

MINUTES OF THE REGULAR COUNCIL MEETING OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA HELD AT THE TOWN HALL ON TUESDAY, MAY 11, 2021 COMMENCING AT 6:00 P.M.

PRESENT

Virtually: Mayor Gene Sobolewski: Councillors Rene Van Brabant, Ray Prevost, Lorna Storoschuk, Brian McEvoy, Elisa Brosseau and Chad Colbourne

STAFF

Virtually: Bill Rogers – Chief Administrative Officer (CAO), Katherine Currie – General Manager of Planning and Community Services, Renee Stoyles – General Manager of Corporate Services, Jeannine Chornohos – Director of Finance and Tracy Ghostkeeper – Executive Assistant

GUESTS

Virtually: Bonnyville RCMP Sgt. Kim Hillier

REGULAR MEETING OF COUNCIL

Mayor Gene Sobolewski called the Regular Meeting of Council to order at 6:00 p.m.

ADOPTION OF AGENDA OF REGULAR COUNCIL MEETING – MAY 11, 2021

- 113 **Moved by Councillor Ray Prevost** that the agenda for the May 11, 2021 Regular Council meeting be adopted with the following addition:

In Camera c) Land

CARRIED

ADOPTION OF THE REGULAR COUNCIL MEETING MINUTES – APRIL 27, 2021

- 114 **Moved by Councillor Brian McEvoy** that the minutes of the April 27, 2021 Regular Council meeting be adopted as presented.

CARRIED

DELEGATION

Bonnyville RCMP Annual Report – Sgt. Kim Hillier

Sgt. Kim Hillier presented the Bonnyville RCMP Report which highlighted some of the statistics and work that the RCMP have done in and around Bonnyville in the past year.

Sgt. Kim Hillier signed out of the meeting at 6:30 p.m.

PUBLIC HEARING

- 115 **Moved by Councillor Chad Colbourne** that the Regular Meeting of Council be adjourned and Council enter into a Public Hearing for Bylaw No. 1512-21 Application to Amend Land Use Bylaw No. 1447-16 (LUBA 21-002).

Time: 6:30 p.m.

CARRIED



PUBLIC HEARING

Mayor Sobolewski declared the Public Hearing open at 6:30 p.m.

Katherine Currie, General Manager of Planning and Community Services, introduced the subject of the Public Hearing noting that the purpose for the proposed redistricting is for the creation of an industrial parcel.

Mayor Sobolewski called for a first, second and third time if there was anyone present who would like to speak for or against Bylaw No. 1512-21. No one spoke.

- 116 **Moved by Councillor Brian McEvoy** that Council adjourn the Public Hearing for Bylaw No. 1512-21 Application to Amend Land Use Bylaw No. 1447-16 (LUBA 21-002) and go into the Regular Council meeting.

Time: 6:31 p.m.

CARRIED

MOVE TO SUBDIVISION APPROVING AUTHORITY MEETING

- 117 **Moved by Councillor Lorna Storoschuk** that Council adjourn the Regular Council Meeting and enter into a Subdivision Approving Authority Meeting.

Time: 6:32 p.m.

CARRIED

ADJOURN SUBDIVISION APPROVING AUTHORITY MEETING

- 118 **Moved by Councillor Rene Van Brabant** that the Subdivision Approving Authority Meeting be adjourned and Council enter into the Regular Meeting of Council.

Time: 6:35 p.m.

CARRIED

BYLAW

Amending Bylaw 1512-21 Application to Amend Land Use Bylaw 1447-16 (LUBA21- 002)

The Planning and Development Department has received an application to amend the land use district at Part NE 17-61-5-W4M. The amendment to the land use districting is from UR – Urban Reserve District to M1 – General Industrial District.

The purpose for the proposed redistricting is for creation of a general industrial parcel for future expansion of the Bonnyville Forest Nursery. This proposed amendment is consistent with the North Bonnyville Industrial Area Structure Plan Bylaw No. 1294-07. There was a previous application for subdivision and land use amendment for this area which was not finalized by the developer due to changes in the economy. This

**Amending Bylaw 1512-21
Application to Amend Land
Use Bylaw 1447-16 (LUBA21-
002)**

redistricting and proposed development area is for a smaller portion of that original 2014 application.

