



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, July 10, 2017
Time: 7:00 p.m.
Location: Council Chambers, 495 Hot Springs Road
 Harrison Hot Springs, British Columbia

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| 1. CALL TO ORDER | |
| Meeting called to order by Mayor Facio. | |
| 2. INTRODUCTION OF LATE ITEMS | |
| | |
| 3. APPROVAL OF AGENDA | |
| | |
| 4. ADOPTION OF COUNCIL MINUTES | |
| (a) THAT the Minutes of the Regular Council Meeting held on June 19, 2017 be adopted. | Item 4(a) Page 1 |
| (b) THAT the Minutes of the Special Council Meeting held on June 28, 2017 be adopted. | Item 4(b) Page 7 |
| 5. BUSINESS ARISING FROM THE MINUTES | |
| | |
| 6. CONSENT AGENDA | |
| i. Bylaws | |
| ii. Agreements | |
| iii. Committee/ Commission Minutes | |
| iv. Correspondence | |
| 7. DELEGATIONS/PETITIONS | |
| (a) 50 th Anniversary of Regional Districts – Paul Gipps, CAO, Fraser Valley Regional District | Item 7(a) Page 9 |
| (b) Village of Harrison Hot Springs Bylaw No. 474 – Allan Bott | Item 7(b) Page 11 |
| 8. CORRESPONDENCE | |
| (a) Letter dated June 30, 2017 from the Mayor of New Westminster, Jonathan Cote Re: Support for Resolutions at the 2017 UBCM Convention | Item 8(a) Page 17 |

| | |
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| 9. BUSINESS ARISING FROM CORRESPONDENCE | |
| 10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS | |
| 11. REPORTS FROM MAYOR | |
| 12. REPORTS FROM STAFF | |
| (a) Report of Financial Officer – July 4, 2017 Re: Purchasing and Procurement Policy No. 2.7 Amendment <u>Recommendation:</u> THAT the Purchasing & Procurement policy number 2.7 be approved as amended. | Item 12(a) Page 21 |
| (b) Report of Planning Consultant – July 10, 2017 Re: To start the Development Variance Permit and the Development Permit Process (875 Myng Crescent) <u>Recommendation:</u> 1. That staff be authorized to work on application 3090-20-DVP02/17, for land legally described as: Lot 92, Section 12 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan 52361. 2. That staff be authorized to work on application 3060-20-DP02/17 for land legally described as: Lot 92, Section 12 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan 52361. | Item 12(b) Page 29 |
| (c) Report of Planning Consultant – July 10, 2017 Re: To start the Development Permit process (440 Lillooet Avenue) <u>Recommendation:</u> THAT staff be authorized to work on Development Permit Application 3060-20-DP01/17 for land legally described as; Parcel A, Section 13, Township 4, Range 29, West of the Sixth Meridian New Westminster District, Reference Plan 52235. | Item 12(c) Page 33 |
| (d) Report of Community Services Manager – July 4, 2017 Re: Short Term Vacation Accommodation <u>Option #1</u> THAT Council ban Short Term Vacation Accommodation's within the Village of Harrison Hot Springs. <u>Option #2</u> THAT Council not pursue the regulation of Short Term Vacation Accommodation within the Village of Harrison Hot Springs at this time. <u>Option #3</u> THAT the Zoning Bylaw be amended to prohibit Short Term Vacation Accommodation within R-1, Low Density Residential (Conventional Lot); and | Item 12(d) Page 35 |

THAT the Business Licencing and Regulation Bylaw be amended to include Short Term Vacation Accommodation provisions.

THAT Short Term Vacation Accommodation business operators adhere to the following requirements:

- No person shall operate a STVA without a valid business licence;
- No person shall operate a STVA business unless they are resident upon the property;
- All STVA business operators must permit no more than the number and type of vehicles permitted on the premises pursuant to the parking provisions in the Village's Zoning Bylaw.

13. BYLAWS

(a) Report of Deputy Chief Administrative Officer/Corporate Officer – July 5, 2017
Re: Pesticide Use Repeal Bylaw No. 1103, 2017

Item 13(a)
Page 45

Recommendation:

THAT Pesticide Use Repeal Bylaw No. 1103, 2017 be adopted.

(b) Report of Planning Consultant – July 10, 2017
Re: 1st and 2nd reading of Zoning Amendment Bylaw No. 1108, 2017 and scheduling of a Public Hearing

Item 13(b)
Page 47

Recommendation:

1. THAT Zoning Amendment Bylaw No. 1108, 2017 be read a first time and a second time; and
2. THAT staff be authorized to schedule a public hearing.

(c) Report of Deputy Chief Administrative Officer/Corporate Officer – July 5, 2017
Re: Amendments to Zoning Bylaw No. 1020, 2012 re: Short Term Vacation Rental

Item 13(c)
Page 51

Recommendation:

THAT Zoning Amendment Bylaw No. 1109, 2017 be given first and second reading.

14. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)

15. ADJOURNMENT

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE REGULAR MEETING OF COUNCIL**

DATE: June 19, 2017
TIME: 7:00 p.m.
PLACE: Council Chambers
 495 Hot Springs Road
 Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Leo Facio
 Councillor John Buckley
 Councillor Sonja Reyerse
 Councillor John Hansen
 Councillor Samantha Piper

Chief Administrative Officer, Madeline McDonald
 Deputy Chief Administrative Officer/Corporate Officer, Debra Key
 Financial Officer, Tracey Jones

ABSENT:

Recording Secretary: Jaclyn Bhatti

1. **CALL TO ORDER**

Mayor Facio called the meeting to order at 7:00 p.m.

2. **INTRODUCTION OF LATE ITEMS**

None

3. **APPROVAL OF AGENDA**

Moved by Councillor Buckley
Seconded by Councillor Piper

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**

4. **ADOPTION OF COUNCIL MINUTES**

Moved by Councillor Hansen
Seconded by Councillor Reyerse

THAT the minutes of the Regular Council Meeting held on June 5, 2017 be adopted.

**CARRIED
UNANIMOUSLY**

5. **BUSINESS ARISING FROM THE MINUTES**

None

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
June 19, 2017

6. **CONSENT AGENDA**

- i. Bylaws (a) Park Regulation Amendment Bylaw No. 1106, 2017
(b) Bylaw Notice Enforcement Bylaw No. 1107, 2017
- ii. Agreements
- iii. Committee/
Commission
Minutes (a) Age-friendly Committee Meeting minutes of May 2, 2017
- iv. Correspondence **Moved by Councillor Reyerse**
Seconded by Councillor Hansen

THAT Park Regulation Amendment Bylaw No. 1106, 2017 and Bylaw Notice Enforcement Bylaw No. 1107, 2017 be adopted and the Age-friendly Committee minutes of May 2, 2017 be received.

**CARRIED
UNANIMOUSLY**

7. **DELEGATIONS**

None

8. **CORRESPONDENCE**

- (a) Letter dated May 27, 2017 from Wood Works BC
Re: Call for Nominations for the 2017 Community Recognition Awards
- (b) Letter dated June 14, 2017 from John Allen
Re: Knotweed

Moved by Councillor Piper
Seconded by Councillor Reyerse

THAT the correspondence be received.

**CARRIED
UNANIMOUSLY**

9. **BUSINESS ARISING OUT OF CORRESPONDENCE**

None

10. **REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE
AND COMMISSIONS**

Councillor Piper

- Attended the Province-Wide Community to Community Forum on June 6, 2017. There were 25 speakers throughout the day and the focus was on reconciliation.

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
June 19, 2017*

- Attended the Fraser Valley Aboriginal Relations Committee Meeting on June 8, 2017. The highlight of the meeting was a language and cultural teaching session.
- Attended the Short Term Vacation Accommodation Open House on June 15, 2017 and thanked staff for organizing the event.
- Attended the Canada Day Planning Meeting on June 19, 2017.

Councillor Reyerse

- Attended the University of the Fraser Valley Convocation Celebration in Abbotsford. Of the 4 ceremonies this one had 450 graduates. Dr. Gwen Point welcomed everyone and gave the Chancellor's address.
- Attended the Chamber of Commerce Directors Meeting. A new website will be launched this fall. The Chamber supported the Harrison Agassiz Job Fair where approximately 17 businesses took part.
- Attended the Short Term Vacation Accommodation Open House on June 15, 2017. The turnout was good and I look forward to seeing the results of the survey.
- Attended the Don Ramsay Memorial Scholarship Society Musical Showcase held at Memorial Hall. The event showcased the musical talent of children 8 – 16 years old.

Councillor Buckley

- Attended Short Term Vacation Accommodation Open House and was happy with the turn out and looks forward to hearing the input from the surveys.

