

## CENTRAL COAST REGIONAL DISTRICT

*“Our Vision for the Central Coast Regional District is an inclusive, resilient and sustainable group of communities thriving within a locally influenced, safe, healthy and natural environment”*

### **DRAFT REGULAR BOARD MEETING MINUTES – September 13, 2012, 9:30 a.m.**

In Attendance:           Electoral Area A           Director McCullagh by phone (11:33)  
                                  Electoral Area C           Chair Brian Lande  
                                  Electoral Area D           Alternate Director Archie Pootlass  
                                  Electoral Area E           Director David Anderson

Staff/Associates:        Chief Financial Officer & Donna Mikkelson  
                                  Acting CAO  
                                  Recording Secretary       Cheryl Waugh  
                                  Emergency Program Coord/ Stephen Waugh  
                                  Property Manager

#### **PART I - INTRODUCTION**

##### **1. Call to Order**

Chair Lande called the meeting to order at 11:13 a.m.

Due to the late hour on account of an unsuccessful flight to Bella Bella, and because of the lack of information from the engineering firm regarding the Airport Diking project, and due to the absence of Electoral Area Directors for Areas A & B, a brief discussion took place on whether to hold the meeting, or delay it to another time. It was decided that the meeting would proceed. Director McCullagh joined the meeting by telephone.

##### **2. Appointment of Director, Electoral Area B**

The recent election process undertaken in Area B did not produce a candidate nominated for the vacant Director position as a result of the resignation of Director Rhoda Bolton. Pursuant to the provisions of the *Local Government Act*, the regional district board may appoint a representative.

**12-09-01** M/S Director Anderson/Alt. Director Pootlass that Reg Moody Humchitt be appointed Director for Electoral Area B.

**CARRIED**

##### **3. Oath of Office – Director, Electoral Area B**

An oath of office was received from Director Reg Moody Humchitt .

**4. Appointment of Alternate Director, Electoral Area B**

Appointment of Alternate Director papers appointing Maria Martin and signed by two duly qualified electors of Electoral Area B were received for filing.

**5. Opening Reflection/Prayer**

There was no opening prayer.

**6. Adoption of Agenda**

**12-09-02** M/S Alt.Director Pootlass/Director Anderson to adopt the agenda as presented.  
**CARRIED**

**12-09-03** M/S Alt.Director Pootlass/Director Anderson that the meeting move in-camera for consideration of labour, land and/or legal matters, pursuant to section 793(7) of the *Local Government Act*.  
**CARRIED**

Director McCullagh joined the meeting by phone at 11:33 a.m.

Director Anderson stated that directors are being deprived of the in-camera agenda and have been refused minutes from previous meetings. They are walking in blind-sided without any information and no opportunity to prepare, review or analyze in order to make an informed decision. He feels directors are being deprived of information when they can't check the in-camera minutes in advance of the in-camera meeting. Directors discussed the procedures related to the current practice of the minutes and agenda being circulated at the time of the meeting, and the potential risks involved with having them distributed beforehand. Director Pootlass respects the status quo and suggested that the in-camera minutes should stay in-house but that having an in-camera agenda in advance would be in order.

Director Pootlass called a point of order and a consensus was reached regarding the future treatment of the in camera agenda and minutes.

The question was called on the motion. **CARRIED**

The Emergency Program Coordinator and the Recording Secretary left the meeting.

**RECONVENE**

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The regular meeting reconvened at 12:49 p.m.

**(IC) IN CAMERA MATTERS – Release from in camera**

The Chief Financial Officer will continue to act on behalf of and assume the responsibilities of the Chief Administrative Officer on leave, until the October 2012 board meeting.

**PART II – POLICY MATTERS**

**(B) LOCAL GOVERNANCE MATTERS**

**Administrative Services**

**(a) 2012 Strategic Priorities Update**

There was some discussion regarding the Thorsen Creek Landfill and the property manager provided an update on the implementation of the capital components (Towns for Tomorrow) of the site development plan in relation to other operational issues.

