

**LAC LA BICHE COUNTY**

**REGULAR COUNCIL MEETING**

**DATE:** December 9, 2014  
**TIME:** 10:00 a.m.  
**PLACE:** Council Chambers  
County Centre

**AGENDA**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
  - 3.1 November 25, 2014 Regular Council Meeting.
4. UNFINISHED BUSINESS
5. URGENT MATTERS
  - 9.1 RFD – Rezoning Bylaw 14-039; Calnash Trucking Ltd.; SE-18-67-14-W4M; from Agricultural District (AG) to Rural Industrial District (RI) – 2<sup>nd</sup> and 3<sup>rd</sup> Reading – (moved from New Business).
6. PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS
  - 6.1 10:15 a.m. Public Hearing – Rezoning Bylaw 14-043; Olson, Rick & Leonie; Pt. of SE-26-68-16-W4M; from Agricultural District (AG) to On-Site Estate Residential District 2 (OE2);
  - 6.2 10:15 a.m. Public Hearing – Rezoning Bylaw 14-045; Lac La Biche County; Lot 1, Block 5, Plan 1222024; from Medium Density Hamlet Residential District (MDR) to Central Commercial District (C1);
  - 6.3 10:45 a.m. Delegation – Lac La Biche County Library Board;
  - 6.4 12:15 p.m. Public Input Session.
7. DISPOSITION OF DELEGATION BUSINESS
  - 7.1 Delegation – Lac La Biche County Library Board;
  - 7.2 Public Input Session.

8. IN CAMERA SESSION

- 8.1 Briefing – Split Non-Residential Tax Rate and Municipal Structure (section 24 FOIP);
- 8.2 RFD – Land Matter – Storm Water Management & Development – Dumasfield (section 25 FOIP);
- 8.3 RFD – Land Matter – Parcel 1 (section 25 FOIP);
- 8.4 RFD – Land Matter – Update on Diamond Ridge (section 25 FOIP);
- 8.5 Personnel Matter (section 17 FOIP) – (addition to agenda).

9. NEW BUSINESS

- 9.2 RFD – Rezoning Bylaw 14-043; Olson, Rick & Leonie; Pt. of SE-26-68-16-W4M; from Agricultural District (AG) to On-Site Estate Residential District 2 (OE2) – 2<sup>nd</sup> and 3<sup>rd</sup> Reading;
- 9.3 RFD – Rezoning Bylaw 14-045; Lac La Biche County; Lot 1, Block 5, Plan 1222024; from Medium Density Hamlet Residential District (MDR) to Central Commercial District (C1) – 2<sup>nd</sup> and 3<sup>rd</sup> Reading;
- 9.4 RFD – Request for First Extension to the Subdivision Approval for File 2013-S-038; Bockarev, Dennis; Lot 1, Block 2, Plan 0928661;
- 9.5 RFD – Request for First Extension to the Subdivision Approval for File 2013-S-045; Pario Plan Inc.; NE-9-67-13-W4M; NW-10-67-13-W4M; SW-10-67-13-W4M; Lot 1, Block 1, Plan 0424118;
- 9.6 Discussion – Snow Clearing for Seniors in Subdivisions;
- 9.7 RFD – Return of Portage Voyageur's Web-Streaming Contribution;
- 9.8 RFD – Bold Center Free Admission Day – January 3, 2015;
- 9.9 RFD – Northern Lights Library System Levy Increase Proposal;
- 9.10 RFD – Appointment to the Lac La Biche County Library Board;
- 9.11 RFD – Appointment to the Lac La Biche County FCSS Board;
- 9.12 Discussion – Joint Council Meeting with Athabasca County;
- 9.13 Discussion – 2015 Budget Deliberations (addition to agenda);
- 9.14 Mayor Expense Account (addition to agenda).

10. ADJOURNMENT

ADOPTED

**LAC LA BICHE COUNTY  
REGULAR COUNCIL MEETING  
COUNTY CENTRE, LAC LA BICHE**

**DECEMBER 9, 2014 – 10:00 a.m.**

Minutes of the Lac La Biche County Regular Council Meeting held on December 9, 2014 at 10:00 a.m.

