



Meeting Minutes

THOSE PRESENT:

Mayor McLean
Deputy Mayor Long
Councillor Nadeau
Councillor Shular
Councillor McClure
Councillor Wheeler
Councillor Bossert
Manny Deol, Town Manager
Nesen Naidoo, Assistant Town Manager
Annette Driessen, Director of Community Services
Jenn Martin, Planning & Development Officer
Chandra Dyck, Legislative Services Coordinator
Jill Buehler, Communications & Marketing Coordinator
Krystle Kotyk, Administrative Assistant
Jason Thompson, Audio/Video
Sgt. Chris Delisle
Tom Thomson, Fire Chief
Courtney Whalen, Drayton Valley Western Review
Reinisa MacLeod, CIBW Radio
Members of the Public

ABSENT:

Sonya Wrigglesworth, Director of Engineering

CALL TO ORDER

Mayor McLean called the meeting to order at 9:08 a.m.

INVOCATION

Rev. Steve Brummett of the Emmaus Lutheran Church opened the meeting with a prayer.

1.0 Additions to the Agenda

No items were added to the August 27, 2014 Regular Meeting of Council agenda.

2.0 Adoption of Agenda

RESOLUTION # 200/14

Councillor Bossert moved to adopt the agenda for the August 27, 2014 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY

3.0 Corrections or Amendments:

3.1. August 6, 2014 Regular Meeting of Council Minutes

There were no corrections or amendments to the August 6, 2014 Regular Meeting of Council Minutes.

4.0 Adoption of:

4.1. August 6, 2014, Regular Meeting of Council Minutes

RESOLUTION #201/14

Councillor Wheeler moved to adopt the minutes of the August 6, 2014 Regular Meeting of Council, as presented.

CARRIED UNANIMOUSLY

Mayor McLean declared a pecuniary interest for the items 5.1. and 5.2. Mayor McLean called Deputy Mayor Long to the chair and exited the meeting at 9:42 a.m.

5.0 Public Hearings

5.1. Bylaw 2014/05/D Aurora ASP Amendment

A separate set of minutes were recorded for this item.

5.2. Bylaw 2014/06/D 3720 50 Ave Rezoning

A separate set of minutes were recorded for this item.

Mayor McLean resumed chairing the meeting at 10:04 a.m.

6.0 Community Spotlight

6.1. Thunder in the Valley: John Mulligan

Mr. Mulligan introduced himself as the President of the Rotary Club of Drayton Valley. He advised Council that this weekend the Rotary Club is hosting Thunder in the Valley which will be held at the Drayton Valley Municipal Airport. Mr. Mulligan presented Council with VIP passes for the weekend and extended an invitation for Council to attend the Opening Ceremonies at 1:00 pm on Saturday, August 30, 2014. Other events to kick-off Thunder in the Valley will include a party at Fluids Brewhouse & Grill (August 27), jet cars and bio fuel cars at Khal's Steakhouse (August 28), and preliminary runs at the Airport (August 29). Fireworks will be on Friday and Saturday nights (August 29 & 30) and have been provided by Reliance Well Servicing. Mr. Mulligan highlighted some of the Rotary Club facilities such as the Rotary Trails, the Rotary Library, and the new Rotary House. Council was invited to attend the Rotary House Grand Opening on October 8, 2014.

7.0 Delegations

7.1. RCMP Policing Report July 2014 – Sgt. Delisle

Sgt. Delisle reviewed the July 2014 Policing Report with Council and explained that there 677 calls for service. Prisoner count and tickets issued were up from last year. Person crime saw an increase of approximately 35% from the previous month. There was one robbery within the Town of Drayton Valley boundaries. The number of assaults was up in July with 13 as compared to 9 last year. There was a small increase of thefts of motor vehicles. There were two charges of theft over \$5000, while theft under \$5000 was the same from last year. The RCMP responded to 9 curfew checks and 5 of those resulted in charges. Sgt. Delisle explained that previously the RCMP used to score abandoned vehicles as suspicious vehicles but now they are scored as possession of private property. Clearance rate was comparable to last year.

Sgt. Delisle advised that to report theft the number to call is 780-542-4456, as 911 is for emergencies only. Sgt. Delisle announced that, after a discussion with Mayor McLean, there is a plan to hold a Public Information Session where he will be present to answer questions, present statistics, and explain the way judicial system works for certain crimes. Mayor McLean explained that Citizens on Patrol will be invited and as well as someone from the Crown Prosecutor's Office. Sgt. Delisle explained that there is a slight increase in crime but because there is more communication within the population, which creates more awareness, this is why it may seem like there is a large increase in crime.

7.2. Independent Traffic Services Ltd. (ITS): Bruce Kaminski & Corrie Pusch

Mr. Kaminski reviewed the status of the Automated Traffic Enforcement (ATE) program. He explained that the community needs to receive three months' notice before this program can be implemented. ITS drafted an advertisement the third week in July for the Western Review and it will be run for three months. Following this, ITS will operate a warning period for one month. Mr. Kaminski presented a laser gun that will be used for speed enforcement and explained that this will be used by someone in an unmarked vehicle. A justification sheet was reviewed and it was explained that for enforcement to be introduced into an area at least one of the criteria (construction, high traffic, etc.) from the justification sheet needs to be met and will also need to be approved by the RCMP Detachment Commander. ITS will rotate periodically through preapproved areas.

Mr. Kaminski explained that there is easement of ticketing for speed that the Detachment Commander can decide on. This will be subject to change without notice and is not public information. The program is approximately two months away from launching, pending approval of the Town's application for a CPO. All tickets will be paid through Alberta Justice. Mr. Kaminski advised Council that ITS introduced an educational portion when they created their ATE program and have done presentations to organizations that cover the effects of unsafe driving practices. Mr. Kaminski explained that ITS can operate anywhere within the Town of Drayton Valley but if ITS is asked to operate on the provincial highways, as courtesy, he recommends that a letter be sent to Alberta Infrastructure letting them know that traffic enforcement will be performed. Signs will need to be installed to notify drivers that they are entering a photo enforcement area. Council

was advised that the biggest argument will be the transitioning zones where the speeds limit change.

Councillor Shular entered the meeting at 10:27 a.m.

8.0 Decision Items

In the interest of accommodating the members of the public in attendance, and to ensure quorum, the discussion agenda items were presented as follows:

8.7, 8.10, 8.8, 8.9, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6

Mayor McLean declared a pecuniary interest for the item 8.7. Mayor McLean called Deputy Mayor Long to the chair and exited the meeting at 10:29 a.m.

8.7 Request for Exemption of Cost Sharing of Brougham Drive

Councillor Shular explained that a letter was sent to Town Council requesting an exemption of cost sharing for Brougham Drive.

The landowner has stated that he does not deem it necessary to pay for 50% of Brougham Drive as the road elevation is eight feet higher than his land, making it impossible for an approach to be constructed. He is requesting that he be exempt from paying 50% of the cost for the construction of the portion of Brougham Drive which abuts his land, as there will be no access constructed from the road into his lots.

He is in agreement of contributing 50% of the cost for the construction of the portion of 34th Avenue abutting his land. The landowner has stated that, to help alleviate drainage concerns and erosion of Brougham Drive into the lots, a nine foot retaining wall constructed of 5'x3' concrete blocks (approx. weighing 3800 lbs. per block), will be placed along the east side of the property abutting Brougham Drive. The landowner has agreed that the retaining wall will be constructed to meet Engineering Standards.

This item was originally brought to the August 6, 2014, Regular Meeting of Council, which was tabled until today so that Administration could provide an estimated cost of the road.

A cost estimate was provided by Select Engineering regarding the construction of Brougham Drive abutting Valley Concrete's lot. Given that the lot length is 196.83 metres, the estimated cost value would be \$1,479,500. The overall estimated per metre would be \$3,758. These figures are only estimates and are subject to change.

Colin McCracken (Valley Concrete) explained that he believes he is fully aware of what is before him but does not agree with having to cover half of the cost of the road as he cannot use that road for direct access due to elevation. Concern was expressed that Council does not want to set a precedent for future developments.

Councillor Shular explained that there is an option of it being paid over an extended period of time as a levy for improvement. Mr. Deol stated that the Off-

Site Levy Review is in progress, which will assist in deciding how costs for roads are shared, so the results may change this cost estimate. Valley Concrete was advised to return with a request for Council after the review is complete.

Councillor McClure was not present for the decision of this item.

RESOLUTION #181/14 (as tabled on August 6, 2014)

Councillor Shular moved that Council refuse the request for exemption of 50% of the cost sharing for the portion of Brougham Drive abutting Lot 6, Plan 982 2408. The landowner would be required to contribute 50% of the costs of construction for both Brougham Drive and 34th Avenue for the portion of those roads which abut his land.

CARRIED

OPPOSED: Councillor Nadeau

Deputy Mayor Long called a break at 10:44 a.m.

Mayor McLean reconvened the meeting at 11:15 a.m.

Councillor McClure entered the meeting at 11:15 a.m.

Mayor McLean declared a pecuniary interest for items 8.10, 8.8, and 8.9. Mayor McLean called Deputy Mayor Long to the chair and exited the meeting at 11:16 a.m.

8.10 Brazeau County Referral

Councillor Wheeler explained that Administration received a letter regarding a subdivision referral from Brazeau County in regards to the subdivision and consolidation to expand the existing Country Style Mobile Home Park.

The subdivision proposal falls within the scope of the Intermunicipal Development Plan between the Town of Drayton Valley and Brazeau County. As the Town of Drayton Valley is located within the referral area as set out in the Intermunicipal Development Plan, the Town is being given notice as it falls within 0.8 km from the new Town Boundary.

The existing trailer park is currently connected to Town sewer, but is not connected to Town water. The Servicing Agreement between the Town and County shows that the proposed area for the expansion is outside of the serviced area. That being said, the landowner is planning to connect to Town Sewer but is planning on having water wells within the park area. With the construction of the new water plant underway, ideally the expansion of the trailer park should eventually be connected to Town water.

Administration has found that no other similar developments within the fringe area were connected to municipal water as it was not a requirement of Brazeau County. The Town has no objection to the development of the subdivision however a decision regarding municipal services is to be made formally.

Mr. Rob McIntosh was present for this item. He requested that the caveat not be added. He stated that if Town water is added lot rent will increase by approximately 45 to 80 dollars a month per lot. Mr. McIntosh explained that he is attempting to build this development as soon as possible to address the need for affordable housing so there is a need to construct new water wells soon, as they

are essential for licensing. If he is to tie in to Town water the well costs would have to be paid off sooner, as opposed to over a longer period of time as planned, so that would bump the cost per lot for water up to a few hundred dollars per unit per month. Mr. McIntosh advised Council that Town sewer is being requested and he is willing to pay the costs associated.

Ms. Martin explained that when the new Water Treatment Plant is built and lines are put into that area is when the proposed caveats would take effect.

Councillor Shular stressed that Council has to determine if they want to continue allowing sewer to be used and not Town water. He believes that the two should be combined services. Currently, the sewer is calculated based on water used so it is difficult to determine sewer charges as sewer is not metered. He would like to see a caveat added to this development.

Councillor Nadeau explained that she needs to represent her constituency so she is in favour of setting a precedent to move forward with proper planning.

RESOLUTION #202/14

Councillor Wheeler moved that Council recommend the developer to utilize water wells until water service is available, and will be required to connect to Town Sewer. A caveat is to be registered on title stating that the Developer, when creating the subdivision, will utilize water wells on a temporary basis but will be required to install the infrastructure so that when the water service is available connection will be made.

DEFEATED

INFAVOUR: Councillors Shular, Wheeler, and Nadeau
OPPOSED: Councillors McClure, Bossert, and Long

8.8 Aurora ASP Amendment Bylaw 2014/05/D

Councillor Bossert explained that Administration received an application for the amendment of the Aurora Area Structure Plan for SE16-49-7-5. This Area Structure Plan (ASP) was adopted in October, 2003, with a number of amendments approved in the interim. The owner of the lands has requested that the amendment reflect their proposed plans to develop three fourplexes within Lot 8, Block 83, Plan 012 3488, with the proposed access to the site from 50th Avenue, as shown in the original ASP.

First reading of Bylaw 2014/05/D was given on April 23, 2014 and was followed by an Open House hosted by the developer to present the proposal to surrounding residents for their review. Comments provided by attendees at that meeting were generally in opposition to the proposed rezoning. Copies of a letters received from adjacent landowners at that meeting are attached.