Director McCullagh updated regarding the Denny Island water upgrade. Drilling to determine groundwater potential has been underway. Either Croil Lake or groundwater will be the source of potable water in the determined anticipated service area. Next steps are to form a Local Service Area (LSA) and look into the finances. The feasibility of groundwater must be determined to look at the cost of maintaining the system and the capital cost of construction will determine the specifications and details of a loan authorization bylaw. The loan would be covered by a parcel tax and a toll would be assessed to users to recover maintenance costs.

Townsite waste water update. The regional district is still awaiting word from the Province as to the approval or denial of the application for a study grant. The CCRD has been informed that it may not be advised of the approval date for a further period of 2 months.

The Strategic Priorities Update of September 13<sup>th</sup> was received without motion.

Chair Lande left the meeting at 12:57 p.m.

Chair Lande returned to the meeting at 12:58 p.m.

**(b) Governance Education – Roles & Responsibilities; Regional District  
Representation (Habkirk & Berry – October 9 & 10, 2012)**

Directors, alternates and all staff will be invited and encouraged to attend an evening and all day session. Participants will receive a survey to complete in advance of the session with regards to individual expectations and anticipated outcomes.

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**12-09-04** M/S Directors Anderson/McCullagh that the CCRD engage the firm of Habkirk & Berry to provide governance education October 9 and 10, 2012.

**CARRIED**

**(c) David Anderson & concerned citizens correspondence**

Director Anderson temporarily rescinded all of the correspondence presented by he and four electors with the exception of the item regarding a letter dated August 01, 2012 to Western Economic Diversification's Community Infrastructure Investment Fund for Nuxalk Hall renovations (page 4 of 7).

Alternate Director Pootlass explained that the Nuxalk Nation had a professional assessment done of repairs required to the community hall, which amount to approximately \$400,000. Western Economic Diversification funds and the Community Infrastructure Investment Fund will only cover a portion of the costs. Other funds are available through the CCRD's Community Works Fund. Director Pootlass is asking the CCRD to support a \$200,000.00 application for the funds. The Chair asked the CFO for clarification as to whether monies are available to First Nations as well as Non-First Nations and also inquired as to the amount of funds which may be available. The CFO was requested to report back to the board to confirm the project and proponent eligibility. The application for Community Works funding will be forthcoming from the Nuxalk Nation.

**12-09-05** M/S Director Anderson/Alt. Director Pootlass that the CCRD allocate \$200,000.00 from their Community Works Fund in order to supplement/leverage potential funding from Western Economic Diversification Canada's Community Infrastructure Investment Fund for the Nuxalk Hall Rehabilitation Project, subject to satisfying eligibility criteria of the program.

**CARRIED**

Alt. Director Pootlass left the meeting at 1:15pm

Alt. Director Pootlass returned to the meeting at 1:17 p.m.

**Development Services**

**(d) Land Use Planning – July 2012 - Report**

The July Land Use Planning Report is a summary of zoning, subdivision and other land use inquiries.

**12-09-06** M/S Directors Anderson/McCullagh that Kelly Gesner of Landworks Consultants Inc. be engaged as the professional land use planner in an advisory capacity to the CCRD as recommended by staff.

**CARRIED**

**(e) Land Use Planning – August 2012 - Report**

The August Land Use Planning Report contains administrative activity undertaken during the month on behalf of the regional district. At the April meeting of the board, it was determined that future referrals would be addressed by staff in relation to the regional district's zoning and other land use bylaws.

Of particular note is a land referral (File No. 0275705) for the Elspeth Bay Development Project generally located 2 km west of the western terminus of Highway 20 (Bella Coola Government Wharf). The application area is not within the boundaries of the zoning bylaw, but is captured in the Official Community Plan bylaw and therefore was presented to the board for comment. Chair Lande noted that should the Elspeth Bay Development proceed to the stage where residential units are constructed that water, sewer and road access would need to be addressed.

**12-09-07** M/S Director Anderson/Alt. Director Pootlass that items (B) (d) & (e), Land Use Planning Reports for the months of July and August 2012 be received.

**CARRIED**

**Environmental Services**

**(f) Tenure offer – Application for a Tenure over Crown Land for waste disposal purposes**

The current tenure (License No. 515490) for the Thorsen Creek Waste and Recycle Centre expired on July 11, 2012. The offer will extend the license for a period of ten years.

**12-09-08** M/S Alt. Director Pootlass /Director Anderson that the offer of license made to the Central Coast Regional District by way of a letter dated August 27, 2012 from the Ministry of Forests, Lands and Natural Resource Operations be accepted and that the Central Coast Regional District agree to perform and abide by the covenants, acknowledgements and representations set out in the offer for waste disposal site purposes for the Thorsen Creek Waste and Recycling Centre.

**CARRIED**

**(g) Denny Island Water – Elanco Enterprises Ltd. re Groundwater Assessment**

A staff report accompanied an assessment report of groundwater supply potential on the proposed service area on Denny Island. The report updated the board on a possible change of a potable water source from the current Croil Lake supply to groundwater. The completion of groundwater test drilling will influence the overall scope of the project and will impact the

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proposed service establishment bylaw, as well as the capital costs and maintenance of the system.

- 12-09-09** M/S Directors Anderson/McCullagh that the Assessment of Groundwater Supply Potential at Shearwater Marine Ltd's (Shearwater Marine) Denny Island Marina and Resort dated June 15, 2012 be received.

**CARRIED**

### **Leisure Services**

- (h) Centennial Pool Commission – July 16, 2012 Meeting Minutes**

The Property Manager updated on upcoming activities for the Centennial Pool including electrical/safety upgrades, concrete deck refinishing, wheelchair access, and winterization.

- (i) Centennial Pool Commission – July 30, 2012 Meeting Minutes**

- (j) Centennial Pool Commission – August 13, 2012 Meeting Minutes**

- 12-09-10** M/S Alt. Director Pootlass/Director Anderson that items (B)(h) (i) & (j), the minutes from the July 16, July 30 and August 13, 2012 Centennial Pool Commission meetings be received.

**CARRIED**

- (k) Vancouver Island Regional Library – 2011 Annual Report**

- 12-09-11** M/S Director Anderson/Alt. Director Pootlass that the 2011 Annual Report from Vancouver Island Regional Library be received.

**CARRIED**

### **Protective Services**

- (l) Emergency Management – July 2012 Monthly Report**

- (m) Emergency Management – August 2012 Monthly Report**

The EPC updated the board on the airport dike upgrade project. An engineering firm has been hired and Class 'C' cost estimates dated September 13, 2012 have been provided for budget purposes. Total project capital cost is estimated at \$2,963,000 which is approximately \$500,000 below the original estimate. The local contribution will be approximately \$1,000,000.

A discussion took place regarding the method to be used to determine the assent of the electors in electoral areas C, D & E. Electors in these areas (Bella Coola valley) are deemed to be

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benefitting from the proposed dike at the Bella Coola Airport. The provisions of the *Local Government Act* (S. 797.4) indicate that approval could be obtained by sufficient petition wherein 50% of the parcels liable to be charged for the proposed service would be required to sign the petition, and the persons signing would need to be owners of parcels that in total represent 50% of the net taxable value of all land and improvements within the proposed service area. Under S. 801.2, the assent of electors could be obtained by a majority vote of electors in areas C, D & E (Bella Coola valley). See also Section H Bylaws and Policies later in these minutes.

Discussion also took place on other funding avenues that may not already have been explored in order to reduce the 1/3 local contribution required from residents.

**12-09-12** M/S Directors Lande/McCullagh that the CCRD board of Directors resolve to endorse a letter to the Nuxalk Nation Chief and Council requesting financial support for the Bella Coola Airport Dike Upgrade project as recommended by the Emergency Program Coordinator in his August report.

**CARRIED**

**12-09-13** M/S Alt. Director Pootlass /Director Anderson that International Forest Products Limited and BC Hydro be asked for financial support in funding the Bella Coola Airport Dike Upgrade project.

**CARRIED**

The August Emergency Program Report also contained a briefing on a meeting with representatives of the Nuxalk Nation with respect to updating and coordinating emergency efforts.

**12-09-14** M/S Director Anderson/Alt. Director Pootlass that a letter be sent to the Ministry of Transportation and Infrastructure requesting that serious consideration be given to performing highway upgrades to the area east of the Bella Coola Townsite, which routinely floods during high water events; and that such a letter be sent under the signature and authority of both the CCRD and the Nuxalk Nation, as recommended by the Emergency Program Coordinator.

**CARRIED**

**12-09-15** M/S Director Anderson/Alt. Director Pootlass that items (B) (l) & (m), the July & August Emergency Management Reports be received.

**CARRIED**

### **Transportation Services**

- (n) **Transportation Services** – July 2012 Report
- (o) **Transportation Services** – August 2012 Report

The monthly Transportation Services Reports provide administrative updates to the board which pertain primarily to the Bella Coola and Denny Island Airport facilities.

- 12-09-16** M/S Directors Anderson/McCullagh that items (B)(n) & (o), the Transportation Services Report for July and August 2012 be received.

**CARRIED**

#### **(p) Winter Maintenance (Snow Removal) – Bella Coola Airport**

- 12-09-17** M/S Directors Anderson/McCullagh that the contract for snow removal at the Bella Coola Airport for the 2012-2013 season be awarded to Matthews Contracting, the terms and conditions which are included in the Form of Tender dated August 21, 2012.

**CARRIED**

### **PART III– PUBLIC CONSULTATION**

Heiltsuk Tribal Council – BC Ferries, Support for Community Big House

There was no public consultation due to the relocation of the meeting venue.

### **PART IV– GENERAL BUSINESS**

#### **(C) ADOPTION OF MINUTES**

- (a) **July 12, 2012** - Regular Meeting

- 12-09-18** M/S Director McCullagh/Alt. Director Pootlass that the minutes of the regular meeting held July 12, 2012 be adopted as presented.

**CARRIED**

#### **(D) GENERAL CORRESPONDENCE**

- (a) **Union of BC Municipalities** – Packing & Printed Paper Working Group Policy Paper – August 13, 2012

- 12-09-19** M/S Directors McCullagh/Anderson that the Memo from the Union of BC Municipalities regarding the Packing and Printed Paper Working Group Policy

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Paper be received.

**CARRIED**

**(b) Dianne Tuck – GE Free Crop Zone**

Information related to the Richmond City Council's unanimous vote to make Richmond a GE crop and GE tree free zone was received from an interested member of the public (May 25, 2012). The writer is seeking the regional district's position on making a similar declaration for the Bella Coola valley.

**12-09-20** M/S Director Anderson/Alt. Director Pootlass that item (D)(b) be referred to the regional district's Agricultural Advisory Committee for comment.

**CARRIED**

**(c) Village of Granisle – Persons with Disabilities Benefit**

**12-09-21** M/S Directors Anderson/McCullagh that the letter from the Village of Granisle regarding an increase to benefits for persons with disabilities be received.

**CARRIED**

**(d) Regional District of Mount Waddington – Proposed changed to Vancouver Island North federal riding**

**12-09-22** M/S Director Anderson/Alt. Director Pootlass that the letter from the Regional District of Mount Waddington regarding proposed changes to federal electoral ridings be received.

**CARRIED**

**(e) Marine Planning Partnership (MaPP) – Call for Nominations**

As per CCRD Resolution #12-04-19 from the April board meeting, staff were to seek clarification with regards to Coastal First Nations involvement in the MaPP process, specifically by confirming that the term "First Nations" used in the Terms of Reference (Draft August 17, 2012) for the Regional Marine Advisory Committee to the Marine Planning Partnership for the North Pacific Coast includes or excludes the organization "Coastal First Nations".

**12-09-23** M/S Alt. Director Pootlass/Director Anderson that the information and draft Terms of Reference for the Marine Planning Partnership's Regional Marine Advisory Committee be received; and further, that Ivan Tallio be appointed to represent the Central Coast Regional District at the meeting in Hakaii on September 28<sup>th</sup>; and further, that the matter of attendance at future meetings as well as the appointment of a nominee to the Advisory Committee be deferred until such time as confirmation is received regarding the inclusion or exclusion of "Coastal First Nations" in the process pursuant to resolution #12-04-19.