**CALL TO ORDER** Mayor Moghrabi called the meeting to order at 10:05 a.m.

|                |                |                           |
|----------------|----------------|---------------------------|
| <b>PRESENT</b> | Omer Moghrabi  | Mayor                     |
|                | Wanda Austin   | Councillor                |
|                | Robert Richard | Councillor                |
|                | Richard Olson  | Councillor                |
|                | David Phillips | Councillor                |
|                | MJ Siebold     | Councillor                |
|                | John Nowak     | Councillor / Deputy Mayor |

|                            |                   |  |
|----------------------------|-------------------|--|
| <b>STAFF IN ATTENDANCE</b> | Shadia Amblie     | Interim Chief Administrative Officer/<br>Manager, Communications   |
|                            | Melanie McConnell | Interim Assistant Chief Administrative<br>Officer /Senior Manager, Legislative &<br>Information Services |
|                            | Karen Gingras     | Interim Senior Manager, Planning &<br>Economic Development   |
|                            | Dan Small         | Senior Manager, Finance & Community<br>Services  |
|                            | Julie MacIsaac    | Communications Coordinator   |
|                            | Joanne Onciul     | Legislative Services Coordinator   |

|                |                       |            |
|----------------|-----------------------|------------|
| <b>REGRETS</b> | Tim Thompson          | Councillor |
|                | Hajar (Jerry) Haymour | Councillor |

## **ADOPTION OF AGENDA**

14.857 Motion by Councillor Siebold to approve the December 9, 2014 Regular Council Meeting agenda as amended:

- Move Item 9.1 to Urgent Matters;
- Addition of 8.5 Personnel Matter;
- Addition of Item 9.13 Discussion – 2015 Budget Deliberations;
- Addition of Item 9.14 Mayor Expense Account.

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

3.1 November 25, 2014 Regular Council Meeting.

14.858 Motion by Councillor Siebold to adopt the November 25, 2014 Regular Council Meeting minutes as circulated.

**CARRIED UNANIMOUSLY**

## **UNFINISHED BUSINESS**

4.1 There was no unfinished business.

## **URGENT MATTERS**

9.1 RFD – Rezoning Bylaw 14-039; Calnash Trucking Ltd.; SE-18-67-14-W4M; from Agricultural District (AG) to Rural Industrial District (RI) – 2<sup>nd</sup> and 3<sup>rd</sup> Reading (moved from New Business);

Sheera Bourassa, Planning & Development Officer, explained that after the public hearing was held on November 25, 2014, new information was received on the above noted file. As Administration feels this new information is significant, it was suggested that a second public hearing be held, prior to second reading, to allow for fairness and transparency for all parties.

14.859 Motion by Councillor Richard that Administration schedule a second public hearing for Rezoning Bylaw 14-039; Calnash Trucking Ltd.; SE-18-67-14-W4M; from Agricultural District (AG) to Rural Industrial District (RI).

**CARRIED UNANIMOUSLY**

## **PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS**

- 6.1 Public Hearing – Rezoning Bylaw 14-043; Olson, Rick & Leonie; Pt. of SE-26-68-16-W4M; from Agricultural District (AG) to On-Site Estate Residential District 2 (OE2);

Councillor Olson declared a conflict of interest as he is the Applicant on the above noted rezoning application, and left Council Chambers at 10:15 a.m.

Mayor Moghrabi provided an overview of the Public Hearing process and declared the public hearing open at 10:15 a.m.

Sheera Bourassa, Planning & Development Officer, summarized the purpose for the hearing.

Mayor Moghrabi asked the Senior Manager, Legislative and Information Services, Melanie McConnell whether or not the public hearing was advertised and notice was provided in accordance with the applicable legislation. Ms. McConnell advised that this was the case and further noted that no written submissions were received.

Mayor Moghrabi asked if the Applicant was present and wishing to speak to the proposed bylaw. Councillor Olson was retrieved from the waiting area outside of Council Chambers and participated in the public hearing in accordance with section 172(3)(b) of the *Municipal Government Act*.

(Councillor) Rick Olson entered Council Chambers at 10:17 a.m., and from the delegation table, presented background information on his proposed rezoning. Once (Councillor) Rick Olson concluded his presentation, he left Council Chambers at 10:18 a.m.

