



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 25, 2015, 1:30 pm

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

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### DIRECTORS

Josie Osborne, Chairperson, District of Tofino

### PRESENT:

John McNabb, Vice-Chair, Electoral Area "E" (Beaver Creek)

Bob Baden, Alternate Director, Electoral Area "A" (Bamfield)

Tanya Shannon, Alternate Director, Electoral Area "B" (Beaufort)

Tony Bennett, Director, Electoral Area "C" (Long Beach) (via teleconference)

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

Mike Ruttan, Mayor, City of Port Alberni

John Jack, Councillor, Huu-ay-aht First Nation

Jack McLeman, Councillor, City of Port Alberni

Dianne St. Jacques, Mayor, District of Ucluelet

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

### REGRETS:

Alan McCarthy, Member of Legislature, YuułuꞀitꞀath Government

### STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andrew McGifford, Acting Manager of Finance

Alex Dyer, Planner

Wendy Thomson, Manager of Administrative Services

## 1. CALL TO ORDER

The Chairperson called the meeting to order at 1:30 pm.

**The Chairperson recognized the meeting this afternoon is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.**

## 2. APPROVAL OF AGENDA

*MOVED: Director Cote*

*SECONDED: Director St. Jacques*

*THAT the agenda be approved as circulated with the addition of the following late items:*

- *Delegation, Doris Corey and Kenneth Hawser, ALC Application # AE14004 – 6176 Saunders Road North*

- *Correspondence for Action, Port Alberni Fundraising Co-op, request for a one-time forgiveness at Alberni Valley Landfill*
- *Alberni Flying Club, request for a letter of support for flyby at their open house*
- *Request for Decision Gas Tax Strategic Priorities Fund (Amended Report)*
- *Bylaw F1115, '2015-2019 Alberni-Clayoquot Regional District Financial Plan*
- *Report referred from City of Port Alberni – Victim Services Society request for additional funding*
- *Request for Decision Sproat Lake Community Parks – Financial Plan Amendment*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director McLeman*

*THAT the agenda be amended by moving Item 9.2 a. ALR Application AE14004, Corey/Hawser, 6176 Saunders Road N. for consideration following the applicants presentation to the Board under section 5.*

**CARRIED**

### **3. DECLARATIONS**

### **4. ADOPTION OF MINUTES**

#### **a. Board of Directors Meeting - March 11, 2015**

*MOVED: Director Cootes*  
*SECONDED: Director Cote*

*THAT the minutes of the Board of Directors meeting held on March 11, 2015 be adopted.*

**CARRIED**

#### **b. Special Board of Directors Meeting – March 11, 2015**

*MOVED: Director St. Jacques*  
*SECONDED: Director Cote*

*THAT the minutes of the Board of Directors meeting held on March 11, 2015 be adopted.*

**CARRIED**

#### **c. Solid Waste Plan Monitoring Advisory Committee Meeting – West Coast – February 19, 2015**

*MOVED: Director St. Jacques*

*SECONDED: Director Cote*

*THAT the minutes of the West Coast Solid Waste Plan Monitoring Advisory Committee meeting held on February 19, 2015 be adopted.*

**CARRIED**

## **5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Janice Hill, Environmental Services Assistant, recognition – 5 years service.**

Janice Hill was presented with a gift of recognition for 5 years of service with the Alberni-Clayoquot Regional District.

Director Banton entered the meeting at 1:33 pm.

**b. BC Transit and Diversified Transportation, Johann van Schaik/Phil Atkinson, regarding 2015 budget.**

Director Jack entered the meeting at 1:40 pm.

Mr. van Schaik provided an overview of the BC Transit Model and background on the Port Alberni transit system. He provided an overview of the 3 year operating budgeting process.

**c. Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for February 2015.**

Inspector Richards provided an update on policing within the Port Alberni detachment. He provided an overview of the Survival Kids Program which has been developed by the detachment.

**d. Canada Post, Gillies Chagnon, Manager of Municipal Engagement & Government Relations & Marnie Armstrong, Director Community Engagement regarding changes to postal service.**

Mr. Chagnon provided an overview of Canada Post's five point action plan to be implemented over the next 4 years. This includes the discontinuation of door to door mail delivery and moving to community mailboxes.

**e. Late Item - Doris Corey and Kenneth Hawser, ALC Application # AE14004 – 6176 Saunders Road North.**

Mr. Corey and Mr. Hawser spoke in favour of their ALR application.

