



STE. ANNE MUNICIPALITY

Rural Municipality of Ste. Anne

Meeting Agenda

June 12, 2019 - Regular Meeting of Council - 09:00 AM

1. CALL TO ORDER 9:00 AM

2. ADOPTION OF AGENDA

3. ADOPTION OF MINUTES

4. FINANCE
 - 4.1 Cheque Listing
 - 4.2 Financial Statements

5. HEARINGS - 11:00 AM
 - 5.1 ***Variation Order #09-19 and Conditional Use Order #03-19 - Rail Car Storage Containers

6. DELEGATION(S)
 - 6.1 10:00 AM - Richer Community Club - Marc Lanouette - Arena Cover Municipal Funding
 - 6.2 ***1:00 pm - Landmark Planning & Design - Development Plan Review

7. MUNICIPAL DELEGATE REPORTS
 - 7.1 May 15-17, 2019 - MB Planning Conference - Reeve Paul Saindon, Councillor Robert Sarrasin, A CAO Nadine Vielfaure and Development Officer Irina Poplavski
 - 7.2 May 25, 2019 - CancerCare Relay for Life - Sarah Normandeau
 - 7.3 May 28, 2019 - MB-Minn. Transmission Line Community - Benefit Program Discontinuance - Meeting with Minister - Deputy Reeve Randy Eros
 - 7.3.1 ***June 7, 2019 - MB-MB Transmission Line Meeting with the Minister
 - 7.4 May 30 to June 2, 2019 - FCM Conference in Quebec City - Reeve Paul Saindon and Councillor Brad Ingles
 - 7.5 June 1, 2019 - Ste. Anne Hospital Heliport Grand Opening - Deputy Reeve Randy Eros
 - 7.6 June 3, 2019 Triple R Meeting - Councillor Randy Eros

8. UNFINISHED BUSINESS
 - 8.1 Ste. Anne Hospital Heliport Project - Grant Release
 - 8.2 2018 General Election - Candidate Election Finance Statements - Non-Submissions
 - 8.3 Richer Fire Department - Bank Account Activation
 - 8.4 Napier Emergency Consulting - Statement of Work and Business Continuity Plan
 - 8.5 New Shop and Office Addition - Call for Tenders
 - 8.6 Giroux Park Monument and Utilities

9. NEW BUSINESS
 - 9.1 Authorized Attendance

- 9.1.1 LGD of Pinawa - Inter-Municipal Golf Tournament Invitation
 - 9.1.2 St. Labre 200 - Political Race Invitation
 - 9.1.3 Dawson Trail Arts and Heritage Tour Meeting
 - 9.1.4 Community Futures Triple R - AGM, Luncheon and Golf
 - 9.1.5 ***RRBC - North Chapter Meeting
 - 9.2 AMM - MI Maintenance Service Delivery Survey
 - 9.3 Steinbachonline.com - Philip's Magical Museum
 - 9.4 Office Cleaning Contract - Quotations
 - 9.5 Province of MB - Investing in Canada Infrastructure Program
 - 9.6 Dawson Trail Park - History Questionnaire
 - 9.7 AMM - June District Meeting Resolutions
 - 9.8 Noise Permit Request
 - 9.9 ***MGRA - Annual Judging Competition
 - 9.10 ***Ste. Anne Aces - Annual Alumni Golf Tournament Sponsorship Request
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- 10. **PLANNING & DEVELOPMENT**
 - 10.1 Permit Report to Council - May 2019
 - 10.2 Permit #40-19 - Home Occupation - Grass Cutting
 - 10.3 Permit #43-19 - Single-Family Dwelling - Existing Single-Family Dwelling to be Removed
 - 10.4 Town of Ste. Anne Subdivision File #4351-19-8173 Circular
 - 10.5 ***Permit #53-19 - Single-Family Dwelling - Existing Single-Family Dwelling to be Removed
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- 11. **BY-LAWS**
 - 11.1 By-Law #09-2019 - Designated Officers - 2nd & 3rd Readings
 - 11.2 By-Law #10-2019 - Repealing By-Law #11-1994 - Employee Benefits
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- 12. **DEPARTMENT MANAGER REPORTS**
 - 12.1 Operations Manager Report
 - 12.2 Fire Chief Reports
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- 13. **COMMITTEE REPORTS & MINUTES**
 - 13.1 May 24, 2019 - Land-Use Planning and Development Committee Minutes
 - 13.1.1 Development Plan Amendment By-Law #04-19 - Magnan-Bedient
 - 13.2 June 6, 2019 Environment Committee Meeting Minutes
 - 13.3 June 6, 2019 Transportation Committee Meeting Minutes
 - 13.4 July 5, 2019 - LUD of Richer Committee Meeting Minutes
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- 14. **NOTICE OF MOTION / PETITIONS - NONE.**
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- 15. **CONSENT AGENDA**
 - 15.1 AMM - Various Matters
 - 15.2 Accueil Kateri Centre - Minutes
 - 15.3 FCM - Various Matters
 - 15.4 MB Ombudsman - 2018 Annual Report
 - 15.5 Village of St-Pierre-Jolys - Annual Frog Jumping VIP Event
 - 15.6 Steinbachonline.com - Various Articles

