



**CENTRAL COAST REGIONAL DISTRICT
PUBLIC WORKS DEPARTMENT
April 2016 REPORT**

TO: Darla Blake, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: May 5, 2016
FROM: Ken McIlwain, R.P.F. Public Works Manager
SUBJECT: Public Works Monthly Report

RECOMMENDATIONS:

1. **THAT the April 2016 Public Works Report be received.**
-

**PUBLIC WORKS FUNCTIONS AND SERVICES
April 2016 HIGHLIGHTS**

SOLID WASTE MANAGEMENT

1. Contractors and staff are nearing completion of the road subgrade at the new Thorsen Creek depot and transfer station. Site supervision, surveying and planning has occupied a good portion of Public Works staff time this past month. Challenging conditions were encountered during excavation of the site. There was heavy organic material located throughout the soil profile, as deep as 20 feet. A significant flood event or series of events deposited large amounts of alluvial material on the site over a relatively short period of time, burying trees 20 feet deep in river gravels. These large cedars are still sound, but must be excavated, as over time they will deteriorate and cause settling of the surrounding material. Much of the excavated material had to be hauled away and replaced with suitable fill material.
2. The first week of the spring cleaning ½ off event at the landfill has been going smoothly. Residents are taking advantage of the reduced rates to clean out large volumes of accumulated waste.
3. Significant Expenditures: Diesel Cowboy Transport was paid \$1050.00 before taxes for lock blocks.

Board Meeting
MAY 12 2016
CCRD ITEM C(e)

RECREATION FACILITIES

1. **Walker Island & Snootli Parks:** At the new concession building, plumbing work is underway. Interior finishing is largely complete. The Septic System has been installed. Water system design and testing are under way.

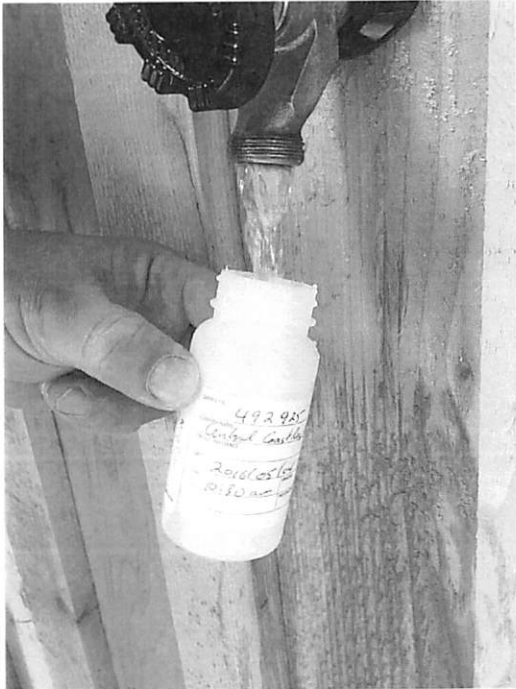


Photo: Water sampling for water system permit.

2. **Centennial Pool:** The pool is set to open early this year. New manager Heidi McCall is hoping to open the pool for the week of May 9th. Schools are excited at the prospect of renting the pool for class lessons.
3. **Nusatsum Park:** N/A
4. **Snootli Skating Rink:** N/A
5. **Significant Expenditures and Contracts:** B.W. Bonn Interiors was paid \$5410.00 before taxes for flooring installation at the Walker Island Concession. Black Sheep Timbers was paid \$3200.00 before taxes for construction of the Walker Island Concession. Robbie Tippie was paid \$2250 before taxes for plumbing work at the Walker Island concession.

STRATEGIC PUBLIC WORKS INITIATIVES

SHEARWATER WATER SYSTEM

Initial reports from SD#49 indicate that two wells were drilled on School District property and both successfully hit water. Test results are pending.

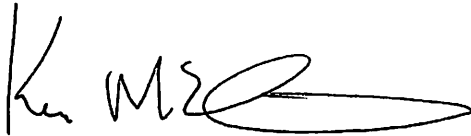
SOLID WASTE MANAGEMENT PLAN UPDATE

Planners Carey McIver and Associates Ltd. in conjunction with Maura Walker & Associates Ltd. will be visiting the Regional District the second week in May to undertake initial stakeholder engagement. An open house will be hosted on Denny Island May 11. A stakeholder meeting will take place May 12th in Bella Coola.

ASSET MANAGEMENT PLANNING

Progress continues with condition assessment work.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ken McIlwain". The signature is stylized with a large, sweeping horizontal stroke at the end.

