



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JUNE 13, 2012

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

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### **DIRECTORS**

#### **PRESENT:**

Glenn Wong, Chairperson, Electoral Area "F" (Cherry Creek)  
Cindy Solda, Vice-Chairperson, City of Port Alberni  
Eric Geall, Electoral Area "A" (Bamfield)  
Mike Kokura, Electoral Area "B" (Beaufort)  
Tony Bennett, Electoral Area "C" (Long Beach)  
Penny Cote, Electoral Area "D" (Sproat Lake)  
John McNabb, Electoral Area "E" (Beaver Creek)  
John Jack, Councillor, Huu-ay-aht First Nation  
John Douglas, Mayor, City of Port Alberni  
Perry Schmunk, Mayor, District of Tofino  
Bill Irving, Mayor, District of Ucluelet  
Alan McCarthy, Member of Legislature, Yuułuꞵiꞵꞵath Government

#### **STAFF PRESENT:**

Russell Dyson, Chief Administrative Officer  
Teri Fong, Manager of Finance  
Mike Irg, Manager of Planning and Development  
Wendy Thomson, Manager of Administrative Services

### **1. CALL TO ORDER**

The Chairperson called the meeting to order at 1:30 pm.

### **2. APPROVAL OF AGENDA**

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT the agenda be approved as circulated.*

**CARRIED**

### **3. INTRODUCTIONS**

- a. The CAO introduced Ms. Tanis Dagert, Contract Coordinator for the Alberni-Clayoquot Health Network.
- b. The CAO introduced Mr. Bruce Forsyth and Ms. Loreen Brown, former Beaver Creek Improvement District employees, now employees of the Alberni-Clayoquot Regional District. The CAO provided background information on all

four new employees from the former BCID; Bruce Forsyth, Brenda Sauve, Loreen Brown and Keith Looker.

**4. DECLARATIONS**

**5. ADOPTION OF MINUTES**

**a. Special Board of Directors Meeting – May 23, 2012**

*MOVED: Director Kokura*  
*SECONDED: Director McNabb*

*THAT the minutes of the Special Board of Directors held on May 23, 2012 be adopted.*

**CARRIED**

**b. Board of Directors Meeting - May 23, 2012**

*MOVED: Director Solda*  
*SECONDED: Director Bennett*

*THAT the minutes of the Regular Board of Directors Meeting held on May 23, 2012 be adopted.*

**CARRIED**

**c. Regional Fisheries Resource Committee Meeting – May 23, 2012**

*MOVED: Director Bennett*  
*SECONDED: Director Irving*

*THAT the minutes of the Regional Fisheries Resource Committee meeting held on May 23, 2012 be adopted.*

**CARRIED**

**d. Alberni-Clayoquot Health Network Administration Committee Meeting Notes – March 29, 2012**

*MOVED: Director Solda*  
*SECONDED: Director Geall*

*THAT the meeting notes of the Alberni-Clayoquot Health Network Administration Committee meeting held on March 29, 2012 be adopted.*

**CARRIED**

## 6. PETITIONS, DELEGATIONS & PRESENTATIONS

### a. Ms. Susan Roth, Our Local Markets Request for Letter of Support.

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT Ms. Susan Roth, Our Local Markets be invited to address the Regional District Board.*

**CARRIED**

Ms. Roth provided a power point presentation on *Ourlocalmarkets.com* an initiative bringing locally produced, healthy food to you. Mr. Wayne Smith, local farmer, discussed farming in the Alberni Valley and recommendations in the Alberni Valley Agricultural Plan. They are hoping to get new people into growing locally on small lots of land. Ms. Roth advised requested a letter of support from the Board of Directors for a competition they have entered, BC Ideas: Solutions for Stronger Communities.

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to BC Ideas: Solutions for Stronger Communities competition supporting the application from Our Local Markets.*

**CARRIED**

### b. Mr. Greg Mollon, Mollon Tyler-Mollon - presentation of 2011 Audited Financial Statements for the Alberni-Clayoquot Regional District & Regional Hospital District.

*MOVED: Director Cote*

*SECONDED: Director Kokura*

*THAT Mr. Greg Mollon, Mollon Tyler Mollon be invited to address the Regional District Board.*

**CARRIED**

Mr. Mollon provided an overview of the 2011 Audited Financial Statements for the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District.

