

The regular meeting of Council of the Municipal District of Wainwright No. 61 was held in the Municipal Administration Building, Wainwright, Alberta on Tuesday, April 16th, 2019 commencing at 9:00 a.m.

Present: Reeve Bob Barss, Councillors Ted Wilkinson, Ryley Andersen, Phil Valleau, Bruce Cummins, Bill Lawson and Oscar Buck. Staff present: Municipal Administrator Kelly Buchinski, Assistant Municipal Administrator Bonnie Milton, General Administration Clerk Lacey Zelenika and from the Star News Zak McLachlan (9:17 a.m. to 11:31 a.m.).

CALL TO ORDER

The Reeve called the meeting to order at 9:00 a.m.

Reeve Barss in the Chair.

This is the official record for the proceedings.

117.19 Moved by Clr. Lawson that the agenda be adopted as presented.
CARRIED

118.19 Moved by Clr. Buck that the following items be added to the agenda:

Added:

Public Works, Transportation, Utilities & Safety

t. RFD – 2019 Road Oil Supply

u. Village of Irma – Request for Assistance for Road Consulting

v. Dennis Killoran – Drainage Issue Discussion

Administration & Taxation

j. Change Budget Meeting Date

Protection to Persons and Property

a. RFD – Mutual Aid Fire Control Agreement and Plan

CARRIED UNANIMOUSLY

119.19 Moved by Clr. Valleau that the minutes of the Council Meeting held March 15th, 2019 be adopted as presented. CARRIED

NEW BUSINESS

Agriculture Service Board

Agricultural Fieldman, James Schwindt and Assistant Agricultural Fieldman, Tanis Ponath attended the meeting from 9:03 a.m. to 9:06 a.m. and reported to Council on the activities of the Agricultural Services Department for the past month.

120.19 Moved by Clr. Andersen that the Municipal District of Wainwright No. 61 approve the Agricultural Fieldman's report as presented. CARRIED

A Request for Decision form was submitted by the Agricultural Fieldman requesting approval for the 2019 Herbicide purchase.

121.19 Moved by Clr. Buck that the Municipal District of Wainwright No. 61 authorize the Agricultural Fieldman to purchase the 2019 Herbicide order for an approximate cost of \$247,179.40 plus applicable taxes.
CARRIED

Public Works, Transportation, Utilities & Safety

The Director of Safety, Ray Morrison and the Director of Road Construction, Mark Greibrok attended the meeting from 9:07 a.m. to 11:12 a.m. and the Director of Transportation, Preston Iverson attended the meeting from 9:11 a.m. to 11:12 a.m. and reported on the activities of their departments for the past month, including the year to date Gravel per Division Report.

122.19 Moved by Clr. Andersen that the Municipal District of Wainwright No. 61 approve the Director of Transportation report as presented. CARRIED

123.19 Moved by Clr. Wilkinson that the Municipal District of Wainwright No. 61 approve the Director of Safety report as presented. CARRIED

124.19 Moved by Clr. Lawson that the Municipal District of Wainwright No. 61 approve the Director of Road Construction report as presented. CARRIED

A Request for Decision form was submitted by the Director of Transportation regarding a request from the Village of Irma for the Municipal District of Wainwright No. 61 to install one streetlight along 53rd Avenue into the M.D. boundary by the Irma Golf Course. No Action

A Request for Decision form was submitted by the Director of Transportation requesting authorization from Council to advertise a Request for Proposal for capital purchases.

125.19 Moved by Clr. Lawson that the Municipal District of Wainwright No. 61 authorize the Director of Transportation to proceed with advertising a Request for Proposal for a Wheel Loader (used), Division 6 Grader with a trade in of 772GP Grader S/N 1DW772GPVEF659379, Broom Attachment for the JD Skid Steer to be on a 50% cost share with the Wainwright Rural Recreation Board and a Construction Tractor with a trade in of New Holland Tractor TV145 S/N RVS023724 for an estimated total net purchase cost of \$575,000.00 plus applicable taxes. CARRIED

A Request for Decision form was submitted by the Director of Transportation requesting that the Municipal District of Wainwright No. 61 implement a three year plan for bridges and proceed with Bridge Inspections.