11. REPORTS FROM MAYOR LEO FACIO

- Reported that the exercise equipment is now installed above the beach washrooms.
- Thanked Councillor Reyerse for acting as Mayor when he was away.
- Attended the Federation of Canadian Municipalities Conference in Ottawa with 2000 other delegates.
- Met with Gurpreet Vinning, Policy Advisor and Special Assistant for Western Canada for the Minister of Infrastructure and Communities to seek federal support on infrastructure projects and had a separate meeting with MP Jati Sidhu in Ottawa to discuss support for the same infrastructure projects.
- Reported that Sasquatch Days is this upcoming weekend June 24 & 25, 2017.

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
June 19, 2017

12.

REPORTS FROM STAFF

- (a) Report of Financial Officer – June 7, 2017
Re: 2017 Annual Report

Moved by Councillor Buckley
Seconded by Councillor Piper

THAT Council receives the 2016 Annual Report for consideration.

**CARRIED
UNANIMOUSLY**

- (b) Report of Financial Officer – June 2, 2017
Re: 2016 Statement of Financial Information

Moved by Councillor Hansen
Seconded by Councillor Piper

THAT Council approves the 2016 Statement of Financial Information.

**CARRIED
UNANIMOUSLY**

- (c) Report of Financial Officer – June 7, 2017
Re: Municipal Finance Authority Equipment Financing

Moved by Councillor Piper
Seconded by Councillor Reyerse

THAT Council authorizes the borrowing of up to \$140,000 from the Municipal Finance Authority equipment financing program for equipment purchases approved in the 2017 Financial Plan.

**CARRIED
UNANIMOUSLY**

- (d) Report of Financial Officer – June 2, 2017
Re: Installation of Washrooms in Rendall and Spring Park

Moved by Councillor Reyerse
Seconded by Councillor Piper

THAT Council approves the purchase and installation of 2 age friendly, disability accessible toilet buildings in Rendall Park and;

THAT Council approves the purchase and installation of 1 age friendly, disability accessible toilet building in Spring Park.

**CARRIED
UNANIMOUSLY**

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
June 19, 2017

- (e) Report of Chief Administrative Officer – June 13, 2017
Re: Pesticide Bylaw and Noxious Weed Control

Moved by Councillor Reyerse
Seconded by Councillor Buckley

THAT Bylaw No.948, 2010 be repealed.

CARRIED
OPPOSED BY COUNCILLOR HANSEN AND MAYOR FACIO

13. **BYLAWS**

None

14. **QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)**

Questions from the public were entertained.

15. **ADJOURNMENT**

Moved by Councillor Buckley
Seconded by Councillor Hansen

THAT the meeting be adjourned at 7:47 p.m.

CARRIED
UNANIMOUSLY

Leo Facio
Mayor

Debra Key
Corporate Officer

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE SPECIAL MEETING OF COUNCIL

DATE: June 28, 2017
TIME: 10:00 a.m.
PLACE: Council Chambers
495 Hot Springs Road
Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Leo Facio
Councillor John Buckley
Councillor Sonja Reyerse
Councillor John Hansen
Councillor Samantha Piper

Chief Administrative Officer, Madeline McDonald
Deputy Chief Administrative Officer/CO, Debra Key
Financial Officer, Tracey Jones

ABSENT:

Recording Secretary: Jaclyn Bhatti

1. CALL TO ORDER

Mayor Facio called the meeting to order at 10:00 a.m.

2. INTRODUCTION OF LATE ITEMS

None

3. APPROVAL OF AGENDA

Moved by Councillor Reyerse
Seconded by Councillor Buckley

THAT the agenda be approved.

CARRIED
UNANIMOUSLY

4. DELEGATIONS

None

5. REPORTS FROM STAFF

Report of Financial Officer – June 22, 2017
Re: 2016 Annual Report

Moved by Councillor Reyerse
Seconded by Councillor Piper

THAT Council adopts the 2016 Annual Report.

CARRIED
UNANIMOUSLY

Village of Harrison Hot Springs
Minutes of the Special Council Meeting
June 28, 2017

6. **BYLAWS**

Report of Deputy Chief Administrative Officer/Corporate Officer – June 21, 2017
Re: Pesticide Use Repeal Bylaw No. 1103, 2017

Moved by Councillor Buckley
Seconded by Councillor Piper

THAT Pesticide Use Repeal Bylaw No. 1103, 2017 be given three readings.

**CARRIED
OPPOSED BY COUNCILLOR HANSEN AND MAYOR FACIO**

7. **QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

8. **ADJOURNMENT**

Moved by Councillor Buckley
Seconded by Councillor Hansen

THAT the meeting be adjourned at 10:11 a.m.

**CARRIED
UNANIMOUSLY**

Leo Facio
Mayor

Debra Key
Corporate Officer

RECEIVED

APR 12 2017

BY VILLAGE OF HARRISON HOT SPRINGS



VILLAGE OF HARRISON HOT SPRINGS

Request to Appear as a Delegation

In order to make a presentation to Council at a Council Meeting, you are required to submit a written request to the Corporate Administration Department no later than 12:00 p.m. on the Wednesday before the regular meeting. The request can either be a copy of this completed form or a separate letter that you have written which contains the information requested on this form. All requests must be accompanied with background information which will be included in the agenda package. You can submit your request in person, by mail at PO Box 160 Harrison Hot Springs, BC V0M 1K0, fax at 604-796-2192 or e-mail at jbhatti@harrisonhotsprings.ca.

The Corporate Administration Department will advise you when you are scheduled to appear before Council. Council meetings commence at 7:00 p.m. in the Village Council Chambers at 495 Hot Springs Road, Harrison Hot Springs, BC.

You are limited to a maximum of 10 minutes to present your material, regardless of the number of presenters in your delegation.

Date: Apr 7/17 Requested Meeting Date: July 10, 2017.
 Organization Name (if applicable): Fraser Valley Regional District
 Name of Presenter: Paul G. pps, CAO
 Name of Applicant if Other than Above: Jaime Schween, Mgr of Corporate Admin
 Contact Phone Number & E-Mail: 604-702-5023 j.schween@frvd.bc.ca
 Mailing Address with Postal Code: 45950 Cream Avenue, Chwilk, BC V2P 1N6
 Audio/Visual requirements: PPP to be provided
 Topic: As part of the 50th Anniversary of Regional Districts, FRVD Staff will present on services we provide, as well as celebrate 50 yrs of history
 Action you wish Council to take: n/a

RECEIVED

JUN 29 2017

BY VILLAGE OF HARRISON HOT SPRINGS



VILLAGE OF HARRISON HOT SPRINGS

Request to Appear as a Delegation

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The Corporate Administration Department will advise you when you are scheduled to appear before Council. Council meetings commence at 7:00 p.m. in the Village Council Chambers at 495 Hot Springs Road, Harrison Hot Springs, BC.

You are limited to a maximum of 10 minutes to present your material, regardless of the number of presenters in your delegation.

Date: JUNE 28, 2017 Requested Meeting Date: JULY 10, 2017

Organization Name (if applicable): _____

Name of Presenter: ALLAN BOTT

Name of Applicant if Other than Above: 1073980 BC LTD / SPINNAKER WYND

Contact Phone Number & E-Mail: 604 793 8015 abott@shaw.ca

Mailing Address with Postal Code: Box 656 AGASSIZ, BC V0M1A0

Audio/Visual requirements: N/A

Topic: VILLAGE OF HHS BYLAW No. 474

Action you wish Council to take: CONDUCT A REVIEW OF BYLAW 474 TO CHANGE THE "START TIME" FOR CONSTRUCTION ACTIVITY FROM 8:00 AM TO 7:00 AM. CONSIDER A TRIAL PERIOD FOR THE ABOVE REQUEST.

Good evening Mayor and Council and thank you for the opportunity to speak on the issue of "hours of work" for construction activity in the Village.

I will reference three bylaws, those of Harrison, Kent and Chilliwack, in my presentation. Village of Harrison Hot Springs Bylaw No. 474 allows for construction activity from 8:00 AM to 10:00 PM. Kent's Bylaw No. 1320 allows for construction activity from 6:00 AM to 10:00 PM. Chilliwack's Bylaw No. 2420 allows for construction activity from 7:00 AM to 9:00PM.

What is noise? The Oxford Dictionary defines it as a "sound, especially one that is loud or unpleasant or that causes a disturbance". The Village Bylaw provides "Exceptions" for necessary noise; fire, police, ambulance, snow plowing and the like. Given the difficult winter we had, I doubt anyone complained about noisy snow plows; even at midnight. On the other hand, unnecessary or gratuitous noise - a loud motorcycle or stereo - is exactly that; unnecessary, at any time.

I contend that construction activity falls somewhere on the spectrum between “necessary sound” and “unnecessary sound”; but closer to the “necessary” end of the scale.

Village Bylaw 474 contains language providing for a variance to the stated hours of work. We need a 7:00 AM start time; it is standard in the industry and will keep us competitive with other employers. I ask that you instruct staff to provide an opportunity for a trial period of perhaps six months. We are certainly willing to give up the permitted working hours of 6:00 PM to 10:00 PM as a trade off if that makes the 7:00 AM start more palatable. Give us a chance to show that we can do it in an acceptable manner. To my knowledge, noise has not been an issue on my site.