*MOVED: Director McNabb*

*SECONDED: Director Bennett*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2011 Financial Statements for the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District as presented by Mollon Tyler-Mollon Chartered Accountants.*

**CARRIED**

**c. Mr. Zane Zbeetnoff, regarding Canadian Skyline Hotels Ltd. Rezoning Application in Area "C" for a 138 Unit Mobile Home Park**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT Mr. Zane Zbeetnoff be invited to address the Regional District Board.*

**CARRIED**

Mr. Zbeetnoff, Canadian Skyline Hotels Ltd. spoke to rezoning application RC10001 for a mobile home residential park in Electoral Area "C" (Long Beach). He provided a power point presentation of the proposed development as well as progress to date. Mr. Zbeetnoff requested the Board of Directors to consider the following:

- a. instruct Planning staff to work with them on their proposed development in order to move it forward to first reading;
- b. seek approval for phase one - 45 manufactured home sites and one residence ;
- c. seek approval for phase two - 138 sites and one residence.

**d. Mr. Pat Deakin, Economic Development Manager, City of Port Alberni, regarding Update on Economic Development.**

*MOVED: Director Kokura*

*SECONDED: Director Solda*

*THAT Mr. Pat Deakin be invited to address the Regional District Board.*

**CARRIED**

Mr. Deakin provided an update on Economic Development activities to date in the region. He reported on a business retention survey he is going to be conducting primarily in the City of Port Alberni. Mr. Deakin advised that he is willing to expand the survey to include other areas if Directors are interested. The survey will start in September 2012. Mr. Deakin answered questions from Directors.

**7. CORRESPONDENCE FOR ACTION**

- a. **Correspondence June 4, 2012, from UBCM regarding UBCM Resolutions – Submission & Debate.**

*MOVED: Director Irving*  
*SECONDED: Director Solda*

*THAT this correspondence to be received and the Board of Directors instruct staff to draft a resolution for consideration at the 2012 Union of British Columbia Municipalities Convention regarding the proposed closure of Coast Guard Stations on the West Coast.*

**CARRIED**

*MOVED: Director Bennett*  
*SECONDED: Director Solda*

*THAT the Board of Directors instruct staff to draft a resolution for consideration at the 2012 UBCM Convention requesting the Province to address funding to deal with Tsunami Debris.*

**CARRIED**

- b. Correspondence June 1, 2012 from Arrowsmith Radical Runners regarding Request that donation to ACRD be used for the sole purpose of maintenance or improvements to the Log Train Trail.**

*MOVED: Director Bennett*  
*SECONDED: Director Kokura*

*THAT the Board of Directors of the Alberni-Clayoquot Regional District accept the donation and terms, direct the Manager of Environmental Services to develop plans for an appropriate project for the funds and the Chair write a letter of thanks to the Arrowsmith Radical Runners.*

**CARRIED**

- c. Correspondence June 5, 2012 from AVICC regarding Reminder for letters of support for FortisBC's Common Rates, Amalgamation and Rate Design Application.**

*MOVED: Director Solda*  
*SECONDED: Director Douglas*

*THAT the Alberni-Clayoquot Regional District forward a letter of support to the BC Utilities Commission supporting FortisBC's Common Rates, Amalgamation and Rate Design Application.*

**CARRIED**

## 8. CORRESPONDENCE FOR INFORMATION

- a. Ministry Of Jobs, Tourism And Innovation regarding Catalyst Paper Corporation
- b. Thompson-Nicola Regional District regarding Annexation Impact Study
- c. The Corporation Of The City Of Vernon regarding Optional Refusal of Smart Meter Installation
- d. Tsunami Debris Coordinating Committee regarding Committee Update
- e. Ministry Of Environment regarding What to do if you find Tsunami Debris
- f. UBCM regarding In The House – Legislative Update, Highlights of the May 16-18 Executive Meeting
- g. BC IDEAS regarding Introduction to BC Ideas
- h. Alberni Valley Chamber Of Commerce regarding Thank You for Grant-In-Aid
- i. City Of Port Alberni To Timberwest, Western Forest Products, and Island Timberlands regarding copies of letters China Creek Watershed
- j. Timberwest To City Of Port Alberni regarding China Creek Watershed
- k. Public Safety Canada regarding Elimination of JEPP Program
- l. City of Burnaby regarding Provincial White Paper on a Modern Building Regulatory System and Certification of Building Officials
- m. AVICC  
Copy of letter from AVICC to the Honourable Christy Clark regarding Catalyst Paper
- n. Port Alberni Centennial Committee regarding Port Alberni Centennial Celebration Homecoming Weekend – August 3-6, 2012
- o. Powell River Regional District regarding Coastal Regional Chairs Next Actions
- p. Catalyst Unionized-Staff Retiree copy of letter to City of Port Alberni regarding Catalyst Paper