126.19 Moved by Clr. Cummins that the Municipal District of Wainwright No. 61 authorize the Director of Transportation to proceed with implementing a three year plan for bridges for an approximate cost of \$6,500.00 plus applicable taxes and proceed with Bridge Inspections. CARRIED

A Request for Decision form was submitted by the Municipal Accountant in regard to increasing the monthly utility rates for the Hamlets of Fabyan and Greenshields as follows:

- August 1, 2019 – Water \$40.00 to \$50.00 per month & Sewer \$20.00 to \$25.00 per month (increase of \$15.00 per month)

127.19 Moved by Clr. Valleau that the Municipal District of Wainwright No. 61 be authorized to proceed with the increase of \$15.00 per month to the water and sewer rates for the Hamlets of Fabyan and Greenshields effective August 1st, 2019 and that Bylaw No. 1581 be replaced with a new Bylaw showing the adjustments accordingly and forward a courtesy letter to the ratepayers impacted immediately. CARRIED

128.19 Moved by Clr. Cummins that the Municipal District of Wainwright No. 61 approve the 2019 proposed cement, oil, gravelock and chip seal map as presented. CARRIED

129.19 Moved by Clr. Andersen that the Municipal District of Wainwright No. 61 approve the 2019 construction map as presented and attached to these minutes and furthermore that the special project S ½ 25 & 30-44-3 W4M in Division 2 be moved to the 2020 Construction season. CARRIED

130.19 Moved by Clr. Wilkinson that the 2020 Proposed Road Construction Councillors Request Forms – Schedule CLR1 Amended be approved as follows and appropriate permits be obtained:

Division 2	<ul style="list-style-type: none"> • RR 35 between 443.75 and 443.5: NW 20-44-3 W4M (¼ mile) • Special Project – Twp Rd. 444 between Sec. Hwy 894 and RR 35: S ½ 25 & SW 30-44-3 W4M (1.5 miles) • RR 40 between Twp Rd. 443.75 & 443.25: NW 19-44-3 W4M (½ mile)
Division 3	<ul style="list-style-type: none"> • RR 21 between Twp Rd. 450.5 (Hwy 14) and 453: NW 1-45-2 W4M, W ½ 12-45-2 W4M, W ½ 13-45-2 W4M, SW 24-45-2 W4M (2 ¾ miles) • Twp Rd. 452 between RR 25 and 31: N ½ 7 & N ½ 12-45-2 W4M (2 miles) • RR 40 between Twp Rd. 453 and 454: W ½ 19-45-4 W4M (1 mile)
Division 4	<ul style="list-style-type: none"> • Twp Rd 444 between RR 60 and 61: N ½ 24-44-6 W4M (1 mile) • Twp Rd 444 between RR 64 and 65: N ½ 20-44-6 W4M (1 mile)
Division 6	<ul style="list-style-type: none"> • RR 75 between Twp Rd. 454.5 and 455: NW 29-45-7 W4M (½ mile) • Twp Rd. 464 between RR 80 and 83: N ½ 22,23 & 24-46-8 W4M (3 miles)
Division 7	<ul style="list-style-type: none"> • Twp Rd. 474 between RR 84 and 91: NE 20, N ½ 19-47-8 W4M, NE 24-47-9 W4M (1 ½ miles) • RR 101 between Twp Rd 473 and 474: W ½ 24-47-10 W4M (1 mile)

CARRIED

A Request for Decision form was submitted by the Director of Road Construction in regards to dust control for Banjo Estates and suggested that the Municipal District of Wainwright No. 61 try a new dust control product, Clean TRACK.

131.19 Moved by Clr. Valleau that the Municipal District of Wainwright No. 61 authorize the Director of Road Construction to proceed with using Clean TRACK for an approximate cost of \$18,110.00 plus applicable taxes for the 2019 dust control for Banjo Estates. CARRIED

A Request for Decision form was submitted by the Director of Road Construction in regards to advertising for a Request for Proposal for seven (7) barrels of Synthetic Thio Soil Stabilizer that is required in order to complete the 2019 projects.

132.19 Moved by Clr. Buck that the Municipal District of Wainwright No. 61 authorize the Director of Road Construction to proceed with advertising for a Request for Proposal for seven (7) barrels of Synthetic Thio Soil Stabilizer that is required in order to complete the 2019 projects.
CARRIED

A letter was received from APWA (American Public Works Association) Alberta Chapter seeking support for National Public Works Week.

