

# REGULAR BOARD MEETING MINUTES

DATE: June 11, 2020



#### ATTENTION

These minutes are draft and subject to amendment. Final Approval and adoption is by resolution at the next scheduled meeting.

# REGULAR BOARD MEETING MINUTES - June 11, 2020 via videoconference

In Attendance: Electoral Area A Director Daniel Bertrand Electoral Area B Director Travis Hall Electoral Area C Director Jayme Kennedy Electoral Area D Director Lawrence Northeast Chair Samuel Schooner Electoral Area E Staff: Chief Administrative Officer Courtney Kirk Recording Secretary Evangeline Hanuse Operations Manager Ken McIlwain (portion) Community Ec. Dev. Officer Matthew Wheelock (portion) Finance Manager Ye-Ne Byun (portion) **Executive Assistant** Destiny Mack (portion) Contractor Donna Mikkelson (portion)

# PART I - INTRODUCTION

#### 1. Call to Order

Chair Schooner called the meeting to Order at 12:38 p.m. and acknowledged that the chairing of the meeting was taking place on the unceded territory of the Nuxalk Nation and Directors were participating virtually from each respective territory.

# 2. Adoption of Agenda

20-06-01 M/S Directors Bertrand/Kennedy THAT the agenda be received. CARRIED

20-06-02 M/S Directors Bertrand/Kennedy THAT the agenda be adopted as amended by adding the following late items: Appointments Policy; and Regional Protocol Table with First Nations chiefs, to be added in the Governance section. CARRIED

#### 3. Disclosures of Financial Interest

The Chair reminded Board Members of the requirements of Sections 100(2) (b) and 101(1) (2) and (3) of the *Community Charter* to disclose any financial interests during the meeting when the matter is discussed. The declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the subject matter which is being discussed.

No disclosures of financial interests were made.

# 4. Disclosures of Interests Affecting Impartiality

The Chair reminded Board Members that in the interest of good governance where there is a perceived interest that may affect their impartiality in consideration of a matter a declaration should be made. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

No disclosures affecting impartiality were made.

### (A) ADOPTION OF MINUTES

- a) Regular Board Meeting May 14, 2020
- 20-06-03 M/S Directors Kennedy/Northeast THAT the minutes from the May 14, 2020 Board Meeting be received. CARRIED
- 20-06-04 M/S Directors Northeast/Kennedy THAT the May 14, 2020 minutes be adopted as amended by changing where it shows receipt and adoption of the April 2019 minutes to say April 2020 on resolutions 20-05-04 and 20-05-05. CARRIED

### PART II - LOCAL GOVERNACE

#### (B) BYLAWS AND POLICIES

- a) Request for Decision: Policies for Review, Revision, Rescind or Adoption
- 1) Policy A-9 (b) Facilities Inspection Policy Centennial Pool (Late Item)
- 20-06-05 M/S Directors Kennedy/Hall THAT the Board of Directors of the Central Coast Regional District table Policy A-9 (b) Facilities Inspection Policy Centennial Pool to the July 2020 Board Meeting.
  - 2) Policy A-12 (b) Centennial Pool Pay Scale (Late Item)
- 20-06-06 M/S Directors Hall/Kennedy THAT the Board of Directors of the Central Coast Regional District receives Policy A-12 (b) Request for Decision. CARRIED
- 20-06-07 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District adopt Policy A-12 (b) Centennial Pool Pay Scale revisions as presented

AND THAT the Board of Directors of the Central Coast Regional District waive the policy stipulation that pool staff wage increases are implemented at the next pay period after amendment and rather that the 2020 pool staff wages are retroactive to May 15, 2020 for the 2020 pool season only.

CARRIED

3) Policy A-12 (c) - Centennial Pool Wage Payment During Training (Late Item)

- 4
- 20-06-08 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives Policy A-12 (c) Request for Decision. CARRIED
- 20-06-09 M/S Directors Kennedy/Hall THAT the Board of Directors of the Central Coast Regional District reviews Policy A-12 (c) Centennial Pool Wage Payment During Training.

  CARRIED
  - 4) Policy A-28 Proclamations
- 20-06-10 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Policy A-28 Proclamations Request for Decision.

  CARRIED
- 20-06-11 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District approves Policy A-28 Proclamations as amended.

  CARRIED
  - 5) Policy E-5 Directors Attendance at Board Meetings
- 20-06-12 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives Policy E-5 Directors Attendance at Board Meetings Request for Decision.