Ken McIlwain, RPF
Public Works Manager

65

RECEIVED

APR 28 2016

Central Coast Regional District

Centennial Pool Commission

Meeting Minutes

27 April 2016

Present: N. Koroluk, K. Lansdowne, R. Hilland, J. Kyle, J. Cole

Guest: Kyle Mettler, CCRD intern

Meeting commenced at 1:45 pm at the library

1. Pool Safety Plan and Other Documents – Kyle has reviewed the Pool Safety Plan and made a few additions, but overall, not much of the content has changed. He identified three gaps which were discussed with commissioners:

- ==WorkSafe New and Young Workers
- ==Working Alone
- ==Right to Refuse Unsafe Work

Motion: That the CCRD incorporate the documents noted above into existing or new CCRD policies.

Hilland/Cole:Passed

Motion: That Commissioners review Policies A 12 and A 12a in preparation for discussion at the next meeting.

Hilland/Cole:Passed

The commission requests that Kyle e-mail the Commissioners a summary of today's discussion.

He has put all documents related to pool operations/ safety into a single digital document.

2. Pool Startup – Chris is currently cleaning the tank and will start filling it when he is done. Chemicals were ordered last week. Pool should be opened by May 9.

The current oxygen tanks have expired and must be replaced. It is requested that the CCRD inquire into replacing the tanks.

School use of the pool is scheduled to start May 12th.

Nicola left the meeting.

Board Meeting
 MAY 12 2016
 CCRD ITEM (4)

Motion: That the Pay Policy be amended by adding the position of Interim Associate Manager.

Hilland/Lansdowne:Passed

The pay rate will be established by the Commission once the CCRD has approved the position. The Commission asks that this matter be looked into at the earliest possible time.

Nicola returned to the meeting.

3. Staffing and Courses – Orientation for new staff will be undertaken during their first scheduled shift.

Next Meeting: Wednesday 11 May at 5 pm at the pool.



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer
FROM: Cheryl Waugh, Transportation and Land Use Coordinator
DATE: May 5, 2016
SUBJECT: Transportation Report – Bella Coola & Denny Island Airport

Recommendation:

- 1) That the Transportation Report dated May 5, 2016 be received.

Bella Coola Airport

Grounds Maintenance

Light gardening services were provided by Alpen Art Landscapes in front of the terminal building resulting in a general spring cleanup of unwanted vegetation and removal of winter debris around the parkette island. Pruning of foliage will be scheduled in the fall.

BC Aviation Council Workshop

I attended the BCAC workshop in Nanaimo, April 26-27 with more than one hundred other delegates representing airports and aviation industries from around the province. There was a wide variety of speakers including the Honourable Todd Stone, Minister of Transportation and Infrastructure and Deputy House Leader. Topics ranged from funding and non-aeronautical revenue opportunities to quality assurance and sustainable airports through holistic master planning. Networking is invaluable and it was rewarding speaking with operators of similar-sized airports and meeting others in related industries.

Master Plan Development

In their review of the Regional District’s strategic priorities 2015-2019, the Board of Directors determined that development of a plan for the Bella Coola Airport be moved to the Work Plan for 2016. As such, staff was requested to prepare information related to the development/completion of an Airport Master Plan for the Bella Coola Airport in 2016. The draft Terms of Reference have been completed and form a separate report. *See separate agenda item.*

Board Meeting
MAY 12 2016
CCRD ITEM C(a)

Transport Canada

Transport Canada conducted a Program Validation Inspection (PVI) on April 14th and there were two findings as a result of follow up inspection that will require corrective actions.

Work continues to conclude the Corrective Action Plans to remedy items cited during the previous Transport Canada PVI.

Miscellaneous

- An RCAF Cormorant helicopter blew over the sign for Taxiway A (with apologies), which has been repaired. Other signage will be assessed for repair needs.

-A leaking gutter near the terminal landside entryway has been temporarily repaired keeping the concrete dry in front of the door when it is raining.

-The airside outhouse blew over (again) from recent high winds. The remains of the structure and the toilet stem will be permanently removed and the pit filled.

-The terminal building roof was assessed by a professional and the results were positive with no evidence of leaking or loose screws. With regular maintenance the roof should be good for another ten years and beyond.

Denny Island Airport

Three bids were received to replace the deck and stairs at the airport building. The contract was awarded to Dave Neros in the amount of \$1450.00 and was completed before the end of April to the satisfaction of the Denny Island Airport Commission.



Transportation & Land Use Coordinator



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer
FROM: Cheryl Waugh, Transportation and Land Use Coordinator
DATE: May 5, 2016
SUBJECT: Development of Airport Master Plan for the Bella Cool Airport in 2016

Introduction

The purpose of this report is to summarize and discuss an opportunity to proceed with future planning activities for an Airport Master Plan for the Bella Coola Airport.

Recommendation:

That the report, Development of Airport Master Plan for the Bella Coola Airport in 2016, dated May 5, 2016 be received and further;

That staff invite Request for Proposals based on the Draft Terms of Reference for the completion of an Airport Master Plan for the Bella Coola Airport.

History/Background Factors

The *Bella Coola Airport Development Plan* (Revised 2000) is a document that provides historical and factual information but delivers limited guidance or vision for the future of the airport. Substantive changes have taken place since the 2000 revision and the appropriate direction is to progress towards a Master Plan as opposed to further revising the Development Plan.

The Board of Directors determined in their review of the Regional District’s strategic priorities 2015-2019 that development of a plan for the Bella Coola Airport be moved to the Work Plan for 2016. As such, staff was requested to prepare information related to the development/completion of an Airport Master Plan for the Bella Coola Airport in 2016.

Financial Implications

During preliminary investigation and drafting of the Airport Master Plan terms of reference, CCRD staff has estimated that such a plan could cost up to \$50,000. The Plan will be funded from the Community Works Fund (CWF) allocation under the Gas Tax Agreement between the Regional District and the Union of BC Municipalities.

Board Meeting
MAY 12 2016
CCRD ITEM (h)

Advancement of Strategic Planning Goals

Generally, Airport Master Plans are completed to develop a strategic direction and/or goal for possible future uses of the airport and how that may affect the people, businesses or the communities that use the airport. Additionally, the development of the Plan will allow CCRD staff to be better positioned for improvement of future operations of the airport and will provide the Board with valuable information in respect to the CCRD current assets, infrastructure challenges and possible future revenue opportunities to continue with safe and efficient airport operations.

The completion of this process directly relates to the Central Coast Regional District Integrated Strategic Plan 2015-2019, Goal 2, 2.1.2 *Complete a long-term Development Plan for the Bella Coola Airport, inclusive of capital and operating budgets*. This was subsequently moved to the 2016 Work Plan.

Related Information Provided

Bella Coola Airport – Airport Master Plan Terms of Reference (DRAFT)



Transportation & Land Use Coordinator

Bella Coola Airport – Airport Master Plan Development

Terms of Reference (DRAFT - May 2016)

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1.0 Introduction

The Central Coast Regional District (CCRD) owns and operates the Bella Coola Airport, located off Highway 20, approximately fifteen km east of the town of Bella Coola, British Columbia.

The airport consists of one 4,200 ft (1,280 m) by 100 ft (30 m) asphalt runway. There is a 1.5 storey, 4,470 square foot terminal building located on one of the aprons. Pacific Coastal Airlines operates daily scheduled service between Vancouver International Airport (South Terminal) and the Bella Coola Airport, providing convenient air transportation to the lower mainland with connections to other destinations in British Columbia and beyond. There are 15 airside lease lots and 5 tenants within the terminal building. Fuel services for Aviation 100 LL and Jet A fuel are provided by airside operators independent of the regional district.

The Bella Coola Airport also accommodates air charters, business and personal aircraft and occasionally, Royal Canadian Air Force aircraft. Additionally, the BC Air Ambulance Service uses the Bella Coola Airport as its primary access point for serving patients at the Bella Coola General Hospital, located within a 15 minute drive to the town of Bella Coola.

Due to aging infrastructure and asset management at the Bella Coola Airport, the CCRD would like to see advancement in the development of an Airport Master Plan to help coordinate, develop and facilitate future airport operations which may be required to maintain both current and/or future service level expectation at the Airport.

The purpose of the Terms of Reference document is to prepare a 10-Year Master Plan for the Bella Coola Airport with particular emphasis on identifying future infrastructure upgrades and/or other changes required to enable the continued growth and development of both aviation and non-aviation activities at or near the current land of the Bella Coola Airport and to ensure sustainability of airport operations.

The Airport Master Plan should incorporate the following aspects of Airport operations:

- Current and Future Airside Activities;
- Current and Future Landside Activities (including identification of potential surplus lands);
- Current and Future Terminal Activities;
- Current and Future Services;
- Current and Future Retailers;
- Current and Future Land and Terminal Lessees;
- Ancillary service providers (i.e. fuel companies and third party providers/stakeholders such as baggage handling, future security and airport service providers); and
- Undeveloped land use dedicated to airport operations or available for other uses that may be non-aviation related.

2.0 Scope of Work

The following key areas/factors will need to be incorporated into the overall plan:

A full assessment of current activities, inclusive of:

- Relative facilities, equipment and staffing levels;
- Aircraft and passenger movement trends;
- Local and regional significance/role of the Bella Coola Airport
- Airside works and their impact on associated infrastructure and facility requirements;
- Airport risks identified with options to address, inclusive of costs/priorities;
- Current planned works;
- Other airport related activities; and
- Review of light industrial land development/use opportunities on/for potential surplus lands.

The delivery of:

- Summary plans easily extracted from the main plan allowing for easy integration into departmental operational plans and a comprehensive strategic plan;
- Concept plans/drawing of current and future airport infrastructure and indicative cost estimates for such infrastructure;
- Development scenarios, strategies and trigger points;
- Achievable action and implementation plans;
- Communication and stakeholder plans; and
- Delivery of reviewed and coordinated associated plans and documents, inclusive of updates, specifically for the Airport Operations Manual, Safety Management System, Airport Emergency Plan and Wildlife Management Plan.

As a minimum, the Bella Coola Airport Master Plan is to evaluate and document the following specific criteria:

1. Passenger Terminal Building/Facility

- Capacity requirements;
- Future extensions;
- Baggage and freight handling and screening facilities;
- Passenger arrival and departure areas airside; and
- Passenger screening and other security.

2. Forecast Aviation Activity

- Aircraft types (5,10 and 15 years);
- Commercial passenger movements;

- Aircraft movements (including helicopter operations); and
- Air freight operations.

3. Airport Facilities

- Equipment storage facilities;
- Fuel delivery and storage facilities;
- Private hangars;
- General parking (short and long term); and
- Aircraft (including helicopter) parking and movements.

4. Airside Infrastructure

- Operational and physical assessment of the runways;
- Runway widening or extension if required, including land requirements for extension;
- Operational and physical assessment of the taxiways;
- Taxiway widening if required;
- Operational and physical assessment of the apron areas;
- Apron extension if required, including land requirements for extension;
- Airside access;
- Navigation and communications aids;
- Visual aids; and
- Airport/Airside security.

5. Landside Infrastructure

- Landside transport and parking requirements;
- Landside terminal access;
- Planning scheme interface;
- Aviation related business (e.g. accommodation, vehicle rental, security, parking, etc);
- Future aviation industrial area;
- Future commercial area;
- General aviation hangar area;
- Landside development opportunities (including development on any surplus lands);
- Provision for existing lease areas;
- Public transportation requirements; and
- Infrastructure services such as water, power, telecommunications, sewerage and storm water handling facilities.

6. Capital Improvements Plan

- Determination and summary of potential airside and landside infrastructure upgrades project list;
- Detailed cost estimated for potential infrastructure upgrades;
- Development of a Capital Improvement Program, with specific attention to that of future financial implications at the Bella Coola Airport, and
- Summary of potential revenue sources for completion of upgrades identified within the Capital Improvement Plan.

7. Future Airport Operations

- Determination of long-term viability of continued activities at the Bella Coola Airport;
- Provision of recommendations that focus on organizational review/structure and the minimal staffing requirements and costs necessary to continue efficient general operating conditions in the short, medium and long-term pursuant to Federal Aviation Regulations and Standards;
- Development/determination of estimated potential future operating expenses expected to be incurred as per recommendations and where/how those expenses should be recovered (funded);
- Explore potential for a contribution agreement with the Nuxalk First Nation; and
- Determination of short, medium and long-term sustainable financing to address development issues with provision of affordable options and awareness of consequences if unable to meet obligations

3.0 Airport Master Plan Objectives

In order for continued, long-term success at the Bella Coola Airport the following objectives related to the demand for airline services and general aviation activity must be identified:

3.1 Aircraft Safety

The safety of aircraft operations is paramount, therefore, planning and development of facilities must be based on established Transport Canada standards.

3.2 Airport Capacity

Any increase in aircraft movements, passengers and freight will be supported by the expansion of facilities such as aprons/taxiways, terminals, support facilities, vehicle parking, ground access and other associated infrastructure.

