 40 kilometres from his or her home to receive the respective medical services. If a person who provides transportation services is not available, the Act allows the patient to claim reasonable expenses incurred for operating a vehicle, including the cost of fuel, oil, tires, and maintenance.

Paragraph 118.2(2)(h) of the Act states that reasonable travel expenses, other than transportation, can be claimed if the patient must travel at least 80 kilometres from his or her home for required medical services. Reasonable travel expenses include accommodation, meals, and parking. Transportation and travel expenses for an individual to accompany the patient on such a trip can be claimed as well if a medical certificate certifying that the patient was incapable of travelling alone is attached to the patient's income tax and benefit return.

The Canada Revenue Agency (CRA) has reviewed its position with respect to travel and transportation costs for medical reasons. The review determined that costs for meals and accommodation while at a medical facility are eligible for the medical expense tax credit if it is reasonable in those specific circumstances for the patient to remain at the facility.

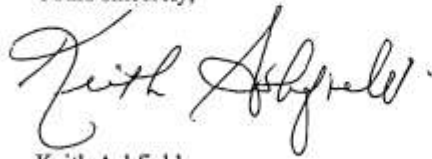
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Canada

In addition, if the patient is an outpatient at a medical facility and is staying at a hotel, the patient can also claim the cost for meals, accommodation, and parking. Eligible costs can include meals and accommodation for an individual accompanying the patient if the patient is certified by a medical practitioner as being unable to travel alone.

I trust that the information I have provided is helpful.

Yours sincerely,

A handwritten signature in cursive script that reads "Keith Ashfield". The signature is written in black ink and is positioned above the printed name.

Keith Ashfield

LATE
ITEM
7.6



THE CORPORATION OF THE VILLAGE OF SLOKAN

P.O. BOX 50, SLOKAN, B.C. V0G 2C0

TELEPHONE (250) 355-2277

FAX (250) 355-2666

cao@villageofslokan.ca

April 13, 2011

FROM THE OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

To All British Columbia Member Municipalities

Re: Online Municipal Voting

Please be advised that at the April 11, 2011 Regular Meeting of Council for the Village of Slokan the following resolution was passed:

"That Council supports the recommendation of the City of Coquitlam Council with regard to Online Municipal Voting to engage a greater number of voters to participate in municipal elections; and further, that a copy of the resolution in support be forwarded to UBCM member municipalities"

Sincerely,

A handwritten signature in black ink, appearing to read "Jack Richardson", written over a horizontal line.

Jack Richardson
Chief Administrative Office