  CARRIED
- 20-06-13 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District reviews and approves Policy E-5 Directors Attendance at Board Meetings as amended.

  CARRIED
  - 6) Policy F-11 Firemen's Use of Department Equipment
- 20-06-14 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives Policy F-11 Request for Decision. CARRIED
- 20-06-15 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District reviews Policy F-11 Firemen's Use of Department Equipment.
  - b) Request for Decision: Policies for Review, Revision, Rescind or Adoption
  - 1) Bylaw 496 Centennial Pool Rates and Service Fees Bylaw (Late Item)
- 20-06-16 M/S Directors Kennedy/Bertrand THAT Bylaw 496, cited as the Centennial Pool Rates and Services Fees Bylaw 2020, be now introduced and read a first time.

  CARRIED
- 20-06-17 M/S Directors Northeast/Kennedy THAT Bylaw 496, cited as the Centennial Pool Rates and Services Fees Bylaw 2020, having been given due and detailed consideration by the Board, be now read a second time.

  CARRIED

- 20-06- 18 M/S Directors Kennedy/Northeast THAT Bylaw 496, cited as the Centennial Pool Rates and Services Fees Bylaw 2020, be now read a third time. CARRIED
- 20-06-19 M/S Directors Northeast/Kennedy THAT Bylaw 496, cited as the Centennial Pool Rates and Services Fees Bylaw 2020, having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the person responsible for corporate administration. CARRIED
  - 2) Bylaw 494 Board Meeting Procedures Bylaw Amendment
- 20-06-20 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the request for decision, with additional alteration of adding to 17a "In the case where a resolution by the Board has been issued, the requirement for written application is waived" regarding delegations. CARRIED
- 20-06-21 M/S Directors Bertrand/Kennedy THAT Bylaw No. 494, cited as the Central Coast Regional District Board Meeting Procedures Bylaw No. 494 2020 be now introduced and read a first time.
- 20-06-22 M/S Directors Kennedy/Hall THAT Bylaw No. 494, cited as the Central Coast Regional District Board Meeting Procedures Bylaw No. 494 2020, having been given due and detailed consideration by the Board, be now read a second and third time.

  CARRIED
  - 3) Bylaw 495 Board Remuneration & Expenses Amendment
- 20-06-23 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive request for decision. CARRIED
- 20-06-24 M/S Directors Hall/Northeast THAT Bylaw 495, cited as the "CCRD Board Remuneration and Expenses Bylaw No. 495, 2020" be now introduced a read a first time.

  CARRIED
- 20-06-25 M/S Directors Kennedy/Northeast AND THAT Bylaw 495, cited as the "CCRD Board Remuneration and Expenses Bylaw No. 495, 2020" having been given due and detailed consideration by the Board, be now read a second and third time.

  CARRIED
- 20-06-26 M/S Directors Northeast/Bertrand AND FURTHER, THAT the Central Coast Regional District Board of Directors determine to undertake a review of remuneration levels, policies and bylaws by local government staff, an experienced consultant or an independent Task Force in 2021 pursuant to the best practices as outlined in the UBCM Council & Board Remuneration Guide [Sept. 2019]. CARRIED
  - (C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Recess was called at 1:50 p.m. The Board reconvened at 1:56 p.m.

### **ADMINISTRATIVE SERVICES**

- (a) CCRD COVID-19 Business Continuity and Restart Plan
- 20-06-27 M/S Directors Hall/Kennedy THAT the Board of Directors of the Central Coast Regional receive the CCRD COVID-19 Business Continuity and Restart Plan.

  CARRIED

In response to the Plan, the Board inquired about mental health supports available for directors, staff, commissioners, and service volunteers of the Central Coast Regional District to cope with challenges presented by the pandemic and to support service delivery within each respective role for the duration of the crisis. Further, the Board questioned beyond the pandemic, the possibility of exploration into training and professional development opportunities. CAO Kirk will look into the eligibility of counselling and training options.

- 20-06-28 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District endorse the COVID-19 Business Continuity and Services Restoration Plan as a living document to guide CCRD service delivery through the COVID-19 pandemic with additions and amendments brought forward during regular board meeting cycles for the duration of the pandemic.

  CARRIED
- 20-06-29 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District support central coast First Nation pandemic response efforts and First Nation health authority guidance and particularly that Administration is directed to comply with those measures in addition to the health and emergency guidance from other levels of government and WorkSafe BC;

AND THAT Administration will alert the Board of Directors in the event of an escalation or de-escalation of emergency measures that have a measurable effect on CCRD operations by any government or any level of government so that the Board of Directors may effectively maintain their discretion to guide appropriate policy direction for CCRD administration and operations.