- 15.7 *****AMM Eastern District Director Candidacy**
- 15.8 **Mennonite Heritage Village - Car Show Advertisement Opportunity**
- 15.9 **Town of Ste. Anne - Notices of Public Hearings**
- 15.10 **RRBC - South Chapter Meeting**
- 15.11 **WCB MB - \$74 Million Surplus Distribution**
- 15.12 **La Broquerie Festival - Logo Design Contest**
- 15.13 **RRBC - Tour and Meeting Agenda**
- 15.14 **Magazine Le Nenuphar - June 2019**

- 16. **IN CAMERA - 1:00 PM**
- 16.1 **Out of Camera**

- 17. **ADJOURNMENT**



STE. ANNE MUNICIPALITY

Regular Council Meeting Minutes

June 12, 2019 - 09:00 AM

Regular Meeting of Council held in Council Chambers of the Rural Municipality of Ste. Anne, 395 Traverse Road, on June 12, 2019.

Reeve Paul Saindon called the meeting to order at 8:59 am with the following members of Council present: Sarah Normandeau, Brent Wery, Jake Reimer, Brad Ingles, Robert Sarrasin and Randy Eros. Also present were CAO Jennifer Blatz and A CAO Nadine Vielfaure.

ADOPTION OF AGENDA

2019-231

Councillor Sarrasin

Councillor Ingles

BE IT RESOLVED that the agenda for the regular meeting of June 12, 2019 be adopted as circulated and amended.

CARRIED

ADOPTION OF MINUTES

2019-232

Councillor Eros

Councillor Reimer

BE IT RESOLVED that the minutes of the regular meeting held on May 22, 2019 be adopted as circulated.

CARRIED

FINANCE

Cheque Listing

2019-233

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED that the following cheques numbered 20190603 – 20190697 (inclusive) in the amount of \$320,939.27 be approved for payment.

CARRIED

Financial Statements

2019-234

Councillor Eros

Councillor Sarrasin

BE IT RESOLVED that the Financial Statements for the period ending May 31, 2019 be approved and adopted as presented.

CARRIED

MUNICIPAL DELEGATE REPORTS

May 15-17, 2019 - MB Planning Conference - Reeve Paul Saindon, Councillor Robert Sarrasin, A CAO Nadine Vielfaure and Development Officer Irina Poplavski

May 25, 2019 - CancerCare Relay for Life - Sarah Normandeau

May 28 and June 7, 2019 - MB-Minn. Transmission Line - Community Benefit Program - Meeting with Minister - Deputy Reeve Randy Eros

May 30 to June 2, 2019 - FCM Conference in Quebec City - Reeve Paul Saindon and Councillor Brad Ingles

June 1, 2019 - Ste. Anne Hospital Helipad Grand Opening - Deputy Reeve Randy Eros

June 3, 2019 Triple R Meeting - Councillor Randy Eros

UNFINISHED BUSINESS

Ste. Anne Hospital Heliport Project - Grant Release

2019-235

Councillor Eros

Councillor Ingles

BE IT RESOLVED that Council supports the Ste. Anne Hospital Heliport Project with a grant in the amount of \$10,000.00, as provided in the 2019 Financial Plan and to be released immediately.

CARRIED

2018 General Election - Candidate Election Finance Statements - Non-Submissions

2019-236

Councillor Sarrasin

Councillor Reimer

BE IT RESOLVED that, as per *The Municipal Act*, the CAO be instructed to advise the Senior Elections Official that the following 2 2018 General Municipal Election Candidates did not submit their Candidate Election Finance Statement by the May 22, 2019 deadline:

1. Don Morin (for Reeve); and
2. Sonya Wery (for LUD of Richer Committee).

CARRIED

Richer Fire Department - Bank Account Activation

2019-237

Councillor Sarrasin

Councillor Ingles

WHEREAS Resolution #2018-497 authorized the Richer Fire Department bank account to be merged with the RM of Ste. Anne accounts at Caisse Financial Group with signing authority to be that of the Municipality;

BE IT RESOLVED that, further to Resolution #2018-497, the Richer Fire Department bank account be independent of the RM of Ste. Anne bank sub-accounts with Caisse Financial Group and that transactions must be signed and/or authorized by:

1. The Reeve, or Deputy Reeve if the Reeve is unable; and
2. The CAO, or Assistant CAO if the CAO is unable.

CARRIED

Napier Emergency Consulting - Statement of Work and Business Continuity Plan

Received as information.

New Shop and Office Addition - Call for Tenders

2019-238

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED that Administration and the Operations Manager be authorized to carry out preliminary work in preparation for the construction of a new Public Works Shop and an addition to the existing Municipal Office Building, including a Call for Tenders, with all associated costs to be paid as provided in the 2019 Financial Plan.

CARRIED

Giroux Park Monument and Utilities

2019-239

Councillor Sarrasin

Councillor Ingles

BE IT RESOLVED that Administration and the Operations Manager be authorized to carry out the works required for improvements to the Giroux Park and its utilities with all associated costs to be paid as provided in the 2019 Financial Plan.

CARRIED

NEW BUSINESS

LGD of Pinawa - Inter-Municipal Golf Tournament Invitation

Received as information.

St. Labre 200 - Political Race Invitation

2019-240

Councillor Normandeau

Councillor Wery

BE IT RESOLVED that Council authorizes Deputy Reeve Randy Eros to attend the St. Labre 200 Political Race on July 6, 2019 in Woodridge with all associated costs to be paid.

CARRIED

Dawson Trail Arts and Heritage Tour Meeting

Received as information.

Council recessed for 5 minutes at 9:57 am.

DELEGATION

10:00 AM - Richer Community Club - Marc Lanouette - Arena Cover Municipal Funding

At 10:02 am Dan Guetre and Marc Lanouette of the Richer Community Club attended the meeting to discuss media representation of the Richer Arena Cover project.

NEW BUSINESS (cont'd)

Community Futures Triple R - AGM, Luncheon and Golf

Received as information.

RRBC - North Chapter Meeting

2019-241

Councillor Ingles

Councillor Normandeau

BE IT RESOLVED that Reeve Paul Saindon and Councillor Randy Eros be authorized to attend the RRBC North Chapter Meeting on June 20, 2019 in East St. Paul with all associated costs to be paid.

CARRIED

AMM - MI Maintenance Service Delivery Survey

Operations Manager to respond.

Steinbachonline.com - Philip's Magical Museum

Received as information.

Office Cleaning Contract - Quotations

2019-242

Councillor Sarrasin

Councillor Eros

WHEREAS Steinbach Janitorial has given 30 days notice of termination of the Municipality's cleaning services and the contract opportunity has since been publically advertised;

BE IT RESOLVED that the Municipality contract Luxe Cleaning Co. for cleaning services for the Municipal Office with all associated costs to be paid as per their Estimate #990 and Agreement #03-2019.

CARRIED

Province of MB - Investing in Canada Infrastructure Program

2019-243

Councillor Eros

Councillor Ingles

WHEREAS the Province of MB has announced the launch of a new Investing in Canada Infrastructure Program (ICIP);

BE IT RESOLVED that Administration be authorized to make an application for funding under ICIP and any other applicable programs for the RM of Ste. Anne wastewater lagoon expansion project.

CARRIED

Dawson Trail Park - History Questionnaire

Administration to respond.

AMM - June District Meeting Resolutions

Received as information.

HEARINGS - 11:00 am

2019-244

Councillor Sarrasin

Councillor Ingles

BE IT RESOLVED that Council recess this regular meeting and go into public hearings at 11:00 am.

CARRIED

Variation Order #09-19 and Conditional Use Order #03-19 - Rail Car Storage Containers

At 11:00 am the Reeve called to order the Public Hearing for Variation Order #09-19 and Conditional Use Order #03-19 as follows on SE 26-8-7E in an area zoned Rural Mixed:

Variation Order #09-19

To vary Part IV – Section 5.0 item 16.1.c. of amended Zoning By-Law 10-2010 to allow for the application of an additional rail car storage container for a total of 2 containers being proposed under Permit #39-19 and subject to the approval of Conditional Use Order #03-19; and

Conditional Use Order #03-19

To allow for the existing two rail car storage bins proposed under Permit #39-19, subject to the approval of Variation Order #09-19.

The CAO read the notice.

The applicants spoke to the proposal.

One written presentations was received in regards to the proposal.

Out of Hearing

2019-245

Councillor Sarrasin

Councillor Ingles

BE IT RESOLVED that this meeting reconvene into regular session at 11:07 am.

CARRIED

Variation Order #09-19 and Conditional Use Order #03-19 - Rail Car Storage Containers

2019-246

Councillor Ingles

Councillor Normandeau

WHEREAS a Public Hearing was held for Variation Order #09-19 and Conditional Use Order #03-19 as follows on SE 26-8-7E in an area zoned Rural Mixed:

Variation Order #09-19

To vary Part IV – Section 5.0 item 16.1.c. of amended Zoning By-Law 10-2010 to allow for the application of an additional rail car storage container for a total of 2 containers being proposed under Permit #39-19 and subject to the approval of Conditional Use Order #03-19; and

Conditional Use Order #03-19

To allow for the existing two rail car storage bins proposed under Permit #39-19, subject to the approval of Variation Order #09-19.

BE IT RESOLVED that Variation Order #09-19 and Conditional Use Order #03-19 be approved.
CARRIED

NEW BUSINESS (cont'd)

Noise Permit Request

2019-247

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED that, under By-Law #4-1990, the Municipality temporarily permits potential nuisance noise for an event on July 12, 2019 on NE 16-8-8E, Lot 6 Plan 44927, and that the Municipality is not responsible for any complaints or responses under Provincial or Federal law and Council recommends that the applicants advise all neighbours in the surrounding area of the event.

CARRIED

MGRA - Annual Judging Competition

2019-248

Councillor Wery

Councillor Sarrasin

BE IT RESOLVED that the Operations Manager be authorized to make applicable submissions and arrangements under the MB Good Roads Association 2019 Judging Competition.

CARRIED

Ste. Anne Aces - Annual Alumni Golf Tournament Sponsorship Request

2019-249

Councillor Eros

Councillor Sarrasin

BE IT RESOLVED that Council supports Ste. Anne Aces with a sponsorship toward their 10th Annual Golf Tournament in the amount of \$250.00.

CARRIED

PLANNING & DEVELOPMENT

Permit Report to Council - May 2019

Received as information.

Permit #40-19 - Home Occupation - Grass Cutting

2019-250

Councillor Sarrasin

Councillor Ingles

BE IT RESOLVED that Permit #40-19 for a Home Occupation be approved as presented to Council.

CARRIED

Permit #43-19 - Single-Family Dwelling - Existing Single-Family Dwelling to be Removed

2019-251

Councillor Eros

Councillor Sarrasin

BE IT RESOLVED that, when a permit is issued for a single-family dwelling where a dwelling already exists, the approval shall be on the condition (in addition to any other applicable conditions) that the existing single-family dwelling be either converted into an accessory or otherwise authorized building or removed from the property, either to be completed within one year of the new single-family dwelling being liveable.

CARRIED

Councillor Sarah Normandeau declared an interest in the following matter and left Council Chambers at 11:16 am.

Town of Ste. Anne Subdivision File #4351-19-8173 Circular

2019-252

Councillor Eros

Councillor Sarrasin

WHEREAS Council has reviewed the Subdivision File #4351-19-8173 Circular for the Town of Ste. Anne proposing to create 27 lots, and an additional 54 lots through future subdivision phases, for residential development on properties held under CT #'s 1911565 and 1911566, River Lot 59 in the Parish of Ste. Anne, in an area zoned Agriculture;

BE IT RESOLVED that Council expresses concerns to the proposed Subdivision File #4351-19-8173 for the following reasons:

1. Negative impact to Caledonia Road maintenance and structural integrity;
2. Safety concerns for the intersection of Caledonia Road and TransCanada Highway;
3. Safety concerns for the intersection of Caledonia Road and PR210/PR207;

BE IT FURTHER RESOLVED that Council recommends that an engineered traffic study be completed to discern the impact of this subdivision in relation to the above concerns.

CARRIED

Councillor Sarah Normandeau returned to Council Chambers at 11:22 am following the conclusion of discussions and voting on Resolution #2019-252.

Permit #53-19 - Single-Family Dwelling - Existing Single-Family Dwelling to be Removed

See Resolution #2019-251.

BY-LAWS

Councillor Jake Reimer was absent for the discussions and voting on By-Law #09-2019 for second and third readings.

By-Law #09-2019 - Designated Officers - 2nd & 3rd Readings

2019-253

Councillor Sarrasin

Councillor Eros

BE IT RESOLVED that By-Law #09-2019 be given second reading.

CARRIED

By-Law #09-2019 - Designated Officers - 3rd Reading

2019-254

Councillor Eros

Councillor Sarrasin

BE IT RESOLVED that By-Law #09-2019, being a by-law to establish the position of Chief Administrative Officer and Designated Officers, be given third and final reading.

In Favour: Unanimous

Opposed: None

Abstained: None

Absent: Councillor Jake Reimer

CARRIED

By-Law #10-2019 - Repealing By-Law #11-1994 - Employee Benefits

2019-255

Councillor Sarrasin

Councillor Wery

BE IT RESOLVED that By-Law #10-2019, being a By-law to repeal By-Law #11-1994 being an employee benefits By-law, be given first reading.

CARRIED

DEPARTMENT MANAGER REPORTS

Operations Manager Report

Received as information.

Fire Chief Reports

Received as information.

COMMITTEE REPORTS & MINUTES

May 24, 2019 - Land-Use Planning and Development Committee Minutes

2019-256

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED that the Land-Use Planning and Development Committee meeting minutes of May 24, 2019 be adopted as circulated;

BE IT FURTHER RESOLVED that Council approve the Committee's recommendations as outlined in their Resolution #DC-2019-01 regarding the appointment of Councillor Randy Eros as Chair.

CARRIED

Development Plan Amendment By-Law #04-19 - Magnan-Bedient

2019-257

Councillor Eros

Councillor Ingles

BE IT RESOLVED that, on recommendation from the Land-Use Planning and Development Committee Resolution #DC-2019-03, Council not move forward with second or third reading of By-Law #04-2019, being a further amendment to Development Plan By-Law #13-2007, on Pt. River Lots 13 and 14 in the Parish of Ste. Anne, proposing to redesignate the subject property from Rural Agriculture/Rural Agriculture & Environment Protection to Rural Residential/Rural Residential & Environment Protected.

CARRIED

June 6, 2019 Environment Committee Meeting Minutes

2019-258

Councillor Wery

Councillor Normandeau

BE IT RESOLVED that the Environment Committee meeting minutes of June 6, 2019 be adopted as circulated.

CARRIED

June 6, 2019 Transportation Committee Meeting Minutes

2019-259

Councillor Sarrasin

Councillor Wery

BE IT RESOLVED that the Transportation Committee meeting minutes of June 6, 2019 be adopted as circulated;

BE IT FURTHER RESOLVED that Council approve the Committee's recommendations as outlined in their following resolutions:

- #PW-2019-31 regarding the acceptance of a quotation as submitted by Precision Joint Sealing for asphalt joint sealing in various locations in the Municipality;

(cont'd on Page 8)

(cont'd from Page 7)

- #PW-2019-33 regarding authorization for the Operations Manager to make all of the necessary arrangements for the relocation of Kropp Road and the expropriation of land if necessary to do so; and
- #PW-2019-34 regarding a payment to MB Infrastructure for dust control on PR311 between PR210 and PR302.

CARRIED

Transportation Committee Resolution #PW-2019-32 regarding asphalt patch repairs - Tabled.

NOTICE OF MOTION / PETITIONS - None.