**AE14004, COREY/HAWSER, 6176 SAUNDERS ROAD N**

Agricultural Land Reserve Application - Report

*MOVED: Director McNabb*

*SECONDED: Director Ruttan*

*THAT application AE14004, Corey/Hawser, 6176 Saunders Road N. be forwarded to the Agricultural Land Commission along with the comments provided by the Agricultural Advisory Committee.*

**CARRIED**

**6. CORRESPONDENCE FOR ACTION**

- a. BC Transit, regarding 2015-2016 Annual Operating Agreement and Budget.**

*MOVED: Director McLeman*

*SECONDED: Director McNabb*

*THAT the Board of Directors approve the BC Transit 2015-2016 Annual Operating Agreement as presented and authorize the CAO and Chairperson to enter into the agreement.*

**CARRIED**

- b. Port Alberni Fundraising Co-operative requesting forgiveness of tipping fees at the Alberni Valley Landfill.**

*MOVED: Director Ruttan*

*SECONDED: Director Cote*

*THAT the Board of Directors approve a one-time forgiveness to the Port Alberni Fundraising Cooperative for tipping fees at the Alberni Valley Landfill in the amount of \$668.94.*

**CARRIED**

- c. Alberni Flying Club requesting a letter of support for a flyby at the Alberni Valley Regional Airport in conjunction with their open house - June 28, 2015.**

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the Board of Directors to forward a letter to the Royal Canadian Air Force supporting the Alberni Valley Flying Club's 500 ft flyby at the Alberni Valley Regional Airport in conjunction with their annual open house on June 28, 2015.*

**CARRIED**

## **7. CORRESPONDENCE FOR INFORMATION**

- a. **NORTH ISLAND 9-1-1 CORPORATION**  
Adoption of 2015 Operating Budget
- b. **MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS**  
Announcement of Rural Advisory Council Members
- c. **EMERGENCY MANAGEMENT BC**  
Disaster Financial Assistance Recovery Plan approval  
Invitation – for Representatives to Attend Workshops
- d. **METRO VANCOUVER**  
Update on Metro Vancouver's Response to the Minister's Rejection of Bylaw 280
- e. **BC GOVERNMENT/MINISTRY OF TRANSPORTATION**  
B.C. on the Move, A 10 year Transportation Plan
- f. **AUDITOR GENERAL FOR LOCAL GOVERNMENT**  
Release of Performance Audit Reports for the City of Rossland and the Corporation of Delta
- g. **THIRD CROSSING SOCIETY**  
Update on Third Crossing
- h. **DISTRICT OF UCLULET TO MINISTER OF ENVIRONMENT**  
Shouldering for Safety on Highway #4
- i. **PARKS CANADA**  
Authorization for Work at the Long Beach Airport
- j. **OFFICE OF THE PREMIER**  
Environment Stewardship Initiatives

*MOVED: Director McLeman*

*SECONDED: Director Ruttan*

*THAT the ACRD Board of Directors forward a letter to the Rural Advisory Council created by the Ministry of Forests, Lands and Natural Resource Operations requesting how the ACRD can have their interests recognized.*

**CARRIED**

## **8. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION**  
Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015.

*MOVED: Director McNabb*  
*SECONDED: Director Banton*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015.*

**CARRIED**

**b. REQUEST FOR DECISION**  
**Airport Capital Assistance Program Contribution Agreement – Snowplow Truck and Plow.**

*MOVED: Director McNabb*  
*SECONDED: Director St. Jacques*

*THAT the Alberni-Clayoquot Regional District Board of Directors agree to enter into a Contribution Agreement with Her Majesty the Queen in the right of Canada to receive \$294,413.00 capital contribution for the purchase of a snowplow truck and plow for the Tofino/Long Beach Airport and agree to assume all project costs above the level approved by the Minister and authorize Russell Dyson, CAO to be the designated representative to sign the agreement on their behalf.*

**CARRIED**

**c. REQUEST FOR DECISION**  
**AV Regatta Association – Noise Exemption from Noise Bylaw No. R1024.**

*MOVED: Director Cote*  
*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional District Board of Directors re-issue the permit for a special event as per Section 7 of the "Sproat Lake Noise Control Bylaw No. R1024, 2013" for July 17, 18 and 19, 2015.*

**CARRIED**

**d. REQUEST FOR DECISION**  
**Finance Warrant No.550.**

*MOVED: Director Banton*  
*SECONDED: Director Jack*

*THAT the Board of Directors approves Finance Warrant Number 550 in the amount of \$497,271.23 dated February 28, 2015.*