A Public Hearing was held earlier this morning to allow residents and business representatives to provide their comments regarding the proposed amendments to the Area Structure Plan. Notice of the Public Hearing was advertised in the local newspaper, pursuant to the Municipal Government Act requirements, and was provided via mail-outs. Any and all comments received were provided to Council during the Public Hearing this morning.

Ms. Martin explained that there was a typo in the original notice saying 17 units which should have stated 12. She explained that there is an option of rezoning the lot to R2.

Councillor Nadeau expressed that the comments made during the public hearing regarding the previous Council committing to major improvements to the road was inaccurate. She explained that she would have liked to see the residents stay for decision of this item as there could have some interaction with those individuals.

Councillors McClure and Shular were unable to vote as they were not present during the Public Hearing for Bylaw 2014/05/D.

RESOLUTION #203/14

Councillor Bossert moved that Council refuse to give second reading to Bylaw 2014/05/D for amendment of the Aurora Area Structure Plan based on feedback received.

CARRIED UNANIMOUSLY

8.9 3720 50 Ave Rezoning Bylaw 2014/06/D

Councillor Naedeau explained that the Town has received an application to rezone the lands municipally described as 3720 – 50 Avenue from the existing R1E – Estate Residential District to R3 – Medium Density Residential District. Such rezoning would allow three fourplexes (12 units) to be developed, as shown on the attached site plan.

The current Area Structure Plan indicates that these lands are designated for general residential development. However, the landowner has made application to amend the Area Structure Plan to allow this 1.2 acre parcel to be rezoned for a higher density residential development. The amendment of the ASP will be taking place simultaneously with the rezoning application.

First reading of Rezoning Bylaw 2014/06/D was given at the April 23, 2014 regular meeting of Council, after which the developer hosted an Open House to present the proposal to surrounding residents for their review. Comments provided by attendees at that meeting were generally in opposition to the proposed rezoning. Copies of a letters received from adjacent landowners at that meeting are attached.

A public hearing was held earlier this morning pursuant to being advertised in the Western Review, as required by the Municipal Government Act, as well as being circulated to adjacent landowners. Any and all comments or concerns raised regarding this proposed rezoning were presented at the Public Hearing held on that date.

It is important to note that the Town's Land Use Bylaw states that there be no more than one detached dwelling unit built on a lot. This would require that the developer subdivide the property to a minimum of three parcels in order to accommodate the three proposed fourplexes. Given the proposed layout of the lot, this would also require a road dedication. Any subdivided lot will be required to

meet the required lot dimensions as well as any buildings developed are to meet required setbacks, and on-site parking.

Rezoning Bylaw 2014/06/D is hereby presented to Council for second and third reading, pursuant to the decision made by Council earlier this morning regarding the Area Structure Plan Amending Bylaw 2014/05/D.

Councillors McClure and Shular were unable to vote as they were not present during the Public Hearing for Bylaw 2014/06/D.

RESOLUTION #204/14

Councillor Nadeau moved that Council refuse to give second reading to Bylaw 2014/06/D for amendment of the Land Use Bylaw based on feedback received.

CARRIED UNANIMOUSLY

Mayor McLean returned to the chair at 12:05 p.m.

8.10 Historical Society Lease Agreement

Councillor Wheeler explained that The Town of Drayton Valley has had an on-going Lease Agreement with the Drayton Valley and District Historical Society for the Society's use of lands for the purposes of a museum and heritage grounds. The previous lease term has expired and the Lease Agreement is being presented to Council for renewal.

Administration has reviewed the Lease Agreement and has updated the document to reflect the terms of the Maintenance Agreement which was recently approved by Council on June 25, 2014. The Lease Agreement sets out a term of ten years ending August 1, 2024.

RESOLUTION #205/14

Councillor Wheeler moved that Council approve the renewal of the Lease Agreement with the Drayton Valley and District Historical Society for a ten year term ending August 1, 2024.

CARRIED UNANIMOUSLY

8.2 Changes to Meeting Schedule Calendar

Councillor Bossert explained that at the August 6, 2014 Governance and Priorities Meeting the September meeting dates were reviewed in regards to Councillor availability and the ability to have quorum. It has been recommended that Council consider making the following changes:

- Change the Governance and Priorities Meeting from September 10th to September 3rd
- Move the Council meeting from September 17th at 9am to September 10th at 9am to be followed by the Governance and Priorities Meeting

RESOLUTION #206/14

Councillor Bossert moved that Council approve the change of the Governance and Priorities meeting from September 10th at 9am to September 3rd at 9am.