Mayor Moghrabi asked if there was anyone present wishing to speak in support of the proposed bylaw.

No one was present.

Mayor Moghrabi asked if there was anyone present wishing to speak in opposition of the proposed bylaw.

No one was present.

Mayor Moghrabi asked if the Applicant wishes to make any closing comments.

The Applicant was not available to make closing comments.

Mayor Moghrabi thanked the presenters for their comments, and declared the public hearing closed at 10:22 a.m.

Councillor Olson returned to Council Chambers at 10:22 a.m.

## **PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS**

6.2 Public Hearing – Rezoning Bylaw 14-045; Lac La Biche County; Lot 1, Block 5, Plan 1222024; from Medium Density Hamlet Residential District (MDR) to Central Commercial District (C1);

Mayor Moghrabi declared the public hearing open at 10:23 a.m.

Mayor Moghrabi asked the Senior Manager, Legislative and Information Services, Melanie McConnell whether or not the public hearing was advertised and notice was provided in accordance with the applicable legislation. Ms. McConnell advised that this was the case and further noted that no written submissions were received.

Karen Gingras, Interim Senior Manager, Planning & Economic Development summarized the purpose for the hearing.

Mayor Moghrabi asked if the Applicant was present and wishing to speak to the proposed bylaw.

Ms. Gingras was present on behalf of the Applicant, Lac La Biche County, to answer any questions of Council.

Mayor Moghrabi asked if there was anyone present wishing to speak in support of the proposed bylaw.

There was no one present.

Mayor Moghrabi asked if there was anyone present wishing to speak in opposition of the proposed bylaw.

Gary McMerchant was present and requested clarity with respect to the proposed rezoning of the above noted property. Mr. McMerchant expressed his opinion that this particular area should be zoned medium density residential. He did not feel that commercial zoning was appropriate given the close proximity to the high school.

Mayor Moghrabi asked if the Applicant wishes to make any closing comments.

Ms. Gingras provided the history of the zoning on the above noted property. She noted that although the property is currently zoned medium density residential, prior to 2013, the property was zoned commercial.

Mayor Moghrabi thanked the presenters for their comments, and declared the public hearing closed at 10:32 a.m.

**RECESS** Mayor Moghrabi called a recess at 10:33 a.m.

**RECONVENE** Mayor Moghrabi reconvened the meeting at 10:37 a.m. with all those Members of Council previously listed in attendance.

### **PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS**

#### 6.3 Delegation – Lac La Biche County Library Board;

Loraine Anderton, Chair of the Lac La Biche Library Board and Maureen Penn, Director of Library Services were present and introduced themselves to all those present.

Council introductions were made.

Ms. Anderton and Ms. Penn presented a PowerPoint presentation to Council providing information on the following:

- Mission of the Library Board;
- Achievements in the past 18 months;
- Reviewed Plan of Service Goals including: Create Young Readers: Early Literacy; Learn to Read and Write: Adult, Teen and Family Literacy; Make Career Choices: Job and Career Development; and Succeed in School: Homework Help;
- Reviewed programs available at the Library: Lego; paper crafts; seniors remote access; homeschooler networking;
- Partner programs with Alberta Health Services and Lakeland Parent Link Network such as Read and Roll;
- Discussed several programs such as: Rhyme Time; Roaming Rhyme Time; Rattle and Chat; Career Nights; Lego Club; Happening Homeschoolers; and Summer Programming;
- Reviewed Literacy Highlights;
- Reviewed upcoming events;
- Noted priorities for 2015;
- Noted that for the 2015 budget deliberations, the library will be requesting additional funding to: assist in maintaining current hours of operation and quality of service; increased travel to Plamondon due to increased services including roaming rhyme time and seniors services; ability to offer new literacy tutoring program, as well as the Summer



and Winter Reading Clubs at both locations; and increased programming for all ages;

- Reviewed budget of the Lac La Biche County Libraries including a thorough review of the reasoning behind the requested increase.

Discussion ensued regarding the Lac La Biche County Library Board Presentation.

Mayor Moghrabi thanked the delegation for their presentation.

**RECESS**

Mayor Moghrabi called a recess at 11:41 a.m.

**RECONVENE**

Mayor Moghrabi reconvened the meeting at 11:49 a.m. with all those Members of Council previously listed in attendance, with the exception of Councillor Olson.

**NEW BUSINESS**

9.4 RFD – Request for First Extension to the Subdivision Approval for File 2013-S-038; Bockarev, Dennis; Lot 1, Block 2, Plan 0928661;

Councillor Olson returned to Council Chambers at 11:51 a.m.

14.860 Motion by Councillor Nowak that County Council grants a one (1) year extension to the Subdivision Approval for File 2013-S-038 until December 4, 2015.

**CARRIED UNANIMOUSLY**

9.2 RFD – Rezoning Bylaw 14-043; Olson, Rick & Leonie; Pt. of SE-26-68-16-W4M; from Agricultural District (AG) to On-Site Estate Residential District 2 (OE2) – 2<sup>nd</sup> and 3<sup>rd</sup> Reading;

Councillor Olson declared a conflict of interest as he is the Applicant for the above noted rezoning application and left Council Chambers at 11:56 a.m.

14.861 Motion by Councillor Siebold that Bylaw 14-043 be given second reading this 9<sup>th</sup> day of December, 2014.

**CARRIED UNANIMOUSLY**

14.862 Motion by Councillor Phillips that Bylaw 14-043 be given third and final reading this 9<sup>th</sup> day of December, 2014.

**CARRIED UNANIMOUSLY**

**NEW BUSINESS**

9.5 RFD – Request for First Extension to the Subdivision Approval for File 2013-S-045; Pario Plan Inc.; NE-9-67-13-W4M; NW-10-67-13-W4M; SW-10-67-13-W4M; Lot 1, Block 1, Plan 0424118;

14.863 Motion by Councillor Richard that County Council grants a one (1) year extension to the Subdivision Approval for File 2013-S-045 until December 18, 2015.

**CARRIED UNANIMOUSLY**

Councillor Olson returned to Council Chambers at 12:05 p.m.

9.9 RFD – Northern Lights Library System Levy Increase Proposal;

14.864 Motion by Councillor Olson to approve the Northern Lights Library System budget proposal which includes a .1944 per capita levy increase for Municipalities and their Library Boards, and a .3888 per capita levy increase for Board of Record Municipalities.

**CARRIED UNANIMOUSLY**

9.10 RFD – Appointment to the Lac La Biche County Library Board;

14.865 Motion by Councillor Olson that County Council appoints Guy Piquette to the Lac La Biche County Library Board effective immediately, and for a term ending November 20, 2017.

**CARRIED UNANIMOUSLY**

9.11 RFD – Appointment to the Lac La Biche County FCSS Board;

14.866 Motion by Councillor Phillips to ratify the appointment of Sandy Makokis to the Lac La Biche County Family and Community Support Services Board, effective immediately and for a term ending November 10, 2017.

**CARRIED UNANIMOUSLY**

9.12 Discussion – Joint Council Meeting with Athabasca County;

Discussion ensued regarding a request from Athabasca County to hold a Joint Council Meeting with Lac La Biche County.

14.867 Motion by Councillor Siebold that Administration schedule a joint Council meeting with Athabasca County for January 14, 2015.

**CARRIED UNANIMOUSLY**

### **PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS**

6.4 Public Input Session.

There was no one present for the public input session.

### **DISPOSITION OF DELEGATION BUSINESS**

7.1 Delegation – Lac La Biche County Library Board;

14.868 Motion by Councillor Siebold to send a thank you letter to the Lac La Biche County Library Board for their presentation.

**CARRIED UNANIMOUSLY**

### **IN CAMERA SESSION**

14.869 Motion by Councillor Austin to go in camera at 12:21 p.m.

**CARRIED UNANIMOUSLY**

9.3 RFD – Rezoning Bylaw 14-045; Lac La Biche County; Lot 1, Block 5, Plan 1222024; from Medium Density Hamlet Residential District (MDR) to Central Commercial District (C1) – 2<sup>nd</sup> and 3<sup>rd</sup> Reading;

8.1 Briefing – Split Non-Residential Tax Rate and Municipal Structure (section 24 FOIP);

### **RECESS**

Mayor Moghrabi called a recess at 1:09 p.m.

