

DISTRICT OF CHETWYND

Minutes of the Regular Council Meeting

Date: December 19, 2011
Time: 4:30 p.m.
Location: Council Chambers

Present: Mayor Nichols
Coun. Brownlee
Coun. Galbraith
Coun. Harris
Coun. Nicholson
Coun. Pfanner
Coun. Weisgerber

D. Fleming, Chief Administrative Officer
J. Disher, Director of Corporate Administration
W. Caldwell, Director of Financial Administration
R. Crisfield, Director of Engineering & Public Works
R. Rusjan, Director of Parks & Recreation
L. Howes, Deputy Director of Corporate Administration

Absent: Nil

Press: Naomi Larsen, Chetwynd Echo

Public: Gord Simmons, Simmons Enterprises
Laurie Pfanner
Leah Pfanner
Brenda Maisey

1. **Call to Order** Mayor Nichols called the meeting to order at 4:30 p.m. and a blessing was invoked on the proceedings.
2. **Oath of Office –
Coun. Elect
Ernest Pfanner** J. Disher, Director of Corporate Administration, administered the Oath of Office to Councillor Elect Pfanner. Councillor Pfanner took his chair.
3. **Adoption of
Agenda** MOVED by Coun. Brownlee, SECONDED by Coun. Pfanner

THAT the Regular Council Meeting Agenda for December 19, 2011 be adopted as circulated.

CARRIED

4. Minutes

4 (a) MOVED by Coun. Nicholson, SECONDED by Coun. Brownlee
Minutes of the
Regular Council Meeting THAT the minutes of the Regular Council Meeting held on November 21, 2011 be adopted as circulated.

CARRIED

4 (b) MOVED by Coun. Harris, SECONDED by Coun. Weisgerber
Minutes of the
Inaugural Council Meeting THAT the minutes of the Inaugural Council Meeting held on December 6, 2011 be adopted as circulated.

CARRIED

4 (c) MOVED by Coun. Brownlee, SECONDED by Coun. Pfanner
Minutes of the
Land Sale Auction THAT the minutes of the Land Sale Auction held on November 28, 2011 be adopted as circulated.

CARRIED

5. Delegations and/or Presentations

Nil

6. Bylaws

6 (a) CAO Fleming advised that the connector routing is already included in the
***0282/12/11 Official Community Plan (and was also in previous OCP's). The amendment
Bylaw No. bylaw is referring to the realignment of the road. It was noted that giving the
945, 2011 bylaw third reading does not preclude further amendment, i.e. greenspace allowance.

MOVED by Coun. Harris, SECONDED by Coun. Weisgerber

THAT Bylaw No. 945, 2011 cited as the "District of Chetwynd Official Community Plan Amendment Bylaw No. 945, 2011 (Industrial Park Roadway Alignment)" be given third reading.

CARRIED***

6 (b)
***0283/12/11

MOVED by Coun. Nicholson, SECONDED by Coun. Harris

Bylaw No.
956, 2011

THAT Bylaw No. 956, 2011 cited as the “District of Chetwynd Official Community Plan Amendment Bylaw No. 956, 2011 (Development Permit Guidelines)” be given third reading.

CARRIED***

7. Council Committee Reports

7 (a)
Regional District
Report
0400.70.02

Former Mayor Saugstad submitted the following written Regional District Report, dated November 24, 2011:

“Regular Meeting”

Directors Caton, Lantz, White, Clark and Saugstad last Regular Board meeting

C-7, 8 and 9

PRRD support for Northern Development Initiative Trust application for Big Bam Ski Hill (community grant for rebuilding ski hill at Taylor), Whiskey Jack Nordic Ski Club (community grant for ski trail expansion at Beatton Provincial Park) and Kwadacha First Nation (feasibility study for biomass energy plant at Fort Ware).

R-4

Approve application for a campground (Hall) at Beryl Prairie to proceed to the Agriculture Land Commission.

R-2/5

Deny application for a worker camp (Haagsman) at Beryl Prairie to proceed to the Agriculture Land Commission. Saugstad and Bernier voted to allow camp for safety of worker transport reasons (camp was constructed without proper authorization).

R-7

Resolution to send a letter to Federal government stating that the PRRD does not support the prohibition of the export of horses (and horse meat) for slaughter and human consumption.