House construction will commence on the McCombs end of the new street. 6 permits have been applied for. I have contacted the immediate neighbor to that part of the division. He has provided a letter of support for the 7:00 AM start.

I attach a copy of his letter.

In summary, I ask that construction activity be allowed in the Spinnaker Wynd subdivision from 7:00 AM to 6:00 PM exclusive of Sundays and Statutory holidays for a trial period. Make us aware of any substantive issues or complaints as they arise. What we are really discussing here is "sound management" in every sense of the word.

Allan Both

604 793 8015

July 4, 2017

To: The Mayor and Council of the Village of
Harrison Hot Springs

I write this letter in support of a request by the developers of
Spinnaker Wynd to change the "start" time of construction
activity from 8:00 A.M. to 7:00 A.M. in the subdivision
immediately adjacent to my home. It is my understanding that
the developer is willing to forego any construction activity
from 6:00 P.M. to 10:00 P.M.

F. J. Comeau
FELIX J. COMEAU
624 MCCOMBS
JULY 4TH 2017

RECEIVED

JUN 30 2017

BY VILLAGE OF HARRISON HOT SPRINGS



Jonathan X. Coté
Mayor

June 30, 2017

Via Email

Dear Mayor and Council,

I am writing to request your support for three resolutions submitted by New Westminster City Council to UBCM for consideration at the 2017 Convention, regarding 1) addressing homelessness, 2) restorative justice training, and 3) renovictions. The three resolutions follow below:

1) City of New Westminster resolution regarding addressing homelessness (adopted June 12, 2017)

Whereas the homeless population in Metro Vancouver increased by 29.8% between 2014 and 2017.

Whereas the federal Homelessness Partnering Strategy has focused its resources on crisis response to the chronically and episodically homeless resulting in those at-risk of homelessness not being eligible for housing support and advocacy services.

Whereas municipalities have experienced significant funding cuts to housing outreach, referral and advocacy services, and inadequate senior government funding to address addictions and mental illness are significantly impacting the sheltered and unsheltered homeless population.

THEREFORE, BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government to work collaboratively with the Federal Government to place equal emphasis on homelessness prevention and crisis response, to increase funding for housing outreach, referral and advocacy services, and to provide additional funding to address addictions and mental health.

Office of the Mayor

Corporation of the City of New Westminster

511 Royal Avenue, New Westminster, BC - Canada V3L 1H9 T (604) 527 4522 F (604) 527 4594

www.newwestcity.ca

2) City of New Westminster resolution regarding Restorative Justice training as a component of Law Enforcement training (adopted June 12, 2017)

Whereas Restorative Justice has become a valuable tool in addressing certain criminal activities, by mediating a dialogue between the victim and the offender;

And whereas this interaction creates a direct accountability, restitution and apology from the offender;

And further whereas this methods of redress reduces the volume of cases before the courts;

Therefore be it resolved that senior levels of government mandate that Restorative Justice training become a compulsory component of Law Enforcement training.

3) City of New Westminster resolution regarding Renovictions and calling for amendments to the Residential Tenancy Act (adopted June 26, 2017)

Whereas the practice of renovictions, by which some landlords evict their tenants under the guise of performing major renovations and then significantly increase the rent of those units, is on the rise in our province; and

Whereas this practice is very disruptive to those impacted, including the elderly, low-income families and new immigrants, and contributes to housing unaffordability and homelessness; and

Whereas municipalities are limited in their ability to address this issue and many tenants are unaware of their rights or are reluctant to exercise them;

THEREFORE, BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government to undertake a broad review of the Residential Tenancy Act including, but not limited to, amending the Residential Tenancy Act to:

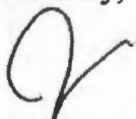
- *allow renters the right of first refusal to return to their units at a rent that is no more than what the landlord could lawfully have charged, including allowable annual increases, if there had been no interruption in the tenancy;*
- *eliminate or amend fixed-term tenancy agreements to prevent significant rent increases upon renewal; and;*

- *permit one tenant or applicant to represent and take collective action on behalf of all tenants in a building.*

If you have any questions or would like more information about these resolutions, please contact me at jcote@newwestcity.ca or 604-527-4522.

Your support is appreciated.

Yours truly,



Jonathan X. Côté
Mayor



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: July 4, 2017
FROM: Tracey Jones Financial Officer FILE: 0340-50
SUBJECT: Purchasing and Procurement Policy No. 2.7 Amendment

ISSUE:

The Purchasing and Procurement Policy is in need of updating as a result of staffing changes.

BACKGROUND:

Attached is an amended draft of Purchasing and Procurement Policy No. 2.7. The policy has had a number of administrative procedures removed from it for housekeeping purposes. The key changes are increases to purchase order signing authority for the Public Works foreman from \$2,500 to \$5,000 and the addition of purchase order signing authority for the Fire Chief and Deputy Fire Chief for \$5,000. The Credit Card purchases provision has been amended by giving the Chief Administrative Officer authority to administer and assign Corporate Village credit cards and purchasing limits at her discretion.

RECOMMENDATION:

THAT the Purchasing & Procurement policy number 2.7 be approved as amended.

Respectfully submitted;

REVIEWED BY:

[Signature of Tracey Jones]
Tracey Jones
Financial Officer

[Signature of Madeline McDonald]
Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

POLICY

| | | |
|--|---------------|---------------------------------|
| SUBJECT PURCHASING & PROCUREMENT | POLICY NUMBER | 2.7 |
| | DATE ADOPTED | December 15, 2008 |
| | AMENDED | August 16, 2010 May 26, 2011 |

1. PURPOSE

The purpose of this policy is to maintain fiscal responsibility/accountability with the Village procuring the goods and services through an unbiased, open and competitive process that provides the best value to the Village considering purchase price, quality, delivery, installation and eventual disposition.

2. AUTHORITY & RESPONSIBILITY

It is the responsibility of individuals with purchasing authority to ensure purchasing practices serve the best interest of the Village and are in conformance with this policy. Individuals with purchasing authority are to ensure funds have been provided for in the budget for the proposed expenditures and that the expenditures will not result in a budgetary overage. All purchasing is authorized through the adoption of the Financial Plan except in circumstances authorized under the Emergency Purchasing Section of this policy.

3. PURCHASE ORDERS

Purchase orders shall be issued for all purchases (except exempt purchases – see Appendix A) and signed by an approved signatory.

Standing purchase orders may be issued for purchases less than \$75.00.

The purchase order (PO) will be completed with the supplier name, date, quantity ordered, product or service description, price, total, and the project the purchase should be charged to.

4. EMERGENCY PURCHASES

Emergency situations may occur which require immediate commitment of materials, equipment and or services. An emergency expenditure is any expenditure that is the result

of an event caused by accident, fire, explosion or technical failure or by forces of nature that results in the need to expend Village resources:

- a. To protect human life, safety and health
- b. To protect property
- c. To protect the environment
- d. To protect the economic interest of the community

In such situations, the authorized person in charge of the situation will approve any commitments made on behalf of the Village and will process the appropriate documents during the first business day following the event. Where the expenditure can be accommodated within the Financial Plan, whether out of contingency funds or reallocations, the Chief Administrative Officer or the Financial Officer is authorized to approve the expenditure. Emergency purchases that cannot be accommodated within the Financial Plan will be authorized by the Chief Administrative Officer or Financial Officer and reported to Council following the event.

5. PURCHASE ORDER SIGNING AUTHORITY

The Chief Administrative Officer has delegated authority for the administration of Purchase Orders as follows:

- a. Chief Administrative Officer (up to \$25,000)
- b. Financial Officer (up to \$25,000)

The Chief Administrative Officer may assign purchase order signing authority to staff for approved budgeted expenditures as follows:

- a. Infrastructure Manager (up to \$15,000)
- b. Corporate Officer (up to \$5,000)
- c. Community Services Manager (up to \$5,000)
- d. Public Works Foreman (up to \$5000)
- e. Fire Chief and Deputy Fire Chief (up to \$5,000)

Purchase Orders of more than \$25,000 with budget approval, must be co-signed by the Chief Administrative Officer and the Financial Officer.

For all purchases, more than one quote should be obtained. All quotes shall include duty, freight and delivery.

For any purchases in excess of \$5,000 there shall be at least three quotes (see Appendix B). If the lowest bid is not acceptable, then upon satisfactory justification, the Financial Officer shall approve the purchase.

6. CREDIT CARD PURCHASES

The Chief Administrative Officer has delegated authority to administer and assign Corporate Village credit cards and purchasing limits to staff at her discretion.

Credit card purchases shall be used mainly for conference bookings and travel, entertainment/meals of guests of the Village and purchases where a purchase order is not practical in the circumstances.

7. AWARDING OF CONTRACTS

The Chief Administrative Officer and the Financial Officer shall have the authority to award contracts up to \$25,000 providing it is included in the approved annual Financial Plan. All contracts in excess of \$25,000 shall include a resolution of Council. All contracts in excess of \$50,000 shall be subject to a competitive process such as a tender or request for proposal. All contracts in excess of \$25,000 shall be by written contract which shall be signed by the corporate Officer or Chief Administrative Officer.

8. VENDOR SELECTION

All approving signatories shall seek the greatest possible effectiveness for the Village's purchases. There are many factors which should be considered when making purchases, in no particular order:

- a. Price
- b. Quality of goods/services
- c. Warranty
- d. Degree of suitability with requirements and/or specifications
- e. Availability of the goods or service (urgency at times will be a factor) and timeliness of delivery
- f. Quality of support, follow-up and repair service
- g. Supplier's previous performance, including vendor's financial stability and business reputation
- h. Balancing of quantity discounts with storage availability
- i. Standardization with other equipment and suppliers

9. GENERAL

It shall be the responsibility of all employees to follow the purchasing policy of the Village of Harrison Hot Springs. The Village of Harrison Hot Springs reserves the right to recover costs from an employee for any and all costs associated with an improper expenditure.

APPENDIX A
PURCHASES EXEMPT FROM PURCHASE ORDERS
(But not exempt from appropriate approval)

1) Petty Cash

2) Training and Education

- Conference fees
- Convention fees
- Course fees
- Meeting expenses
- Membership or dues
- Periodicals, magazines, subscriptions
- Seminars
- Staff training and development
- Staff workshops

3) Refundable Council and Employee Expenses

- Mileage allowance – Vehicles
- Travel expenses, meals, parking, hotel, etc.

4) Other Payments

- Debt payments
- Licenses (vehicles, radios etc.)
- Medical and dental
- Payments to Agencies
- Payment of damages
- Payroll deduction remittances
- Petty cash reimbursements

5) Utilities

- Cable
- Cellular telephone
- Diesel, gasoline & propane
- Gas
- Hydro
- Telephone
- Water

6) General

- Inspection and permit fees to other governments
- Land registry fees
- Municipal and inter-municipal grants and cost sharing
- Operating grants and Council approved grants
- Postage
- Salaries, wages, casual help and related disbursements
- Office recycling

7) Professional

- Accounting and audit
- Banking
- Insurance
- Legal

8) Other

- Externally managed projects – (require Council approval to delegate the purchasing authority to a construction management firm for construction process).
- Property purchases

DRAFT

**APPENDIX B
VILLAGE OF HARRISON HOT SPRINGS
QUOTATION EVALUATION FORM**

For purchases in excess of \$5,000

COMPANY NAME: _____ PRODUCT DESCRIPTION: _____
PHONE: _____
FAX # _____ QUOTATION: _____
CONTACT NAME: _____ DATE RECEIVED: _____
E-MAIL: _____

COMPANY NAME: _____ PRODUCT DESCRIPTION: _____
PHONE: _____
FAX # _____ QUOTATION: _____
CONTACT NAME: _____ DATE RECEIVED: _____
E-MAIL _____

COMPANY NAME: _____ PRODUCT DESCRIPTION: _____
PHONE: _____
FAX # _____ QUOTATION: _____
CONTACT NAME: _____ DATE RECEIVED: _____
E-MAIL: _____

VILLAGE DEPARTMENT _____ SIGNATURE _____

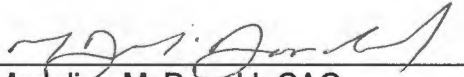
FINANCIAL OFFICER _____

Respectfully submitted;



Ken Cossey, M.C.P., R.P.P.,
Planning Consultant

REVIEWED BY and CONCURRENCE with the RECOMMENDATIONS:



Madeline McDonald, CAO

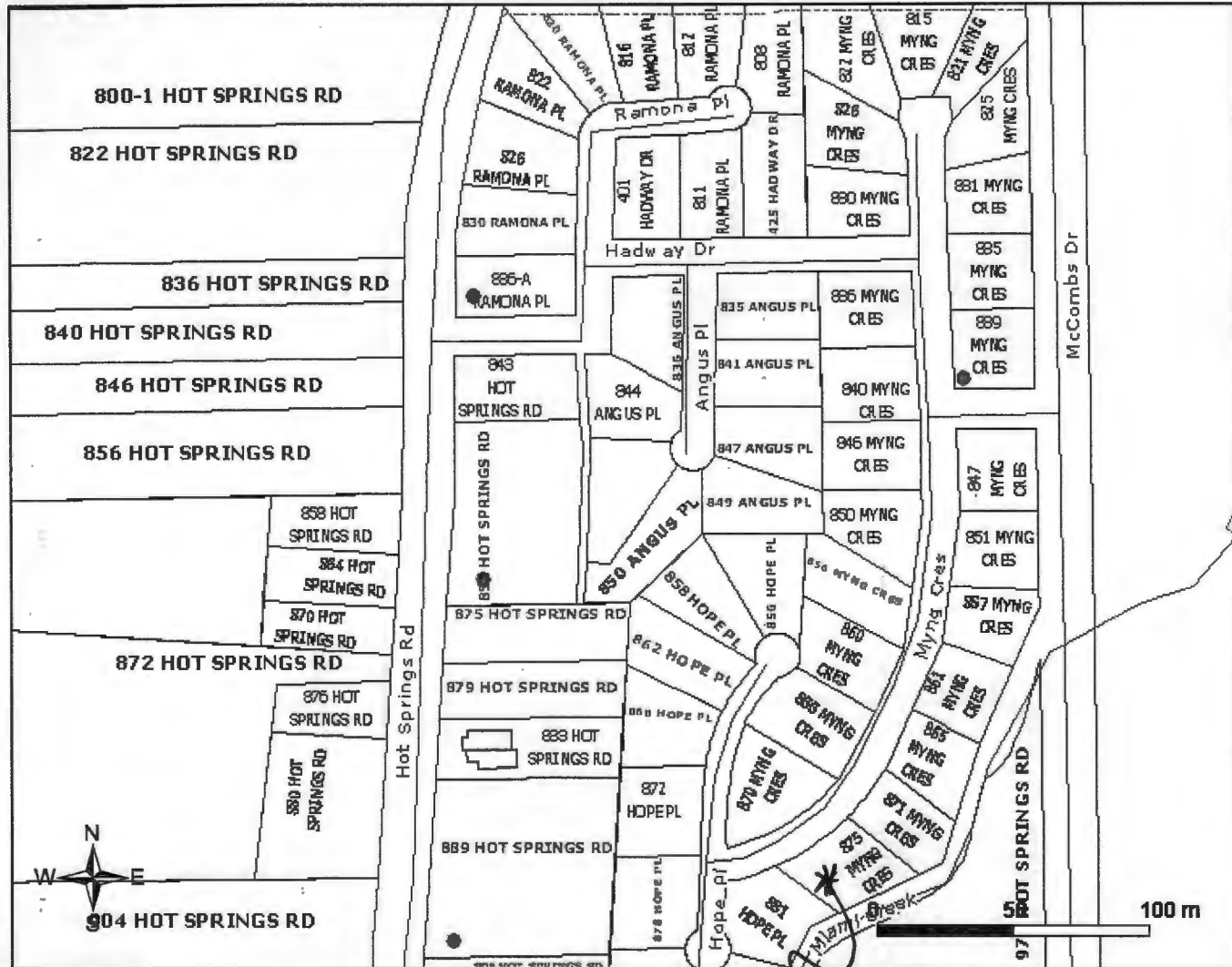
Attachments (1) Location Map

875 Myng Cres



Legend

- Fire Hydrants**
 - Standard
 - Siamese
 - Standpipe
 - Storage Tank
 - Storz
 - Other
 - Unknown
- Right-of-ways Text**
- Right-of-ways
- └ Dykes
- Regional Districts**
 - Other Regional Districts
 - ▣ Fraser Valley Regional District
- Jurisdictions**
 - Fraser Valley Regional District
- + Railways
- Roads**
 - Paved Roads
 - Unpaved Roads
 - Streams
 - ▣ Waterbodies