CARRIED

### **FINANCIAL SERVICES**

- (b) Request for Decision: Statement of Financial Information (SOFI) Report 2019
- 20-06-30 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional receive the Request for Decision: SOFI 2019 Report. CARRIED

- 20-06-31 M/S Directors Northeast/Kennedy THAT the Statement of Financial Information (SOFI) pursuant to the Financial Information Act (FIA) for the year ended December 31, 2019 be approved and submitted to the Ministry of Municipal Affairs and Housing. CARRIED
  - (c) Request for Decision: COVID-19 Bella Coola Airport Rent Assistance Options
- 20-06-32 M/S Directors Northeast/Bertrand THAT the Board of Directors of the Central Coast Regional receive the Request for Decision: COVID-19 Bella Coola Airport Rent Assistance Options. CARRIED
- 20-06-33 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District having considered the rent deferral and reduction options presented in Administration's report elect to choose option #2 and offer rent deferrals for the months of April, May, June and July with rent due in full by December 31, 2020 and reconsider further deferments later in 2020.

CAO Kirk will look into the option of a payment plan.

Recess was called at 3:27 p.m.
The Board reconvened at 3:53 p.m.

#### **COMMUNITY & DEVELOPMENT SERVICE**

(d) Special Report: Food Security

20-06-34 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the report. CARRIED

The Board discussed that fishing season is just beginning and in the colder months there will be other marine produce available such as clams. Thus, there will be a delayed launch date for work to be done in advance of the season starting. Overall, there is year-round potential for a variety of food produce.

CEDO Wheelock agreed with the statement and there is consensus to move forward in building this food security opportunity.

20-06-35 M/S Directors Bertrand/Hall THAT the Board of Directors of the Central Coast Regional District direct Administration to engage in preplanning of local food production and trade promotion in and between communities toward a launch date

AND THAT Administration seek out grant funding toward the same

AND THAT Administration correspond with the central coast First Nations on food trading and the new CCRD regional food security initiative.

CARRIED

- (e) Referral Crown Land Industrial Application
- 20-06-36 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the report. CARRIED

#### **OPERATIONS**

- (f) Centennial Pool Minutes June 4, 2020
- 20-06-37 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the Centennial Pool Commission Meeting Minutes from June 4, 2020. CARRIED
  - (g) CCRD COVID-19 Centennial Pool Safety Plan
- 20-06-38 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the CCRD COVID-19 Centennial Pool Safety Plan.

  CARRIED
- 20-06-39 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District endorses the Centennial Pool facility reopening plan as part of the CCRD's broader business continuity and business restoration plan. CARRIED
  - (h) Request for Decision: CCRD Centennial Pool Survey
- 20-06-40 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the CCRD Centennial Pool Survey. CARRIED
  - (i) Denny Island Waterworks Project Update May 2020
- 20-06-41 M/S Directors Bertrand/Schooner THAT the Board of Directors of the Central Coast Regional District receive the Denny Island Waterworks Project Update.

  CARRIED
  - (j) Request for Decision: Application to the British Columbia Fires 2017: Community Resiliency Grant Program
- 20-06-42 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive Request for Decision: Application to the British Columbia Fires 2017: Community Resiliency Grant Program. CARRIED

20-06-43 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District approves Administration to submit a grant application to the British Columbia Fires 2017: Community Resiliency Grant Program to assist with the purchase of firefighting equipment and/or training for the Bella Coola Fire Department.

CARRIED

### TRANSPORTATION SERVICES

- (k) Bella Coola Airport and Facilities Service Update
- 20-06-44 M/S Directors Hall/Northeast THAT the Board of Directors of the Central Coast Regional District receive the Bella Coola Airport and Facilities Service Update.

  CARRIED
  - (I) Denny Island Airport Operations and Facilities Service Update
- 20-06-45 M/S Directors Kennedy/Bertrand THAT the Board of Directors of the Central Coast Regional District receive the Denny Island Airport Operations and Facilities Service Update.

  CARRIED
  - (m) Denny Island Airport Commission Meeting Minutes
- 20-06-46 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the Denny Island Airport Commission Meeting Minutes.

  CARRIED

The Board noted that the commission minutes should have more clearly indicated Doug Sharkey was elected to again serve as Chair of the Denny Island Airport Commission.

### PROTECTIVE SERVICES

- (n) Special Report Regional EOC response to COVID-19 updates (Late Item)
- 20-06-47 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive Special Report Regional EOC response to COVID-19 updates. CARRIED
  - (o) Correspondence for Information: Letter from Scott Fraser and Mike Farnworth Re: Joint Dialog
- 20-06-48 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the letter from Scott Fraser and Mike Farnworth.

  CARRIED
  - (p) Bella Coola Valley Flood Risk Assessment and Modelling Project Update May 2020

20-06-49 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the Bella Coola Valley Flood Risk Assessment and Modelling Project Update – May 2020.

CARRIED

The Board discussed releasing the information gathered on the flood risk assessment. CAO Kirk mentioned that content will be released as updated flood risk hazard maps. CAO Kirk further noted that the raw data is proprietary to CCRD and that permissions will have to be sought through both the CCRD and the CCRD/Nuxalk Nation/EMBC MOU for any specific uses of the LiDar dated beyond the funded purpose of generating flood risk hazard maps and MOTI flood mitigation planning along Highway 20.

#### GOVERNANCE

- (q) Correspondence for Information: Temporary Expanded Service Area Authorization from Liquor and Cannabis Regulation Branch
- **20-06-50** M/S Directors Hall/Northeast THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: Temporary Expanded Service Area Authorization from Liquor and Cannabis Regulation Branch.

CARRIED

- (r) Appointment Policy
- 20-06-51 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District direct Administration to search best practices other municipal and regional districts from third party appointments and develop a policy with options for the board of directors to review on requests for the CCRD to make appointments on third party boards and committees.

  CARRIED

The Board put forth a desire for a policy which would give Directors guidelines on how appointment requests are addressed, outlining the relationship of the CCRD, the Director that is appointed, and the third-party organization. Currently there is no consensus or guideline for the Director's benefit that ensures appointments are done in a fair and transparent manner.

The Board suggested that items that could be addressed in the policy include: What is the process for appointment? What should considerations be in accepting an appointment? Anything we should be doing to mitigate risk associated with appointment or accountability or transparency should we be requiring of our delegates to third party organizations? What role should directors have in directing delegates to represent CCRD's views at these third-party organizations?

CAO Kirk mentioned a further consideration for CCRD elected officials is the limited remuneration that can be offered compared with much larger RD's and municipalities who in some cases provide for full-time remuneration of elected officials. Generally, CCRD governance is provided on a limited remuneration or volunteer basis with budgeted (pre-COVID) governance expenses constituting nearly 17% of the total 2020 requisition.

(s) Striking of a Regional Protocol Table with First Nations Chiefs

- 20-06-52 M/S Directors Kennedy/Northeast THAT Director Bertrand be appointed as the representative on the Regional Protocol Table. CARRIED
- 20-06-53 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District direct Administration assist the Directors in establishing a Central Coast Protocol Table with the four central coast First Nations and the Ocean Falls Improvement District to be held with regular discussions and for the Directors to be remunerated for those discussions at a special work assignment rate.

  CARRIED

# (D) EXECUTIVE REPORTS

a. Electoral Area Reports

### Area E and Chair Report: Chair Schooner

Chair Schooner thanked the Board and presented his verbal report as follows.

Chair Schooner acknowledged that times have been trying and recognized that this takes a mental toll on everyone. Adversity and challenges have been dealt with, which can be difficult at times. Much appreciation is expressed on support received from Director Schooner's partner and fellow Directors. A special thanks was given in Director Bertrand stepping up and thanks was given to the team for their support.

In speaking to collaborative tables that are taking place, Director Schooner wanted to recognize that our region is well represented. The work that has taken place thus far was also acknowledged, and thanks was given to essential workers. At this time Director Schooner especially highlighted the excellent work being done at the post office, in which particular resilience has been shown.

#### Area A Report: Director Bertrand

Director Bertrand thanked Chair Schooner and presented his verbal report as follows.

Director Bertrand highlighted a United Coast meeting he attended with provincial representation and the working table that started. In particular, Director Bertrand spoke to legal liability and emergency management general and his request of the Province to provide protection to those Nations for the work done on travel restrictions. Currently the Province is unwilling to provide any support in that matter. Director Bertrand further relayed that Chief Marilyn Slett spoke about the need for health authorities to provide local information to communities about confirmed cases in order to ensure contact tracing can happen if there were to be an outbreak.

In conclusion, Director Bertrand thanked everyone for their solidarity during these times.

## Area B Report: Director Hall

Director Hall thanked the Chair and presented his verbal report as follows.