R-8

Support for community recreation grant program for Chetwynd Recreation Centre (Right in; Right Out Access), Whiskey Jack Nordic Ski Club (ski trail expansion) and Kwadacha First Nation (Fort Ware Ice Rink Project).

B-7

1st and 2nd reading for Building Bylaw No 1956 2011 (increase in area where building permits apply). Will require hiring of an additional inspector. New bylaw will be advertised.

Notice of Motion Resolution to send a letter to Provincial Government requesting that BC Utilities Commission (BCUC) oversight be added back into Clean Energy Act. Opposed by Saugstad and Bernier for reasons that an elected government has the right to make decisions that should not be overturned by an appointed body.”

MOVED by Coun. Galbraith, SECONDED by Coun. Weisgerber

THAT Former Mayor Saugstad’s written Peace River Regional District report, dated November 24, 2011, be received.

CARRIED

***0284/12/11
BCUC Oversight
– *Clean Energy Act*

Council directed staff to prepare a report for the next Regular Council Meeting regarding a resolution to the Provincial Government requesting that the BC Utilities Commission be added back into the *Clean Energy Act*.***

7 (b)
Mayor’s Reports
0550.04

Former Mayor Saugstad submitted the following written report, dated December 6, 2011:

- “Nov. 24 Attend Peace River Regional District meeting in Dawson Creek
- Nov. 27 Attend life celebration of Councillor Joanne Roberts
- Dec. 5 Attend the Little Prairie Community Forest License Award celebration at the Chetwynd Recreation Centre
- Dec. 5 Attend meeting with Xstrata regarding future coal developments on their properties in the area.

Highlights

- Attend Little Prairie Community Forest (LPCF) License signing ceremony at Chetwynd Recreation Centre with Chief Willson (West Moberly First Nations), Councillor Teena Demeulemeester (Saulteau First Nations) and Dale Morgan (Regional Executive Director, Northeast Division, Ministry of Forests, Lands and Natural Resource Operations). Although the LPCF was almost nine years in the making, the rewards will be worth the wait. It is my expectations that the LPCF will bring our three communities much closer together in terms of working together on a whole range of issues, and the profits will be returned to our communities to help with our health, recreation and social programs.

- Congratulations and welcome to Mayor Merlin Nichols and Councillors Alec Brownlee, Rochelle Galbraith, Don Harris, Bob Nicholson, Ernest Pfanner and Laura Weisgerber. Enjoy your time.
- Thanks to Councillors Brenda Maisey, Merlin Nichols, Bob Nicholson, Laverne Norris and Kathy Weaver. I enjoyed working with you and valued your contributions. Thanks for keeping the interests of Chetwynd at the forefront. To Brenda, Laverne and Kathy, enjoy your new lives.
- And, although definitely not a highlight, I wish to recognize the passing of Councillor Joanne Roberts, and despite the newspaper headlines that stated otherwise, Joanne was a sitting member of our Council at the time of her passing. We won't forget you and thanks to all that you did to try and make Chetwynd a better and more enjoyable place to live."

Mayor Nichols submitted the following written report dated December 19, 2011:

- "The time since the Inaugural Meeting has been occupied mainly by getting acquainted with the details of the office.
- December 12: met for a couple hours with staff of the water plant. It is a fascinating place and all of you should tour it sooner than later.
- December 14: With Council, met with Canfor senior executives.
- December 15: Chamber luncheon.

Highlights: Two things stand out.

- The water plant is one of the crucial pieces of our infrastructure. The staff are knowledgeable and dedicated to ensuring the delivery of an adequate supply of safe water.
- The Canfor executives gave an overview of Canfor's commitment to Chetwynd, prospects for increasing sales in Asia, the fibre supply, and the problem of attracting workers because of the housing shortage in Chetwynd. I was pleased that the CEO is open to some form of collaboration with other industry to increase the supply of housing."

MOVED by Coun. Harris, SECONDED by Coun. Galbraith

THAT Former Mayor Saugstad's written Mayor's Report, dated December 6, 2011, and Mayor Nichols written Mayor's Report, dated December 19, 2011, be received.