### **RECONVENE**

Mayor Moghrabi reconvened the meeting at 2:35 p.m. with all those Members of Council previously listed in attendance.

**IN CAMERA SESSION**

- 8.2 RFD – Land Matter – Storm Water Management & Development – Dumasfield (section 25 FOIP);
- 8.3 RFD – Land Matter – Parcel 1 (section 25 FOIP);
- 8.4 RFD – Land Matter – Update on Diamond Ridge (section 25 FOIP);

Councillor Nowak left Council Chambers at 3:27 p.m.

Councillor Nowak returned to Council Chambers at 3:28 p.m.

Councillor Olson left Council Chambers at 3:44 p.m.

Councillor Olson returned to Council Chambers at 3:48 p.m.

**RETURN TO REGULAR MEETING**

- 14.870 Motion by Councillor Olson to proceed with the meeting out of camera at 3:58 p.m.

**CARRIED UNANIMOUSLY**

**EXTEND THE MEETING**

- 14.871 Motion by Councillor Siebold to extend the December 9, 2014 Regular Council Meeting to the end of the agenda.

**CARRIED UNANIMOUSLY**

**IN CAMERA SESSION**

- 14.872 Motion by Councillor Siebold to go in camera at 3:58 p.m.

**CARRIED UNANIMOUSLY**

- 8.4 RFD – Land Matter – Update on Diamond Ridge (section 25 FOIP) (continued);

Councillor Richard left Council Chambers at 4:00 p.m.

**RECESS** Mayor Moghrabi called a recess at 4:00 p.m.

**RECONVENE** Mayor Moghrabi reconvened the meeting at 4:05 p.m. with all those Members of Council previously listed in attendance, including Councillor Richard.

**IN CAMERA SESSION**

8.4 RFD – Land Matter – Update on Diamond Ridge (section 25 FOIP) (continued);

8.5 Personnel Matter (section 17 FOIP) (addition to agenda).

**RETURN TO REGULAR MEETING**

14.873 Motion by Councillor Nowak to proceed with the meeting out of camera at 4:50 p.m.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING OUT OF “IN CAMERA SESSION”**

9.3 RFD – Rezoning Bylaw 14-045; Lac La Biche County; Lot 1, Block 5, Plan 1222024; from Medium Density Hamlet Residential District (MDR) to Central Commercial District (C1) – 2<sup>nd</sup> and 3<sup>rd</sup> Reading;

14.874 Motion by Councillor Richard that Bylaw 14-045 be given second reading this 9<sup>th</sup> day of December, 2014.

**CARRIED UNANIMOUSLY**

14.875 Motion by Councillor Siebold that Bylaw 14-045 be given third and final reading this 9<sup>th</sup> day of December, 2014.

**CARRIED UNANIMOUSLY**

8.1 Briefing – Split Non-Residential Tax Rate and Municipal Structure (section 24 FOIP);

14.876 Motion by Councillor Olson that Administration researches and liaises with Municipal Affairs on the matter discussed *in camera*.

**CARRIED UNANIMOUSLY**

8.2 RFD – Land Matter – Storm Water Management & Development – Dumasfield (section 25 FOIP);

14.877 Motion by Councillor Nowak that Council rejects the proposition to purchase land for the storm water pond in the price range of \$1,350,000 and \$1,600,000.

**CARRIED UNANIMOUSLY**

14.878 Motion by Councillor Siebold that Administration instructs WSP to proceed with a storm water management plan that includes an onsite storm pond for the County owned lands known as the Dumasfield subdivision.

**CARRIED UNANIMOUSLY**

8.3 RFD – Land Matter – Parcel 1 (section 25 FOIP);

14.879 Motion by Councillor Nowak that Lac La Biche County does not accept the counter offer to purchase the lands legally described as Plan 1320611, Lot 3, Block 3 in the amount of \$835,000 because the offer does not provide sufficient protection against land banking.

**CARRIED UNANIMOUSLY**

8.4 RFD – Land Matter – Update on Diamond Ridge (section 25 FOIP);

14.880 Motion by Councillor Olson that Administration continues liaising with Kingdom Development Group as discussed *in camera*.