CARRIED UNANIMOUSLY

RESOLUTION #207/14

Councillor Bossert moved that Council approve the change of the Council meeting from September 17th at 9am to September 10th at 9am to be followed by the Governance and Priorities Meeting.

CARRIED UNANIMOUSLY

8.3 Neighbourhood Outdoor Rinks Policy

Councillor Nadeau explained that in preparation for the upcoming winter Administration has prepared a Policy regarding the creation of outdoor skating rinks within various neighbourhoods. This Policy, and the associated Procedures, outlines the expectations for the Town as well as for the applicants who wish to create outdoor rinks.

With this Policy, storm water management ponds will no longer be utilized for skating. This eliminates the great risk associated with the use of these ponds when conditions are subject to continual change given the nature of our weather.

In the past winters we have had some residents create skating surfaces for neighbourhood children, but the Town has not had regulations or requirements in place for the proper installation, maintenance and use of those rinks. With this Policy and Procedure in place Administration will be better able offer guidance to, and establish minimum standards for, the implementation and upkeep of these neighbourhood rinks.

The Recreation and Leisure section of the CSP includes the following goal: "Build a vibrant and healthy community for all ages". One strategy under this goal is to "integrate recreation facilities to meet the evolving needs of residents and visitors", and more specifically, to "expand recreational opportunities through partnering with local user groups".

Councillor Nadeau explained that she had received a text message of opposition from Anita Harrison and read it aloud to Council. The message stated that the writer is opposed to not being able to use the ponds for skating and does not agree that hockey should be prohibited on neighbourhood rinks.

Councillor McClure inquired about the cost of maintenance for the ponds. Ms. Driessen explained that the Town has discovered that most municipalities are eliminating pond use due to safety concerns.

Councillor Bossert explained that last winter she experienced property damage due to flooding that was caused by the melting of ice at a neighbourhood outdoor rink. She would like to see regulations regarding location and elevation of the rinks added to the policy in order to prevent incidents such as these.

Councillor Nadeau explained that she believes this proposed Policy needs more balance.

Administration was directed to rework Policy RC-01-14. Mayor McLean would like to see some research into, when seasonally appropriate, the ability to continue to clear the storm ponds.

RESOLUTION #208/14

Councillor Nadeau moved that Council approve the attached Neighbourhood Outdoor Skating Rinks Policy No. RC-01-14.

RESOLUTION #209/14

Councillor Long moved to table Neighbourhood Outdoor Rinks Policy RC-01-14 to the September 10, 2014, Regular Meeting of Council.

CARRIED UNANIMOUSLY

8.4 Council Code of Conduct

Councillor Shular explained that, pursuant to recent discussion and instruction from Council, Administration has prepared the attached Amending Bylaw for the Council Code of Conduct. The proposed Amending Bylaw will establish definitions for some of the most used phrases within the Bylaw, while setting out censure proceedings if the requirements of the Bylaw are breached.

In addition to these amendments to the content of the Bylaw, the Model of Excellence has been modified to be in keeping with the format of a Statutory Declaration.

RESOLUTION #210/14

Councillor Shular moved that Council give first reading to Council Code of Conduct Amending Bylaw 2014/12/B.

CARRIED UNANIMOUSLY

RESOLUTION #211/14

Councillor Shular moved that Council give second reading to Council Code of Conduct Amending Bylaw 2014/12/B.

CARRIED UNANIMOUSLY

RESOLUTION #212/14

Councillor Shular moved that Council consider giving third reading to Council Code of Conduct Amending Bylaw 2014/12/B.

CARRIED UNANIMOUSLY

RESOLUTION #213/14

Councillor Shular moved that Council give third and final reading to Council Code of Conduct Amending Bylaw 2014/12/B.

CARRIED UNANIMOUSLY

Councillor Wheeler exited the meeting at 12:26 p.m.

8.5 Waste Management Terms of Reference

Councillor Long explained that with the implementation of the Waste Management Committee, Terms of Reference must have approval by Council. In order to effectively run a Committee, all members must be aware of the purpose, goals

and composition of the Committee. These attached Terms of Reference are established to accomplish that.

This Committee will allow Council and Administration to work together to guide and direct the Town's waste management operations and sustainability.

Councillor Wheeler was not present for the decision of this item.

RESOLUTION #214/14

Councillor Long moved that Council approve the attached Terms of Reference for the Waste Management Committee.

CARRIED UNANIMOUSLY

Councillor Wheeler reentered the meeting at 12:28 p.m.

8.6 Dangerous Goods Route Bylaw

Councillor McClure explained that Fire Services was asked to develop a new Transportation of Dangerous Goods Bylaw for the Town of Drayton Valley. In the review of existing legislation, it was determined that the bylaw which currently includes the Transportation of Dangerous Goods is outdated and does not include key components which meet the requirements of Alberta Transportation.

The new Transportation of Dangerous Goods Bylaw will enhance the safety of the residents of Drayton Valley and provide firm rules and regulations for the transportation of dangerous goods within the community.

Mr. Thomson explained that Bylaw 2014/09/P has come forward as there been concern over dangerous goods being transported through the Town and Alberta Transportation advised that the previous Bylaw had expired. The issue had also been brought up that trucks carrying dangerous goods have been parking in residential areas. He explained that there will be designated areas so that these vehicles will not be permitted to park outside those designated areas. Mr. Thomson explained that the busiest route is 50th St. and 50th Ave. and it has been asked that timelines for deliveries be put in place. Mr. Thomson explained that the first way of communicating Bylaw 2014/09/P will be advertising and then letters will be sent to businesses. Mr. Thomson advised that the CPOs and RCMP can issue fines for violation of the Bylaw. The guidelines for acquiring permits are included in the Bylaw.

RESOLUTION #215/14

Councillor McClure moved that Council give first reading to Transportation of Dangerous Goods Bylaw 2014/09/P.

CARRIED UNANIMOUSLY

9.0 Information Items

7	9.1	RCMP Policing Report: July 2014
	9.2	Brazeau Seniors Foundation Minutes: May 26, 2014
	9.3	PPRRC Minutes: January, February, March, and April 2014

RESOLUTION #216/14

Councillor Long moved that Council accept the above item as information.

CARRIED UNANIMOUSLY

10.0 Department Reports

10.1. Planning & Development

Ms. Martin had nothing to report.

10.2. Engineering & Transportation

Ms. Wrigglesworth was not in attendance.

10.3. Community Services, FCSS & Sustainability

Ms. Driessen explained recently FCSS was successful in their application for funding for the Homelessness and Poverty Reduction Project. The third edition of Drayton Valley & District Guide to Arts, Learning, Recreation, and Support Services will be launched on September 9, 2014, at Community Registration Night. Reviews of the Social Development Plan are under way. The facilitation role has been awarded to the Whistler Centre for Sustainability for the Community Sustainability Plan. Ms. Driessen introduced Jessica Duvenage as the new Day Home Coordinator.

10.4. Information Services & Economic Development & Protective Services

Mr. Naidoo explained that he has received an update that most of the repair work to the curling rink is complete and it will be ready by the end of September, 2014.

10.5. Administration

Mr. Deol explained that he has been working with Brazeau County on the agenda for the September 8th, 2014 Joint Council meeting.

11.0 Council Reports

11.1. Councillor Nadeau

Nothing to report

11.2. Councillor Long

August 20 – CETC Committee Meeting

11.3. Councillor Shular

August 13 – Joint Housing Committee Meeting
August 13 – Agriplex Committee Meeting on behalf of Councillor Wheeler
August 20 – CETC Committee Meeting

11.4. Councillor McClure

August 20 – CETC Committee Meeting

11.5. Councillor Wheeler

Nothing to report

- 11.6. Councillor Bossert
August 13 – Joint Housing Committee
Pembina Physician Retention & Recruitment Committee Meeting

- 11.7. Mayor McLean
August 20 – CETC Committee Meeting
August 22 – Kids Fire Camp Graduation BBQ
Mayor's and Reeve's Multi-faith Prayer Breakfast – October 9

12.0 Adjournment

RESOLUTION #217/14

Councillor Long moved that Council adjourn the August 27, 2014, Regular Meeting of Council at 1:01 p.m.

CARRIED UNANIMOUSLY



MAYOR



CHIEF ADMINISTRATIVE OFFICER