**CARRIED**

**e. REQUEST FOR DECISION**  
**Alberni Valley Regional Airport Hangar Lease – Bowerman Excavating Ltd.**

*MOVED: Director McNabb*  
*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a 3 year lease agreement with Bowerman Excavating Ltd., commencing May 1st, 2015 and ending April 30th, 2018, to construct an aircraft hangar on Lots 8 & 17 (Lot A) at the Alberni Valley Regional Airport for the annual rate of \$2,939.20 plus applicable taxes including CPI increases.*

**CARRIED**

**f. REQUEST FOR DECISION**  
**Lot 7 Alberni Valley Regional Airport – Hangar Lease Renewal.**

*MOVED: Director Cote*  
*SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors renew Lot 7 lease agreement with Allen Paul for a 3 year term commencing May 1st, 2015 and ending April 30th, 2018 at the rate of \$1518.58 plus applicable taxes per year including CPI increases.*

**CARRIED**

**g. REQUEST FOR DECISION**  
**Fuel Facility Lease Renewal – Long Beach Enterprises at Long Beach Airport.**

*MOVED: Director St. Jacques*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors renew Long Beach Enterprises lease at the Long Beach Airport to operate an aircraft fuel facility for a 3 year term commencing April 1st, 2015 and ending March 31st, 2018 for the annual rent of \$1222.90 per year plus applicable taxes, CPI increases, and fuel concession fees.*

**CARRIED**

**h. REQUEST FOR DECISION**  
**Regional Emergency Coordinator.**

*MOVED: Director McLeman*  
*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors authorize the Chair and CAO to enter into a contract for Regional Emergency Services with Dan Holder for a three year term.*

**CARRIED**

**i. REQUEST FOR DECISION**  
**F1119 Beaver Creek Water Service Area Rates & Regulation Bylaw.**

*MOVED: Director McNabb*  
*SECONDED: Director Banton*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Beaver Creek Water System Service Area Rates and Regulations Bylaw No. F1119, 2015".*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Beaver Creek Water System Service Area Rates and Regulations Bylaw No. F1119, 2015".*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Jack*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Beaver Creek Water System Service Area Rates and Regulations Bylaw No. F1119, 2015".*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Banton*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Beaver Creek Water System Service Area Rates and Regulations Bylaw No. F1119, 2015".*

**CARRIED**

**j. REQUEST FOR DECISION**  
**Gas Tax Strategic Priorities Funds (Late Item – Amended Report)**

*MOVED: Director Ruttan*  
*SECONDED: Director Banton*

*THAT the Alberni-Clayoquot Regional District Board of Directors refer the Alberni Valley Regional Airport expansion grant application with the addition of navigational aids for \$1,468,500 to the Gas Tax Strategic Priorities Fund.*



**CARRIED**

*MOVED: Director St. Jacques*  
*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Gas Tax Strategic Priorities Fund for lighting improvements for the Long Beach airport for a total project value of \$1,697,520.*

**CARRIED**

**k. Late Item: Request for Decision regarding 3<sup>rd</sup> Reading and adoption of 2015-2019 Financial Plan.**

**Bylaw F1115, cited as the “2015 to 2019 Alberni-Clayoquot Regional District Financial Plan Bylaw No. F1115.**

*MOVED: Director Cote*  
*SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the Bylaw cited as the ‘2015 to 2019 Alberni-Clayoquot Regional District Financial Plan Bylaw No. F1115’.*

*MOVED: Director Banton*  
*SECONDED: Director Jack*

*THAT the Board of Directors amend the Regional Parks capital budget, page 17 –as follows:*

<i>Budget Line</i>	<i>2015</i>
<i>Line 24 – China Creek Bridge</i>	<i>\$2,000</i>

**Regional Parks**, page 17- line 24 – China Creek Bridge has been approved for the EMBC funding to restore the bridge to the condition before the flood event in December 2014. There was an improvement identified that would prevent the occurrence of the wash out in the future and there would be a further \$2,000 needed that is not covered under the EMBC program, this would come from the capital reserve.