CARRIED

8. Correspondence – Discussion

8 (a) MOVED by Coun. Galbraith, SECONDED by Coun. Harris

***0285/12/11

Maureen Lillico
– Street Names
5450.01

THAT the letter from Maureen Lillico, received November 21, 2011, re: Concerns with Street Names and Locations in Chetwynd, be received; and

THAT staff be directed to prepare a report for Council regarding Maureen Lillico's concerns with street names and locations in Chetwynd.

CARRIED***

8 (b) MOVED by Coun. Nicholson, SECONDED by Coun. Harris

***0286/12/11

Chetwynd
Gospel
Tabernacle –
Request for Use
of Room
0530.20.01

THAT the letter from the Chetwynd Gospel Tabernacle, dated November 21, 2011, re: Prayer Canada Weekly Hour of Prayer – Request for Use of Room at District Office, be received; and

THAT Council authorize the use of the District Office Committee Room by the Chetwynd Gospel Tabernacle for one hour at noon once per month to conduct a Drop-in Prayer Session.

CARRIED***

8 (c) MOVED by Coun. Nicholson, SECONDED by Coun. Brownlee

***0287/12/11

LGLA 2012
Elected Officials
Training
Seminars
0390.20.01

THAT the information from the Local Government Leadership Academy (LGLA), undated, re: 2012 Elected Officials Training Seminars, be received; and

THAT all members of Council be authorized to attend a 2012 Local Government Leadership Academy (LGLA) Elected Officials Training Seminar in either Richmond, BC on January 11 – 13, 2012 or in Prince George, BC on February 28 – March 1, 2012.

CARRIED***

8 (d) MOVED by Coun. Nicholson, SECONDED by Coun. Harris
***0288/12/11
High on Ice Festival – Mayor’s Ice Carving Challenge
0400.60.03

THAT the letter from the City of Fort St. John, dated December 8, 2011, re: Challenge to Compete in the High on Ice Festival – Mayor’s Ice Carving Challenge, January 14, 2012, be received; and

THAT Mayor Nichols or an alternate be authorized to attend the High on Ice Festival Mayor’s Ice Carving Challenge in Fort St. John, BC on January 14, 2012.

CARRIED***

8 (e) MOVED by Coun. Pfanner, SECONDED by Coun. Harris
***0289/12/11
BC Hydro Smart Meter Presentation
0510.20.01

THAT the email from BC Hydro, dated December 13, 2011, re: BC Hydro Smart Meter Presentation in Chetwynd, be received; and

THAT Council members advise if they wish to attend the BC Hydro Smart Meter Presentation with the Chetwynd Chamber of Commerce on January 16, 2012 from 10:00 to 11:00 a.m. or if they wish to schedule a separate session with BC Hydro on January 16, 2012 from 8:30 to 9:30 a.m.

CARRIED***

8 (f) MOVED by Coun. Brownlee, SECONDED by Coun. Pfanner
***0290/12/11
Yvonne Elden – Closing of CCAC
0230.50.25

THAT the card & letter from Yvonne Elden, dated November 29, 2011, re: Closing of Chetwynd Community Arts Council, be received; and

THAT a letter and gift be sent to Yvonne Elden in recognition of her many years of service as President of the Chetwynd Community Arts Council.

CARRIED***

9. Correspondence – Information

9 (a) MOVED by Coun. Nicholson, SECONDED by Brownlee
MoF
Community Forest Announcement
6240.20.06

THAT the news release from the Ministry of Forests, Lands and Natural Resource Operations, dated December 5, 2011, re: Chetwynd and First Nations to Manage Local Forests, be received for information; and

9 (b) THAT the letter from the Ministry of Transportation & Infrastructure, dated
MoTI – Hydro December 1, 2011, re: Hydro Cost Share, be received for information; and
Cost Share
0400.20.23

9 (c) THAT the letter from Gas Tax /Public Transit Management Services, dated
Gas Tax November 28, 2011, re: Gas Tax Agreement Community Works Fund
Agreement / Payment, be received for information; and
Community
Works Fund
Payment
2240.20.48

9 (d) THAT the letter from Sander Rose Bone Grindle, Chartered Accountants,
2011 Audit dated November 16, 2011, re: 2011 Audit Procedure, be received for
1680.20 information.

CARRIED

9 (e) MOVED by Coun. Galbraith, SECONDED by Coun. Brownlee
PRRD – Search
& Rescue THAT the letter from the Peace River Regional District, dated November 24,
Funding 2011, re: Search & Rescue Funding – Supplemental Funds, be received for
0400.70.02 information.

CARRIED

9 (f) MOVED by Coun. Nicholson, SECONDED by Brownlee
MP Zimmer -
Election THAT the letter from Bob Zimmer, MP – Prince George/Peace River, dated
Congratulations November 21, 2011, re: Election – Congratulatory Message, be received for
0400.40.04 information; and

9 (g) THAT the letter from Christy Clark, Premier of BC, dated November 25,
Premier Clark – 2011, re: Election – Congratulatory Message, be received for information; and
Election
Congratulations
0400.20.02

9 (h) THAT the letter from Blair Lekstrom, MLA – Peace River South, dated
MLA Lekstrom November 24, 2011, re: Election – Congratulatory Message, be received for
– Election information; and
Congratulations
0400.20.03

- 9 (i) THAT the letter from Donna Barnett, MLA – Cariboo Chilcotin, dated November 29, 2011, re: Election – Congratulatory Message, be received for information; and
MLA Barnett –
Election
Congratulatory
0400.20.04
- 9 (j) THAT the letter from the Royal Canadian Mounted Police, North District Office, dated November 21, 2011, re: Election – Congratulatory Message, be received for information; and
RCMP –
Election
Congratulatory
7500.01
- 9 (k) THAT the card from the Northern Development Initiative Trust, received December 2, 2011, re: Election – Congratulatory Message, be received for information; and
NDIT – Election
Congratulatory
0360.20.11
- 9 (l) THAT the letter from the University of British Columbia, dated December 1, 2011, re: Election – Congratulatory Message, be received for information; and
UBC – Election
Congratulatory
0400.90.01
- 9 (m) THAT the card from the University of Northern British Columbia, dated December 5, 2011, re: Election – Congratulatory Message, be received for information; and
UNBC –
Election
Congratulatory
0400.90.02
- 9 (n) THAT the letter from the Northern British Columbia Tourism Association, dated December 7, 2011, re: Election – Congratulatory Message, be received for information; and
NBCTA –
Election
Congratulatory
0230.40.04
- 9 (o) THAT the letter from the District of Mackenzie, dated November 23, 2011, re: Election – Congratulatory Message, be received for information; and
Mackenzie –
Election
Congratulatory
0400.60.01
- 9 (p) THAT the letter from Enbridge Northern Gateway Pipelines, dated November 21, 2011, re: Election – Congratulatory Message, be received for information; and
Enbridge –
Election
Congratulatory
6850.50.06

- 9 (q) THAT the letter from Canadian Forest Products Ltd., dated November 22, 2011, re: Election – Congratulatory Message, be received for information; and
Canfor –
Election
Congratulatory
0510.20.13
- 9 (r) THAT the letter from the British Columbia Trucking Association, dated November 28, 2011, re: Election – Congratulatory Message and Information on the Association, be received for information; and
BCTA –
Election
Congratulatory
& Information
0230.30.01
- 9 (s) THAT the letter from the Minister of Citizenship, Immigration and Multiculturalism, received December 5, 2011, re: Paul Yuzyk Award for Multiculturalism, be received for information; and
Paul Yuzyk
Award for
Multiculturalism
0400.40.01
- 9 (t) THAT the email from the Chetwynd Chamber of Commerce, dated November 30, 2011, re: Report from MP Bob Zimmer, be received for information; and
Report from MP
Bob Zimmer
0400.40.04
- 9 (u) THAT the letter from the Ministry of Health, dated November 10, 2011, re: Age-friendly British Columbia – Resource Package, be received for information; and
MoH – Age-
friendly BC
Resource
Package
5000.20.01
- 9 (v) THAT the News Release from Northern Health, dated December 5, 2011, re: NH Board Continues Focus on Quality, Integrated Services for Northerners, be received for information; and
NH – News
Release
0400.100.03
- 9 (w) THAT the email from the Federation of Canadian Municipalities, dated December 9, 2011, re: FCM News – Week of December 5, be received for information; and
FCM –
Newsletter
0230.20.02

- 9 (x) UBCM – Executive Release 0230.30.02 THAT the email from the Union of British Columbia Municipalities, dated December 13, 2011, re: UBCM Executive Release – Highlights of the November 24-25 Executive Meeting, be received for information; and
- 9 (y) UBCM – RCMP Contract Negotiations 0230.30.02 THAT the email from the Union of British Columbia Municipalities, dated December 8, 2011, re: Update – RCMP Contract Negotiations, be received for information; and
- 9 (z) UBCM – Executive Vacancies 0230.30.02 THAT the email from the Union of British Columbia Municipalities, dated December 1, 2011, re: Notification of Vacancies on UBCM Executive, be received for information; and
- 9 (aa) UBCM – Auditor General Bill 0230.30.02 THAT the email from the Union of British Columbia Municipalities, dated November 24, 2011, re: *Auditor General for Local Government Act* (Bill 20, 2011) Introduced, be received for information; and
- 9 (bb) UBCM – ALR Legislative & Policy Update 0230.30.02 THAT the email from the Union of British Columbia Municipalities, dated November 18, 2011, re: Agricultural Land Reserve – Legislative & Policy Update, be received for information; and
- 9 (cc) NCLGA – Newsletter 0230.40.03 THAT the email from the North Central Local Government Association, dated December 5, 2011, re: NCLGA Connector Newsletter, Issue No. 102, December 2011, be received for information; and
- 9 (dd) Northern Gateway JRP Hearing Schedule 6850.50.06 THAT the email from the North Central Local Government Association, dated December 7, 2011, re: Northern Gateway Joint Review Panel Hearings Schedule Set, be received for information; and

- 9 (ee) PRRD – Inaugural Meeting
0400.70.02 THAT the news release from the Peace River Regional District, dated December 9, 2011, re: PRRD Swears in New Board of Directors at Inaugural Meeting on December 9, 2011, be received for information; and
- 9 (ff) PRRD Board Meeting Newsletters
0400.70.02 THAT the newsletters from the Peace River Regional District, dated November 10 & 24 and December 9, 2011, re: Board Meeting Highlights, be received for information; and
- 9 (gg) CILA FactsFAX Newsletters
6850.20.01 THAT the newsletters from the Central Interior Logging Association, dated December 2 & 9, 2011, re: FactsFAX – Weekly Harvesting Industry Update, Issues #636 & #637, be received for information; and
- 9 (hh) Mayors for Peace – News Flash
0400.50.03 THAT the email from the Mayors for Peace Secretariat, dated November 29, 2011, re: Mayors for Peace News Flash No. 23, November 2011, be received for information; and
- 9 (ii) Safe Schools & Communities – Website
0230.30.01 THAT the email from the BC Centre for Safe Schools & Communities, dated November 30, 2011, re: Redesigned www.mindcheck.ca Website – Provincial Resource, be received for information; and
- 9 (jj) WCOWMA – Board of Directors
0230.30.01 THAT the letter from the Western Canada Onsite Wastewater Management Association, dated November 30, 2011, re: 2011 Board of Directors, be received for information; and
- 9 (kk) SFU – Newsletter
0400.90.01 THAT the email from Simon Fraser University, dated December 5, 2011, re: News from Dialogue and Community Education at SFU, be received for information; and
- 9 (ll) Esso – Imperial Oil Fact Book
6850.50.01 THAT the letter from Esso – Imperial Oil, received November 21, 2011, re: Company Fact Book, be received for information; and

9 (mm) THAT the email from BC Hydro, dated December 1, 2011, re: W.A.C. Bennett Dam and G.M. Shrum Generating Station – Projects Update, Fall 2011, be received for information; and
BC Hydro –
Projects Update
0510.20.01

9 (nn) THAT the email from Canfor Corporation, dated December 5, 2011, re: Press Release – Permanent Closure of Rustad and Tackama Operations, be received for information.
Canfor – Press
Release
0510.20.13

CARRIED

10. Correspondence – Information Items

Information MOVED by Coun. Nicholson, SECONDED by Coun. Pfanner
Items I-1 – I-93
0570.02 THAT Information Items I-1 to I-93 be received for information.

CARRIED

11. Reports – Discussion

11 (a) MOVED by Coun. Harris, SECONDED by Coun. Weisgerber
***0291/12/11

THAT the following committees be formally appointed:

Community Improvements	Coun. Rochelle Galbraith Coun. Don Harris (Chair) Coun. Ernest Pfanner
Finance Strategy	Mayor Merlin Nichols Coun. Alec Brownlee Coun. Rochelle Galbraith Coun. Don Harris Coun. Bob Nicholson (Chair) Coun. Ernest Pfanner Coun. Laura Weisgerber
Health Services	Coun. Rochelle Galbraith Coun. Ernest Pfanner (Chair) Coun. Laura Weisgerber
Public Works Committee	Coun. Alec Brownlee (Chair) Coun. Don Harris Coun. Laura Weisgerber
Water & Sewer Task Group	Coun. Rochelle Galbraith Coun. Bob Nicholson Coun. Laura Weisgerber (Chair)

Economic Development Commission	Mayor Merlin Nichols Coun. Ernest Pfanner Coun. Laura Weisgerber
Civic Properties Commission	Mayor Merlin Nichols Coun. Don Harris Coun. Ernest Pfanner
Municipal Insurance Authority	Coun. Laura Weisgerber Coun. Bob Nicholson (Alternate)
South Peace EDC	Mayor Merlin Nichols Coun. Alec Brownlee (Alternate)
Chetwynd Chamber of Commerce/ Tourism	Coun. Laura Weisgerber
Chetwynd Communications Society Enbridge	Coun. Bob Nicholson Coun. Rochelle Galbraith Coun. Laura Weisgerber (Alternate)
Fire Department	Coun. Ernest Pfanner
Heritage/Museum	Coun. Bob Nicholson
Library	Coun. Rochelle Galbraith
Measuring Up the North (MUTN)	Coun. Coun. Ernest Pfanner
Pine Valley Seniors	Coun. Don Harris
PVEP	Coun. Don Harris
RCMP	Coun. Alec Brownlee
Chetwynd Seniors' Housing Society	Coun. Rochelle Galbraith
Sukunka Group	Coun. Ernest Pfanner; and

THAT the following Council members be appointed Deputy Mayor for the designated periods of 2012:

Coun. Alec Brownlee	January/September
Coun. Rochelle Galbraith	February/August
Coun. Don Harris	March/July
Coun. Bob Nicholson	April/October
Coun. Ernest Pfanner	May/November
Coun. Laura Weisgerber	June/December.

CARRIED***

11 (b)
***0292/12/11
Council Meeting
Schedule
(January 2012)
0550.02

MOVED by Coun. Nicholson, SECONDED by Coun. Brownlee

THAT the report dated December 7, 2011, re: Council Meeting Schedule (January 2012), be received; and

THAT the Regular Council meeting for the month of January 2012 be revised to hold one meeting on January 16, 2012; and

THAT any additional required meetings be at the call of the Chair.

CARRIED***

11 (c)
***0293/12/11
2012 Schedule
of Council
Meetings
0550.02

MOVED by Coun. Pfanner, SECONDED by Coun. Harris

THAT the report dated December 7, 2011, re: 2012 Schedule of Council Meetings, be received; and

THAT the 2012 Regular Council meetings be held in the Council Chambers, at 4:30 p.m., on the following dates:

January 16	June 18
February 6	July 16
February 20	August 13
March 5	September 4
March 19	September 17
April 2	October 1
April 16	October 15
May 7	November 5
May 21	November 19
June 4	December 3
	December 17; and

THAT the 2012 Council Meeting Schedule be made available to the public by posting a copy at the municipal office.

CARRIED***

12. Reports – Information

12 (a) MOVED by Coun. Brownlee, SECONDED by Coun. Nicholson
Accounts
Payable Month THAT the report dated December 1, 2011, re: Accounts Payable Month End
End Cheque List Cheque List, be received for information; and
1630.01

 THAT the cheque register for the month of November, 2011 totaling
 \$690,345.74 be received.

CARRIED

13. New Business

Nil

14. Question/Answer Period

Brenda Maisey expressed concerns regarding the granting of the use of a room at the District Office to the Chetwynd Gospel Tabernacle for prayer, noting that she believes the separation of church and state is highly important and that she does not agree with the use of this facility for this purpose.

15. Adjournment

MOVED by Coun. Nicholson, SECONDED by Coun. Pfanner

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 4:57 p.m.

Jannene Disher
Director of Corporate Administration

Merlin Nichols
Mayor

Certified a true and correct copy of the Minutes of the Regular Council Meeting held on December 19, 2011 in the Council Chambers.

Jannene Disher
Director of Corporate Administration