**CARRIED**

**(f) Bella Coola Harbour Authority** – Application to Enterprising Non-Profits (ENP)

**12-09-24** M/S Alt. Director Pootlass/Director Anderson that the application to ENP from the Bella Coola Harbour Authority for the generation of a business plan be received, and that the Central Coast Regional District enter into a formalized partnership with the Bella Coola Harbour Authority for the purposes of sponsorship for the funds provided by ENP.

**CARRIED**

**(E) GENERAL REPORTS**

**(a) Chair's Report** – September 13, 2012

Chair Lande provided a verbal report that he has been busier than usual with board matters for the last month.

No motion to receive.

**(b) Administration Report** – September 13, 2012

The Administration report outlines administrative activity and progress since the last board meeting.

The board is interested in pursuing the matter of holding a Community to Community Forum with funding provided by the Union of BC Municipalities. The C2C Forum program was designed specifically to help local governments and First Nations connect. The last Forum in the Central Coast was held in 2007. The Acting CAO is requested to canvass the participants to determine the interest of First Nations.

Alt. Director Pootlass left the meeting at 2:18 p.m.

The Heart and Stroke Foundation announced a program to place Automatic External Defibrillators (AEDs) in communities throughout BC. The BC Public Access to Defibrillation (PAD) Program is designed to help save the lives of someone suffering a sudden cardiac arrest. Over the next two years the Foundation would like to donate one or more AEDs to every local government in BC. They can be installed in several targeted, publicly accessible venues. The Heart and Stroke Foundation provides ongoing training and maintenance services and

assistance. Clarification will be sought regarding any potential liability issues related to the program or to the devices.

- 12-09-25** M/S Directors Anderson/McCullagh that the CCRD participate in the Heart & Stroke Foundation's PAD Program to obtain Automatic External Defibrillators (AEDs) as offered by the Foundation.

**CARRIED**

Alt. Director Pootlass returned to the meeting at 2:27 p.m.

At the July meeting of the board, it was resolved to seek the support of the Nuxalk Nation regarding the pursuit of a Restructure Study. (See resolution #12-07-06). A formal response has not been received from the Nuxalk Nation.

- 12-09-26** M/S Directors Lande/McCullagh that the CCRD move forward with a restructure study.

**CARRIED**

- 12-09-27** M/S Director McCullagh/Alt. Director Pootlass that the Administration Report dated September 13, 2012 be received.

**CARRIED**

**(c) Property Management Report – July & August 2012**

The property management reports provided an update on various CCRD facilities including the Centennial Pool, Bella Coola Airport, administration building, landfill and parks and recreation facilities.

A tender call has been made for the provision of all required works under the Towns for Tomorrow funding agreement for the Thorsen Creek Waste & Recycling Centre. It was recommended that the Board of Directors resolve in advance to approve a single contract, or a series of contracts, barring a single acceptable bid being received, for the provision of landfill site improvements as listed in the August 2012 property management report, providing that the overall budget for said works is not exceeded. The tender call will close next week.

It was recommended that the regional district pursue the hiring of a solid waste manager to oversee the operations and implement the long term vision at the Thorsen Creek Waste & Recycling Centre.

- 12-09-28** M/S Director Anderson/Alt. Director Pootlass that the board agree to engage a suitable contractor to undertake the provision of landfill site improvements related to the Towns for Tomorrow funding program for the Thorsen Creek Waste & Recycling Centre, provided that the overall budget for works is not exceeded.

**CARRIED**

**12-09-29** M/S Director McCullagh/Alt. Director Pootlass that the Property Management Report for the months of July and August 2012 be received.

**CARRIED**

**(F) FINANCIAL REPORTS**

**(a) Financial Update – January to August 2012**

The financial update includes the Schedule of Revenue and Expenditures for all services and functions for the current operating period. Also included is a commentary provided in relation to significant variances between actual and budgeted amounts.

Staff will report back to the board regarding the eligibility of the purchase of the administration office building in 2011 pursuant to the criteria of the Community Works Fund.

**12-09-30** M/S Directors Anderson/McCullagh that the Financial Update covering the period January – August 2012 be received.

**CARRIED**

**(G) REFERRALS FROM OTHER AGENCIES**

See also Land Use Planning Reports, item B(e).