**CARRIED**

*MOVED: Director Banton*  
*SECONDED: Director Jack*

*THAT the Board of Directors amend the Alberni Valley and Bamfield Waste Management budget, page 29 as follows:*

<i>Budget Line</i>	<i>2015</i>
<i>Line 1 – Surplus</i>	<i>\$508,957</i>
<i>Line 5 –Tipping fees</i>	<i>\$1,513,543</i>

**Alberni Valley & Bamfield Waste Management** – Yearend adjustments were completed after the second reading that decreased the 2014 surplus down \$14,926, to offset this decrease staff has increased tipping revenue in Line 5 to continue with no tax requisition for the Alberni Valley.

**CARRIED**

MOVED: Director Banton  
 SECONDED: Director Cote

THAT the Board of Directors amend the Alberni Valley Regional Airport budget, pages 32 & 33 as follows:

<i>Budget Line</i>	<i>2015</i>
<i>Line 3 – Government and other grants</i>	<i>\$185,750</i>
<i>Line 20 – Capital fund contribution</i>	<i>\$185,750</i>
<i>Line 41 – Tree clearing/brushing</i>	<i>\$302,000</i>

**Alberni Valley Regional Airport** – After the Community Forest Grant was received the line items associated with the increase from \$100,000 to \$185,750.00 affect the lines mentioned and the tree clearing and brushing were increased to \$302,000 in 2015 capital budget due to this funding.

**CARRIED**

MOVED: Director St. Jacques  
 SECONDED: Director Cote

THAT the Board of Directors amend the West Coast Waste Management budget, pages 44 & 45 as follows:

<i>Budget Line</i>	<i>2015</i>
<i>Line 1 – Surplus</i>	<i>\$94,736</i>
<i>Line 2 – Tax requisition</i>	<i>\$123,264</i>
<i>Line 4 – Curbside garbage</i>	<i>\$123,000</i>
<i>Line 38 – Operating costs</i>	<i>\$20,000</i>

**West Coast Waste Management** - After the review and completion of the year end there was a coding error found that over inflated revenue by \$36,807, this pushed the tax requisition for the service from \$117,457 to \$137,764 The expenditure amounts were reviewed by staff to help reduce the tax requisition and found that there could be \$15,000 cut from Other Operating, Garbage billing increased \$8,000 revenue in 2015.

**CARRIED**

MOVED: Director Cote  
 SECONDED: Director McNabb

THAT the Board of Directors amend the Sproat Lake Community Parks budget, pages 72 as follows:

Budget Line	2015
Line 2 – Tax requisition	\$81,890
Line 10 – Labour & related costs	\$4,500

**Sproat Lake Community Parks** - page 71 line 10 – The Sproat Lake Parks Labour and benefits were reviewed and found that amounts were over allocated to this service due to changes in the Sproat Lake Marine Patrol as a separate service. The Labour line item was decreased by \$1,500.

**Late Item: Request for Decision – Sproat Lake Community Parks Financial Plan Amendment.**

THAT the Alberni-Clayoquot Regional District Board of Directors amend the Sproat Lake Parks budget, pages 72 as follows:

Budget Line	2015
Line 2 – Tax Requisition	\$91,190
Line 8 – Capital Contribution from operating	\$66,000
Line 11 – Operating costs	\$36,000
Line 13 – Trail improvements	\$0

**CARRIED**

MOVED: Director  
 SECONDED: Director

THAT the Alberni-Clayoquot Regional District Board of Directors amend the Sproat Lake Parks budget, pages 73 as follows:

Budget Line	2015
Line 22 – Contribution from operating fund	\$66,000
Line 27 – Bike Park upgrades	\$11,400
Line 28 – Cougar Smith Park infrastructure upgrades	\$13,000
Line 29 – Dickson Parks dock replacement	\$500
Add : Line 30 – Trail improvements	\$65,000

**CARRIED**

**Late Item - Central West Coast Forest Society**

*MOVED: Director Bennett*  
*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors amend the 2015 – 2019 ACRD Financial Plan to include a \$3,500 grant-in-aid to the Central West Coast Forest Society in 2015 with the District of Tofino, District of Ucluelet and Area “C” (Long Beach) participating.*

**CARRIED**

**Late Item – Custom Transit Budget**

*MOVED: Director Cote*  
*SECONDED: Director Banton*

*THAT the Alberni-Clayoquot Regional District Board of Directors amend the Custom Transit budget, pages 35 as follows:*

<b>Budget Line</b>	<b>Was</b>	<b>Adopted 2015</b>
<b>Line 2 – Tax requisition</b>	<b>\$201,623</b>	<b>\$222,623</b>
<b>Line 8 – Operating Costs</b>	<b>\$524,000</b>	<b>\$545,000</b>

**CARRIED**

**Late Item: Report from the City of Port Alberni regarding Victim Services Additional Funding Request.**

*MOVED: Director Jack*  
*SECONDED: Director McLeman*

*THAT the ACRD Board of Directors allow Mr. Dave Robertson and Ms. Loretta Parkinson to address the Board regarding the PA Victim Services Society grant-in-aid application.*

**CARRIED**

Ms. Parkinson and Mr. Robertson spoke to the funding needs and challenges of the PA Victim Services Society.

*MOVED: Director McNabb*  
*SECONDED: Director McLeman*

*THAT the Board of Directors amend the 2015 Grant-in-Aid to the PA Victim Services Society increasing to a total of \$26,000.00.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Jack*

*THAT the Alberni-Clayoquot Regional District Board of Directors amend the Grant in Aid Economic Development, pages 11 as follows:*

Budget Line	Was	Adopted 2015
Line 7 – Contribution from Yuułuʔiłʔatḥ Government	\$1,000	\$0
Line 8 – Contribution from Huu-ay-aht First Nations	\$2,500	\$0

**CARRIED**

Third reading of Bylaw F1115, '2015 to 2019 Alberni-Clayoquot Regional District Financial Plan as amended was:

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Ruttan*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Bylaw cited as '2015 to 2019 Alberni-Clayoquot Regional District Financial Plan Bylaw No. F1115'.*

**CARRIED**

## **9. PLANNING MATTERS**

- a. DVC14008, UHER/TAYLOR, 1480 PORT ALBION ROAD**  
Development Variance Application – Report

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*THAT the Board of Directors pass a resolution to consider issuing development variance permit DVC14008.*

**CARRIED**

- b. RF14005, FRANCOEUR/ISLAND CORRIDOR, BLK 1447 & PART OF R/W VIP67988**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1325

*MOVED: Director Banton*  
*SECONDED: Director McNabb*

*THAT the Board of Directors receive the public hearing report.*

**CARRIED**

*MOVED: Director Banton*  
*SECONDED: Director McNabb*

*THAT the Board of Directors receive the public hearing minutes.*

**CARRIED**

*MOVED: Director Banton*  
*SECONDED: Director McNabb*

*THAT Bylaw P1325, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.*

**CARRIED**

*MOVED: Director Banton*  
*SECONDED: Director McNabb*

*THAT Bylaw P1325, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.*

**CARRIED**

**c. AGRICULTURAL SUPPORT WORKERS FEBRUARY REPORT**  
Report

*MOVED: Director McNabb*  
*SECONDED: Director Cote*

*THAT the Board of Directors receive the Agricultural Support Workers February Report.*

**CARRIED**

**10. REPORTS**

**10.1 STAFF REPORTS**

- a. Staff Action Items Report - March 19, 2015**
- b. Meeting Schedule –April, 2015**
- c. Building Inspector’s Report – January, 2015 and February, 2015**

*MOVED: Director McNabb*

*SECONDED: Director Banton*

*THAT the Board of Directors receives the staff reports a-c.*

**CARRIED**

**10.2 COMMITTEE REPORTS**

**10.3 MEMBER REPORTS**

- a. **9-1-1 Corporation – J. McNabb – No Report**
- b. **Vancouver Island Regional Library - P. Cote – No Report**
- c. **Central West Coast Forest Society – T. Bennett – No Report**
- d. **Alberni Valley Chamber of Commerce – J. McLeman – No Report**
- e. **Coastal Communities Network – T. Bennett – No Report**
- f. **Island Coastal Economic Trust –Josie Osborne – No Report**

The Chairperson reported West Coast Aquatic was successful in receiving funding through ICET for their stewardship centre project at Harbour Quay.

- g. **Air Quality Council, Port Alberni – J. McNabb**

Director McNabb reported on the recent meeting of the Air Quality Council.

- h. **West Coast Aquatic Board – T. Bennett**

Director Bennett reported on West Coast Aquatic staffing changes.

- i. **Association of Vancouver Island & Coastal Communities – J. Osborne – No Report**
- j. **Other Reports**

*MOVED: Director McLeman*

*SECONDED: Director Cootes*

*THAT the Board of Directors receive the Member Reports.*

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. ADJOURN**

*MOVED: Director Cootes*

*SECONDED: Director Cote*

*THAT this meeting be adjourned at 3:51 pm.*

**CARRIED**

Certified Correct:

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Josie Osborne,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer