

SUMMER VILLAGE OF WHITE SANDS COUNCIL MEETING AGENDA
April 8th, 2016
8:00 AM
Town of Stettler Office

1. Call to Order
2. Additions to Agenda
3. Minutes
 - a. Adoption of the Minutes of the Regular Summer Village of White Sands Council Meeting held on February 12th, 2016 2-5
4. Financial
 - a. Bank Reconciliation as of January 31st, 2016 6
 - b. Bank Reconciliation as of February 29th, 2016 7
 - c. Statement of Revenue & Expenses as of February 29th, 2016 8
 - d. Accounts Payable as of March 18th, 2016 9-12
5. Administration/Current Concerns
 - a. ASVA/AUMA CAO meeting 13-14
 - b. Council/Staff Reports verbal
6. Correspondence
none
7. Bylaws
 - a. Bylaw 154-16: To provide a penalty to be applied to unpaid taxes and to provide for monthly tax payments. 15-16
8. Additions
9. In-Camera Session
10. Next Meeting Date: April 29th 9am
11. Adjournment

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL
HELD ON FEBRUARY 12, 2016
TOWN OF STETTLER BOARD ROOM**

Present: Mayor Lorne Thurston
Councillor Barry Guenette (Teleconference)
Councillor Colin Adair (Teleconference)
Chief Administrative Officer Graham Scott
Office Administrator Laurie Tait

Absent: None

1. **Call to Order:** Mayor Thurston called the Council Meeting to order at 9:00 a.m.

2. **Agenda Additions/Approval**

Motion 16:02:01 Moved by Councillor Adair to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Adoption of Minutes**

(a) Minutes of the Regular Council Meeting held on December 4, 2015

Motion 16:02:02 Moved by Councillor Guenette that the Minutes of the Regular Council Meeting held on December 4, 2015 be approved as presented.

MOTION CARRIED
Unanimous

4. **Financial** (a) Bank Reconciliation as of November 30, 2015 and December 31, 2015

Motion 16:02:03 Moved by Councillor Adair that the Summer Village of White Sands Council approve that Financial Item 4(a) be accepted for information.

MOTION CARRIED
Unanimous

(b) Statement of Revenue & Expenses as of December 31, 2016

Motion 16:02:04 Moved by Councillor Guenette that the Summer Village of White Sands Council approve that Financial Item 4(b) be accepted for information.

MOTION CARRIED
Unanimous

(c) Accounts Payable as of January 22, 2016

Motion 16:02:05 Moved by Councillor Guenette that the Accounts Payable for the periods: November 27, December 10, December 31, 2015 in and January 22, 2016 for the total amount of \$82,193.61 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

(d) Taxes Receivable Report for 2015

Discussion was held with regards to tax collection procedures.
Accepted for information purposes.

5. Administration/Current Concerns

(a) SMRWSC Withdrawals

Mayor Thurston informed Council that Lacombe County and Camrose County have submitted withdrawal requests from the SMRWSC.

Motion 16:02:06

Moved by Councillor Guenette that the Summer Village of White Sands approve the withdrawal of Lacombe County from the SMRWSC according to all agreed upon procedures and conditions as per SMRWSC Motion:

- 30.08.20.15** Moved by Wayne Nixon
"that the SMRWSC approve the withdrawal of the Lacombe County with the following conditions:
- *The date of the withdrawal to be effective December 31, 2016 ,*
 - *Lacombe County would be responsible for payment of the proportionate share of board and manager costs for 2015 and 2016,*
 - *Lacombe County to be responsible for payment of its proportionate share of debenture debt for 2015 and 2016 and would have no further obligation for debenture debt payments,*
 - *Lacombe County would forego any and all claims to equity in the SMRWSC,*
 - *Lacombe County would forego any and all claim to the 100,000 cubic meters per year water allocation,*
 - *Lacombe County would forego any claim or expectation for the SMRWSC to provide water service to the County of Lacombe, and*
 - *Lacombe County would continue to participate in and hold a seat on the board until December 31, 2016. Carried Unanimously"*

MOTION CARRIED
Unanimous

Motion 16:02:07

Moved by Councillor Adair that the Summer Village of White Sands approve the withdrawal of Camrose County from the SMRWSC according to all agreed upon procedures and conditions as per SMRWSC Motion:

- 30.08.20.15** Moved by Wayne Nixon
"that the SMRWSC approve the withdrawal of the County of Camrose with the following conditions:
- *The date of the withdrawal to be effective December 31, 2016 ,*
 - *Camrose County would be responsible for payment of the proportionate share of board and manager costs for 2015 and 2016,*
 - *Camrose County to be responsible for payment of its proportionate share of debenture debt for 2015 and 2016 and would have no further obligation for debenture debt payments,*
 - *Camrose County would forego any and all claims to equity in the SMRWSC,*