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the Board of Directors receive a – p correspondence for information.*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director Geall*

*THAT the ACRD Board endorse the same resolution as City of Vernon regarding Smart Meters and send copies to member municipalities and regional district's.*

**DEFEATED**

**9. REQUEST FOR DECISIONS & BYLAWS**

**a. Administrative Memo regarding Finance Warrant No. 517**

*MOVED: Director Bennett*  
*SECONDED: Director Kokura*

*THAT the Board of Directors approve Finance Warrant Number 517 in the amount of \$504,392.40 dated May 31, 2012.*

**CARRIED**

**b. Request for Decision regarding Cougar Smith Park Water Supply – Letter of Understanding**

*MOVED: Director Cote*  
*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a letter of understanding with Mr. Bob Jackson to access water from 9015 Faber Road to supply Cougar Smith Park, for a five (5) year term commencing June 14, 2012 and ending June 13, 2017 at the cost of \$60.00 per month to cover the hydro costs.*

**CARRIED**

**c. Request for Decision regarding Appointment of 2012 Auditor**

*MOVED: Director Bennett*  
*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Mollon Tyler-Mollon Chartered Accountants as the auditors for the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District for the year ending December 31<sup>st</sup>, 2012.*

**CARRIED**

**d. Request for Decision regarding Appointments to the Salmon Beach Committee**

*MOVED: Director Bennett*  
*SECONDED: Director Irving*

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint the following individuals to the Salmon Beach Committee:*

- *Kel Roberts*
- *Jill Maibach*
- *Terry Graff*
- *Gina Skippen*
- *Len Jerritt*

**CARRIED**

**e. Administrative Memo regarding Ahousaht Solid Waste Transfer Station**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the Ahousaht Solid Waste Transfer Station Memorandum.*

**CARRIED**

**f. Request for Decision regarding Bylaw E1054, Beaver Creek Water System Local Service Area Establishment, 2012**

*MOVED: Director McNabb*

*SECONDED: Director Irving*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw E1054 cited as Beaver Creek Water System Local Service Area Establishment, 2012.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw E1054 cited as Beaver Creek Water System Local Service Area Establishment, 2012.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Douglas*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw E1054 cited as Beaver Creek Water System Local Service Area Establishment, 2012.*

**CARRIED**

**g. Request for Decision regarding proposed Beaver Creek Reservoir.**

*MOVED: Director McNabb*  
*SECONDED: Director Bennett*

*THAT the Board of Directors of the Alberni-Clayoquot Regional District (ACRD) authorize the tendering process to proceed, for a 250,000 gallon reservoir in the Beaver Creek Water System.*

**CARRIED**

**h. Request for Decision regarding Beaver Creek Water Advisory Committee.**

*MOVED: Director McNabb*  
*SECONDED: Director Irving*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1076, Beaver Creek Water Advisory Committee, 2012.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1076, Beaver Creek Water Advisory Committee, 2012*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Bennett*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1076, Beaver Creek Water Advisory Committee, 2012*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1076, Beaver Creek Water Advisory Committee, 2012*

**CARRIED**

**i. Request For Decision Regarding Appointment to the Beaver Creek Water Advisory Committee.**

*MOVED: Director McNabb*  
*SECONDED: Director Douglas*

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint the following individuals to the Beaver Creek Water Advisory Committee:*

- Kelly Schutte
- Gord Blakey
- Wayne Hasler
- Ron Barclay
- Harold Carlson

**CARRIED**

**j. Request For Decision Regarding Bylaw 856-8 – Sproat Lake Fire Protection Services Area Amendment.**

*MOVED: Director Cote*

*SECONDED: Director Bennett*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. 856-8, Sproat Lake Fire Protection Service Area Amendment, 2012.*

**CARRIED**

**10. PLANNING MATTERS**

**a. DVC12002, Campbell, 1109 Fourth Avenue**  
Development Variance Application – Memo & Permit

*MOVED: Director Bennett*

*SECONDED: Director McNabb*

*THAT the Board of Directors issue Development Variance Permit No. DVE12002.*

**CARRIED**

**b. RC10001, Canadian Skyline Hotels Ltd., Block B of District Lot 483, Clayoquot District**  
Rezoning Application – Applicant Submission

*MOVED: Director Bennett*

*SECONDED: Director McNabb*

*THAT the Board of Directors defer this application.*

**CARRIED**

**c. RF11008, Mclellan, 2787 Alberni Highway**  
Rezoning Application – Public Hearing Report & Minutes for Bylaws P1289, P1290, and P1292