**CARRIED UNANIMOUSLY**

14.881 Motion by Councillor Richard that Administration requests Urban Systems to attend either the December 16, 2014 Public Works Meeting or the December 23, 2014 Regular Council meeting to discuss matters as discussed *in camera*.

**CARRIED UNANIMOUSLY**

8.4 RFD – Land Matter – Update on Diamond Ridge (section 25 FOIP) (continued);

14.882 Motion by Councillor Austin that due to the reduced amount of offsite levies attributable to the development and because the development agreement is an appropriate contract to address offsite levies, Council amends motion 14.336, dated April 22, 2014, by:

- Striking out and deleting the words: “*Administration be directed to draft a Memorandum of Understanding to allow Kingdom Development Group to use their offsite levy fees toward select offsite water and sanitary infrastructure to the County’s utilities’ systems, and further that*”;
- Retaining the words: “*that Lac La Biche County negotiates usage of the lands necessary for storm water management*”.

**CARRIED UNANIMOUSLY**

14.883 Motion by Councillor Richard that all future agreements with Kingdom Development Group be in the format of a Development Agreement.

**CARRIED UNANIMOUSLY**

14.884 Motion by Councillor Nowak that Lac La Biche County imposes offsite levies of \$12,298.68 on Phase 1 of the Kingdom Diamond Ridge Gp. Ltd.

**CARRIED UNANIMOUSLY**

8.5 Personnel Matter (section 17 FOIP) (addition to agenda).

No action required.

## **NEW BUSINESS**

9.6 Discussion – Snow Clearing for Seniors in Subdivisions;

Discussion ensued regarding snow removal for seniors in subdivisions. It was determined that this matter will be further discussed during 2015 budget deliberations.

Councillor Olson left Council Chambers at 5:14 p.m. and did not return to the meeting.

9.7 RFD – Return of Portage Voyageur’s Web-Streaming Contribution;

Discussion ensued regarding the return of Portage Voyageur’s Web-Streaming Contribution.

Councillor Nowak left Council Chambers at 5:21 p.m.

Councillor Nowak returned to Council Chambers at 5:21 p.m.

14.885 Motion by Councillor Richard to retain the Portage Voyageurs' contribution of \$10,500 towards the web-streaming system in the Performance Arena, and further that the cost for the use of the web-streaming software for Portage Voyageurs be waived.

**IN FAVOUR**  
**Mayor Moghrabi**  
**Councillor Austin**  
**Councillor Richard**  
**Councillor Nowak**

**OPPOSED**  
**Councillor Phillips**  
**Councillor Siebold**

**CARRIED**

9.8 RFD – Bold Center Free Admission Day – January 3, 2015;

Councillor Nowak declared a conflict of interest due to his business interests and left Council Chambers at 5:32 p.m.

As Councillor Phillips noted he would typically recuse himself from this type of discussion, he further noted for the record, that he will not be gaining any profits from his vending machines located at the Bold Center on this free admission day.

14.886 Motion by Councillor Richard to approve the Bold Center's Free Admission Day to be held annually on the first Saturday in January.

**CARRIED UNANIMOUSLY**

9.13 Discussion – 2015 Budget Deliberations (addition to agenda);

Councillor Nowak returned to Council Chambers at 5:35 p.m.

Discussion ensued regarding Council wish lists and timelines for passing an interim capital budget for 2015.



9.14 Mayor Expense Claim (addition to agenda).

Mayor Moghrabi declared a conflict of interest and left Council Chambers at 5:46 p.m.

Deputy Mayor Nowak assumed the Chair.

Discussion ensued regarding an extension for the Mayor to submit his expense claims.

14.887 Motion by Councillor Richard to allow an extension for Mayor Moghrabi to submit his expense claims by the end of December, 2014 for all outstanding expense claims.

**CARRIED UNANIMOUSLY**

Mayor Moghrabi returned at 5:48 p.m. and resumed the Chair.

## **ADJOURNMENT**

14.888 Motion by Councillor Phillips to adjourn the Regular Council Meeting of December 9, 2014 at 5:49 p.m.

**CARRIED UNANIMOUSLY**

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**Omer Moghrabi, Mayor**

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**Shadia Amblie  
Interim Chief Administrative Officer**