CONSENT AGENDA

2019-260

Councillor Sarrasin

Councillor Wery

BE IT RESOLVED that the consent agenda consisting of the following 14 items be adopted as circulated:

AMM - Various Matters

Accueil Kateri Centre - Minutes

FCM - Various Matters

MB Ombudsman - 2018 Annual Report

Village of St-Pierre-Jolys - Annual Frog Jumping VIP Event

Steinbachonline.com - Various Articles

AMM Eastern District Director Candidacy

Mennonite Heritage Village - Car Show Advertisement Opportunity

Town of Ste. Anne - Notices of Public Hearings

RRBC - South Chapter Meeting

WCB MB - \$74 Million Surplus Distribution

La Broquerie Festival - Logo Design Contest

RRBC - Tour and Meeting Agenda

Magazine Le Nenuphar - June 2019

CARRIED

Council recessed from 11:53 am to 12:46 pm.

Councillor Brent Wery was absent.

IN CAMERA - 1:00 PM

2019-261

Councillor Eros

Councillor Reimer

BE IT RESOLVED that Council move In Camera to discuss items under Section 152(3) of *The Municipal Act*.

CARRIED

Councillor Brent Wery arrived at 12:50 pm.

Out of Camera

2019-262

Councillor Sarrasin

Councillor Eros

BE IT RESOLVED that this meeting reconvene into regular session and that all information discussed In Camera be kept in confidence until the matter is discussed at a public meeting of Council or Committee.

CARRIED

DELEGATION

1:00 pm - Landmark Planning & Design - Development Plan Review

At 1:04 pm Andrei Friesen of Landmark Planning and Design attended the meeting to conduct the introductory Development Plan Review meeting with Council and Staff.

Council recessed for 5 minutes at 3:31 pm.

IN CAMERA

2019-263

Councillor Ingles

Councillor Sarrasin

BE IT RESOLVED that Council move In Camera to discuss items under Section 152(3) of *The Municipal Act*.

CARRIED

Out of Camera

2019-264

Councillor Sarrasin

Councillor Wery

BE IT RESOLVED that this meeting reconvene into regular session and that all information discussed In Camera be kept in confidence until the matter is discussed at a public meeting of Council or Committee.

CARRIED

July 5, 2019 - LUD of Richer Committee Meeting Minutes

2019-265

Councillor Wery

Councillor Sarrasin

BE IT RESOLVED that the LUD of Richer Committee meeting minutes of June 5, 2019 be adopted as circulated;

BE IT FURTHER RESOLVED that Council approve the Committee's recommendations as outlined in their following Resolutions:

- #'s 62 and 63-19 regarding the February 28, 2019 Financial Statements and Invoice Summary;
- #64-19 approving the installation of 2 new street lights for \$1,947.75;
- #65-19 awarding the 2019-2021 grass cutting contract to Jamie Vinet and RGD Contract Services on condition that they enter into an Agreement with the Municipality;
- #66-19 authorizing the advertisement for Proposals for the 2020-2022 weekly garbage collection services contract;
- #67-19 contracting Allen Durochers to complete the LUD of Richer Walking Path project up to a maximum of \$3,000.00;
- #68-19 recommending Administration prepare an agreement regarding the recycling sheds at Lot 1 Plan 27522;
- #69-19 authorizing the Operations Manager to complete all joint seal repairs up to a maximum of \$1,000.00;
- #70-19 authorizing the Operations Manager to oversee street sweeping operations up to a maximum of \$1,000.00;
- #71-19 authorizing the purchase of up to \$200.00 of parade candy for the 2019 Richer Rodeo Parade; and
- #72-19 refunding Jeannette Perrin for the purchase of town flowers.

CARRIED

ADJOURNMENT

2019-266

Councillor Normandeau

Councillor Wery

BE IT RESOLVED that this regular meeting be adjourned at 4:09 pm.

CARRIED

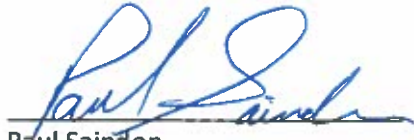
NEXT MEETING(s)

Regular Evening Meeting

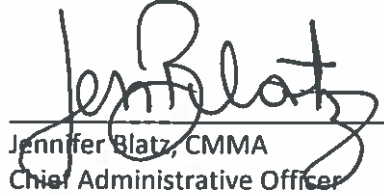
Regular Day Meeting

June 26, 2019 @ 6:00 pm

July 10, 2019 @ 9:00 am



Paul Saindon
Reeve



Jennifer Blatz, CMMA
Chief Administrative Officer