3.3 Forecast Demand

Aviation traffic is not currently officially forecasted. It is suggested that baseline forecasting work be developed to ensure that current drivers and aviation demands are captured. The forecasts will provide for future projections of passenger growth, which in turn will help assist the CCRD with terminal, airside and landside infrastructure sizing and provision and future aircraft usage of the Bella Coola Airport.

3.4 Regional Planning

The Master Planning for the airport should be based on the philosophy of planning to accommodate the aviation needs of the region for the long term. The development of the Bella Coola Airport should be considered in terms of the regional development context. This means taking into account community impacts of air transport growth, particularly factors like aircraft noise, airspace protection and hazard of aircraft operations while ensuring that the airport meets the region's expectations in regards to the provision of the service.

The Master Planning should also seek to identify surplus lands and/or allocate sufficient space to meet the long-term needs of the various airport activities and identify areas that could be used for non-aviation uses thereby enhancing the financial revenue opportunities at the airport.

3.5 Comparable Aerodrome Rates and Charges Review

Current rates and charges issued by other comparable local and regional aerodromes will allow for the CCRD to review its current rate structure in order to better capitalize on revenue potentials (First Nation contribution agreement) and at the same time attempt to maintain our perceived competitive advantage with respect to the delivery of aerodrome services.

4.0 Stakeholder Interface

Consultation with key stakeholders, neighbouring local authorities and government agencies must form an integral part in the development of the Airport Master Plan. The approach should aim to fulfill the following primary objectives:

- To inform all relevant and potential stakeholders about the project;
- To engage all relevant and potential stakeholders in the study process;
- To inform and complement the technical work in developing a robust study outcome; and
- To create a basis for future communication and consultation activities to continue during the implementation phase and ongoing.

5.0 Scope of Final Report

The Airport Master Plan should be structured similar as follows:

Section 1 – Executive Summary

Provides an abbreviated summary of the key points resulting from the Master Plan study.

Section 2 – Introduction

Provides background information and sets the objectives of the preparation of the Master Plan.

Section 3 – Existing Aerodrome Facilities

Describes the current facilities at the airport including an assessment of existing assets.

Section 4 – Planning and Development Legislative Framework

Details the Federal, Provincial and Local Government legislative framework that impacts on the Airport Master Plan.

Section 5 – Forecast Demand

Presents historical data on traffic at the Bella Coola Airport, discusses forecasting techniques and provides low, medium and high forecasts for passengers and aircraft over the next 15-20 years.

Section 6 – Future Needs and Development Options

Provides a description of the proposed future operations and forecast traffic, together with the regulatory requirements governing airport planning, including the planning standards adopted.

Section 7 – Stakeholder Consultation

Presents the results from the stakeholder consultation process conducted as part of the Master Plan study.

Section 8 – Environmental and Land Use Planning

Presents the effects of the proposed airport development on the existing environment and explains how future land use planning is, or may be affected.

Section 9 - Economic Development

Presents the effects of airport activities on regional economic development.

Section 10 – Airport Master Plan

Provides the planning standards adopted and details of the proposed airside and landside developments to accommodate the forecasted traffic.

Section 11 – Airport Development Strategy and Business Plan

Details the proposed infrastructure/development works over the short, medium and long terms, with emphasis on possible funding activities for such infrastructure/development activities (i.e. user/landing fee rates, airport improvement fees, etc.). In general, shows anticipated airport revenues and expenses and identifies potential future funding sources for all projected required activities (both operating and capital).

Section 12 – Comparison of Fees and Charges at Comparable Aerodrome Facilities

Presents a comprehensive summary of current fees and charges at other local and regional comparable aerodrome facilities and/or operations. Presents a cost effective and practical means of collecting fees/charges (e.g. landing fees)

Section 13 – Mapping, Surveys and Concept Plans

Provides a detailed concept plan/site layout designating potential future land use activities on current Bella Coola Airport lands, location of existing and proposed infrastructure and identification of future land development/use and opportunities.