- *Camrose County would forego any and all claim to the 624,554 cubic meters per year water allocation,*
 - *Camrose County would forego any claim or expectation for the SMRWSC to provide water service to the County of Camrose,*
 - *Camrose County would continue to participate in and hold a seat on the board until December 31, 2016, and*
 - *Camrose County would grant SMRWSC permission to locate waterline infrastructure within county road right of ways as is required by the Commission in order to route a water transmission line to provide water service to either or both of the Villages of Bawlf and Rosalind.*
- Carried Unanimously”

MOTION CARRIED
Unanimous

(b) Stettler District Ambulance Association Request

Motion 16:02:08

Moved by Councillor Guenette that the Summer Village of White Sands, as a member of the Stettler District Ambulance Authority, agree to participate in an application for an independent power supply for the Stettler District Ambulance Station under the Alberta Community Partnership – Intermunicipal Collaboration component, and that the County of Stettler No. 6 be the managing partner governing the purpose and the use of the grant funds.

MOTION CARRIED
Unanimous

(c) Appointment of Assistant Development Officer

Motion 16:02:09

Moved by Councillor Adair that the Summer Village of White Sands appoint Lisa Tait as the new Development Officer for the Summer Village of White Sands for RV Permits and to assist Zap Municipal Consulting Inc. as needed.

MOTION CARRIED
Unanimous

(d) Council/Staff Reports

Mayor Thurston updated the following:

- Gazebo now has 2 benches and a permanent steel picnic table. IJD Inspections will complete an inspection for the roof panels.
- Dump Trailer for easier unloading of brush/gravel funding to be applied for through the MSI Grant program.
- Smaller Tractor Bucket needed to loading gravel into truck box
- Swim Buoys will need new decals \$35.00/buoy.
- Dogs Running at Large enforcement and education needed

6. Correspondence
7. Bylaws
8. Additions
9. In-Camera Session

10. Next Meeting Date Tentative April 1, 2016.

11. Adjournment

Motion 16:02:10

Moved by Councillor Guenette that this Regular Meeting of the Summer Village of White Sands Council be adjourned.

MOTION CARRIED
Unanimous at 9:55 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
As of January 31, 2016**

Net Balance at End of Previous Month	\$ 871,050.26
ADD: General Receipts	9,545.59
Interest Earned	767.63
Investments Matured	<u>0.00</u>
SUBTOTAL	881,363.48
LESS: General Disbursements	10,753.27
Investments	0.00
Returned Cheques	0.00
Bank Charges	<u>0.00</u>
SUBTOTAL	<u>10,753.27</u>
NET BALANCE AT END OF CURRENT MONTH	<u><u>\$ 870,610.21</u></u>
Balance at End of Month - Bank	876,873.66
ADD: Outstanding Deposits	
LESS: Outstanding Cheques	<u>6,263.45</u>
NET BALANCE AT END OF CURRENT MONTH	<u><u>\$ 870,610.21</u></u>
INVESTMENTS:	
	<u>0.00</u>
SUBTOTAL	<u>0.00</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 870,610.21

THIS STATEMENT SUBMITTED TO SUMMER VILLAGE OF WHITE SANDS THIS
1st DAY OF February 2016

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
As of February 29, 2016**

Net Balance at End of Previous Month	\$ 870,610.21
ADD: General Receipts	18,173.83
Interest Earned	710.59
Investments Matured	<u>0.00</u>
SUBTOTAL	889,494.63
LESS: General Disbursements	7,475.76
Investments	0.00
Returned Cheques	0.00
Bank Charges	<u>43.19</u>
SUBTOTAL	<u>7,518.95</u>
NET BALANCE AT END OF CURRENT MONTH	<u><u>\$ 881,975.68</u></u>
Balance at End of Month - Bank	882,527.68
ADD: Outstanding Deposits	
LESS: Outstanding Cheques	<u>552.00</u>
NET BALANCE AT END OF CURRENT MONTH	<u><u>\$ 881,975.68</u></u>
INVESTMENTS:	
	<u>0.00</u>
SUBTOTAL	<u>0.00</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 881,975.68

THIS STATEMENT SUBMITTED TO SUMMER VILLAGE OF WHITE SANDS THIS
1st DAY OF March 2016

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**SUMMER VILLAGE OF WHITE SANDS
STATEMENT OF REVENUE AND EXPENDITURES
AS OF FEBRUARY 29, 2016**