**(H) BYLAWS AND POLICIES**

**(a) Policy E-1– Committee/Commission Report Requirements**

Policy E-1 provides a defined process for the submission of current information by CCRD Committees and Commissions. Minor amendments with regard to the reporting from non-CCRD parties (Societies, for instance, where seats are dedicated to the local government) were put forward for consideration.

**12-09-31** M/S Directors Anderson/McCullagh that Central Coast Regional District Policy E-1 be approved as amended.

**CARRIED**

**(b) Policy A-17– Donations and Bequests**

Minor amendments were put forward regarding the policy for accepting donations and bequests. The policy specifically excludes donations made in response to an emergency event.

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**12-09-32** M/S Director Anderson/Alt. Director Pootlass that Central Coast Regional District Policy A-17 be approved as amended.

**CARRIED**

Director Anderson left the meeting at 2:51 p.m.

**(c) Policy A-20– Disposal of Assets**

Proposed changes to the Disposal of Assets policy included clarification on the relevant section of the *Local Government Act*, an update on advertising requirements (now to include posting on the website), and a maximum amount specified that authorizes the regional district's administration to accept on behalf of the CCRD.

**12-09-33** M/S Director McCullagh/Alt. Director Pootlass that Central Coast Regional District Policy A-20 be approved as amended.

**CARRIED**

Director Anderson returned to the meeting at 2:53 p.m.

**(d) Central Coast Regional District Bylaw No. 413**

Recommendation was made by a professional land use planner that the zoning bylaw definition of 'civic use' be amended to include postal services. The introduction and subsequent readings of this bylaw have the effect of rescinding and replacing resolution #12-06-26 from the June meeting of the board. The bylaw amends the zoning bylaw by adding the words "postal services" to the definition of "Civic use".

**12-09-34** M/S Directors Anderson/McCullagh that the "Bella Coola Valley Zoning Bylaw 71, 1984 Amendment Bylaw No. 413, 2012" be read a first and second time as amended.

**CARRIED**

**(e) Proposed Bylaw No. 416 – Bella Coola Airport Dike Operations and Maintenance Service Area Establishment**

The proposed bylaw is for the purposes of establishing the authority for the regional district to undertake dike ownership, operations and maintenance at the structure referred to as the Bella Coola Airport Dike. The participating areas for the service are electoral areas C, D and E which encompass the Bella Coola valley. The costs for maintaining and operating the structure, once the major capital upgrade is completed, have been estimated at a maximum of \$60,000 annually. The funds for the maintenance would be requisitioned from the participating

areas based on a property value tax, although the bylaw does provide for other manners of cost recovery. Elector assent will be sought by vote, as required, after third reading of the bylaw.

- 12-09-35** M/S Alt. Director Pootlass/Director McCullagh the “Bella Coola Airport Dike Operations and Maintenance Service Area Establishment Bylaw No. 416, 2012 be read a first and second time.

**CARRIED**

**(f) Proposed Bylaw No. 415 – Bella Coola Airport Dike Upgrade Bylaw**

Bylaw No. 415 is a bylaw to authorize the borrowing of one million dollars (\$1,000,000) for the purpose of upgrading the Bella Coola Airport Dike. The overall cost of the upgrade is expected to be under \$3,000,000 according to the Class C cost estimate as provided by the engineering on September 13, 2012. Elector assent will be sought (and is required) after 3<sup>rd</sup> reading of the bylaw. See also item B(m) – August Emergency Management Report, earlier in these minutes.

- 12-09-36** M/S Alt. Director Pootlass/Director Lande that the loan authorization bylaw, cited as the “Bella Coola Airport Dike Upgrade Bylaw No. 415, 2012” be read a first and second time.

**CARRIED**

Director Anderson left 3:17 p.m.  
Director Anderson returned 3:19 p.m.

**(I) BUSINESS BY ELECTORAL AREA DIRECTOR**

**(J) MATTERS BROUGHT OUT OF CAMERA**

See In Camera section on page 1 of these minutes.

**(K) ADJOURNMENT**

There being no further business the meeting was adjourned at 3:19 p.m.

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**Chair**

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**Administrator**

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