



Council Meeting Minutes
November 26, 2025 - 06:00 PM

Regular Meeting of Council held in the Council Chambers of the Rural Municipality of Ste. Anne at 395 Traverse Road on November 26, 2025.

CALL TO ORDER 6:00 PM

Reeve Richard Pelletier called the meeting to order at 6:00 pm, with a land acknowledgement in French.
La Municipalité reconnaît que nous sommes situé sur les territoires visés par le Traité No. 1, étant les terres ancestrales des Anishinaabé, Cris, Oji-Cris, Dakotas, et Dénés, ainsi que la patrie de la Nation métisse.

ATTENDANCE

COUNCIL MEMBER	IN ATTENDANCE	ABSENT
RICHARD PELLETIER, REEVE	X	
SARAH NORMANDEAU, WARD 1	X	
KYLE WACZKO, WARD 2	X	
PATRICK STOLWYK, WARD 3	X	
BRAD INGLES, WARD 4	X	
ROBERT SARRASIN, WARD 5	X	
RANDY EROS, WARD 6	X	

Also in attendance were:
Chief Administrative Officer, Shelley Jensen
Development Officer, Hadiseh Bajelan
Operations Manager, Kevin Medeiros

ADOPTION OF AGENDA

2025-444
Councillor Normandeau
Councillor Eros
BE IT RESOLVED THAT the agenda for the November 26, 2025, regular meeting be adopted as circulated.
CARRIED

ADOPTION OF MINUTES

2025-445
Councillor Sarrasin
Councillor Stolwyk
BE IT RESOLVED THAT the November 12, 2025, regular meeting minutes be adopted as circulated.
CARRIED

FINANCE

Cheque Listing

2025-446

Councillor Stolwyk

Councillor Sarrasin

BE IT RESOLVED THAT the following cheques numbered #20250377 – #20250421 and EFT's numbered #202501117- #202501189 (inclusive) in the amount of \$251,283.74 be approved for payment.

CARRIED

MUNICIPAL DELEGATE REPORTS – None.

UNFINISHED BUSINESS – None.

NOTICE OF MOTION / PETITIONS – None.

COMMITTEE MINUTES AND MATTERS

Committee of the Whole - November 18, 2025

2025-447

Councillor Normandeau

Councillor Sarrasin

BE IT RESOLVED THAT the November 18, 2025, Committee of the Whole meeting minutes be adopted as circulated.

CARRIED

Municipal Naming Policy #24-ADMIN

Tabled to the December 10th Council Meeting.

Learn-to-Swim Rebate Policy #25-ADMIN

2025-448

Councillor Normandeau

Councillor Eros

BE IT RESOLVED THAT Council be recommended to approve the Learn-to-Swim Registration Fee Rebate Policy #25-ADMIN as presented and recommended by Committee of the Whole Resolution #CotW-2025-47;

BE IT FURTHER RESOLVED THAT this Policy #25-ADMIN take effect on January 1, 2026, and replace any previous swimming rebate policy.

CARRIED

Bursary Policy #26-ADMIN

2025-449

Councillor Ingles

Councillor Stolwyk

BE IT RESOLVED THAT Council approve the Municipal Bursary Policy #26-ADMIN as amended, and as recommended by Committee of the Whole Resolution #CotW-2025-48.

CARRIED

Appointment of Library Representative

2025-450

Councillor Sarrasin

Councillor Ingles

WHEREAS Councillor Kyle Waczko was appointed to represent the RM of Ste. Anne during discussions pertaining to the possible creation of a Southeastern Regional Municipal Library but there have been library-related meetings occurring outside of this single group;

BE IT RESOLVED THAT Councillor Kyle Waczko be appointed to represent the RM of Ste. Anne at

any meetings, proceedings, or consultations where topics relevant to library services, programs, facilities, funding, or related community benefits are discussed.

CARRIED

BY-LAWS

Code of Conduct By-law #2020-13

2025-451

Councillor Eros

Councillor Stolwyk

WHEREAS Section 12 of the Council Code of Conduct By-law #13-2020 states that this by-law must be reviewed annually, having been last confirmed by Resolution #2024-495;

BE IT RESOLVED THAT Council confirm By-law #13-2020 as originally enacted and as recommended by Committee of the Whole Resolution #CotW-2025-13..

CARRIED

By-law #2025-10 - Indemnity By-law 1st Reading

2025-452

Councillor Normandeau

Councillor Ingles

BE IT RESOLVED THAT By-Law #2025-10, being the Indemnity By-law, be given first reading.

CARRIED

Policy #06-ADMIN - Event Attendance and Expenses Policy

2025-453

Councillor Normandeau

Councillor Sarrasin

BE IT RESOLVED THAT Policy #06-ADMIN, being the Event Attendance and Expenses Policy, be approved as presented.

CARRIED

By-law #2025-11 - Use of Municipal Resources in Elections - 1st Reading

2025-454

Councillor Eros

Councillor Waczko

BE IT RESOLVED THAT By-Law #2025-11, being a by-law providing for the use of municipal resources during an election, be given first reading.

CARRIED

By-law #2025-12 - Election Campaign Expenses and Contributions - 1st Reading

2025-455

Councillor Ingles

Councillor Waczko

BE IT RESOLVED THAT By-Law #2025-12, being a by-law to address election campaign expenses and contributions, be given first reading.

CARRIED

NEW BUSINESS

Southeastern Manitoba Library Regionalization

Received as information.

Post-Election Council Orientation - November 2026

Received as information.

Grader Quotes

2025-456

Councillor Eros

Councillor Sarrasin

BE IT RESOLVED THAT Council accepts the quotation for a new Grader as submitted from Toromont CAT in the amount of \$715,000 with a trade-in of the current Grader in the amount of \$225,000 for a total cost of \$490,000.

CARRIED

At 6:22 pm, Operations Manager, Kevin Medeiros left the meeting.

Resolution Request - Develop Hospice Care in Interlake & Eastman Regions

2025-457

Councillor Eros

Councillor Ingles

BE IT RESOLVED THAT Council of the RM of Ste. Anne support all efforts to encourage seniors to age-in-place, and have access to the supports they require in their home communities.

CARRIED

AMM Infrastructure Grant - RM of Ste. Anne Receives \$5,000 for Fire Department Well Upgrade

Received as information.

LUD of Richer 2026-2030 Signed Garbage Collection Agreement

2025-458

Councillor Eros

Councillor Ingles

WHEREAS Council Resolution #2025-422 accepted the proposal from Jon's Deck Aid & More for 2026-2030 weekly curbside garbage collection services in the LUD of Richer;

AND WHEREAS the contractor has consented to the terms and conditions outlined in the Agreement for the provision of these services and signed the document as presented;

BE IT RESOLVED THAT the Reeve and Chief Administrative Officer be authorized to sign and execute the LUD of Richer 2026-2030 weekly curbside garbage collection services agreement with Jon's Deck Aid & More.

CARRIED

2026 Emergency Plan

Tabled

At 6:27 pm, Council recessed for 3 minutes.

HEARINGS - 6:30 pm

The CAO reviewed the procedures for Public Hearings and confirmed that the notification requirements of the Planning Act have been met for all Hearings on the November 26, 2025, Council Meeting Agenda.

Conditional Use #13-25 - Existing Aggregate Operation - PPM Development Inc.

2025-459

Councillor Sarrasin

Councillor Waczko

BE IT RESOLVED THAT Council recess this regular meeting and go into public hearing for Conditional Use Order #13-25 to allow for an existing aggregate operation to extract aggregate materials at 43086 ROAD 45E; SE-09-08-08-E, in an area zoned Rural Natural Area, at 6:31 pm.

CARRIED

The applicant, Marc Trudeau, on behalf of PPM Development Inc., made a presentation in favour of the proposal.

The Provincial Community Planning Branch provided its technical review, noting that the site is located in a high-potential aggregate deposit area, is already an impacted site with several previous quarry dispositions, and is zoned Rural Natural Area, where aggregate extraction is a

conditional use. The review identified no objections from provincial departments, subject to conditions.

Key departmental submissions included:

- Manitoba Agriculture: No concerns; supports extraction with eventual rehabilitation consistent with surrounding soil quality.
- Mines Branch: No objections and supports issuance of the conditional use.
- Water Rights Licensing (MECC): No concerns; applicant must contact the Branch if water use or dewatering is required.
- Transportation & Infrastructure (Highway Design): No objection; requires preliminary traffic projections (aggregate tonnage, truck counts, quarry life expectancy) and may require a Traffic Impact Study.
- Historic Resources Branch: Identified heritage concerns due to a known archaeological site on the quarter section and requires a Heritage Resource Impact Assessment (HRIA) as a condition of approval.

An email from Kevin Medeiros, Operations Manager, confirms he has no objections to the proposed operation, noting that hauling along 45E has been occurring regularly this year and that the proponent uses tandem trucks only.

An email from Chris Wilkins, Fire Chief, confirms he has no objections to the proposed operation.

Lorraine Eyre asked questions of the applicant.

No other members of the public made presentations regarding the proposal.

OUT OF HEARING - CU #13-25 - Existing Aggregate Operation - PPM Development Inc.

2025-460

Councillor Ingles

Councillor Stolwyk

BE IT RESOLVED THAT the Hearing for Conditional Use Order #13-25 be closed and that this meeting reconvene into regular session at 6:43 pm.

CARRIED

Conditional Use #17-25 - Detached Dwelling unit - Robert Hanbidge

2025-461

Councillor Normandeau

Councillor Sarrasin

BE IT RESOLVED THAT Council recess this regular meeting and go into public hearing for Conditional Use #17-25 to allow for a Detached Secondary Suite at 46147 Road 38E; NW 28-8-7E in an area zoned Agriculture Mixed-Use, at 6:43 pm.

CARRIED

The applicant, Robert Hanbidge, made a presentation in favour of the proposal.

An email from Kevin Medeiros, Operations Manager, confirms he has no objection to the proposed secondary suite, but notes that the extra concrete pieces placed at the end of the driveway are a hazard and need to be removed.

No other members of the public made presentations regarding the proposal.

OUT OF HEARING - CU #17-25 - Detached Dwelling unit - Robert Hanbidge

2025-462

Councillor Normandeau

Councillor Waczko

BE IT RESOLVED THAT the Hearing for Conditional Use #17-25 be closed and that this meeting reconvene into regular session at 6:47 pm.

CARRIED

Variation Order #14-25 - Bulk requirements for campground - Marc Media Inc.

2025-463

Councillor Stolwyk

Councillor Waczko

WHEREAS a Public Hearing for Variation Order #14-25, originally opened on November 12, 2025, at 10:00 a.m., was adjourned and reconvened on November 26, 2025, at 6:30 p.m.

BE IT RESOLVED that Council recess this regular meeting and reconvene the Public Hearing for Variation Order #14-25 to consider the following variations as a condition for the existing Seasonal Campground:

- a) To vary the minimum site width requirement from 400 feet to 183 feet;
- b) To vary the minimum front yard setback requirement from 125 feet to 0 feet for the existing pool shed;
- c) To vary the minimum east and west side yard setback requirements from 25 feet to 0 feet for travel trailers;
- d) To vary the minimum rear yard setback requirement from 25 feet to 0 feet for travel trailers;

at 45063 Dawson Road; NW 15-8-8E in an area zoned Rural Natural Area, at 6:48 pm.

CARRIED

Hearing Minutes - VO #14-25 - Bulk requirements for campground - Marc Media Inc.

The applicant, Joanne Bremaud, on behalf of Marc Media Inc. was not in attendance.

An email from Kevin Medeiros, Operations Manager, was received indicating he has no issues with the proposed application.

An email from TC Energy was received indicating no issues with the proposed application.

No presentations from members of the public were received.

OUT OF HEARING - VO #14-25 - Bulk requirements for campground - Marc Media Inc.

2025-464

Councillor Stolwyk

Councillor Sarrasin

BE IT RESOLVED THAT the Hearing for Variation Order #14-25 be closed and that this meeting reconvene into regular session at 6:52 pm.

CARRIED

Variation Order #15-25 - Bulk requirements - Mark Osika

2025-465

Councillor Eros

Councillor Waczko

BE IT RESOLVED THAT Council recess this regular meeting and go into public hearing for Variation Order #15-25 for the following variations to the bulk requirements:

- a) To vary the minimum site area from 2 acres to 0.48 acres; and
- b) To vary the minimum site width from 200 feet to 74.99 feet;

for the property located at 41 South East Drive; NW 16-8-8E, in an area zoned Residential Urban, at 6:53 pm.

CARRIED

The applicant, Mark Osika, was not in attendance.

No presentations from members of the public were received

OUT OF HEARING - VO #15-25 - Bulk requirements - Mark Osika

2025-466

Councillor Sarrasin

Councillor Stolwyk

BE IT RESOLVED THAT the Hearing for Variation Order #15-25 be closed and that this meeting reconvene into regular session at 6:54 pm.

CARRIED

Hearing Decision - CU #13-25 - Existing Aggregate Operation - PPM Development Inc.

2025-467

Councillor Sarrasin

Councillor Stolwyk

WHEREAS a Public Hearing was held for Conditional Use Order #13-25 to allow for an existing aggregate operation to extract aggregate materials at 43086 ROAD 45E; SE-09-08-08-E, in an area zoned Rural Natural Area;

BE IT RESOLVED that Conditional Use Order #13-25 be conditionally approved with the following conditions:

1. The applicant and property owner are required to enter into a Development Agreement with the Municipality, which will be registered on title, to address various items, including:
 - a) Providing a detailed site plan.
 - b) Implementing dust control measures.
 - c) Implementing noise control measures.
 - d) Designating a haul route.
 - e) Establishing hours of operation.
 - f) Prohibition of crushing onsite.
 - g) Onsite aggregate storage be limited to materials extracted from the same property only.
 - h) Preparation of a rehabilitation plan, including provision of a letter of credit for proposed rehabilitation works and an estimate of costs related to surface control and road maintenance, if required;
 - i) Ensuring adequate insurance coverage, including general and environmental liability.
 - j) Improvement of drainage if deemed necessary by the Municipality.
 - k) Exploration and development of aggregate resources, and the rehabilitation of all sites used in aggregate extraction, shall be undertaken in a manner that is environmentally safe, does not contaminate the groundwater, and is compatible with adjoining lands.
 - l) That the development agreement be reviewed after 15 years.
 - m) That the Applicant provide preliminary traffic projections, including aggregate tonnage, number of trucks and quarry life expectancy to Manitoba Transportation and Infrastructure to determine if a more detailed traffic impact study is required.
 - n) That the applicant be responsible for road maintenance and any required repairs resulting from haul route use, as determined by the Municipality.
2. That the applicant be responsible for implementing a Heritage Resource Protection Plan for the duration of the resource extraction activities on site and reporting any uncovered historic resources to the provincial department having jurisdiction.
3. That the applicant maintain a valid Water Rights License and a drainage plan, if required by the Provincial Drainage Licensing Branch;
4. That the aggregate fees be paid in accordance with the Municipality's Aggregate Fees By-Law.
5. That the required municipal Development Permit be obtained for the proposed use on the subject property.

CARRIED

Hearing Decision - CU #17-25 - Detached Dwelling unit - Robert Hanbidge

2025-468

Councillor Waczko

Councillor Stolwyk

WHEREAS a Public Hearing was held for Conditional Use #17-25 to allow for a Detached Secondary Suite at 46147 Road 38E; NW 28-8-7E in an area zoned Agriculture Mixed-Use;

BE IT RESOLVED THAT Council approves Conditional Use Order #17-25, under the following conditions:

1. The applicant is responsible for obtaining any required approvals or permissions from federal, provincial, and municipal authorities.

2. The driveway must be brought to the satisfaction of the Designated Officer, and any hazardous materials and/or concrete pieces placed at the end of the driveway must be removed.
3. The applicant is responsible for ensuring the secondary suite is situated and designed with a driveway that allows reasonable access for emergency vehicles and services.

CARRIED

Hearing Decision - VO #14-25 - Bulk requirements for campground - Marc Media Inc.

2025-469

Councillor Normandeau

Councillor Ingles

WHEREAS a Public Hearing was held for Variation Order #14-25 to vary the following bulk requirements as a condition for the existing Seasonal Campground:

- a) To vary the minimum site width requirement from 400 feet to 183 feet;
- b) To vary the minimum front yard setback requirement from 125 feet to 5 feet for the existing pool shed;
- c) To vary the minimum east and west side yard setback requirements from 25 feet to 5 feet for travel trailers; and
- d) To vary the minimum rear yard setback requirement from 25 feet to 5 feet for travel trailers;

at 45063 Dawson Road; NW 15-8-8E, in an area zoned Rural Natural Area;

BE IT RESOLVED that Variation Order #14-25 be approved, subject to the following conditions:

1. That, upon request of the Municipality, the developer construct a fence to the satisfaction of the Designated Officer.

CARRIED

Hearing Decision - VO #15-25 - Bulk requirements - Mark Osika

2025-470

Councillor Sarrasin

Councillor Stolwyk

WHEREAS a Public Hearing was held for Variation Order #15-25 for the following variations to support residential use:

- a) To vary the minimum site area from 2 acres to 0.48 acres; and
- b) To vary the minimum site width from 200 feet to 74.99 feet;

BE IT RESOLVED that Variation Order #15-25, permitting the above variations for residential use, be approved.

CARRIED

DELEGATION(S)

At 6:57 pm, Michaela Dueck, Executive Director of the Richer Daycare Centre and Dan Guetre, made a presentation to Council regarding the needs of the daycare and the possibility of expanding in the future.

NEW BUSINESS – Continued

2026 Recycling Services Proposals Received

Tabled

Manitoba Watersheds Conference

Received as information.

DEPARTMENT MANAGER REPORTS – None.

PLANNING & DEVELOPMENT

Adoption of Car Wash Development Policy

2025-471

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED THAT Council adopt the Car Wash Development Policy, as recommended under Committee of the Whole Resolution CotW-2025-50, and that this policy now be formally approved to guide the review and regulation of current and future car wash developments within the RM of Ste. Anne.

CARRIED

Subdivision #4175-25-9164 - Cheryl Boryskiewich & Jacqueline Girardin

2025-472

Councillor Sarrasin

Councillor Normandeau

WHEREAS Council has reviewed Subdivision File #4175-25-9164 to subdivide the existing 141.96-acre title (CT #1052164/1) located at SE ¼ 15-8-7 E, to create two (2) new 5-acre lots for residential/hobby farm use, leaving a 131.96-acre residual parcel, BE IT RESOLVED THAT Council approve Subdivision File #4175-25-9164, subject to the following conditions:

1. That the applicant obtain any necessary Variation Orders and pay the associated fees.
2. That the applicant provide both an electronic and hard copy of the Plan of Subdivision, prepared by a Manitoba Land Surveyor.
3. That the applicant provide a Building Location Certificate for the residual lot, prepared by a Manitoba Land Surveyor.
4. That any non-conforming uses or structures be brought into compliance with the RM of Ste. Anne Zoning By-law, to the satisfaction of the Designated Officer.
5. That the subdivision administrative fee of \$150.00 be paid in accordance with By-law No. 21-2023.
6. That a Capital Lot Levy of \$2,000.00 per parcel created be paid, totaling \$4,000.00.
7. That the applicant be advised it is their responsibility to ensure that vegetation clearing occurs outside the restricted activity period (April 15 to August 31) to protect nesting migratory birds, as noted by the Wildlife Branch.
8. That any encroachment be brought into compliance with the RM By-laws, to the satisfaction of the Designated Officer.
9. That \$2,040.14 dedication fee be paid to the Municipality in lieu of public reserve, in accordance with Section 136(1) of The Planning Act and Policy #03-ADMIN. Should design plans change, the allocation between cash and lands may be revised, provided that the 10% allocation for public reserve purposes is met under this Policy.
10. That any engineered and/or legal documents related to this subdivision may be subject to review by the municipal engineer and/or solicitor.
11. That all costs, including legal, surveying, and engineering costs incurred by the Municipality related to this subdivision, be borne by the applicant.

CARRIED

Subdivision #4175-25-9162 - Levi Goetz

2025-473

Councillor Eros

Councillor Stolwyk

WHEREAS Council has reviewed Subdivision File #4175-25-9162 to subdivide the existing 73.58-acre title (CT #2319326/1) located at SE ¼ 5-7-7 EPM, to separate the existing mobile home park (Proposed Lot 1 – 27.49 acres) containing six (6) mobile homes from the old quarry site (Proposed Lot 2 – 46.09 acres) located along the Manning Canal, within an area zoned Agricultural Mixed-Use (AM);

BE IT RESOLVED THAT Council approve Subdivision File #4175-25-9162, subject to the following conditions:

1. That the development agreement be registered on title for the property, including all applicable requirements, and that it address the following:
 - a. Any new permanent or non permanent structures be constructed a minimum of 1.5 m (5 feet) above ordinary high-water Level with a 30.5 m (100-foot) setback from the top of the waterway embankment, as recommended by Manitoba

Transportation and Infrastructure, and to the satisfaction of the designated officer.

- b. Any new development may require rezoning and/or redesignation, as determined by the Municipality.
2. That the applicant provide both electronic and hard copies of the Plan of Subdivision, prepared by a Manitoba Land Surveyor, to the satisfaction of the Municipality and Manitoba Land Titles.
3. That the applicant submit an Ordinary High Water Mark survey prepared by a Manitoba Land Surveyor;
4. That a Building Location Certificate for the proposed lot 1 parcel be provided, prepared by a Manitoba Land Surveyor, to verify existing development.
5. That any non-conforming uses or structures on the site be brought into compliance with the RM of Ste. Anne Zoning By-law, to the satisfaction of the Designated Officer.
6. That the applicant obtain any necessary Variation Orders to ensure compliance with the RM of Ste. Anne Zoning By-law, and pay the associated fees.
7. That the subdivision administrative fee of \$375.00 be paid in accordance with By-law No. 21-2023.
8. That a Capital Lot Levy of \$2,000.00 per new parcel be paid, totaling \$2,000.00.
9. That any engineered and/or legal documents related to this subdivision may be subject to review by the municipal engineer and/or solicitor.
10. That all costs, including legal, surveying, and engineering costs incurred by the Municipality related to this subdivision, be borne by the applicant.

CARRIED

RM of Hanover - Zoning By law #2591-25

Received as information.

RM of Hanover - Conditional Use PLCU25028 and Variance PLVO25079

Received as information.

Development Agreement - Subdivision #4175-25-9089 - Jenise Penner

2025-474

Councillor Sarrasin

Councillor Ingles

WHEREAS Council has reviewed Subdivision #4175-25-9089, which proposes to subdivide the farmstead (Lot 1, 8 acres) from CT 2335962/1 and consolidate the residual lands with CT 3147372/1, resulting in an agricultural parcel of ±93.26 acres, located at 44102 and 44142 Municipal Road 32E, in NE ¼ 17-8-6 EPM, zoned "A" Agriculture, which was conditionally approved by Resolution #2025-436;

WHEREAS one of the conditions of approval requires the property owner to enter into a Development Agreement with the Municipality addressing the geotechnical report requirements;

WHEREAS the Development Agreement has been drafted in accordance with the conditions of approval and have been signed by the Developer;

BE IT RESOLVED that the Development Agreement for Subdivision #4175-25-9089 be approved as presented;

BE IT FURTHER RESOLVED that the Reeve and Chief Administrative Officer be authorized to sign both agreements on behalf of the Municipality.

CARRIED

CONSENT AGENDA

2025-475

Councillor Normandeau

Councillor Stolwyk

BE IT RESOLVED THAT the consent agenda consisting of the following 7 items be adopted as circulated:

AMM - Various Correspondence

FCM - Various Correspondence

Various News Articles

Remembrance Day

Heartfelt Lunch
SRRWD Meeting Minutes
ERMC Membership Benefits Letter

CARRIED

IN CAMERA

2025-476
Councillor Sarrasin
Councillor Normandeau
BE IT RESOLVED THAT Council recess in order to meet as a Committee of the Whole, In Camera, at 8:00 pm to discuss By-law Enforcement Matters and Legal Matters under Section 152(3) of *The Municipal Act*.

CARRIED

Councillor Stolwyk left the meeting between 8:00 pm and 8:06 pm.

OUT OF CAMERA

2025-477
Councillor Ingles
Councillor Waczko
BE IT RESOLVED THAT this meeting reconvene into regular session at 8:25 pm, and that all information discussed In Camera be kept in confidence until the matter is discussed at a public meeting of Council or Committee.

CARRIED

ADJOURNMENT

2025-478
Councillor Sarrasin
Councillor Normandeau
BE IT RESOLVED THAT this regular meeting be adjourned at 8:30 pm.

NEXT MEETING(s)	
Regular Day Meeting	December 10, 2025 @ 9:00 am
Regular Evening Meeting	January 14, 2025 @ 6:00 pm

Richard Pelletier
Reeve

Shelley Jensen, CMMA
Chief Administrative Officer