Director Hall expressed deep felt thanks for all of those who are putting efforts into planning and who make an effort to work together. It is with appreciation that the coast is unified in their approach, and he especially thanked Director Bertrand.

Director Hall further thanked CCRD staff for the meeting and appreciates efforts that go into preparing for such an endeavor. Director Hall wanted to emphasize that a letter was sent to Ottawa regarding the missing and murdered Indigenous women and girls and the one-year anniversary of the Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls. There is concern that there is little action to date and would like further pressure on this issue.

# Area C Report: Director Kennedy

Director Kennedy thanked the Chair and presented her verbal report as follows.

Director Kennedy emphasized the challenging times everyone is faced with and would like everyone to stay united. The intention that the Bella Coola Valley and the entire Region are not opening up at the same pace as the Province is simply to keep our small and remote communities safe. There is not the same resources as the rest of the province or country. Further, Director Kennedy put forth that it is important to note that residents in remote communities do not have a reason to trust that they will necessarily be supported if the situation deteriorates.

Director Kennedy in addressing COVID-19 stressed that information coming from local health authorities is important and that we must continue to be cautious and social distance. As leaders there is at time a microscopic focus and Director Kennedy acknowledged the leadership during the pandemic.

In terms of tourism, Director Kennedy stated that it is important that our region not be marketed currently. It is important out of respect for restrictions and effort that has been made to keep our community safe.

In the last month, Director Kennedy reports that there was a Vancouver Island Regional Library board meeting, their second virtual meeting. Discussed were the new things that are coming in to place so people can still use the services, such as more audiobooks, e-books, or pickup locations outside of libraries. Libraries are doing a slow open.

Director Kennedy is concerned about commercial fishing opening and wondered if a letter of support should be written to the Nuxalk Nation or if there should be steps taken with the Department of Fisheries and Oceans on our stance. Chair Schooner suggested that he will ask if a letter is desired and will get back to the Board with an answer.

# Area D Report: Director Northeast

Director Northeast thanked the Chair and presented his verbal report as follows.

Director Northeast met with the Bella Coola Harbour Authority (BCHA) and reported that they are all committed to keeping the virus out using the authority and responsibility they have. Outsiders

are being discouraged from coming to Bella Coola and using the harbour. Some on the BCHA are facing a great financial loss and accolades were given to them.

Food security is also reported by Director Northeast as a priority in regular meetings with the food security committee. In the past floods and fires have blocked the highway where goods and supplies cannot get to Bella Coola, which has highlighted the need for food security to be an important focus. Director Northeast thanked all those working in food security for their work and dedication.

Director Northeast noted that it is a privilege to work with fellow CCRD Directors and some of the elected chiefs of the region. Further dialogue between the CCRD and Indigenous leaders is anticipated and welcomed. Director Northeast specifically acknowledged teachers and support staff that are doing their best to deliver education to adult learners.

While the province is slowly opening up, Director Northeast recognized that at times we may feel resentful in smaller communities, but deepest sympathies are felt. These are difficult times but we can help one another out. Director Northeast would like the community to reach out to leadership for any assistance that can be provided.

# PART III - GENERAL BUSINESS

- (t) Correspondence for Action: Letter from the Bella Coola Festival of Arts Re: Grant Application
- 20-06-54 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the letter from the Bella Coola Festival of Arts.

  CARRIED
  - (u) Amend Calendar (Late item)
- 20-06-55 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast District review and approve the amendments on the 2020 Board Meeting Calendar to reflect Bylaw 495: new requirements for Board Meetings to be held electronically until further notice due to the COVID-19 pandemic;

AND THAT the July 3, 2020 Outer Coast Regular Board Meeting to be held in Bella Bella be amended and to now be held by electronic means and to amend the 2020 Board Meeting Calendar back to the regular date of July 9, 2020;

AND THAT the Sunday, June 21, 2020 National Indigenous People's Day in Lieu be changed from Friday, June 19, 2020 to Monday, June 22, 2020. CARRIED

# (E) IN CAMERA MATTERS

The Chair closed the meeting to the public for the purpose of consideration of items that fall under the following sections of the *Community Charter*. 90 (1) (j) information that is prohibited, or

information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy*.

The Board of Directors of the Central Coast Regional District did not go in camera.

# (F) ADJOURNMENT

20-06-56 M/S Director Kennedy/Hall THAT the meeting be adjourned.

**CARRIED** 

There being no further business the meeting was adjourned at 6:10 p.m.

Chair

Chief Administrative Officer