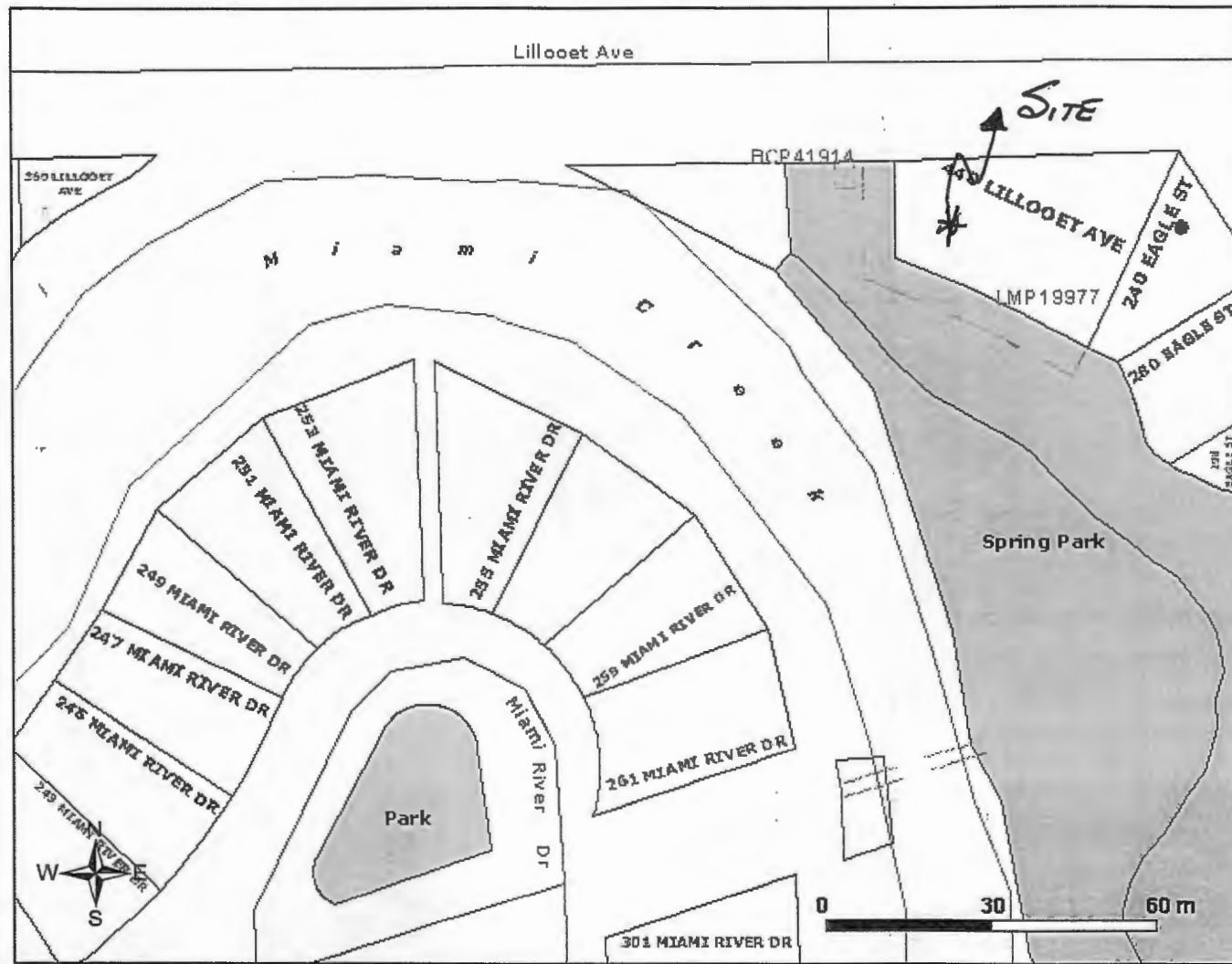


Disclaimer: This map was compiled by the Fraser Valley Regional District, using data believed to be accurate; however, a margin of error is inherent in all maps. This product is distributed without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability of particular purpose or use.

Scale 1:2445
28 June 2017, 13:20

SITE

440 Lillooet Ave



Legend

- Fire Hydrants**
 - Standard
 - Siamese
 - Standpipe
 - Storage Tank
 - Storz
 - Other
 - Unknown
- Right-of-ways Text**
 - Right-of-ways
 - Dykes
- Regional Districts**
 - Other Regional Districts
 - Fraser Valley Regional District
- Jurisdictions**
 - Fraser Valley Regional District
 - + Railways
- Roads**
 - Paved Roads
 - Unpaved Roads
 - Streams
 - Waterbodies

Disclaimer: This map was compiled by the Fraser Valley Regional District, using data believed to be accurate; however, a margin of error is inherent in all maps. This product is distributed without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability of particular purpose or use.

Scale 1:1222
28 June 2017, 11:44



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** July 4, 2017
FROM: Community Services Manager **FILE:** 3900-02
SUBJECT: Short Term Vacation Accommodation

ISSUE:

Local governments across North America have been facing, or are about to face, the Short Term Vacation Accommodation (STVA) industry. Municipalities approach this topic in different ways, in an effort to best meet the needs of their communities.

In an effort to engage the community in the STVA conversation, the Village of Harrison Hot Springs hosted an open house on June 15, 2017. This open house provided residents with the opportunity to talk to staff and complete a STVA survey. These surveys were available both online and in hard copy at the Village Office and the open house. Survey's had a submission deadline of June 23, 2017 and a total of 112 were completed.

STVA's pose both benefits and drawbacks to a community. Some benefits include the increase of accommodation options available to tourists along with providing land owners with an additional revenue stream. While the drawbacks surround impacts to neighbours if clientele behave in a disrespectful manner while municipal bylaw enforcement poses challenges.

BACKGROUND:

In synopsis, the STVA survey findings indicated the following:

1. Have you been impacted by short term vacation accommodations either positively or negatively?
 - 59% - Respondents were impacted directly or their friend/neighbour was impacted negatively by STVA's.
 - 41% - STVA's haven't impacted them or have been a positive experience.

2. Which statement best describes you?
 - 88% - Home owners.
 - 7% - STVA providers.
 - More responses can be seen within the survey results.
3. Have you ever been disturbed by short term vacation accommodations?
 - 53% - Yes.
 - 47% - No.
4. What area do you currently reside in?
 - 67% - Low Density Residential (Conventional Lot).
 - 16% - Low Density (Duplex).
 - 10% - Commercial.
 - 6% - Medium Density (Townhouse).
 - 1% - Undetermined.
5. What area do you think are more appropriate for STVA's?
 - 62% - Commercial.
 - 44% - Low Density (Duplex).
 - 39% - Low Density Residential (Conventional Lot).
 - 35% - Medium Density (Townhouse).
6. Under what conditions would you accept a short term vacation accommodation in your neighbourhood?
 - 42% - Parking regulations.
 - 35% - 24 Hour phone number.
 - 29% - Permanent resident to occupy dwelling.
 - 40% - STVA's would not be acceptable.
 - 44% - Other comments (see survey results)
7. If STVA's are to be allowed within the Village, do you think they should be required to financially support local and regional tourism marketing in a similar manner as the local hotels do through hotel taxes?
 - 51% - Yes
 - 13% - No
 - 37% - Other comments (see survey results)
8. Survey respondents were also asked to provide additional comments about STVA's. 71 respondents chose to leave a comment which can be categorized as follows:
 - 34% - No STVA's at all.
 - 25% - Enforcement or regulation of STVA's needs to occur in some form.
 - 23% - Generalized comment with no specific suggestion.
 - 18% - In favour of STVA's.

*Please note, the percentage total for question 5 and 6 will not add to 100% as respondents were able to choose more than one answer for this question.

If council wishes to regulate Short Term Vacation Accommodation, then staff recommends that council consider the following:

- No STVA's should be allowed within R-1 Low Density Residential (Conventional Lot);
- No person shall operate a STVA without a valid business licence;

- No person shall operate a STVA business unless they are resident upon the property;
- The business operator must provide the Village with contact information and a telephone number and must be available to contact 24 hours a day;
- All STVA business operators must not permit no more than the number and type of vehicles permitted on the premises pursuant to the parking provisions in the Village's Zoning Bylaw.

OPTIONS:

Option #1

THAT Council ban Short Term Vacation Accommodation's within the Village of Harrison Hot Springs.

Option #2

THAT Council not pursue the regulation of Short Term Vacation Accommodation within the Village of Harrison Hot Springs at this time.

Option #3

THAT the Zoning Bylaw be amended to prohibit Short Term Vacation Accommodation within R-1, Low Density Residential (Conventional Lot); and

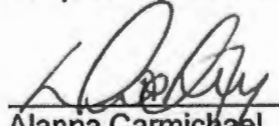
THAT the Business Licencing and Regulation Bylaw be amended to include Short Term Vacation Accommodation provisions.

THAT Short Term Vacation Accommodation business operators adhere to the following requirements:

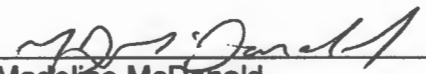
- No person shall operate a STVA without a valid business licence;
- No person shall operate a STVA business unless they are resident upon the property;
- All STVA business operators must permit no more than the number and type of vehicles permitted on the premises pursuant to the parking provisions in the Village's Zoning Bylaw.

Respectfully submitted:

REVIEWED BY:



 Alanna Carmichael
 Community Services Manager

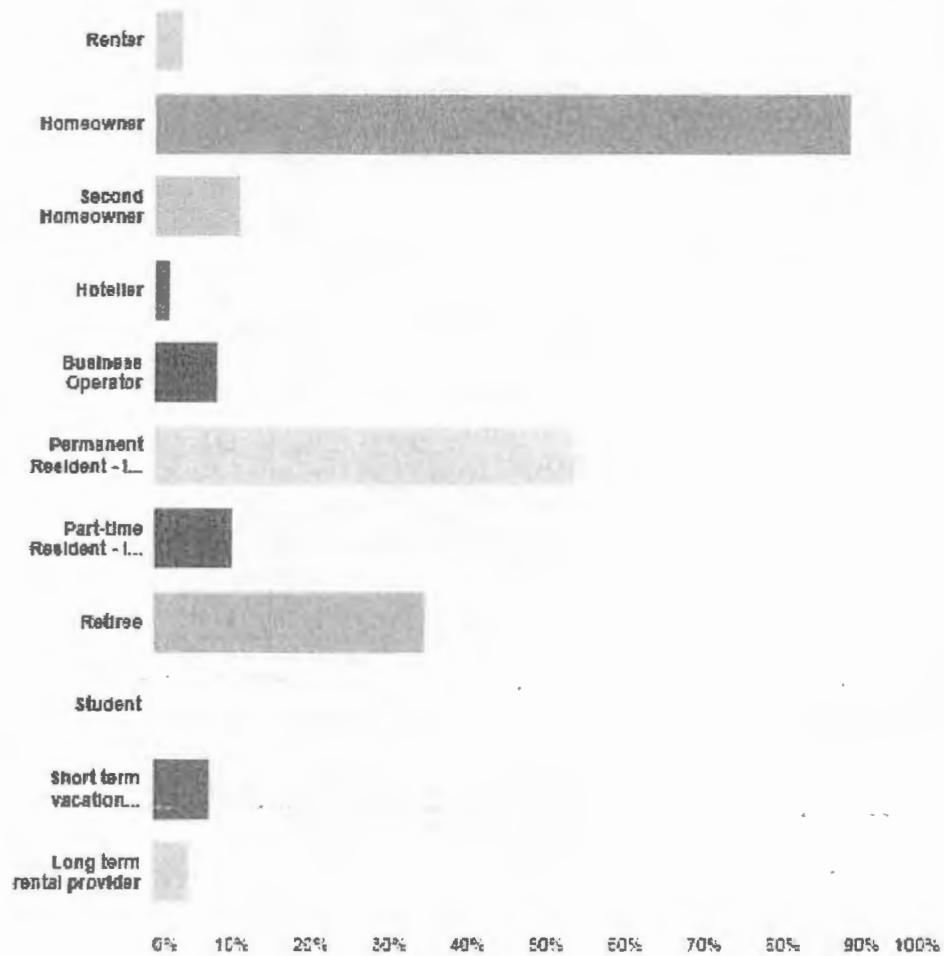


 Madeline McDonald
 Chief Administrative Officer

Short Term Vacation Accommodation (STVA) Survey Results

Which statement(s) best describe you?
Check all that apply.

Answered: 110 Skipped: 2

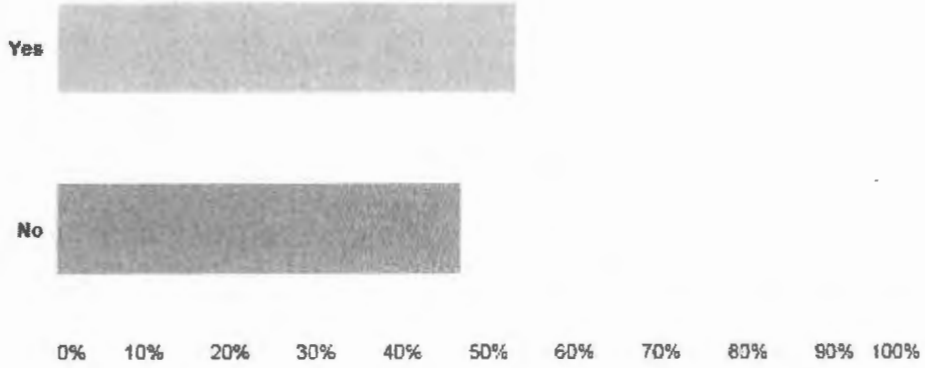


| Answer Choices | Response |
|---|-----------|
| Renter | 3.64% 4 |
| Homeowner | 68.18% 67 |
| Second Homeowner | 10.91% 12 |
| Hoteller | 1.82% 2 |
| Business Operator | 8.18% 9 |
| Permanent Resident - I reside in the Villages all year round | 53.64% 56 |
| Part-time Resident - I spend 2 months or more living in another community throughout the year | 10.00% 11 |
| Retiree | 34.55% 38 |
| Student | 0.00% 0 |
| Short term vacation accommodation provider | 7.27% 8 |
| Long term rental provider | 4.55% 5 |

Total Respondents: 110

Have you ever been disturbed by short term vacation accommodations? For example, noise, lack of parking, security issues)?

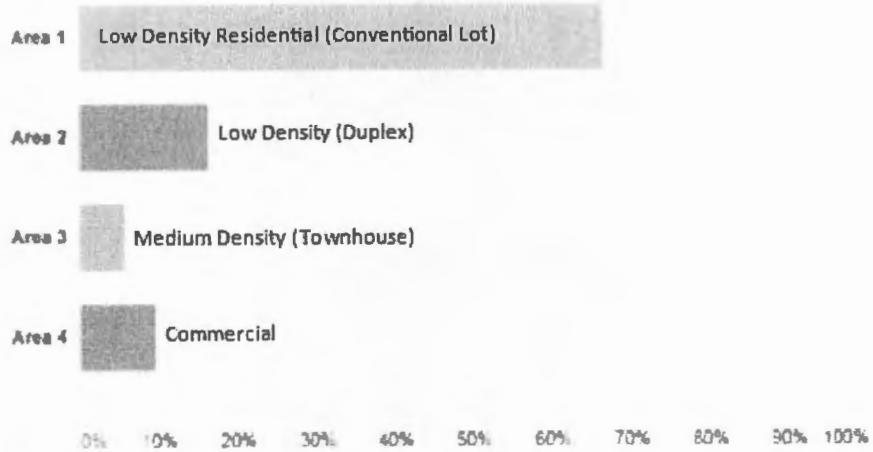
Answered: 111 Skipped: 1



| Answer Choices | Responses |
|----------------|-----------|
| Yes | 53.15% 59 |
| No | 46.85% 52 |
| Total | 111 |

What area of the above map do you currently reside in?

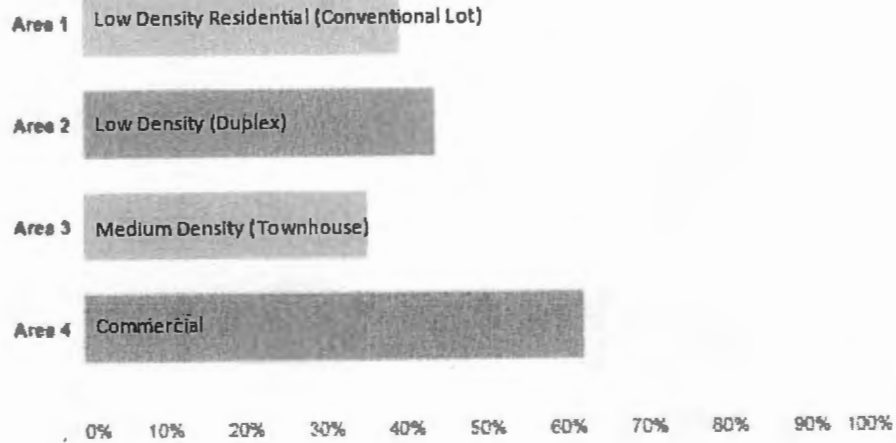
Answered: 103 Skipped: 7



| Answer Choices | Responses | Count |
|----------------|-----------|-------|
| Area 1 | 66.67% | 70 |
| Area 2 | 16.19% | 17 |
| Area 3 | 5.71% | 6 |
| Area 4 | 9.52% | 10 |
| Total | | 103 |

What area(s) do you think are more appropriate for short term vacation accommodations? Choose all that apply.

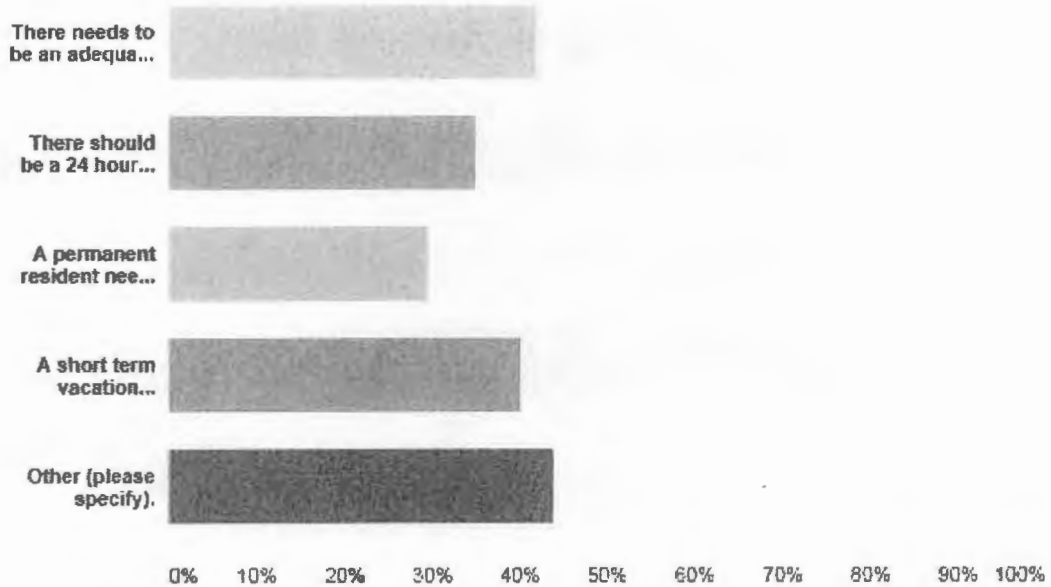
Answered: 71 Skipped: 41



| Answer Choices | Responses | |
|-----------------------|-----------|----|
| - Area 1 | 39.44% | 28 |
| - Area 2 | 43.66% | 31 |
| - Area 3 | 35.21% | 25 |
| - Area 4 | 61.97% | 44 |
| Total Respondents: 71 | | |

Under what conditions would you accept a short term vacation accommodation in your neighbourhood? Choose all that apply.

Answered: 112 Skipped: 0



| Answer Choices | Responses |
|--|--------------|
| <input type="checkbox"/> There needs to be an adequate provision for parking. | 41.96% 47 |
| <input checked="" type="checkbox"/> There should be a 24 hour phone number for neighbours to file complaints and get quick resolution. | 34.82% 39 |
| <input checked="" type="checkbox"/> A permanent resident needs to occupy the dwelling unit while short term renters are present, similar to a bed and breakfast. | 29.46% 33 |
| <input checked="" type="checkbox"/> A short term vacation accommodation would not be acceptable under any conditions. | 40.18% 45 |
| <input checked="" type="checkbox"/> Other (please specify). Responses | 43.75% 49 |

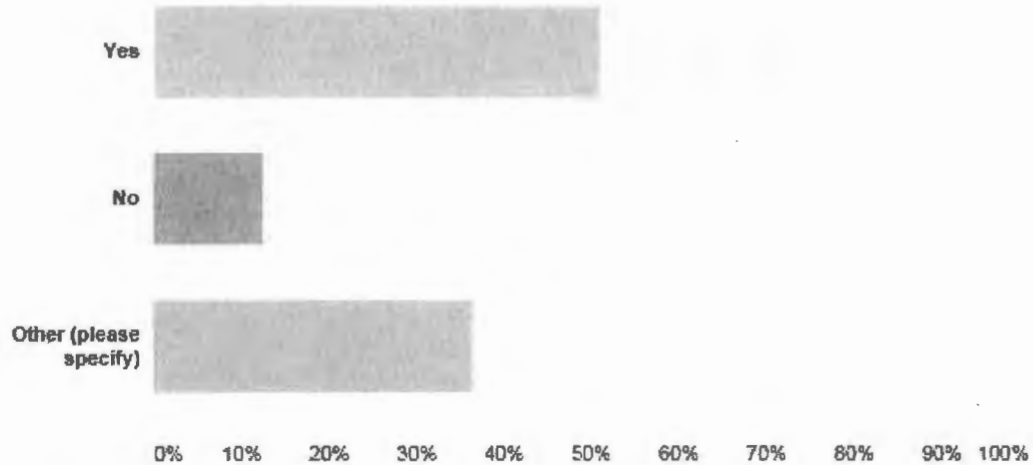
Total Respondents: 112

Within the "Other" category, 49 respondents noted the following suggestions:

- 47% - Enforcement or regulation of STVA's needs to occur in some form.
- 35% - No STVA's at all.
- 10% - Generalized comment with no specific suggestion.
- 8% - No STVA's in residential neighbourhoods.

If short term vacation accommodations are to be allowed within the Village, do you think they should be required to financially support local and regional tourism marketing in a similar manner as the local hotels do through hotel taxes?

Answered: 112 Skipped: 0



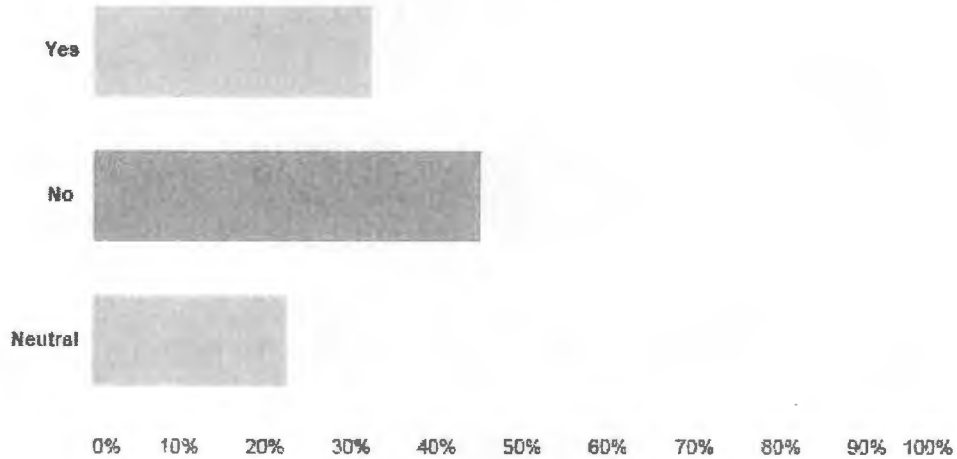
| Answer Choices | Responses | |
|------------------------|-----------|-----|
| Yes | 50.89% | 57 |
| No | 12.50% | 14 |
| Other (please specify) | 36.61% | 41 |
| Total | | 112 |

Within the "Other" category, 41 respondents noted the following suggestions:

- 66% - Business licenses, taxes or support local tourism.
- 27% - Not in favour of STVA
- 7% - Generalized comment with no specific suggestion.

Do you believe short term vacation accommodations are good for commercial operations in the Village?

Answered: 111 Skipped: 1



| Answer Choices | Responses | |
|----------------|-----------|-----|
| Yes | 32.43% | 36 |
| No | 45.05% | 50 |
| Neutral | 22.52% | 25 |
| Total | | 111 |

Survey respondents were also asked to provide additional comments about STVA's. 71 respondents chose to leave a comment which can be categorized as follows:

- 34% - No STVA's at all.
- 25% - Enforcement or regulation of STVA's needs to occur in some form.
- 23% - Generalized comment with no specific suggestion.
- 18% - In favour of STVA's.

A bylaw to repeal Pesticide Use Bylaw No. 948, 2010

WHEREAS the Council adopted the Pesticide Use Bylaw No. 948, 2010 on September 13, 2010 to regulate the non-essential use of pesticides;

AND WHEREAS the Province of British Columbia made amendments to the Integrated Pest Management Regulation on July 1, 2016 to govern the sale and use of pesticides in the Province of British Columbia;

AND WHEREAS the Council deemed that the Pesticide Use Bylaw is no longer required;

AND WHEREAS the Village of Harrison Hot Springs Pesticide Use Bylaw No. 948, 2010 must be repealed;

NOW THEREFORE in open meeting assembled, the Council of the Village of Harrison Hot Springs enacts as follows:

1. **CITATION**

This Bylaw may be cited for all purposes as the "Pesticide Use Repeal Bylaw No. 1103, 2017".

2. The following bylaw is hereby repealed:

(a) The Village of Harrison Hot Springs "Pesticide Use Bylaw No. 948, 2010" and any amendments thereto.

READINGS AND ADOPTION

READ A FIRST TIME THIS 28th DAY OF JUNE, 2017

READ A SECOND TIME THIS 28th DAY OF JUNE, 2017

READ A THIRD TIME THIS 28th DAY OF JUNE, 2017

ADOPTED THIS DAY OF JULY, 2017

Mayor

Corporate Officer

The APC meeting will be scheduled after this Council meeting, if Council provides 1st and 2nd reading to the Bylaw and authorizes the public hearing to be set up. After the public hearing, staff will prepare a report that consists of comments from:

- a) The referral agencies,
- b) The APC,
- c) The public hearing.

Respectfully submitted;



Ken Cossey, MCIP, RPP,
Planning Consultant

REVIEWED BY and CONCURRENCE with the RECOMMENDATIONS:



Madeline McDonald
Chief Administrative Officer

Attachments (2) Location Map
 Amendment Bylaw



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1108

A bylaw to amend Village of Harrison Hot Springs
Zoning Bylaw 1020, 2012

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw No. 1020, 2012, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted January 7th, 2013;

NOW THEREFORE in open meeting assembled, the Mayor and Council of the Village of Harrison Hot Springs enacts as follows:

CITATION

- 1. This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Zoning Bylaw Amendment Bylaw No. 1108, 2017".

MAP AMENDMENT

- 2. That:
(a) Schedule A, the Zoning Map of the Village of Harrison Hot Springs Bylaw No. 1020, be amended by rezoning the lands located at 440 Lillooet Avenue, legally described as Parcel "A" Section 13 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan 52235 (PID 005-006-732), outlined in heavy black outline and cross-hatched on Schedule 1 of this Bylaw from Low Density Residential 2 (Duplex) - R-2 zone to Low Density Residential 3 (Small Lot) - R-3 zone; and,
(b) the map appended hereto designated as Schedule 1 showing such amendment is an integral part of this Bylaw.

READ A FIRST TIME THIS ___ DAY OF ___, 2017

READ A SECOND TIME THIS ___ DAY OF ___, 2017

A PUBLIC HEARING WAS HELD ON THE ___ DAY OF ___, 2017

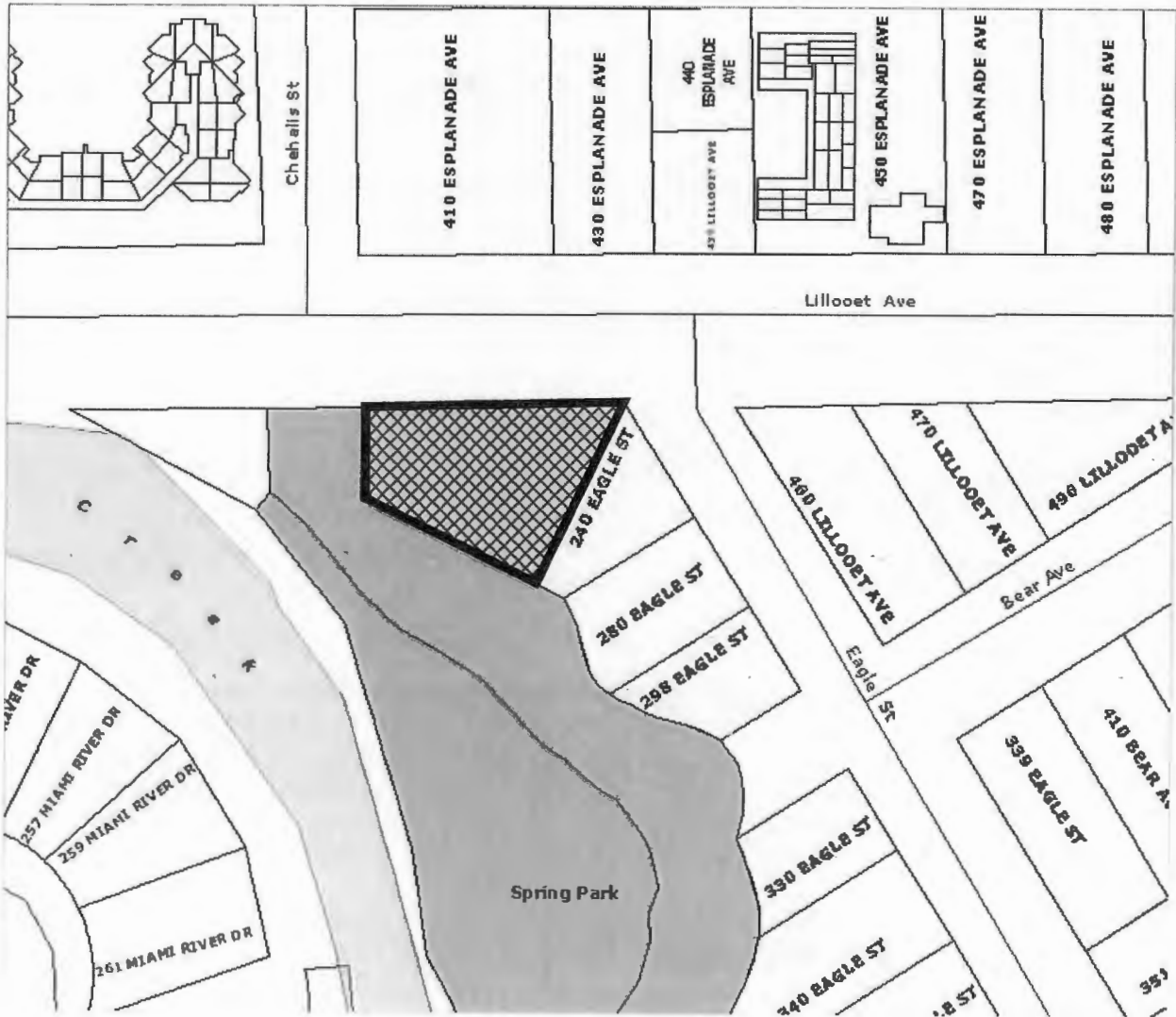
READ A THIRD TIME THIS ___ DAY OF ___, 2017

ADOPTED THIS ___ DAY OF ___, 2017

Mayor

Corporate Officer

**Schedule 1
Bylaw No. 1108, 2017**



Current Zoning: Low Density Residential 2 (Duplex) R-2
Proposed Zoning: Low Density Residential 3 (Small Lot) R-3



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: July 5, 2017
FROM: Debra Key, Deputy Deputy Chief Administrative Officer/Corporate Officer FILE: 3900-01
SUBJECT: Amendments to Zoning Bylaw No. 1020, 2012 re-Short Term Vacation Accommodation

ISSUE: Zoning Amendment Bylaw No. 1109, 2017

BACKGROUND:

On December 5, 2016, Council approved staff to proceed through the combined use of a Zoning Bylaw and Business Licence Regulation Bylaw to address the issue of Short Term Vacation Accommodation (STVA).

Accordingly, staff has drafted an amendment to the Zoning Bylaw to include a definition for Short Term Vacation Accommodation and the land use zones to which STVAs are permitted. Amendments to the Business Regulation Bylaw are currently under review and will be presented to Council at a later date.

RECOMMENDATION:

THAT Zoning Amendment Bylaw No. 1109, 2017 be given first and second reading.

Respectfully submitted:

REVIEWED BY:

[Signature]
Debra Key
Deputy Chief Administrative Officer/
Corporate Officer

[Signature]
Madeline McDonald
Chief Administrative Officer

**A bylaw to amend Village of Harrison Hot Springs
Zoning Bylaw 1020, 2012**

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw No. 1020, 2012, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted January 7, 2013;

NOW THEREFORE in open meeting assembled, the Mayor and Council of the Village of Harrison Hot Springs enacts as follows:

CITATION

1. This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Zoning Amendment Bylaw No. 1109, 2017"

2. **TEXT AMENDMENTS**

(a) Zoning Bylaw Number 1020, 2012 is hereby amended by deleting the following Definitions under Section III DEFINITIONS:

"BED and BREAKFAST"

"COTTAGE"

"INN"

(b) Zoning Bylaw No. 1020, 2012 is further amended by inserting the following definition in Section III DEFINITIONS:

Under "SHIPPING CONTAINER" insert the following:

"SHORT TERM VACATION ACCOMMODATION means a building containing one or more habitable rooms or residential dwelling units that are used for the temporary accommodation of visitors and includes but not limited to the following land use activities;

- Bed and breakfast operations, and
- Inns

Under "STRUCTURE" insert the following:

"TEMPORARY ACCOMMODATION means a total of less than 4 consecutive weeks;

(c) Zoning Bylaw No. 1020, 2012 is further amended by deleting the following in section V GENERAL REGULATIONS:

“.9) BED AND BREAKFAST” and renumber the remaining section accordingly.

(d) Zoning Bylaw No. 1020, 2012 is further amended by inserting a new section “.20) SHORT TERM VACATION ACCOMMODATION” and inserting as subsection 20(1) the following:

“(1) Short Term Vacation Accommodation uses are prohibited as an accessory land use in Low Density Residential (Conventional Lot) R-1 Zone

(e) Zoning Bylaw No. 1020, 2012 is further amended by deleting or inserting the following in section VII OFF STREET PARKING:

By deleting in Table 1 in Column I and their respective Column II “Required Number of Parking Spaces” the words “BED AND BREAKFAST”

By inserting in Table 1, in Column I above the word “SINGLE DETACHED DWELLING” the words “SHORT TERM VACATION ACCOMMODATION” and in its respective Column II “Required Number of Spaces”, insert the following “1 per guest room”.

READINGS

READ A FIRST TIME THIS DAY OF JULY, 2017.

READ A SECOND TIME THIS DAY OF JULY, 2017

A PUBLIC HEARING WAS HELD ON THE DAY OF AUGUST, 2017

READ A THIRD TIME THIS DAY OF AUGUST, 2017

ADOPTED THIS DAY OF AUGUST, 2017

Mayor

Corporate Officer