



CARIBOO REGIONAL DISTRICT

BOARD MINUTES

June 20, 2025

10:06 a.m.

Northern Secwepemc Cultural Centre

4709 Telqua Dr.,

108 Mile Ranch, BC

PRESENT: Chair M. Wagner, Vice Chair M. Neufeld, Director M. Sjostrom, Director B. Bachmeier, Director J. Massier, Director S. Forseth, Director M. LeBourdais, Director A. Richmond, Director J. Glassford, Director T. Pare, Director B. Anderson, Director E. de Vries, Director E. Coleman, Director M. Pinkney, Director R. Paull (for a portion)

ABSENT: Director S. Rathor

STAFF: M. Daly, Chief Administrative Officer, A. Johnston, Corporate Officer/Deputy CAO, K. Erickson, Chief Financial Officer, N. Whitehead, Manager of Planning Services, S. Masun, Manager of Intergovernmental Relations, L. Loveng, Manager of Procurement, V. Hoeffels, Chief Building Official, K. McDonald, Manager of Utilities, D. Campbell, Manager of Community Services

1. CALL TO ORDER

1.1 Adoption of Agenda

Corporate Vote - Unweighted

2025-06-01

Moved Director Neufeld

Seconded Director Sjostrom

That the agenda be adopted as presented.

Carried

2. ADOPTION OF MINUTES

2.1 Minutes of the Cariboo Regional District Board Meeting - May 23, 2025

Corporate Vote - Unweighted

2025-06-02

Moved Director Massier

Seconded Director Glassford

That the minutes of the Cariboo Regional District Board meeting held May 23, 2025, be adopted.

Carried

3. PLANNING BYLAWS FOR CONSIDERATION OF ADOPTION

3.1 Area G – Bylaw 5297

Stakeholder Vote – Unweighted – All Electoral Areas

Spring Lake Road

The North ½ of District Lot 3551, Lillooet District

From Resource/Agricultural 1 (RA 1) zone to Rural 1 (RR 1) and Rural 3 (RR 3) zone

(3360-20/20200053 – Debra MacLean) (Agent: Michael Kidston Land Surveying)

Director Richmond

2025-06-03

Moved Director Richmond

Seconded Director Glassford

That South Cariboo Area Zoning Amendment Bylaw No. 5297, 2020 be adopted this 20th day of June 2025.

Carried

4. DEVELOPMENT VARIANCE PERMIT APPLICATIONS

4.1 Area B – DVP20250017

Stakeholder Vote – Unweighted – All Electoral Areas

5185 & 5189 Lakeshore Rd
Lot 13, District Lot 6195, Cariboo District, Plan 18261
(3090-20/20250017 – Mark Sauve and Laura Sauve)
Director Bachmeier

2025-06-04

Moved Director Bachmeier
Seconded Director Sjostrom

That the application for a Development Variance Permit pertaining to Lot 13, District Lot 6195, Cariboo District, Plan 18261 be approved. Further, that a Development Variance Permit be issued to vary Section 4.14 (e) of the Quesnel Fringe Area Zoning Bylaw No. 3504, 1999 as follows:

That the maximum permitted gross floor area of all ancillary buildings and structures on a lot 0.4 ha (0.99 ac) to less than 2.0 ha (4.94 ac) be increased from 300 sq m (3,299 sq ft) to 540 sq m (5,812.51 sq ft) to allow the construction of a 10,491.15 sq ft (974.66 sq m) single-family dwelling with attached decks and garages.

Carried

5. DEVELOPMENT PERMIT APPLICATIONS

5.1 Area A – DP20250005

Stakeholder Vote – Unweighted – All Electoral Areas

1101 Jade St
Lot C, District Lot 3140, Cariboo District, Plan 26058
(3060-20/20250005 – Dale Cowlin) (Agent: Theresa Zirk)
Director Sjostrom

2025-06-05

Moved Director Sjostrom
Seconded Director Bachmeier

That the application for a Development Permit pertaining to Lot C, District Lot 3140, Cariboo District, Plan 26058 be approved based on Appendices B and D. Further, that the development be subject to the following condition:

1. Non-fruit bearing flowering trees are at least 5 feet tall at the time of planting.

Carried

CONTRARY TO THE MOTION: Director Bachmeier

6. AGRICULTURAL LAND COMMISSION APPLICATIONS

6.1 Area D – ALRD20250016

Stakeholder Vote – Unweighted – All Electoral Areas

Soda Creek-MacAlister Road

District Lot 9481, Cariboo District, Except Plans H786, 19976 and 29983

(3015-20/D20250016 – Heinrich Durfeld and Elizabeth Durfeld) (Agent: Binnie & Assoc – Dave Shibata)

Director Forseth

2025-06-06

Moved Director Forseth

Seconded Director Sjostrom

That the Provincial Agricultural Land Commission application for subdivision pertaining to District Lot 9481, Cariboo District, Except Plans H786, 19976 and 29983 be authorized for submission to the Provincial Agricultural Land Commission with a recommendation for approval.

Carried

7. TEMPORARY USE PERMIT APPLICATIONS

7.1 Area H – TP20220003

Stakeholder Vote - Unweighted - All Electoral Areas

5882 Hilltop Rd

The Southwest ¼ of District Lot 4210, Lillooet District

(3070-20/20220003) – Jayme Duncan and Katharine Schatz

Director Wagner

2025-06-07

Moved Chair Wagner

Seconded Director Glassford

That the application pertaining to The Southwest ¼ of District Lot 4210, Lillooet District requesting a renewal of Temporary Use Permit TP20220003 to allow the subject property and buildings be used as retail sales of agricultural products, be approved for an additional three years.

Carried

8. COMMUNITY SERVICES

8.1 Year-Round Grant for Assistance Application – Bighorn Archery Club 100 Mile

Corporate Vote - Unweighted

2025-06-08

Moved Director de Vries

Seconded Chair Wagner

That a Grant for Assistance in the amount of \$1,000, split equally from Electoral Areas G, H, and L, be provided to the Bighorn Archery Club 100 Mile, to assist with costs to purchase new targets for archery shoots.

Carried

8.2 NDIT Application – Lac La Hache Community Club – Dock & Boat Launch Project

Corporate Vote - Unweighted

2025-06-09

Moved Director Richmond

Seconded Director Massier

That the Lac La Hache Community Club's grant application to Northern Development Initiative Trust's Community Places stream for \$30,000 to assist with costs for an accessible, public dock and boat launch be supported for submission.

Carried

9. FINANCE

9.1 Monthly Expenditures Board Summary Report and Mastercard Summary Report - May 2025

Corporate Vote - Unweighted

2025-06-10

Moved Director Glassford

Seconded Director de Vries

That the Monthly Expenditures Board Summary Report and Mastercard Summary Report for the month of May 2025, in the amount of \$4,141,823.60, consisting of \$33,463.55 paid by cheque, \$3,960,981.93 paid through electronic funds, and \$147,378.12 paid by Mastercard, be ratified.

Carried

9.2 2024 Statement of Financial Information

Corporate Vote - Unweighted

2025-06-11

Moved Director Forseth

Seconded Director Glassford

That the Cariboo Regional District's 2024 Statement of Financial Information be made available for public inspection.

Carried

10. ADMINISTRATION

10.1 Request for Removal of Correspondence from January 2025 Agenda

Corporate Vote - Unweighted

2025-06-12

Moved Chair Wagner

Seconded Director Forseth

That the request to remove a letter included on the January 24, 2025 agenda be denied.

Carried

10.2 Request for Support of a Blood Plasma Donor Centre in Northern BC

Corporate Vote - Unweighted

2025-06-13

Moved Director Glassford

Seconded Director Forseth

That the following resolution be forwarded to Our Blood Counts in support of a Northern BC Plasma Donor Centre:

WHEREAS plasma from blood is a critical component in life-saving treatments for individuals with immune deficiencies, cancer, kidney disease, and other medical conditions; and

WHEREAS Canada collects less than 20 percent of the plasma required to meet domestic patient needs, relying heavily on international supply chains despite growing demand for plasma-based treatments; and

WHEREAS Canadian Blood Services closed its whole blood donation centre in Prince George in 2015, leaving Northern BC residents with no local option to donate plasma, while new plasma donor centres have been established in rural regions such as Thunder Bay, Ontario; and WHEREAS the return of plasma donation services to Northern BC would enhance Canada's self-sufficiency in plasma-based medications, supporting patients in Northern BC and others across Canada while reducing reliance on suppliers from outside the country;

THEREFORE BE IT RESOLVED that the Board of Directors for the Cariboo Regional District urges the Province of British Columbia, through the Ministry of Health, and Canadian Blood Services to establish a Blood Plasma Donor Centre in Prince George to serve Northern BC, improve access for donors, support patient needs, and strengthen Canada's domestic plasma supply; and BE IT FURTHER RESOLVED that the Board of Directors for the Cariboo Regional District asks residents to further demonstrate their support for life-saving donations by registering for organ and stem cell donation at blood.ca; and

BE IT FINALLY RESOLVED that this resolution be forwarded to the Honourable Josie Osbourne, BC Minister of Health and Canadian Blood Services CEO Dr. Graham Sher.

Carried

11. INFORMATION ITEMS

11.4 CWL - Request for Support - UBCM Resolution - Dead Wood Harvesting

2025-06-14

Moved Director Forseth

Seconded Director Richmond

That a letter of support be provided to the City of Williams Lake for a resolution to the Union of BC Municipalities convention encouraging the province to enhance its practices related to the harvesting of dead wood.

Carried

11.5 Memorandum of Business - CRD Delegations

2025-06-15

Moved Director Forseth

Seconded Director Anderson

That Josh Pressey and Harold Stollar, from the Ministry of Forests, be invited to a future meeting to discuss forestry activities in the Cariboo Chilcotin area.

Carried

12. COMMITTEE/COMMISSION RECOMMENDATIONS

12.1 Request from Director Forseth to explore the creation of new Dog Control Service

Stakeholder Vote - Weighted - All Electoral Areas

2025-06-16

Moved Director Forseth

Seconded Director Richmond

That the following recommendation from the Committee of the Whole meeting on March 20, 2025, be endorsed:

That staff be authorized to work with Director Forseth for the establishment of a dog control service in Electoral Area D, and that up to \$5,000 be authorized from the rural feasibility fund.

Carried

12.2 Meeting Remuneration Rates

Corporate Vote - Unweighted

2025-06-17

Moved Director Richmond

Seconded Director Pare

That the following recommendation from the Policy Committee meeting on May 21, 2025, be endorsed:

That a half day rate be included for all sanctioned business meetings in the Cariboo Regional District Directors' Remuneration and Expenses Bylaw.

Carried

CONTRARY TO THE MOTION: Director Bachmeier

The meeting recessed at 11:00 a.m.

The meeting reconvened at 11:15 a.m.

12.3 Rescind Policy 2019-7-27 "Untidy & Unsightly Premises Procedures" and Replace with BYL SOP 1.1

Corporate Vote - Unweighted

2025-06-18

Moved Director Sjostrom

Seconded Director Neufeld

That the following recommendation from the Policy Committee Meeting on May 21, 2025, be endorsed:

That the Board rescind Policy 2019-7-27, "Untidy & Unsightly Premises Procedures", and replace with Bylaw Department Standard Operating Procedure BYL SOP 1.1 – Unsightly Premise as the internal enforcement procedure. Further, that the Cariboo Regional District Untidy and Unsightly Premises Regulatory Bylaw be brought to a Committee of the Whole meeting after a legal review.

Carried

12.4 Amendment to Election Officials Remuneration Policy

Corporate Vote - Unweighted

2025-06-19

Moved Director Glassford

Seconded Director Massier

That the following recommendation from the Policy Committee meeting held on May 21, 2025, be endorsed:

That the Election Officials Remuneration Policy No. 2022-9B-6 be amended to reflect the following increases to the Chief and Deputy Chief Election Officials:

Position – General Election	Remuneration
Chief Election Officer	\$1,500 (from \$1,000)
Deputy Chief Election Officer	\$1,000 (from \$600)
Position - Assent Vote, less than 4 EA's	Remuneration
Chief Election Officer (CEO)	\$900 (from \$600)
Deputy Chief Election Officer (DCEO)	\$750 (from \$500)

Carried

12.5 South Cariboo Regional Airport Commission Appointments

Corporate Vote - Unweighted

2025-06-20

Moved Director Pinkney

Seconded Director Richmond

That the following recommendation from the South Cariboo Regional Airport Commission meeting on May 8, 2025, be endorsed:

That Commissioner Richmond be appointed to the position of Chair of the South Cariboo Regional Airport Commission for the year 2025. Further, that Directors Al

Richmond, Margo Wagner, Eric de Vries, and Maureen Pinkney and members-at-large Les Kallos, Larry Davis and Greg Atherton be appointed to the commission.

Carried

12.6 South Cariboo Regional Airport Fees and Charges Bylaw No. 5397 Revision

Stakeholder Vote - Weighted - Electoral Areas G, H, L and District of 100 Mile

2025-06-21

Moved Director Pinkney

Seconded Director Richmond

That the following recommendation from the South Cariboo Regional Airport Commission meeting on May 8, 2025, be endorsed:

That the South Cariboo Regional Airport Fees and Charges Bylaw No. 5397 be revised to increase the annual Private Hangar Licence rate from \$4.00/square metre of the building footprint to \$1,000 plus \$4.00/square metre of the building footprint.

Carried

12.7 TGWP Holdings Ltd. Hangar License Agreement

Corporate Vote - Weighted

2025-06-22

Moved Director Pinkney

Seconded Director de Vries

That the following recommendation from the South Cariboo Regional Airport Commission meeting on May 8, 2025, be endorsed:

That the hangar license with TGWP Holdings Ltd. be amended and renewed for another 10-year term at an annual license rate of \$1,000 plus \$4.00/square metre of the building footprint amounting to a total annual fee of \$3,142 plus applicable taxes that the appropriate signatories be authorized to enter into the amendment and renewal agreement.

Carried

12.8 Wing and Rotor Outstanding 2024 License Fee

Stakeholder Vote - Weighted - Electoral Areas G, H, L and District of 100 Mile House

2025-06-23

Moved Director Richmond

Seconded Director de Vries

That the following recommendation from the South Cariboo Regional Airport Commission meeting on May 8, 2025, be endorsed:

That staff provide notice to Wing and Rotor informing the 2024 license fee of \$400 must be paid in-full within 30 days of Notice or access to the airport allowed under the Use and Access Agreement between the Cariboo Regional District and Wing and Rotor will be suspended.

Carried

12.9 South Cariboo Regional Airport Master Plan Contract

Corporate Vote - Weighted

2025-06-24

Moved Director Richmond

Seconded Director Pinkney

That the following recommendation from the South Cariboo Regional Airport Commission meeting on May 8, 2025, be endorsed:

That Regional District Policy No. 2017-11-13, which requires a competitive bidding process for procurement of goods and services, be waived and that proposal received from HM Aero Aviation Consulting for the South Cariboo Regional Airport master plan for airport development east of the runway be accepted and awarded to HM Aero Aviation Consulting for \$24,090 plus applicable taxes.

Carried

12.10 Field Maintenance Agreements - Esler Sports Complex

Corporate Vote - Weighted

2025-06-25

Moved Director Neufeld

Seconded Director Anderson

That the following recommendation from the Central Cariboo Joint Committee meeting on May 21, 2025, be endorsed:

That the following recommendations from the Esler Recreation Advisory Commission meeting held May 6, 2025 be endorsed:

That the Field Maintenance Agreements between the Cariboo Regional District and the Williams Lake Slo-Pitch League, Williams Lake Soccer Associations, and Williams Lake Minor Fastball League to support the fields at the Esler Sports Complex be renewed for further three-year terms with allocations increased to \$23,000 for the Williams Lake Slo-Pitch League, \$38,000 for the Williams Lake Soccer Associations, and \$14,000 for the Williams Lake Minor Fastball League; and that the Cariboo Regional District and the Cariboo Disc Golf Club enter into a Field Maintenance Agreement for a three-year term with an annual allocation of \$5,000; and further, that the appropriate signatories be authorized to enter into the agreements;

Carried

12.11 Proposed 2025 Esler Recreation Capital Projects

Stakeholder Vote - Weighted - Electoral Areas D, E, F and City of Williams Lake

2025-06-26

Moved Director Neufeld

Seconded Director Forseth

That the following recommendation from the Central Cariboo Joint Committee meeting on May 21, 2025, be endorsed:

That the following recommendations from the Esler Recreation Advisory Commission meeting held May 6, 2025 be endorsed:

That the proposed 2025 capital projects for the Williams Lake Slo-Pitch League, Williams Lake Soccer Associations, and Williams Lake Minor Fastball League be approved, including:

- *the Williams Lake Slo-Pitch League will construct a new picnic shelter,*

- *the Williams Lake Soccer Associations will purchase an air compressor for irrigation system and new goal nets,*
- *the Williams Lake Minor Fastball League will apply topsoil,*

And that \$10,000 for the Williams Lake Slo-Pitch League , \$10,000 for the Williams Lake Soccer Associations, and \$5,000 for the Williams Lake Minor Fastball League for the capital projects be approved as allocated in the Central Cariboo Recreation and Leisure Services (CCRLS) budget and business plan for 2025;

That design plans and a cost estimate be investigated to support the potential installation of lighting at one of the slo-pitch fields;

Carried

12.12 Esler Recreation Advisory Committee Appointments - 2025

Corporate Vote - Unweighted

2025-06-27

Moved Director Neufeld

Seconded Director LeBourdais

That the following recommendation from the Central Cariboo Joint Committee meeting on May 21, 2025, be endorsed:

That the following recommendations from the Esler Recreation Advisory Commission meeting held May 6, 2025 be endorsed:

That the Esler Recreation Advisory Commission members for 2025 be appointed as follows: Linda Barbondy for the Williams Lake Slo-Pitch League, Brian Hansen for the Williams Lake Soccer Associations, Nick Surette for the Williams Lake Minor Fastball Association, Mark Savard for the Cariboo Disc Golf Club, and Bruce Newbery and Pierre Mayette for the Esler Community Association.

Carried

12.13 North Cariboo Recreation and Parks 2024 Year End Budget Summary

Stakeholder Vote - Weighted - Electoral Areas A, B, C, I and City of Quesnel

2025-06-28

Moved Director Massier
Seconded Director Glassford

That the following resolution from the North Cariboo Joint Advisory Committee meeting on May 20, 2025, be endorsed:

That the 2024 North Cariboo Recreation and Parks operating budget deficit be absorbed by surplus funds.

Carried

12.14 Recreational Priorities Survey Results and North Cariboo Recreation and Parks Business Plan

Stakeholder Vote - Weighted - Electoral Areas A, B, C, I, and City of Quesnel

2025-06-29

Moved Director Sjostrom
Seconded Director Massier

That the following recommendation from the North Cariboo Joint Advisory Committee meeting on May 20, 2025, be endorsed:

That the 2025 - 2029 North Cariboo Recreation and Parks business plan be amended to remove 2025 goals #11. to pursue funding for construction of a gymnastics facility addition at the arts and recreation centre and #12 to pursue funding for an indoor court addition to the arts and recreation centre.

Carried

12.15 Proposed South Cariboo Recreation Fees and Charges for 2025 to 2028

Stakeholder Vote - Weighted - Electoral Areas G, H, L and District of 100 Mile

2025-06-30

Moved Director Pinkney
Seconded Director de Vries

That the following recommendation from the South Cariboo Joint Committee meeting on June 9, 2025, be endorsed:

That the South Cariboo Recreation Fees and Charges Bylaw be amended with the proposed three-year rate schedule for 2025/26 to 2027/28, which includes general fee increases of 2% in the first year and 3% each year thereafter.

Carried

12.16 Proposed amendment to South Cariboo Recreation Capital and Equipment Plan

Stakeholder Vote - Weighted - Electoral Areas G, H, L and District of 100 Mile

2025-06-31

Moved Director de Vries

Seconded Director Pinkney

That the following recommendation from the South Cariboo Joint Committee meeting on June 9, 2025, be endorsed:

That the 2025 South Cariboo Recreation Capital and Equipment Plan be amended to defer replacement of the lobby flooring until 2028 and reallocate \$70,000 of capital funding in 2025 as follows: \$35,000 to replace office flooring at the recreation centre and a contribution of \$35,000 towards air conditioning and heat upgrades at Martin Exeter Hall.

Carried

12.17 South Cariboo Recreation Centre - Outdoor Rink

Stakeholder Vote - Weighted - Electoral Areas G, H, L and District of 100 Mile

2025-06-32

Moved Director Richmond

Seconded Director Pinkney

That the following recommendation from the South Cariboo Joint Committee meeting on June 9, 2025, be endorsed:

That up to \$30,000 be made available from the approved outdoor rink project funding in the 2025 South Cariboo Recreation capital budget as a contribution to the 100 Mile Outdoor Rink Society to support its effort to complete construction-ready design drawings.