	YTD Actual	Variance	Annual Budget
Revenue			
General Administration	-	10,919.00	10,919.00
Protective Services	-	960.00	960.00
Roads, Streets, Transportation	-	11,783.00	11,783.00
Planning & Development	237.60	22,462.40	22,700.00
Recreation & Parks	-	-	-
Taxes/Penalties	2,064.49	544,812.51	546,877.00
Other Revenue	710.59	3,289.41	4,000.00
	<hr/>	<hr/>	<hr/>
Total Revenue	\$ 3,012.68	\$ 594,226.32	\$ 597,239.00
Expenses			
Council & Legislative	149.54	12,350.46	12,500.00
General Administration	213.82	61,615.18	61,829.00
Fire Fighting & Preventive	-	39,828.00	39,828.00
Ambulance	-	-	-
Bylaw Enforcement	-	5,000.00	5,000.00
Roads, Streets, Transportation	(13,470.80)	83,450.80	69,980.00
Water Department	138.72	10,191.28	10,330.00
Garbage Collection & Disposal	397.96	12,822.04	13,220.00
Planning & Development	675.00	29,825.00	30,500.00
Parks & Recreation	2,486.50	32,013.50	34,500.00
Requisitions	-	296,724.00	296,724.00
Contingency	-	21,828.00	21,828.00
	<hr/>	<hr/>	<hr/>
Total Expenses	\$ (9,409.26)	\$ 605,648.26	\$ 596,239.00
Surplus/Deficit	\$ 12,421.94	\$ (11,421.94)	\$ 1,000.00

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	4978
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services	4978	2016-02-22	\$224.32

Invoice Description		Invoice Number	Invoice Amount

Jan Gas Bill		201601-3683	\$224.32

Acklands Grainger Inc.	4979	2016-02-22	\$31.49

Invoice Description		Invoice Number	Invoice Amount

Faceshield Visor		6064 0797915	\$31.49

Berger, Allen	4980	2016-02-22	\$4,427.30

Invoice Description		Invoice Number	Invoice Amount

Feb Maintenance Contract		270241	\$4,177.30
Jan Fuel/Phone Allowance		2016.01.31	\$250.00

Enmax	4981	2016-02-22	\$399.18

Invoice Description		Invoice Number	Invoice Amount

Jan Power Bill		16-2572635	\$399.18

Habberfield, Debbie	4982	2016-02-22	\$76.00

Invoice Description		Invoice Number	Invoice Amount

Seniors Housing Meeting		2016.01.26	\$76.00

Parkland Regional Library	4983	2016-02-22	\$179.16

Invoice Description		Invoice Number	Invoice Amount

1st Qtr Reguistion Payment		160249	\$179.16

Stettler Home Hardware	4984	2016-02-22	\$318.62

Invoice Description		Invoice Number	Invoice Amount

Shop Tools		103203	\$56.63
Shop Tools & Supplies		103394	\$40.04
Shop Supplies		103429	\$75.13
Gazebo Benches Painting Suppli		103214	\$23.90
Gazebo Benches Painting Suppli		103270	\$50.10
Gazebo Benches Bolts		103276	\$48.71
Gazebo Benches Bolts		103296	\$24.11

Stettler Sales & Rentals Ltd.	4985	2016-02-22	\$43.11

Invoice Description		Invoice Number	Invoice Amount

Flat Iron		102964	\$43.11

Vendor Name	Cheque Number	Cheque Date	Cheque Amount									
United Farmers of Alberta	4986	2016-02-22	\$444.26									
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Gazebo Bolts</td> <td>304264346</td> <td>\$6.93</td> </tr> <tr> <td>Gazebo Lumber</td> <td>304263888</td> <td>\$437.33</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Gazebo Bolts	304264346	\$6.93	Gazebo Lumber	304263888	\$437.33
Invoice Description	Invoice Number	Invoice Amount										
Gazebo Bolts	304264346	\$6.93										
Gazebo Lumber	304263888	\$437.33										
Watson Welding Ltd.	4987	2016-02-22	\$623.57									
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Gazebo Cut circles for tables</td> <td>4900</td> <td>\$492.32</td> </tr> <tr> <td>Gazebo Cut holes in Casing</td> <td>12995</td> <td>\$131.25</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Gazebo Cut circles for tables	4900	\$492.32	Gazebo Cut holes in Casing	12995	\$131.25
Invoice Description	Invoice Number	Invoice Amount										
Gazebo Cut circles for tables	4900	\$492.32										
Gazebo Cut holes in Casing	12995	\$131.25										
ZAP Municipal Consulting Inc.	4988	2016-02-22	\$708.75									
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Invoice Description	Invoice Number	Invoice Amount										
Jan Contracted Dev Officer	2016-001	\$708.75										
Total Cheques			\$7,475.76									

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	4989
Cheque Date	First	Last		5001

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
A.U.M.A.	4989	2016-03-18	\$939.63

Invoice Description		Invoice Number	Invoice Amount
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AUMA 2016 Membership		20163071	\$939.63

Access Gas Services	4990	2016-03-18	\$157.46

Invoice Description		Invoice Number	Invoice Amount
-----		-----	-----
Feb Gas Bill		201602-3683	\$157.46

Acklands Grainger Inc.	4991	2016-03-18	\$37.24

Invoice Description		Invoice Number	Invoice Amount
-----		-----	-----
Trans - Tools		9013325106	\$37.24

Association of Summer Villages	4992	2016-03-18	\$850.00

Invoice Description		Invoice Number	Invoice Amount
-----		-----	-----
2016 Summer Village Assoc Dues		2016.01.08	\$850.00

Berger, Allen	4993	2016-03-18	\$4,427.30

Invoice Description		Invoice Number	Invoice Amount
-----		-----	-----
Mar 2016 Maintenance Contract		270242	\$4,177.30
Feb Fuel/Phone Allowance		2016.03.07	\$250.00

County of Stettler Housing Aut	4994	2016-03-18	\$9,197.00

Invoice Description		Invoice Number	Invoice Amount
-----		-----	-----
1st Quarter 2016 Requisition		2016.02.17	\$9,197.00

IJD Inspections Ltd.	4995	2016-03-18	\$32.42

Invoice Description		Invoice Number	Invoice Amount
-----		-----	-----
Building Permits		WS2016-02	\$32.42

Stettler Home Hardware	4996	2016-03-18	\$159.55

Invoice Description		Invoice Number	Invoice Amount
-----		-----	-----
Hand Cleaner		103490	\$17.84
Canada Flags		103559	\$38.84
Poly Twist Rope		103643	\$27.28
Citrus Cleaner		103693	\$75.59

Stettler Sales & Rentals Ltd.	4997	2016-03-18	\$42.84

Invoice Description		Invoice Number	Invoice Amount
-----		-----	-----
Channels for Harrows		103414	\$42.84

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Town of Stettler	4998	2016-03-18	\$8,070.83

Invoice Description		Invoice Number	Invoice Amount

Jan/Feb/Mar Admin Contract		IVC023971	\$7,875.00
Fuel & Postage		IVC023970	\$195.83
=====			
United Farmers of Alberta	4999	2016-03-18	\$198.70

Invoice Description		Invoice Number	Invoice Amount

Tools		304265511	\$36.21
Tools		304265879	\$22.55
Tools		304267139	\$31.37
Harrow Teeth		304268131	\$108.57
=====			
Workers Compensation Board	5000	2016-03-18	\$335.57

Invoice Description		Invoice Number	Invoice Amount

WCB Installment		21173833	\$335.57
=====			
ZAP Municipal Consulting Inc.	5001	2016-03-18	\$708.75

Invoice Description		Invoice Number	Invoice Amount

Feb Contracted Dev Officer		2016-003	\$708.75

Total Cheques			\$25,157.29
			=====

From: [Beverly Anderson, ASVA Executive Director \(via Doodle\)](#)
To: [Graham Scott](#)
Subject: ASVA "CAO" Joint Meeting with AUMA
Date: March-30-16 3:13:38 PM



Hi there,
Beverly Anderson, ASVA Executive Director
(b.anderson@asva.ca) invites you to participate in the Doodle
poll "ASVA "CAO" Joint Meeting with AUMA."

This is a meeting for Summer Village CAOs
and/or CAO assistants to get updates and
discuss current issues. This meeting is NOT for
Councillors. 10:30 am - 3:00 pm

To help us pick the best date, please let us
know whether you can make it on Monday, May 9th
or Tuesday, May 10th or both. We will then pick
the date where the majority can attend. A
finalized agenda will be sent once the date is
confirmed. (Draft agenda sent previously).

Participate now

What is Doodle? Doodle is a web service that helps Beverly Anderson,
ASVA Executive Director to find a suitable date for meeting with a group of
people. [Learn more about how Doodle works.](#)

You have received this e-mail because "Beverly Anderson, ASVA Executive
Director" has invited you to participate in the Doodle poll "ASVA "CAO" Joint
Meeting with AUMA."

Please note that this is a personal invitation that cannot be shared with other poll
participants.