6.0 Process Timeline

For discussion purposes:

<u>Activity</u>	<u>Schedule/Estimated Completion Date</u>
Draft Terms of Reference	May 12, 2016
Finalize Terms of Reference	Late May, 2016
Develop Request for Proposals	Early June, 2016
Issue Request for Proposals	Late June, 2016
Hire Consultant	Early August, 2016
Initial Start-Up of Project	Late August/Early Sept. 2016
Development of Plan	Mid to late September, 2016 Expected completion in 3-4 months
Plan Approval	February, 2017



LOCATION PLAN

Bella Coola Valley & Airport





8.0 Contact Information

All questions or inquiries related to this project may be directed to:

Cheryl Waugh
Transportation & Land Use Coordinator
Bella Coola Airport Manager
Central Coast Regional District
Box 186 – 626 Cliff St.
Bella Coola, BC V0T 1C0

Tel: 250-799-5291
Fax: 250-799-5750
Email: tlc@ccrd-bc.ca
Webpage: www.ccrd-bc.ca



CENTRAL COAST REGIONAL DISTRICT

DATE: 03 May 2015

TO: Board Members

FROM: Director Alison Sayers

SUBJECT: Chair & Area C Director Report

Association of Vancouver Island and Coastal Communities

I attended the **AVICC Annual Convention** April 8-10, in Nanaimo.

I attended a pre-conference workshop called **Understanding the Village**, which was an experiential learning process that took the group through First Nations village/community life, from precolonial times to the present.

It was a very emotionally moving and educational experience for everyone who attended. It helped the entire group attain a deeper level of understanding of the impacts of colonization, primarily disease, residential schools, alcohol, and the institutional racism that continues across Canada.

Reconciliation and healing were also major parts of the workshop. I highly recommend this workshop to anyone who may ever have the opportunity to attend one.

I also attended presentations on:

Local Government and First Nations (Aboriginal title and law; local government having no legal duty to consult with First Nations, however there is a strong moral obligation to consult whenever possible and practical)

Agricultural Land Reserve and Agricultural Land Commission (restructuring of the ALC and details on recent changes to ALR policy; importance of engaging ALC when writing or updating Official Community Plans)

Asset management (importance of attending to assets, and methods to help constituents understand the connection between the taxes they pay and the services they receive)

Resolutions sessions - details of resolutions dispositions can be found on the AVICC website: <http://avicc.ca/wp-content/uploads/2016/04/2016-Resolutions-Disposition-Summary.pdf>

Board Meeting
MAY 12 2016
 CCRD ITEM D(a)

Federation of Canadian Municipalities

On April 12th in Victoria I met with FCM Board member Chris Coleman. He is Chair of FCM's BC Caucus and a Councilor for the City of Victoria. We discussed several issues regarding FCM and CCRD's membership, including:

- Possible development of a policy regarding how to address the problem of LG critical need (ie. failing infrastructure) when it is coupled with an inability to pay (ie. tax base too small to afford the local government contribution). Chris also recommended that I discuss this with our MP Nathan Cullen.
- importance of establishing whether the issues that CCRD experiences with regards to being members of FCM, (including the above and also inability to afford attendance at the AGMs, are in fact pan-Canadian), meaning that there are local governments across Canada that are experiencing similar challenges.
- Letter (that the board passed a resolution in February to send) to FCM should include the above, and also should include a request that the letter be discussed at both the Northern and Remote Communities Committee and the Rural Forum.
- Potential for CCRD (and all local governments) and FCM to step up efforts around educating constituents regarding the connection between taxes paid and services received
- Possibility of FCM creating a pot of money to help LGs like CCRD, that have very small tax bases and budgets, to attend FCM AGMs. Chris said he would work on this, and I will be staying in touch with him regarding how this is progressing. (This also was discussed at UBCM Executive - see below.)
- It should be noted that any action that FCM might take on any of the above issues will not be until the 2017 AGM at the soonest.

Union of BC Municipalities

In my capacity as **Director At Large for UBCM**, I attended Advocacy Days in Victoria April 13-14, and the UBCM Quarterly Executive Meeting on April 15. We advocated in person with MLAs and Ministers regarding:

- Downloading of DNA testing costs by the province onto local governments (asked for a reversal of this decision);
- reviewing of the process of arbitrated settlement between LGs and public employees (particularly fire chiefs);

- infrastructure funding and the provincial contribution of 33% remaining the same or increasing.

The **First Nations Relations Committee** met with MARR Minister John Rustad and Minister of Justice/Attorney General Susan Anton regarding:

- the National Inquiry into Missing and Murdered Indigenous Women and Girls,
- Community to Community Forums funding,
- the BC Treaty Process and Non-Treaty Agreements,
- the Reconciliation Dialogue Workshop Initiative, and
- the UBCM First Nations Relations Survey results,

At the **Quarterly Executive meeting**, some of the issues discussed can be found here:
<http://www.ubcm.ca/EN/meta/news/news-archive/2016-archive/highlights-of-the-april-13-15-executive-meeting.html>

Respectfully submitted

Alison Sayers
Chair & Director Area C