Carried

13. DIRECTORS' REQUESTS, REPORTS AND APPOINTMENTS

13.1 Request from Director Anderson to Access Electoral Area K Initiative Funds

Corporate Vote - Unweighted

2025-06-33

Moved Director Anderson

Seconded Director de Vries

That up to \$1,800 be authorized from the Electoral Area K Director Initiative Fund to enable Director Anderson's attendance at the 2026 Natural Resources Forum in Prince George.

Carried

13.2 Request from Director Bachmeier to access Electoral Area B Initiative Funds

Corporate Vote - Unweighted

2025-06-34

Moved Director Bachmeier

Seconded Director Anderson

That up to \$2,500 be authorized from the Electoral Area B Director Initiative Fund to enable Director Bachmeier's attendance at the 2026 Natural Resources Forum in Prince George.

Carried

13.3 Request from Director de Vries to Access Electoral Area L Director Initiative Funds

Corporate Vote - Unweighted

2025-06-35

Moved Director de Vries

Seconded Director Sjostrom

That up to \$1,800 be authorized from the Electoral Area L Director Initiative Fund to enable Director de Vries' attendance at the 2026 Natural Resources Forum in Prince George.

Carried

14. DIRECTORS' ROUNDTABLE

2025-06-36

Moved Director Bachmeier

Seconded Director Neufeld

That Garth Thoroughgood, Vice-President, Public Trust from the BC Energy Regulator be invited to a future CRD Board meeting to discuss wind farms.

Carried

2025-06-37

Moved Director Bachmeier

Seconded Director Sjostrom

That Susan Joyce be appointed to the Electoral Area B Advisory Planning Commission.

Carried

2025-06-38

Moved Director Bachmeier

Seconded Director Glassford

That Shari Doyle be appointed to the Parkland Recreation Commission.

Carried

2025-06-39

Moved Director Massier

Seconded Director Bachmeier

That Rocky Nenka be appointed to the Heritage Committee.

Carried

2025-06-40

Moved Director LeBourdais

Seconded Director Richmond

That policy be waived and Director LeBourdais' accommodations and meal expenses be covered for her attendance at a recent Fraser Basin Council meeting.

Carried

2025-06-41

Moved Director Richmond
Seconded Director Massier

That the appointment of Don White to the 108 Greenbelt Commission be rescinded, and that Danielle Colbourne be appointed to the Commission.

Carried

2025-06-42

Moved Chair Wagner
Seconded Director Sjostrom

That the appointment of Helen Kellington and Peter Saunders be rescinded from the Area H Advisory Planning Commission.

Carried

2025-06-43

Moved Director Sjostrom
Seconded Director Massier

That the appointment of Vince Berlinguette to the Area A Advisory Planning Commission be rescinded, and that Brad Arnoldus be appointed to the Commission.

Carried

2025-06-44

Moved Director Forseth
Seconded Director Massier

That the appointment of Katya Potekhina to the Area D Advisory Planning Commission be rescinded.

Carried

The meeting recessed at 12:33 p.m.

The meeting reconvened at 1:15 p.m.

Director Paull was absent.

16. IN-CAMERA SESSION

16.1 In-Camera Session

Corporate Vote - Unweighted

2025-06-45

Moved Director Forseth

Seconded Director Pare

That the meeting be closed to public to discuss items suitable for discussion in-camera pursuant to Section 90(1)(a)(c)(j)(k) of the *Community Charter*.

Carried

The meeting recessed to go in-camera at 1:17 p.m.

The meeting reconvened at 2:50 p.m.

17. RELEASE OF RESOLUTION FROM IN-CAMERA

2025-06-46

Moved Chair Wagner

Seconded Director Neufeld

That the following resolution endorsed at today's in-camera CRD Board meeting is hereby released from in-camera and confirmed in open meeting:

That the previous appointment of the Forest Grove Fire Chief be rescinded and that the Board appoints Andrew Grey until March 31, 2028.

Carried

18. ADJOURNMENT

Corporate Vote - Unweighted

2025-06-47

Moved Director Glassford

Seconded Director Forseth

That the meeting of Cariboo Regional District Board be adjourned at 2:52 p.m. June 20, 2025.

Carried

Chair

Corporate Officer