Association of
SUMMER VILLAGES
OF ALBERTA

AUMA/ASVA CAO Meeting
May __, 2016
Alberta Municipal Place
300- 8616 51 Avenue
Edmonton
10:30 – 3:00pm

10:30 am AUMA/ASVA CAO Session

- Welcome and Introductions
- MGA update including
 - Voluntary amalgamation
 - Intermunicipal collaboration
 - Spring amendments
- Municipal Planning Hub
- Property Assessment & Taxation Hub
- Alberta Water Council's Lake Management Project
- Implementation of Alberta's Wetland Policy
- Advocacy on Aquatic Invasive Species
- Rail Safety
- Municipal Climate Change Action Centre funding programs
- Impact of increases to minimum wage
- Other????
- AMSC - Business Solutions and Services
 - benefits and retirement services
 - energy and water utility services
 - general insurance and risk management
 - new service initiatives

BYLAW 154-16

A BYLAW OF THE SUMMER VILLAGE OF WHITE SANDS TO PROVIDE A PENALTY TO BE APPLIED TO UNPAID TAXES AND TO PROVIDE FOR MONTHLY TAX PAYMENTS.

WHEREAS authority is granted under the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended or replaced from time to time, to allow payment of taxes by installment; and

WHEREAS authority is granted under the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended or replaced from time to time, to allow a penalty to be added to current taxes remaining unpaid after the date shown on the tax notice; and

WHEREAS authority is granted under the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended or replaced from time to time, authorizes a further penalty for non-payment of taxes;

NOW THEREFORE THE COUNCIL OF THE SUMMER VILLAGE OF WHITE SANDS ENACTS AS FOLLOWS:

1. In this bylaw,
 - (a) "Current Taxes" means the Taxes levied, penalties applied, and amounts/charges added to the individual tax roll accounts in the current taxation year by the Summer Village.
 - (b) "Last working day" means by 4:30 p.m. on the last weekday of the month providing it is not a statutory holiday (as defined by the Province of Alberta). If the last weekday of the month is a statutory holiday the last working day shall be the weekday prior to the Statutory Holiday.
 - (c) "Taxes" means all tax levies, penalties and other amounts applied against an individual tax roll account by the Summer Village and without in any way restricting the generality of the foregoing, shall include property taxes, special taxes, frontage taxes, local improvement taxes, education requisition taxes, housing authority requisition taxes; penalties applied, and other amounts/charges/utility account transfers added to the individual tax roll accounts.
 - (d) "Taxpayer" means a person liable to pay taxes;
 - (e) "Summer Village" means the Summer Village of White Sands;
 - (f) "Weekday" means any day from Monday to Friday inclusive.
2. Except as hereinafter set forth, in section 3, all Taxes levied by the Summer Village in each year hereafter shall be paid as per the due date on the tax notice in the year when levied and there shall be added to the Current Taxes by way of penalty, an amount equal to ten (10%) per centum of the amount of such Current Taxes remaining unpaid on the last working day of July in the said year.
3. A taxpayer may elect to pay taxes on a monthly installment basis for any tax accounts by signing an agreement with the Chief Administrative Officer or designate.
 - (a) The Chief Administrative Officer or designate shall in December, prior to each taxation year, send a monthly property tax payment installment estimate to all taxpayers paying property taxes on a monthly installment basis. Ratepayers shall make monthly payments in accordance with this estimate until the Summer Village of White Sands levies the annual property tax; at which time the monthly payments will be adjusted to ensure that the sum total of all twelve (12) monthly payments shall equal the total annual property taxes levied on the tax account.

- (b) The Chief Administrative Officer or designate reserves the right to establish the estimated monthly tax payment installment amounts until such time as taxes are levied in a given year.
 - (c) Monthly property tax installment payments shall be due on the first weekday of each month from January to December.
 - (d) After two (2) monthly installment payments are defaulted by the above taxpayer, the Chief Administrative Officer or designate shall cancel the said Monthly Installment Agreement and all taxes owing shall be due and payable in accordance with this bylaw.
 - (e) A taxpayer who elects to pay taxes on a monthly installment basis shall have all previous years' taxes paid prior to signing the Monthly Installment Agreement.
4. In the event that any Taxes remain unpaid after the last day of December of the year, there shall be added thereto by way of penalty an amount equal to Eighteen (18%) per centum (compounded) of the entire amount unpaid, and this amount will be added to individual tax roll accounts on the first day of January of the next succeeding year and in each succeeding year thereafter so long as such taxes or a portion thereof remains unpaid.
5. Bylaw No. 47 & 133-11 are hereby repealed.

READ a first time this day of , A.D. 2016.

READ a second time this day of , A.D. 2016.

READ a third time and finally passed this day of , A.D. 2016.

Mayor

CAO