133.19 Moved by Clr. Cummins that the Municipal District of Wainwright No. 61 proclaim May 19th – 25th, 2019 as National Public Works Week.
CARRIED

A Request for Decision form was submitted by the Municipal Administrator regarding Canadian National Railway Company (CN) grade crossing improvements and the project to double the track east of the Town of Wainwright, which is proposed to commence on May 14th, 2019.

134.19 Moved by Clr. Valleau that the Municipal District of Wainwright No. 61 has no objections to the Canadian National Railway Company (CN) grade crossing improvements at Mile 137.88, Mile 137.06, Mile 135.83 and Mile 134.60 conditional to CN being responsible for all costs.
CARRIED

A Request for Decision form was submitted by the Municipal Administrator regarding a request from the Town of Wainwright for approval to install Brake Retarder Prohibition signs along the Highways adjoining the Town of Wainwright boundary.

135.19 Moved by Clr. Valleau that the Municipal District of Wainwright No. 61 has no objections to the installation of Brake Retarder Prohibition signs along the Highways adjoining the Town of Wainwright boundary.
CARRIED

A Request for Decision form was submitted by the Director of Road Construction in regards to advertising for a Request for Proposal for Tough Cell to repair areas where cement is failing. No Action

Council discussed a gravel agreement with Sullivan Pit NW 17-45-9 W4M and it was the consensus of council that the Director of Road Construction prepare an agreement based on negotiations and bring it forward at the next council meeting.

A thank you letter was received and distributed to council from Joan thanking the Municipal District of Wainwright No. 61 for their contributions to the Wainwright & District Handivan Society.

A letter was received and distributed to council from Doug Rawluk on behalf of the Jarrow Cemetery thanking the Municipal District of Wainwright No. 61 for their assistance in the repair of the iron gates at the Jarrow Cemetery.

A Request for Decision form along with the following quotes were submitted by the Director of Road Construction regarding the 2019 road oil supply:

COMPANY	PRICE
Husky Energy	745 MT @ \$661.00/metric tonne = \$492,445.00
Sands Dust Control	745 MT @ \$689.50/metric tonne = \$513,677.50

136.19 Moved by Clr. Buck that the Municipal District of Wainwright No. 61 be authorized to purchase approximately 745 metric tonnes of road oil in 2019 from Husky Energy at a rate of \$661.00 per metric tonne for a cost of approximately \$492,445.00 plus applicable taxes. CARRIED

A Request for Decision form was submitted by the Municipal Administrator regarding a request from the Village of Irma to provide assistance and advice on the graveling and grading of 46 Street Cul-de-sac and 51 Avenue East Block.

137.19 Moved by Clr. Lawson that the Municipal District of Wainwright No. 61 authorize the Director of Road Construction to provide advice on the graveling of 46 Street Cul-de-sac and 51 Avenue East Block in the Village of Irma. CARRIED

Council discussed a drainage issue brought forward by Dennis Killoran and it was the consensus of council to have the Municipal Administrator, Councilor and Director of Road Construction meet with the ratepayer to discuss options for the drainage issue.

DELEGATION: Sergeant Wes Bensmiller from the Wainwright R.C.M.P. attended Council from 10:05 a.m. to 10:27 a.m. and presented the Wainwright Detachment Annual Mayor's Report and answered Council questions. Reeve Barss welcomed Sergeant Wes Bensmiller and congratulated him on his promotion to Sergeant.

Public Hearing Present at the Hearing were Bob Barss, Oscar Buck, Ryley Andersen, Bruce Cummins, Ted Wilkinson, Bill Lawson, Phil Valteau, Kelly Buchinski, Bonnie Milton, Lacey Zelenika, Kim Christensen, Mark Greibrok, Preston Iverson, Ray Morrison and Zak McLachlan.

The purpose of the hearing was to hear public concerns regarding Bylaw No. 1627 - A Bylaw of the Municipal District of Wainwright No. 61, in the Province of Alberta being a Bylaw to amend Bylaw No. 1318, as amended to May 15, 2007, of the Municipal District of Wainwright No. 61 to amend the Land Use Designation of NE 11-45-7 W4M from Agricultural District to Country Residential District.

Reeve Barss called the hearing to order at 10:30 a.m.

Reeve Barss asked if there were any written submissions. There were none.

Reeve Barss asked if there were any oral submissions. There were none.

The purpose of the hearing was to hear public concerns regarding Bylaw No. 1628 - A Bylaw of the Municipal District of Wainwright No. 61, in the Province of Alberta being a Bylaw to amend Bylaw No. 1318, as amended to May 15, 2007, of the Municipal District of Wainwright No. 61 to amend the Land Use Designation of SW 20-44-6 W4M from Agricultural District to Country Residential District.

Reeve Barss asked if there were any written submissions. There were none.

Reeve Barss asked if there were any oral submissions. There were none.

138.19 Moved by Clr. Cummins that the hearings be adjourned at 10:32 a.m. CARRIED

Recreation & Community Services

A Request for Decision form along with the following quotes were submitted by the Director of Safety regarding the purchase of two (2) new golf carts:

COMPANY	PRICE
Don's Speed Parts (2017 Club Car X2)	\$13,600.00
Don's Speed Parts (2019 Club Car X2)	\$19,300.00
Willerton Ski-Doo & Golf Cart Ltd. (2019 Yamaha Drive2 X2)	\$14,632.00

- 139.19 Moved by Clr. Buck that the Municipal District of Wainwright No. 61 be authorized to purchase two (2) 2019 Yamaha Drive2 golf carts from Willerton Ski-Doo & Golf Cart Ltd. for a total cost of \$14,632.00 plus applicable taxes. CARRIED

A Request for Decision form along with following quotes were submitted by the Director of Safety requesting to purchase a new mower for Riverdale Mini-Park and to transfer the existing mower at Riverdale Mini-Park to the Public Works main shop and to trade in the current mower at the Public Works main shop:

COMPANY	PRICE	TRADE-IN	NET
Novlan Bros Sales (2019 Kubota 72" deck 0 turn)	\$20,395.98	\$3,000.00	\$17,395.98
Edmonton Kubota Ltd. (2019 Kubota 72" deck 0 turn)	\$18,330.00	\$2,000.00	\$16,330.00
Tri-Ag Implements (2019 Country Clipper Boss 72" deck 0 turn)	\$17,500.00	\$2,000.00	\$15,500.00
Battle River Implements (2019 John Deere 72" deck 0 turn)	\$12,795.00	-	\$12,795.00

- 140.19 Moved by Clr. Valleau that the Municipal District of Wainwright No. 61 be authorized to purchase a 2019 zero turn John Deere mower with 72" deck from Battle River Implements for a cost of \$12,795.00 plus applicable taxes with the trade-in of the 1994 Kubota mower S/N 15260/47500281 and furthermore that the existing 2010 John Deere mower S/N 1TC997SCEBT060936/221679 be transferred from Riverdale Mini-Park to the Public Works main shop. CARRIED

Finance

The Municipal Accountant, Karrie Gau attended the meeting from 11:10 a.m. to 11:26 a.m. and reported to Council on the finances for the past month.

- 141.19 Moved by Clr. Valleau that the accounts recorded on the attached list in the amount of \$2,270,106.00 covered by debit memos 2952-2967 and cheques numbered 79372-79527 be approved and paid and that the payroll payments as per the attached list totaling \$204,467.96 covered by EFT's numbered 900033605-900033704 be ratified. CARRIED

- 142.19 Moved by Clr. Buck that the financial statement of receipts and disbursements for the month ending March 31st, 2019 be adopted as written and incorporated into these minutes. CARRIED

A copy of the reserve statement as of March 31st, 2019 was received and distributed to Council.

Administration & Taxation

A copy of the monthly status report was received and distributed to Council.

- 143.19 Moved by Clr. Lawson that the Multi-Year Capital Infrastructure Plan from 2019 – 2026 for the Municipal District of Wainwright No. 61 be approved as presented and attached to these minutes. CARRIED

A Request for Decision form was submitted by the Computer Information/Analyst in regards to updating the phone systems for the administration office and the Public Works main shop.

- 144.19 Moved by Clr. Buck that the Municipal District of Wainwright No. 61 be authorized to purchase a new phone system for the administration office and the Public Works main shop for an approximate cost of \$13,040.00 plus applicable taxes. CARRIED

A Request for Decision form was submitted by the Municipal Accountant in regards to the core infrastructure funding for the Villages of Irma, Edgerton and Chauvin for 2019.

- 145.19 Moved by Clr. Wilkinson that the Municipal District of Wainwright No. 61 approve funding of \$75,000 for each of the Villages of Irma, Edgerton and Chauvin in 2019 and that the following conditions apply to the funding:

- that the funding be on a year-to-year basis and reviewed annually;
- that the funding be used towards core infrastructure projects such as water, sewer and roads or as otherwise approved by council;
- funds may be stacked and carried over from year to year;
- that the villages report the use of the funds to the M.D. annually by December 31st.

CARRIED

A Request for Decision form was submitted by the Assistant Municipal Administrator regarding a request from the Greenshields 4-H Club for sponsorship of the Wainwright & District 4-H Achievement Day on June 5th, 2019.

- 146.19 Moved by Clr. Cummins that the Municipal District of Wainwright No. 61 be authorized to sponsor the Greenshields 4-H Club in hosting the Wainwright & District 4-H Achievement Day on June 5th, 2019 in the amount of \$500.00. CARRIED

A Request for Decision form was submitted by the Assistant Municipal Administrator regarding a request for sponsorship from the Irma 4-H Beef Club for their annual Beef Show and Sale on June 10th, 2019.

- 147.19 Moved by Clr. Lawson that the Municipal District of Wainwright No. 61 be authorized to sponsor the Irma 4-H Beef Club in the amount of \$500.00 for their annual Beef Show and Sale. CARRIED

A Request for Decision form was submitted by the Assistant Municipal Administrator in regards to the Battle River Music Society requesting sponsorship for their annual music festival at Mistahiya Retreat Centre on August 16th & 17th, 2019.

148.19 Moved by Clr. Valleau that the Municipal District of Wainwright No. 61 be authorized to sponsor the Battle River Music Society in hosting the 2019 Come By The Hills Music Festival as a silver sponsor in the amount of \$500.00. CARRIED

149.19 Moved by Clr. Wilkinson that the Municipal District of Wainwright No. 61 be authorized to change the Budget Meeting from April 29th, 2019 to May 21st, 2019. CARRIED

A copy of the RMA Contacts and Member Bulletins was received and distributed to Council.

Protection to Persons and Property

150.19 Moved by Clr. Wilkinson that the following item be added to agenda:

- RFD – Mutual Aid Fire Control Agreement and Plan

CARRIED UNANIMOUSLY

A Request for Decision form was submitted by the Municipal Administrator in regards to entering into a Mutual Aid Fire Control Agreement with the Government of Alberta to prevent and control wildfires.

151.19 Moved by Clr. Lawson that the Municipal District of Wainwright No. 61 be authorized to enter into a Mutual Aid Fire Control Agreement with the Government of Alberta to prevent and control wildfires. CARRIED

Municipal Property

Health & Social Services

Environment

Bylaws

Bylaw No. 1626 – A Bylaw of the Municipal District of Wainwright No. 61, in the Province of Alberta, to authorize entering into a joint agreement between the Municipal District and the Town of Wainwright, for the purpose of fire protection services.

152.19 Moved by Clr. Cummins that Bylaw No. 1626 pass the first reading. CARRIED

153.19 Moved by Clr. Lawson that Bylaw No. 1626 pass the second reading. CARRIED

154.19 Moved by Clr. Valleau that Bylaw No. 1626 proceed to the third reading at this meeting. CARRIED UNANIMOUSLY

155.19 Moved by Clr. Buck that Bylaw No. 1626 pass the third and final reading. CARRIED

Bylaw No. 1627 – A Bylaw of the Municipal District of Wainwright No. 61, in the Province of Alberta being a Bylaw to amend Bylaw No. 1318, as amended to May 15, 2007, of the Municipal District of Wainwright No. 61 to amend the Land Use Designation of NE 11-45-7 W4M from Agricultural District to Country Residential District.

156.19 Moved by Clr. Andersen that Bylaw No. 1627 pass the second reading. CARRIED

157.19 Moved by Clr. Lawson that Bylaw No. 1627 pass the third and final reading. CARRIED

Bylaw No. 1628 – A Bylaw of the Municipal District of Wainwright No. 61, in the Province of Alberta being a Bylaw to amend Bylaw No. 1318, as amended to May 15, 2007, of the Municipal District of Wainwright No. 61 to amend the Land Use Designation of SW 20-44-6 W4M from Agricultural District to Country Residential District.

158.19 Moved by Clr. Wilkinson that Bylaw No. 1628 pass the second reading. CARRIED

159.19 Moved by Clr. Cummins that Bylaw No. 1628 pass the third and final reading. CARRIED

Bylaw No. 1629 - A Bylaw of the Municipal District of Wainwright No. 61, in the Province of Alberta, to authorize the borrowing of money for the purpose of financing operating expenditures.

160.19 Moved by Clr. Buck that Bylaw No. 1629 pass the first reading. CARRIED

161.19 Moved by Clr. Cummins that Bylaw No. 1629 pass the second reading. CARRIED

162.19 Moved by Clr. Valleau that Bylaw No. 1629 proceed to the third reading at this meeting. CARRIED UNANIMOUSLY

163.19 Moved by Clr. Wilkinson that Bylaw No. 1629 pass the third and final reading. CARRIED

Development

The Development Officer, Kim Christensen attended the meeting from 11:27 a.m. to 11:35 a.m. to report to Council on the activities of the Development Department for the past month.

164.19 Moved by Clr. Lawson that the Development Officer's report be accepted as presented which included the following subdivision applications that were supported by the MPC at their April 5th, 2019 meeting:

- 19-Q-990 (NW 17-44-6 W4M) 7.5 acres
- 19-Q-994 (NW 5-46-8 W4M) 80 acres split

CARRIED

A copy of the April 5th, 2019 MPC meeting minutes was received and distributed to Council.

A Request for Decision form was submitted by the Development Officer regarding the Hager & Killarney Gravel Pit scope changes for Conservation & Reclamation Business Plan and Code of Practice.

165.19 Moved by Clr. Lawson that the Municipal District of Wainwright No. 61 be authorized to hire WSP to complete the Hager and Killarney Pit scope changes for Conservation & Reclamation Business Plan and Code of Practice in the amount of \$12,235.00 plus applicable taxes. CARRIED

A Request for Decision form was submitted by the Development Officer regarding the renewal of Husky Oil Surface Lease #S54344-00.

166.19 Moved by Clr. Andersen that the Municipal District of Wainwright No. 61 authorize the Development Officer to approve the renewal for Surface Lease Agreement #S54344-00 (NW 5-46-3 W4M) with Husky Oil for 5 years at a lease fee of \$100.00 per year. CARRIED

A Request for Decision form along with the following quotes were submitted by the Municipal Administrator regarding the RFP results for Safety Code Services:

COMPANY	PERCENT SHARE OF PERMIT FEES	POINTS
Inspections Group Inc.	M.D. – 45% Inspections Group Inc. – 55%	93
Superior Safety Codes Inc.	M.D. – 30% Superior Safety Codes Inc. – 70%	88

167.19 Moved by Clr. Lawson that the Municipal District of Wainwright No. 61 be authorized to hire Inspections Group Inc. for the Safety Code Services agreement for a three year term commencing July 1, 2019, based on its proposal submitted. CARRIED

PAYSHEETS

168.19 Moved by Clr. Wilkinson that the paysheets be approved as presented. CARRIED

COMMITTEE REPORTS

169.19 Moved by Clr. Andersen that the following Committee Reports be accepted as presented: Wainwright Seed Cleaning Plant, Edgerton Seed Cleaning Plant, Family & Community Services, Battle River Foundation, Wainwright Landfill, East Central E911, Community Health Foundation, Northern Lights Library Systems, and Wainwright Economic Development Board. CARRIED

170.19 Moved by Clr. Lawson that Council recess (11:46 a.m.). CARRIED

171.19 Moved by Clr. Wilkinson that Council reconvene to the regular meeting (3:40 p.m.). CARRIED

The Director of Safety brought forward options for the looping system at Riverdale Mini-Park to fix the water volume issues.

172.19 Moved by Clr. Lawson that the Municipal District of Wainwright No. 61 authorize the Director of Safety to proceed with installing a 2" water line at Riverdale Mini-Park from the Clubhouse to Campsite 54 and from the Clubhouse to Group Site E for a material cost of up to \$5,000.00. CARRIED

173.19 Moved by Clr. Cummins that this meeting be adjourned (3:46 p.m.). CARRIED

 Reeve

 Municipal Administrator

 General Administration Clerk

(1 day)