*MOVED: Director Wong*  
*SECONDED: Director Kokura*

*THAT the Board of Directors receive the public hearing report for Bylaws P1289, P1290, and P1292 and concur with staff recommendations to amend the existing covenant, prior to subdivision, to include buffering requirements, increased setbacks and height restrictions for any future development on the proposed Lot 1, as discussed at the public hearing.*

**CARRIED**

*MOVED: Director Wong*  
*SECONDED: Director Bennett*

*THAT the Board of Directors receive the public hearing minutes for Bylaws P1289, P1290, and P1292.*

**CARRIED**

*MOVED: Director Wong*  
*SECONDED: Director McNabb*

*THAT Bylaw P1289, Regional District of Alberni-Clayoquot Official Zoning Text Amendment be read a second time.*

**CARRIED**

*MOVED: Director Wong*  
*SECONDED: Director Kokura*

*THAT Bylaw P1289, Regional District of Alberni-Clayoquot Official Zoning Text Amendment be read a third time.*

**CARRIED**

*MOVED: Director Wong*  
*SECONDED: Director Bennett*

*THAT Bylaw P1290, Cherry Creek Official Community Plan Amendment be read a second time.*

**CARRIED**

*MOVED: Director Wong*  
*SECONDED: Director Bennett*

*THAT Bylaw P1290, Cherry Creek Official Community Plan Amendment be read a third time.*

**CARRIED**

*MOVED: Director Wong*  
*SECONDED: Director Kokura*

*THAT Bylaw P1292, Regional District of Alberni-Clayoquot Official Zoning Atlas Amendment be read a third time.*

**CARRIED**

**d. Cherry Creek Official Community Plan**  
Public Hearing Report & Minutes for Bylaw P1278

*MOVED: Director Wong*  
*SECONDED: Director Kokura*

*THAT the Board of Directors receive the public hearing report for Bylaw P1278.*

**CARRIED**

*MOVED: Director Wong*  
*SECONDED: Director Bennett*

*THAT the Board of Directors receive the public hearing minutes for Bylaw P1278.*

**CARRIED**

*MOVED: Director Wong*  
*SECONDED: Director Cote*

*THAT Bylaw P1278, Regional District of Alberni-Clayoquot Cherry Creek (Electoral Area F) Official Community Plan be read a third time.*

**CARRIED**

**e. RT11006, AV Airport, 7400 Airport Road**  
Rezoning Application

*MOVED: Director Cote*  
*SECONDED: Director Geall*

*THAT Bylaw P1280, Regional District of Alberni-Clayoquot Official Zoning Text Amendment be adopted.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Geall*

*THAT Bylaw P1281, Regional District of Alberni-Clayoquot Official Zoning Atlas Amendment No. 652 be adopted.*

**CARRIED**

## **11 REPORTS**

### **11.1 STAFF REPORTS**

- a. Staff Action Items Report

*MOVED: Director Bennett*

*SECONDED: Director Irving*

*THAT the Board of Directors receives the Staff Action Report for June 7, 2012.*

**CARRIED**

### **11.2 COMMITTEE REPORTS**

- a. **2012 Advisory Planning Commission Appointments**

- i. Bamfield

*MOVED: Director Geall*

*SECONDED: Director Kokura*

*THAT the following individuals be appointed to the Bamfield Advisory Commission for a two year term: Heather Washburn, Jim Spencer, Barry Otterson, Tish MacPhee, Denice Roberge, Rae Hopkins, Rose Janelle, John Mass.*

**CARRIED**

- b. **Alberni Valley Committee Meeting – June 12, 2012 – G. Wong –Verbal Report**

The Chairperson provided an update on the Alberni Valley Committee meeting held on June 12<sup>th</sup>. The Committee approved the Alberni Valley Landfill Closure Report commissioned by A. McGill & Associates. A staff report was also received on the Alberni Valley Flying Club's Fly-in Event at the Alberni Valley Airport on June 24<sup>th</sup>.

*MOVED: Director Wong*

*SECONDED: Director Bennett*

*THAT the Alberni Valley Committee verbal report be received.*

**CARRIED**

### **11.3 CHAIR REPORT**

- a. **May 2012**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the Board of Directors receives the Chairperson's Report for May 2012.*

**CARRIED**

#### **11.4 MEMBER REPORTS**

**a. RCMP Update**

The Chairperson reported that the RCMP Hiring Committee is meeting at the end of June to conduct interviews for a new Inspector for the Port Alberni RCMP Detachment.

**b. 9-1-1 Corporation – J. Douglas – No Report**

**c. Vancouver Island Regional Library – P. Cote**

Director Cote reported on the Vancouver Island Regional Library Board. She brought back various documentation and information from the VIRLB for interested Directors including: Beginning to Realize Our Strategic Plan and Consolidated Financial Statements. Director Cote reported that the Port Alberni and Ucluelet branches will not be affected by the funding cuts.

**d. Central West Coast Forest Society – T. Bennett – No Report**

**e. Emergency Planning – P. Cote/M. Kokura/C. Solda**

Director Solda provided an update on the Emergency Planning Committee. A very successful Emergency Preparedness Day was held in May at Harbour Quay. A Rapid Damage Assessment workshop is coming up on June 27<sup>th</sup>. The Committee is planning to have a booth at the Fall Fair again this year & the booth is being revamped.

**f. Alberni Valley Chamber of Commerce – G. Wong**

The Chairperson reported that the AV Chamber of Commerce is concentrating on their CORE businesses. Keynote speaker for the September Chamber luncheon is Stockwell Day.

**g. Coastal Communities Network – T. Bennett**

Director Bennett reported that the CCN is still working towards an annual meeting in conjunction with the UBCM Convention.

**h. West Island Woodlands Advisory Group – J. Jack – No Report**

**i. Island Coastal Economic Trust – G. Wong**

Director Douglas provided a brief update on the Island Coastal Economic Trust. A number of applications are in progress, one from this region. The Chairperson added that 6 applications were reviewed at the last meeting and five have moved forward.

**j. Air Quality Council, Port Alberni – J. McNabb – No Report**

**k. West Coast Aquatic Board – T. Bennett – No Report**

**m. Association of Vancouver Island & Coastal Communities – C. Solda**

Director Solda reported on the AVICC. There is a meeting next week and Directors are welcome to forward her topics for discussion at the meeting. She reported that the overall rating of the 2012 AVICC Convention in Ucluelet was great.

**n. Beaver Creek Improvement District Conversion Committee – J. McNabb**

Director McNabb provided a brief update on the BCID conversion. The conversion went quite smoothly.

**o. Other Reports**

Director Irving reported on a meeting that he and Director Schmunk attended in Victoria with Minister Abbott regarding School District No. 70 issues. The Province has changed the funding formula affecting SD 70, in particular, cuts to transportation funding.

Director Schmunk reported on a meeting with the Minister of Transportation and Infrastructure to address short term and long term issues on Highway 4. A positive response was received on some of the short term issues.

Director Schmunk reported on a meeting with the BC Ferry Commissioner regarding pricing strategies etc. Several issues/concerns were brought forward.

Director Douglas provided a brief synopsis of various meetings that have been held with regards to Catalyst Paper.

Director Douglas reported on a meeting with the RCMP traffic division regarding moving their Parksville base to Port Alberni. It was a good meeting. Director Douglas requested the District of Ucluelet and District of Tofino to consider sending letters of support for the proposed move of the traffic division.

Director Douglas reported on his attendance at the FCM Convention in Saskatchewan. He provided an overview of various meetings and workshops he attended at the Convention. Director Solda reported that this was her first time at the FCM Convention. She provided an overview of the FCM election process, which differs from the UBCM election process. The Convention was an excellent opportunity to network and promote the Alberni-Clayoquot Region.

Director Cote reported on the activities of the Alberni Valley Museum and Heritage Board including: Eye Spy for Kids, digitization of photos in the archives online and development of a placemat outlining activities for the Port Alberni centennial celebrations.

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the Board of Directors receive the Member Reports.*

**CARRIED**

**12. UNFINISHED BUSINESS**

**13. LATE BUSINESS**

**14. QUESTION PERIOD**

*MOVED: Director Kokura*

*SECONDED: Director Bennett*

*THAT Mr. Jim McManus be allowed to address the Regional District Board.*

**CARRIED**

Mr. McManus spoke in favour of subdividing within the Agricultural Land Reserve.

**15. IN-CAMERA**

*MOVED: Director Kokura*

*SECONDED: Director Solda*

*THAT the meeting be closed to the public to discuss matters relating to Litigation or potential litigation affecting the Regional District.*

**CARRIED**

Director Jack left meeting at 4:35 pm.

The meeting was closed to the public at 4:36 pm.

The meeting was re-opened to the public at 4:50 pm.

**16. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA**

**17. ADJOURN**

*MOVED: Director Geall*

*SECONDED: Director Solda*

*THAT this meeting be adjourned at 4:50 pm.*

**CARRIED**

Certified Correct:

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Glenn Wong,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer