

MINUTES OF THE REGULAR MEETING OF THE
COUNCIL OF THE RURAL MUNICIPALITY OF McCREARY,
FRIDAY, OCTOBER 11, 2013

PRESENT:

Reeve	Larry McLauchlan
Councillor	Allan Whyte
Councillor	Shawn Buchanan
Councillor	Dennis Battershell
Councillor	Gordon Evenson

Chief Administrative Officer Margaret I. Roncin

CALL TO ORDER

Reeve Larry McLauchlan called the Meeting to order at 8:55 a.m.

ADOPTION OF AGENDA

#2013/258

BE IT RESOLVED THAT the Agenda be adopted with the following amendments:

Confirmation of Meeting Minutes:

Special Telephone Meeting of October 8, 2013

Correspondence:

Oct.7/13	McCreary Heritage Advisory Committee	Request for assistance with Ground Maintenance at Satterthwaite Cabin for 2014 – COPIED.
Oct. 8/13	Manitoba Municipal Administrators Association	Offering a Series of Seminars to assist RM in becoming COR/SECOR Complaint – COPIED.
Sept. 17/13	Minister of Infrastructure and Transportation	Reduced Speeds in School Zones – COPIED.
Oct. 7/13	Manitoba Ombudsman	Know your health information rights: e-Chart Manitoba – COPIED.
Oct/13	The Royal Canadian Legion – Manitoba Northwestern Ontario Command	Receipt of copy of the Military Service Recognition Book – Volume 4 with Certificate of Appreciation (letter & certificate COPIED ONLY)
Oct. 10/13	AMM	News Bulletin for October 10, 2013 – COPIED.
Oct.10/13	SENSUS Partnership of Chartered Accountants	Letter of Management – COPIED.

Finance:

1. Unaudited Financial Statements for September 30, 2013 – COPIED.
2. Shawn Buchanan – Mileage for Sept. 26, 2013 Neepawa Vet Board = \$60.00 – COPIED.
3. Gold Business Solutions – Copier reading for September, 2013 – \$51.79 – COPIED.
4. Earle Krunek – payment for 16 Beavers – Turtle River Watershed Program - \$480.00 – COPIED.
5. Resolution to pay the balance of the budget amount to the McCreary Community Centre – 2013 Budget \$3,000.00 – COPIED.

Unfinished Business

1. McCreary Community Centre – Board of Directors – letters have been sent with one response to date
- Update re: insurance claim for the replacement of the shingles

General Business

1. Fax machine at the Municipal Shed is not working properly
2. Request to reschedule the November 13, 2013 regular meeting
3. October 11, 2013 – Village of McCreary – McCreary/Alonsa Support Services to Seniors Inc. and dates for upcoming Joint Meeting.

Public Works

Receipt of Certificates along with Operator Training Summary for the Public Works employees who participated in the Operator Safety Series: Motor Grader Training held by Ground Force Training Inc.

Information Correspondence:

Newspaper Article that appeared in the October 3, 2013 Herald Leader re: Manitoba Hydro streamlines Services – COPIED

Delegations

Information for Delegation of Pam Little and Ann Dandeneau regarding the Partners 4 Growth Grant – COPIED.

Darren Nicklin, Senior Water Resource Officer - Water Control Work Occurrence Complaints for unauthorized works performed in the R.M. of McCreary. CARRIED.

CONFIRMATION OF MINUTES

#2013/259

BE IT RESOLVED THAT the Minutes of the Regular Meeting of September 11, 2013, the Special Council Meeting of September 24, 2013, the Special Joint Meeting of September 24, 2013 and the Special Telephone Meeting of October 8, 2013 of the Rural Municipality of McCreary be adopted as presented. CARRIED.

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CORRESPONDENCE

DATE	FROM	SUBJECT	HOW DEALT WITH
Sept. 30/13	CFAN	Request financial support - fundraiser of October 26, 2013 – COPIED.	Res. #2013/260. File – Requests.
Oct. 2/13	Rural Municipality of Piney	Request support to lobby the Provincial Government for the A Port in the Storm Organization – COPIED.	Res. #2013/261. File - R.M.'s (other).
Oct.3/13	McCreary Christmas Festival	12 th Annual Christmas Festival - request for financial support – COPIED.	Res. #2013/262. File McCreary Recreation Commission.
Oct.3/13	McCreary Winter Carnival	2014 Carnival Sponsorship request – COPIED.	Res. #2013/263. File McCreary Recreation Commission.
Oct. 4/13	R.M. of Piney	Requesting support for Minor Water Works Licenses – COPIED.	Res. #2013/264. File – R.M.'s (other).

- #2013/260 BE IT RESOLVED THAT a donation in the amount of \$100.00 be made to the Childcare Family Access Network (CFAN) Halloween Social Fundraiser on October 26, 2013. CARRIED.
- #2013/261 BE IT RESOLVED THAT the Council of the Rural Municipality of McCreary does hereby support the Rural Municipality of Piney Resolution No. 324 respecting the "A Port in the Storm" Organization. CARRIED.
- #2013/262 BE IT RESOLVED THAT a donation of \$50.00 be granted to the McCreary Recreation Commission for the 12th Annual McCreary Christmas Festival on November 29, 2013.
AND FURTHER BE IT RESOLVED THAT the Rural Municipality of McCreary will participate in the parade. CARRIED.
- #2013/263 BE IT RESOLVED THAT the Rural Municipality of McCreary make a donation of \$50.00 towards the 2014 McCreary Winter Carnival being hosted by the McCreary Recreation Commission to be held in February of 2014 towards the cost of candidates' prizes. CARRIED.
- #2013/264 BE IT RESOLVED THAT the Council of the Rural Municipality of McCreary does hereby support the Rural Municipality of Piney Resolution No. 200 passed on May 31, 2013 regarding the notification of drainage licences applied for by ratepayers within all municipalities. CARRIED.
- #2013/265 BE IT RESOLVED THAT the following correspondence be dealt with as necessary:

DATE	FROM	SUBJECT	HOW DEALT WITH
Sept.11/13	AMM	15 th Annual Convention – registration is now open – COPIED.	Filed A.M.M. Registration to be completed for those members of council wishing to attend.
Sept. 5/13	Manitoba Progressive Conservative Caucus	News Release - PC Listening on Amalgamation – COPIED.	Filed Amalgamation.

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Sept. 11/13	Manitoba Progressive Conservative Caucus	News Release – Amalgamation Bill a Mess – COPIED.	Filed Amalgamation.
Sept.12/13	AMM	Member Advisory – Bill 33 Amendments fail to address concerns – COPIED.	Filed Amalgamation.
Sept. 13/13	AMM	Member Advisory – Bill 33 receives further amendments – COPIED.	Filed Amalgamation.
Sept. 1/13	Ste. Rose du Lac RCMP Detachment	August, 2013 Monthly Statistics Report – COPIED.	Filed RCMP.
Sept. 5/13	Manitoba Infrastructure and Transportation	Receipt of approval for 10% grant for project on #462 North of 7-20-14W and 8-20-14W – COPIED.	Filed MIT Contract for #462 & 19. Unfinished Business.
Sept.16/13	Midland Constituency Office – Blaine Pedersen	Pedersen Letter Bill 33 – COPIED.	Filed Amalgamation.
Sept. 16/13	Brandon Emergency Support Team	Hosting the B.E.S.T. Workshop in Brandon, MB – November 14, 2013 – COPIED.	Filed Seminars.
Sept. 19/13	Manitoba Conservation and Water Stewardship	Receipt of approved drainage licence – E of 32-20-15W - Floyde /Slawinski – COPIED.	Filed Drainage.
Sept. 13/13	Minister of Local Government – R. Lemieux	Receipt of approval for the Municipal Road Improvement Program Grant – COPIED.	Filed Municipal Road Improvement Program Grant.
Sept. 19/13	Minister of Infrastructure and Transportation – Steve Ashton	Two new funding programs – Urban Highway Fund & the Commercial Infrastructure Fund – COPIED.	Filed MIT – Grants.
Sept/13	Way to Go Consulting Inc. – Dale Lyle & Ernie Epp	Services provided by their Consulting Firm – COPIED.	Filed – Office (Services)
Sept. 10/13	St. John Ambulance – Saint Jean	Federal AED Program & training – COPIED.	Filed McCreary Rec. Commission – Facilities.
Sept. 24/13	Village of McCreary TO Manitoba Infrastructure and Transportation	Application for General Speed Reduction – COPIED.	Filed Village of McCreary.
Sept. 24/13	Village of McCreary TO Reliable Tire Recycling	Renewal of Scrap Tire Pickup Agreement – COPIED.	Filed Village of McCreary & McCreary Landfill.

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Sept. 24/13	Village of McCreary TO McCreary Volunteer Fire Department, Bill Roncin	Request for a controlled Burn – McCreary Waste Disposal Site – Fall 2013 – COPIED.	Filed Village of McCreary and Fire Department.
Sept.24/13	AMM	News Bulletin – Sept. 24/13 – COPIED.	Filed AMM.
Sept. 26/13	AMM	Meeting Notice for Municipal Amalgamation – Oct. 10, 2013 – Portage La Prairie, MB – COPIED.	Filed Amalgamation and AMM.
Sept.27/13	Village of McCreary TO Valdie and Diane Jonasson	490 Railway Avenue – COPIED.	Filed Village of McCreary & Fire Department.
Sept.30/13	Manitoba Local Government	Receipt of 2011 Statistical Information Publication – Letter Only COPIED.	File MB Local Government.
Oct. 1/13	Tom Henry	Trees on Municipal Road Allowance - NW 8-20-15W – COPIED.	Filed Legal. Unfinished Business. Work order for removal of trees from Municipal Road Allowance to be forwarded to the Public Works Department.
Oct.2/13	Manitoba Local Government Municipal Finance and Advisory Services	Claim Form process for 2013 Municipal Road Improvement Grant Program – COPIED.	Filed Municipal road Improvement Program – Grant.
Sept. 27/13	Manitoba Deputy Minister of Local Government-Linda McFadyen	AMM Convention Meeting Request with Cabinet Ministers – COPIED.	Filed AMM.
Oct. 1/13	Ste. Rose du Lac RCMP Detachment	September, 2013 – Monthly Statistics Report – COPIED.	Filed RCMP.
Sept. 30/13	Minister of Local Government – Ron Lemieux	Receipt of Municipal Programs Grant formerly known as the VLT program – COPIED.	Filed Municipal Programs Grant.
Oct.3/13	Manitoba Conservation and Water Stewardship	Receipt of approved Licence for N of NW 9 & S of SW 16-20-14W – Craig Terrick – COPIED.	Filed Drainage.
Sept.27/13	Minister of Local Government – Ron Lemieux	Bill 33, The Municipal Modernization Act (Municipal Amalgamations) has been passed – COPIED.	Filed Amalgamation.

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Oct. 5/13	Manitoba Heavy Construction Association	COR Safety Training for Western Municipalities – COPIED.	Filed MHCA.
Oct.3/13	Office of the Fire Commissioner	Fire Prevention Week – COPIED.	Filed Office of the Fire Commissioner.
Oct. 2/13	Minister of Local Government – Ron Lemieux	The Public-Private Partnerships Transparency and Accountability act is now in force – COPIED.	Filed MB Local Government & Council Code of Conduct.
Oct./13	Ste. Amelie Ridge Riders Snowmobile Trail	Thank you for donation – COPIED.	Filed Requests.
Oct. 7/13	McCreary Heritage Advisory Committee	Request for assistance with the ground maintenance at the Satterthwaite Cabin for 2014	Filed McCreary Heritage Advisory Committee. Refer to 2014 budget preparations – Unfinished Business.
Oct. 8/13	Manitoba Municipal Administrators Association	Offering a series of seminars to assist RM in becoming COR/SECOR compliant – COPIED.	Filed MMAA & COR/SECOR.
Sept. 17/13	Minister of Infrastructure and Transportation	Reduced Speeds in School Zones – COPIED	Filed MIT.
Oct. 7/13	Manitoba Ombudsman	Know your health information rights: eChart Manitoba – COPIED.	Filed MB Ombudsman.
Oct/13	The Royal Canadian Legion – Manitoba Northwestern Ontario Command	Receipt of copy of the Military Service Recognition Book – Volume 4 with Certificate of Appreciation (letter & certificate COPIED ONLY)	Filed McCreary Legion.
Oct. 10/13	AMM	News Bulletin for October 10, 2013 – COPIED.	Filed AMM.
Oct.10/13	SENSUS Partnership of Chartered Accountants	Letter of Management – COPIED.	Filed Audit.

Information Correspondence Listing for September 9, 2013 to October 7, 2013 was provided to Council with the addition of a Newspaper Article from the Herald Leader October 3, 2013 issue regarding Manitoba Hydro streamlines Services with no concerns raised or items brought forward at this time.

FINANCE

#2013/266

WHEREAS THE ACCOUNTS for the Rural Municipality of McCreary for the period of September 30, 2013, have been examined and found to be in order.

THEREFORE BE IT RESOLVED THAT the List of Accounts, including general cheque #8024 - #8057 in the amount of \$73,615.99 be approved as presented. CARRIED.

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#2013/267 BE IT RESOLVED THAT the Unaudited Draft Financial Statement for September 30, 2013, subject to PSAB Requirements as prepared by the Chief Administrative Officer be accepted as presented. CARRIED.

#2013/268 BE IT RESOLVED THAT the Invoice Edit List for the period as of October 9, 2013 in the amount of \$9,112.12 be hereby approved for payment. CARRIED.

#2013/269 BE IT RESOLVED THAT the following invoices be paid from the General Operating Account #124-292-4:

Village of McCreary	McCreary Community Centre – 50% of expenses for 2013	\$1,006.98
Village of McCreary	2013 Property Taxes for R.M. of McCreary Administration Office	\$5,446.54
Village of McCreary	Bulk Water – June 1, 2013 – August 31, 2013	2,488.30
Margaret I. Roncin	Mileage Expense for Sept. 17, 2013 – MMAA District #5 meeting at Eden, MB	21.75
Lorne McNarland	Mileage expenses for September, 2013	133.00
GFL Environmental West	Fee for removal of Aerosol Cans	705.60
Shawn Buchanan	Mileage expense for Neepawa Vet Board Meeting of September 26, 2013	60.00
Gold Business Solutions	Copier Reading for September, 2013	\$51.79
Earle Krunek	16 Beavers – Turtle River Watershed Conservation District #2 - Beaver Removal Program	\$480.00

CARRIED.

#2013/270 WHEREAS the expenses for the McCreary Community Centre from January 1, 2013 – September 6, 2013 were paid by the Village of McCreary on behalf of the McCreary Community Centre and the Rural Municipality of McCreary cost shared 50% of the expenses in the amount of \$1,006.98.

THEREFORE BE IT RESOLVED THAT Rural Municipality of McCreary will make a grant in the amount of \$2,000.00 to the McCreary Community Centre to be used towards the balance of the 2013 operating expenses as per the 2013 Financial Plan.

CARRIED.

BY-LAWS:

McCreary Emergency Plan and Annual By-Law – Review of the Draft McCreary Emergency Plan ongoing.

#2013/271 BE IT RESOLVED THAT By-Law #2013-02 for an Animal Control By-Law to provide for the regulation and control of animals within the limits of the Rural Municipality of McCreary receive the second reading. CARRIED.

#2013/272 BE IT RESOLVED THAT By-Law #2013-02 for an Animal Control By-Law to provide for the regulation and control of animals within the limits of the Rural Municipality of McCreary receive the third and final reading. CARRIED.

In accordance with Section 137 of The Municipal Act, a recorded vote was taken on the motion to give By-Law #2013-2 third reading.

For: McLauchlan, Whyte, Buchanan, Battershell and Evenson.

Against: 0 Denied: 0

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UNFINISHED BUSINESS

#2013/273

BE IT RESOLVED THAT the Council of the Rural Municipality of McCreary approves the Draft Amalgamation Plan as per revisions discussed at the Special Joint Meeting of September 24, 2013.

AND BE IT FURTHER RESOLVED THAT a copy of the Draft Amalgamation Plan be forwarded to Don Reid, Field Consultation for his review prior to proceeding with Public Consultation. **CARRIED.**

The Joint Budget Comparator Worksheet is ongoing.

Tree Removal NW 8-20-15W – Refer to correspondence.

Clean up of trees at W of 17-20-15W – nothing further at this time.

Water Rights Licence Application – E of 32-20-15W – received approval - refer to correspondence. Work order has been completed and referred to Public Works Department. Buried cable locate for MTS has been requested.

Water Rights Licence Application – NE 34-20-14W – Gerald Walker to review with Darren Nicklin of Manitoba Conservation and Water Stewardship – nothing further at this time.

Water Rights Licence Application – NW 9-20-14W – received approval - refer to correspondence. Work order has been completed and referred to the Public Works Department. Buried cable locate for MTS has been requested.

Health and Safety Manuel/COR Certification Program - ongoing.

10% Funding Request for Project on #462 – received approval – refer to correspondence.

SE 23-19-14W – Survey Request – nothing further at this time. Item to be removed from Agenda.

Municipal Road Improvement Program Grant Application – received approval – refer to correspondence.

Leon Majcher request for drainage works at SE 25-20-16W – site visitation to be arranged.

Bulk Water Coin operating dispensing unit upgrade to accept new loonies – Quote from Keywin Municipal Incorporated for a new coin acceptor and electronics with miscellaneous materials plus labour and travel for a cost of \$3,452.12 plus taxes was reviewed and discussed. Roncin Electric has adjusted and performed regular maintenance on the bulk water coin dispensing unit and it seems to be functioning properly. Council has agreed not to pursue the upgrade at this time.

#2013/274

BE IT RESOLVED THAT the Rural Municipality of McCreary approves the draft McCreary Brochure as provided by the McCreary District Economic Development Board. **CARRIED.**

The unauthorized approach with culvert installed on the south side of SE 21-20-14W was discussed.

See Reception of Delegations – Darren Nicklin, Senior Water Resources Officer of Manitoba Conservation and Water Stewardship.

#2013/275

BE IT RESOLVED THAT a Water Control Work Occurrence Complaint Form for the unauthorized works at south side of SE 21-20-14W be submitted to the Manitoba Conservation and Water Stewardship Office. **CARRIED.**

Ferme Saquet – no response regarding the municipality's request for a copy of the drainage licence for their request for permission to cross road allowance to install a tile drain outlet at the SE corner of SW 18-21-15W.

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Water Control Works Occurrence Complaint Forms for unauthorized works performed at SE 3-21-14W and SW 2-21-14W have been submitted to Manitoba Conservation and Water Stewardship.

2013 Municipal Project and Gas Tax Projects Update - Buried cable locates for MTS have been requested for works to be performed at E of 32-20-15W, NW 9-20-14W, SE 23-20-15W, N of 2-21-15W and SE 31-21-14W and NE 7-21-14W. The geotextile for the project on #462 N of 8-20-14W has been received. Albert Fayant is scheduling and assisting with the projects on the Ste. Amelie Road and on #462. Work is to commence shortly.

The McCreary Community Centre – Board of Directors – to date have only received one response from the letters sent out to the interest parties who may be interested in sitting on the Board of Directors.

McCreary Community Centre –payment for the insurance claim for the replacement of the shingles is being processed by Western Financial Group.

GENERAL BUSINESS

#2013/276 BE IT RESOLVED THAT the Rural Municipality of McCreary authorizes a culvert replacement at NE 7-20-14W in the existing approach.
AND BE IT FURTHER RESOLVED THAT this location be added to the Licence to Construct Municipal Minor Water Control Works long form and to be submitted to Manitoba Conservation and Water Stewardship for the year 2014. CARRIED.

Installation of crossings on Glencairn Road at 112 N & Roads 85, 86 and 87W will be reviewed by the ward councillor.

A list of signs that are still needed in the Municipality along with the cost was reviewed and agreed that this be referred to the 2014 Budget.

List of culverts to be obtained to complete the drainage licence form for the spring of 2014 works.

#2013/277 BE IT RESOLVED THAT the CAO be authorized to purchase a Brothers Plain Paper Fax Machine # FAX 575 at a cost of \$88.00 plus taxes and delivery or a Brothers Plain Paper Fax Machine # FAX 775 at a cost of \$118.00 plus taxes and delivery. CARRIED.

#2013/278 BE IT RESOLVED THAT the regular council meeting of November 13, 2013 be rescheduled for November 6, 2013 at 9:00 a.m. CARRIED.

#2013/279 BE IT RESOLVED THAT the Rural Municipality of McCreary agrees to provide McCreary/Alonsa Support Services to Seniors Inc. use of the McCreary Community Centre at no charge to host the annual Health Fair and Flu Clinic on November 4, 2013 on the understanding that they do the cleaning. CARRIED.

October 15, 2013 was a suggested date for an upcoming Joint Council Meeting to review the New Emergency Plan and to further discuss Municipal Amalgamation. The Rural Municipality of McCreary agreed to host the joint meeting on October 15, 2013 at 7:00 p.m. if the Village of McCreary was agreeable with the date of October 15, 2013.

COMMITTEE REPORTS

McCreary Golf & Country Club – Meeting Minutes of August 13, 2013.

Turtle River Watershed Conservation District #2 – Meeting Minutes of August 21, 2013.

Riding Mountain Liaison Committee – Meeting Minutes of April 4, 2013.

Turtle River Watershed Conservation District #2 (Gordon Evenson)

- Fall tour scheduled for October 15, 2013 with meeting to follow the tour.

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Westlake Veterinary Board (Gordon Evenson)

- Was unable to attend the meeting of October 7, 2013.

Whitemud Watershed Conservation District (Shawn Buchanan)

- Reported on the October 10, 2013 meeting.
- Shale traps – possible funding through a grant for clean out of shale traps.

McCreary Waste Disposal Site and Recycling Depot.

- Provided with a copy of the Notice of Tender and Contract for the Landfill and Recycling.

Councillor Whyte had questions concerning the fire department regarding the following:
Time frame for truck replacement to comply with the policy insurer; charge out for vehicle accidents on number highways; the funds from the vehicle accidents what is it used for; mutual aid how does it work when respond to fires outside of the municipality and pay for the volunteer firefighters.

Agassiz Planning District – September 30, 2013 Report – COPIED.

Development Permits – None.

Building Permit – None.

PUBLIC WORKS AND OR REPORTS

Receipt of Certificates along with the Operator Training Summary for the Public Works Employees who participated in the Operator Safety Series: Motor Grader Training held by Ground Force Training Inc.

Shop Door Opener – quote to be obtained.

RECEPTION OF PETITIONS

None

REEVE/COUNCILLOR/ADMINISTRATOR REMARKS

Reeve and Councillor Remarks:

Administrator:

Interim Audit for 2013 was held on Thursday, October 10, 2013 by SENSUS.

Provided a photocopy of the letter sent to the McCreary/Alonsa Health Care Centre re: Palliative Care Room.

MEMO course – is a course that is suggested for individuals that are associated with a Municipal Emergency Plan.

NOTICE OF MOTION

None

PERSONNEL

IN CAMERA

RECEPTION OF DELEGATIONS

10:30 a.m. Darren Nicklin, Senior Water Resource Officer – Manitoba Conservation and Water Stewardship met with council to review the Water Control Works Occurrence Complaint Forms for unauthorized works performed at SE 3-21-14W and SW 2-21-14W. Mr. Nicklin provided council with a summary of the process for the landowners who will not comply with the necessary drainage permits, when fines are applied and payment not received; court costs and if the landowner doesn't pay the costs then a lien is placed on the property. Costs can also be applied to the Municipal Taxes.

Application for the Drainage License for NE 34-20-14W submitted by the Rural Municipality of McCreary did not receive approval as this area is a semi permanent wetland

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and was discussed with Mr. Nicklin. Mr. Nicklin agreed to give the drainage licence further consideration. Unauthorized culvert installation at South Side of SE 21-20-14W was also discussed – Refer to Resolution # 2013/275.

Mr. Nicklin thanked the council for allowing him to meet with council to discuss the above mentioned issued and departed at 11:05 a.m.

10:40 a.m. – Pam Little, Chairperson of the McCreary District Economic Development Board appeared before council to speak to the Partners 4 Growth Grant to increase capacity in our region by providing an experiential tourism potential and provide the capacity of the area residents to realize any economic development opportunities. Currently are seeking funding to match the grant and need strategies and ideas to raise funds. On February 24 and 25, 2014 will be hosting a community based experiential tourism workshop/training session for up to approximately 25 people. Ms. Little will provide a formal letter of financial request for funding to the Council at a later date.

Ms. Little departed at 12:00 Noon.

COUNCIL MEMBER'S INFORMATION

ADJOURNMENT

#2013/280

BE IT RESOLVED THAT this regular meeting of Council now adjourns to meet again on November 6, 2013 at 9:00 a.m. or at the call of the Reeve.

Time: 12:20 p.m.

CARRIED.

THE RURAL MUNICIPALITY OF McCREARY

LARRY McLAUHLAN, Reeve

MARGARET I. RONCIN, Chief Administrative Officer