Letters were sent out to adjacent landowners and agencies notifying them of this proposed change in land use districting and no objections have been provided from the referrals. The bylaw was advertised in our local newspaper in accordance with legislation and a public hearing was held earlier in this evening's meeting.

- 119 **Moved by Councillor Brian McEvoy** that Council provide second reading to Bylaw No. 1512-21 Proposed Land Use Bylaw Amendment.

CARRIED

- 120 **Moved by Councillor Lorna Storoschuk** that Council provide third reading to Bylaw No. 1512-21 Proposed Land Use Bylaw Amendment.

CARRIED

**Bylaw No. 1516-21 – 2021 Tax
Rate Bylaw**

In order to process the assessment and tax notices, Bylaw No. 1516-21 has been prepared based on the Operating and Capital Budgets that were approved at the April 27th, 2021 Council meeting. The 2021 operating budget and this Bylaw reflect an average municipal tax dollar increase of 0%.

The mill rate for Residential Properties has increased overall by 0.47727 mills due to an increase in the school requisition as well as a decrease in residential assessments. The mill rate for Multi-Family Residential Properties has increased overall by 0.039 mills due to an increase in the school requisition. The mill rate for Non-Residential Properties has increased by 0.70287 mills also due to an increase in the school requisition and decrease in non-residential assessments. The overall mill rate increase is 5.05% for Residential, 0.66% for Multi-Family Residential and 4.97% for Non-Residential.

In 2020 Bylaw No. 1503-20 was passed which would allow the Residential Assessment Class to be divided into subclasses for the purpose of Multi-Family Residential Assessments. Multi-Family Residential Properties are assessed based on income much like a commercial property but have always been charged the same mill rate as residential properties.

For the 2021 tax year, Administration removed these assessments and tax dollars from the tax rate calculation for the residential municipal mill rate. The municipal portion of taxes collected in 2020 for these properties was \$179,998.00 and in 2021 will be \$188,158.00 an increase of \$8,160 due to an increase in overall assessments of 8.19% (Multi-Family

BR

Bylaw No. 1516-21 – 2021 Tax Rate Bylaw

Residential is the only residential class to see an increase in assessment from 2020).

- 121 **Moved by Councillor Rene Van Brabant** that Council provide first reading to Bylaw No. 1516-21 Tax Rate Bylaw.

CARRIED

- 122 **Moved by Councillor Brian McEvoy** that Council provide second reading to Bylaw No. 1516-21 Tax Rate Bylaw.

CARRIED

- 123 **Moved by Councillor Ray Prevost** that Council proceed to third reading to Bylaw No. 1516-21 Tax Rate Bylaw.

CARRIED

- 124 **Moved by Councillor Lorna Storoschuk** that Council provide third and final reading to Bylaw No. 1516-21 Tax Rate Bylaw.

CARRIED

Bylaw No. 1517-21 2021 Supplementary Tax Rate

In order to process the Supplementary Assessment and Supplementary Tax notices, the enclosed bylaw must be passed. The Supplementary Tax rate used for supplementary taxes charged in December is exactly the same as the Tax rate for regular taxes that is applied to the notices that are sent out in May.

- 125 **Moved by Councillor Elisa Brosseau** that Council provide first reading to Bylaw No. 1517-21 Supplementary Tax Rate Bylaw.

CARRIED

- 126 **Moved by Councillor Rene Van Brabant** that Council provide second reading to Bylaw No. 1517-21 Supplementary Tax Rate Bylaw.

CARRIED

- 127 **Moved by Councillor Brian McEvoy** that Council proceed to third reading to Bylaw No. 1517-21 Supplementary Tax Rate Bylaw.

CARRIED



**Bylaw No. 1517-21 2021
Supplementary Tax Rate**

- 128 **Moved by Councillor Ray Prevost** that Council provide third and final reading to Bylaw No. 1517-21 Supplementary Tax Rate Bylaw.

CARRIED

**Amending Bylaw No. 1513-21
– Charging of Interest on
General Accounts Receivable**

Amending Bylaw No. 1513-21, is a bylaw to amend Charging Interest on General Accounts Receivable Bylaw 881, which authorizes the Town of Bonnyville to charge interest in the amount of 1.5% on overdue general accounts receivable accounts.

Due to the ongoing COVID-19 pandemic, many residents and businesses continue to face financial hardship. In 2020 Council passed Amending Bylaw No. 1495-20 which waived interest on outstanding balances for general accounts receivable invoices for the months of April, May, and June 2020. The amending bylaw provides similar provisions to aide our Accounts Receivable customers during the months of May, June, and July 2021. A new section, section 4, has been added to amending Bylaw No. 1513-21 which includes the following provisions:

- 4.1 The Town of Bonnyville will continue to invoice general accounts receivable monthly as usual.
- 4.2 Any interest will be waived for outstanding balances due in the months of May, June, and July 2021.
- 4.3 There will be no service disconnections due to overdue accounts in May, June, and July 2021.

Adding the above section will allow our customers to defer any payments that become due during the months of May, June, and July without accruing interest on the overdue balances or face service disconnections due to non-payment.

Although there will be no interest applied to the accounts receivable accounts or service disconnections during this time, it should be stressed to the customers that after this time elapses, they are required to pay all outstanding balances as business operations will return to normal. Should the COVID-19 pandemic extend past this time, Council can extend the above timeframe should they feel it necessary.

- 129 **Moved by Councillor Lorna Storoschuk** that Council provide first reading to Bylaw No. 1513-21 Charging of Interest on General Accounts Receivable.

CARRIED



**Amending Bylaw No. 1513-21
– Charging of Interest on
General Accounts Receivable**

- 130 **Moved by Councillor Chad Colbourne** that Council provide second reading to Bylaw No. 1513-21 Charging of Interest on General Accounts Receivable.

CARRIED

- 131 **Moved by Councillor Elisa Brosseau** that Council proceed to third reading to Bylaw No. 1513-21 Charging of Interest on General Accounts Receivable.

CARRIED

- 132 **Moved by Councillor Ray Prevost** that Council provide third and final reading to Bylaw No. 1513-21 Charging of Interest on General Accounts Receivable.

CARRIED

**Amending Bylaw 1514-21 –
Provision of Penalties for
Non-Payment of Property
Taxes and Local Improvement
Costs**

Amending Bylaw No. 1514-21, a bylaw to amend Bylaw 1489-19 to provide for penalties with respect to non-payment of property taxes and local improvement costs authorizing the Town of Bonnyville to charge a penalty in the amount of 2% on current overdue property taxes for the months July, August, September, October, November and December.

Due to the ongoing COVID-19 pandemic many residents and businesses continue to face financial difficulties. The attached amending bylaw provides provisions to continue to aide our Ratepayers during this difficult time. A new section, section 12, has been added to amending Bylaw No. 1514-21 which includes the following provisions:

12.1 The Town of Bonnyville will send the Combined Assessment and Tax Notice in May 2021.

12.2 Penalties for July 1st, 2021, August 1st, 2021 and September 1st, 2021 will be waived for outstanding balances due June 30th, 2021.

Adding the above section will allow our customers to defer property taxes and local improvement costs that are due June 30th, 2021 without accruing penalties on the current overdue balance.

Although there will be no penalties applied to the property tax accounts during this time, it should be stressed to the ratepayers that after this time elapses, they are required to pay all outstanding current taxes as business operations will return to normal. Should the COVID-19 pandemic extend past this timeframe, Council can also extend the above timeframe should they feel it necessary.



**Amending Bylaw 1514-21 –
Provision of Penalties for
Non-Payment of Property
Taxes and Local Improvement
Costs**

- 133 **Moved by Councillor Chad Colbourne** that Council provide first reading to Bylaw No. 1514-21 Provision of Penalties for Non-Payment of Property Taxes and Local Improvement Costs.

CARRIED

- 134 **Moved by Councillor Brian McEvoy** that Council provide second reading to Bylaw No. 1514-21 Provision of Penalties for Non-Payment of Property Taxes and Local Improvement Costs.

CARRIED

- 135 **Moved by Councillor Lorna Storoschuk** that Council proceed to third reading to Bylaw No. 1514-21 Provision of Penalties for Non-Payment of Property Taxes and Local Improvement Costs.

CARRIED

- 136 **Moved by Councillor Elisa Brosseau** that Council provide third and final reading to Bylaw No. 1514-21 Provision of Penalties for Non-Payment of Property Taxes and Local Improvement Costs.

CARRIED

**Amending Bylaw No. 1515-21
– Respecting Water Systems,
Sanitary Sewer Systems, and
Storm Sewer Systems**

Amending Bylaw No. 1515-21, a bylaw to amend Bylaw 1393-12 respecting water systems, sanitary sewer systems and storm sewer systems for the purpose of operating a public utility.

Due to the continuance of the COVID-19 pandemic, many residents and businesses continue to face financial hardship. The attached amending bylaw provides provisions to aide our Utility customers during this difficult time. Section 5 of Bylaw No. 1393-12 has been amended to include the following provisions:

- 5.01g) The penalty as outlined in Schedule B will be waived for May, June, and July 2021.
- 5.01h) Utility accounts that remain unpaid 45 days from the date of billing will not be transferred to property taxes during the months of May, June, and July 2021.
- 5.01I) Outstanding utility bill amounts on accounts that remain unpaid after July 31st, 2021 will be required to be paid by paying one third (1/3) of the amount outstanding, in addition to the amount owing in each of the subsequent months' utility bills for August, September and October 2021.



**Amending Bylaw No. 1515-21
– Respecting Water Systems,
Sanitary Sewer Systems,
Sanitary Sewer Systems, and
Storm Sewer Systems**

Adding the above amendment to section 5 will allow our customers to defer utility payments that are due in May, June, and July 2021 without accruing penalties on the current overdue balance or having the overdue balance transferred to the property taxes. An amending bylaw was also approved in 2020 for the months April, May, and June 2020 and during that time 398 customers deferred Utility payments.

Although there will be no penalties applied to the utility accounts during this time, it should be stressed to the customers that after this time elapses, they are required to pay all outstanding utility amounts owing by paying the current bill plus one third (1/3) of the amount not paid or penalized from the May, June and July 2021 utility bills until caught up, as business operations return to normal. Should the COVID-19 pandemic extend past this timeframe, Council can also extend the above timeframe should they feel it necessary.

- 137 **Moved by Councillor Rene Van Brabant** that Council provide first reading to Bylaw No. 1515-21 Respecting Water Systems, Sanitary Sewer Systems, and Storm Sewer Systems.

CARRIED

- 138 **Moved by Councillor Chad Colbourne** that Council provide second reading to Bylaw No. 1515-21 Respecting Water Systems, Sanitary Sewer Systems, and Storm Sewer Systems.

CARRIED

- 139 **Moved by Councillor Brian McEvoy** that Council proceed to third reading to Bylaw No. 1515-21 Respecting Water Systems, Sanitary Sewer Systems, and Storm Sewer Systems.

CARRIED

- 140 **Moved by Councillor Ray Prevost** that Council provide third and final reading to Bylaw No. 1515-21 Respecting Water Systems, Sanitary Sewer Systems, and Storm Sewer Systems.

CARRIED

BUSINESS

**Ratify Appointment of
Councillor Brosseau to the
Canadian Planning
Association of Alberta Board
of Directors**

Councillor Brosseau has expressed interest in serving as an elected official Board Member on the Community Planning Association of Alberta (CPAA). A resolution of Council to support her appointment would ratify her participation as a Councillor of the Town of Bonnyville.



**Ratify Appointment of
Councillor Brosseau to the
Community Planning
Association of Alberta Board
of Directors**

Council participated in the annual Community Planning Association of Alberta conference May 3-5. As part of conference activities, elections were held for Board representatives. Councillor Brosseau put her name forward and ran for a seat, for which she was duly elected.

It is the wish of the CPAA that Councillor Brosseau participate in her capacity as an elected official of the Town of Bonnyville.

Meetings of the Board and other activities are tentatively scheduled on a monthly basis. If approved, Councillor Brosseau would be compensated at the usual rate for meeting attendance and Town of Bonnyville Councillor representation.

- 141 **Moved by Councillor Ray Prevost** that Council approve Councillor Elisa Brosseau's appointment to and participation in the Board of Directors of the Community Planning Association of Alberta as a Town Council representative.

CARRIED

**Covid-19 Response Tax -
Arrears Agreement Payment
Deferrals**

Due to the ongoing COVID-19 pandemic, many residents and businesses continue to face financial hardship. Property Taxes that are more than two years in arrears are subject to tax recovery proceedings under Division 8 of the Municipal Government Act (MGA). Prior to a public auction being held to sell the affected property, the owner may sign a tax arrears agreement as per section 418(4) of the MGA. Section 418(4) states:

418(4) The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until

- (a) The agreement has expired, or
- (b) The owner of the parcel breaches the agreement,

Whichever occurs first.

Currently we have 25 customers who are paying tax arrears by a tax arrears agreement.

Administration is recommending that customers who have entered into tax arrears agreements have the option of deferring their payments for the period from May 1st, 2021 to July 31st, 2021. At the end of this time frame these customers can enter into a new agreement that would not exceed 3 years or resume their current agreement by taking the remaining balance plus any future taxes and penalties and



**Covid-19 Response Tax
Arrears Agreement Payment
Deferrals**

dividing this by the remaining months in the original agreement term.

Should the COVID-19 pandemic continue, Council can extend the above timeframe should they feel it necessary.

- 142 **Moved by Councillor Brian McEvoy** that Council allow customers who have entered into tax arrears agreements to defer payments for the period May 1st, 2021 to July 31st, 2021 and resume or enter into a new agreement in August 2021.

CARRIED

**Covid-19 - Response Waive
NSF Fees for May to July 2021**

Due to the ongoing COVID-19 pandemic many residents and businesses continue to face financial hardship. With the removal and addition of restrictions constantly being changed, times are very stressful, and it is very easy for residents to slip up, and not notify us that an automatic payment needs to be cancelled or a deposit wasn't received and there are insufficient funds to cover a withdrawal or cheque from an account. Administration feels that the insufficient funds (NSF) charge will only contribute to the hardship and stress our residents and businesses will experience.

As such, Administration is recommending that the \$25.00 fee charged due to insufficient funds (NSF) for payments to the Town during the months May, June and July 2021 be waived. As many of our bylaws and policies include a section with respect to charging the NSF fee a Council motion is requested that would encompass and cover all of these NSF charges.

Adding the above procedure will not add undue financial burden to our customers who are already under financial strain. Should the COVID-19 pandemic continue, Council can extend the above timeframe should they feel it necessary.

- 143 **Moved by Councillor Ray Prevost** that Council approve the waiver of insufficient funds (NSF) Fees for the period May 1st to July 31st, 2021.

CARRIED

**Amending Policy No. 06-FN-
047 Property Tax Prepayment
Plan**

Due to the ongoing COVID-19 pandemic many residents and businesses continue to face financial hardship. The policy has been amended to provide provisions to aid our Property Tax Prepayment Plan customers during this difficult time, as was also done in 2020. New procedures have been added to amend Policy No. 06-FN-047 which include the following:

Due to the COVID-19 Pandemic, ratepayers on the Property Tax Prepayment Plan may choose to:



Amending Policy No. 06-FN-047 Property Tax Prepayment Plan

1. Defer payments for May, June, and July 2021.
2. For the 2021 tax year, once the tax rate bylaw is approved and the combined assessment and tax notices are finalized, the remaining balance owing by customers on the property tax prepayment plan plus any payments that have been deferred for the months of May, June and July 2021 will be collected in one of the following ways:
 - 2.1 Taking the total remaining balance, including the deferred payments and dividing the total by the remaining months in the year so that taxes are paid in full by December 31st, 2021; or
 - 2.2 Paying the amount of the deferred payments for May, June and July 2021 by August 10th, 2021 then dividing the remaining balance by the remaining months in the year so that taxes are paid in full by December 31st, 2021.
3. It will be the responsibility of the customer to inform the Property Tax Department should they wish to be removed from the plan for May, June, and July 2021 by sending an email to taxes@town.bonnyville.ab.ca.
4. It will also be the responsibility of the customer to inform the Property Tax Department when they wish to resume on the property tax prepayment plan, as well as which of the above options they would like to proceed with paying the deferrals, by sending an email to taxes@town.bonnyville.ab.ca.
5. During this time, the plan may be cancelled if three, not two, installments fail to be honoured.

As stated above, similar procedures were added in 2020 at the beginning of the pandemic. During that time 90 customers requested payment deferrals with 76 customers returning to the prepayment plan and the remaining 14 customers paying out the outstanding taxes. Adding the above procedures will allow our customers to defer the prepayment plan amounts for May, June and July 2021 as well as provide options for resuming on the plan in August of 2021. Should the COVID-19 pandemic extend past this time, Council can extend the above timeframe should they feel it necessary.

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Amending Policy No. 06-FN-047 Property Tax Prepayment Plan

144 **Moved by Councillor Brian McEvoy** that Council approve the amendments to Policy No. 06-FN-047: Property Tax Prepayment Plan Policy to extend the provisions for pandemic.

CARRIED

COMMITTEE REPORTS

Councillor Rene Van Brabant

Councillor Van Brabant had no report.

Councillor Elisa Brosseau

Councillor Brosseau attended an ABMA (Alberta Bilingual Municipalities Association) meeting, an Affordable Housing meeting, the CPAA (Community Planning Association of Alberta) Virtual Conference, a Bonnyville Municipal Library Board meeting, the CPAA Organizational meeting and an Economic Development Committee meeting.

Councillor Ray Prevost

Councillor Prevost attended the CPAA Virtual Conference, the Provincial Address regarding new Covid restrictions and the NE Muni-Corr Ltd meeting.

Mayor Gene Sobolewski

Mayor Sobolewski attended a meeting regarding the Bonnyville & District Centennial Centre General Manager Interview and resume process meeting, spoke with some residents who had complaints about a restaurant not following restrictions and a meeting with the Town CAO regarding Muni-Corr. He also attended the Provincial Address regarding new Covid restrictions, a meeting with the M.D. of Bonnyville Reeve, Town CAO and Councillor Prevost regarding Muni-Corr and the Centennial Centre and two days of Interviews for the General Manager at the Centennial Centre.

Councillor Chad Colbourne

Councillor Colbourne attended the CPAA Virtual Conference, the Bonnyville & District Centennial Centre General Manager Interview and resume process meeting, attended the Centennial Centre to sign cheques and the Economic Development meeting.

Councillor Lorna Storoschuk

Councillor Storoschuk attended the CPAA Virtual Conference, the Bonnyville Municipal Library Board meeting, a Cheque Presentation from the Bonnyville Fire Fighters Association to the Bonnyville Museum, the Integrated Watershed Management Plan Committee Meeting, and the NE Muni-Corr Ltd. Meeting.

Councillor Brian McEvoy

Councillor McEvoy attended the CPAA Virtual Conference, the LICA (Lakeland Industry & Community Association) Public Engagement Online and a Zoom meeting with the Clayton Bellamy Foundation.



CORRESPONDENCE AND INFORMATION

Letter – Town of Tofield to Minister Tyler Shandro – Rural Vaccine Provision

A letter was received that the Town of Tofield sent to Minister Tyler Shandro regarding the availability of vaccines in rural Alberta.

Council accepted this for information.

Letter – Town of Tofield to MP Damien C. Kurek – Rural Vaccine Provision

A letter was received that the Town of Tofield sent to MP Damien C. Kurek regarding the availability of vaccines in rural Alberta.

Council accepted this letter for information.

QUESTIONS

Councillor Colbourne asked if the builders by the new 7-11 can be asked to clean up the field as their garbage has been blowing across from the job site.

Katherine Currie, General Manager of Planning and Community Services, stated that she will get in touch with the builders.

IN CAMERA

- 145 **Moved by Councillor Chad Colbourne** that Council close the meeting to the public for Agenda items 12a) Land, 12b) Personnel and 12c) Land as per Section 27, FOIP.

Time: 7:16 p.m.

CARRIED

OUT OF CAMERA

- 146 **Moved by Councillor Brian McEvoy** that Council adjourn In Camera and return to the Regular Meeting of Council.

Time: 8:17 p.m.

CARRIED

Katherine Currie, General Manager of Planning and Community Services, left the meeting at 8:05 p.m.

- 147 **Moved by Councillor Elisa Brosseau** that Council approve Development Agreement SA21-001.

Time: 8:17 p.m.

CARRIED




ADJOURNMENT

- 148 **Moved by Councillor Brian McEvoy** that the Regular Meeting of Council be adjourned.


Time: 8:18 p.m.

CARRIED

Minutes read and adopted this 25th day of May, 2021.



Mayor



Chief Administrative Officer