

VILLAGE OF GOLD RIVER

Bylaw No. 667, 2008

A Bylaw to regulate traffic and parking
within the Village of Gold River.

WHEREAS the Council of the Village of Gold River is empowered to enact a bylaw to make different regulations or prohibitions for the municipality, including regulations concerning traffic and parking; and

WHEREAS the Council is empowered to enacts fines and penalties for violations of those regulations or prohibitions;

NOW THEREFORE the Council of the Village of Gold River, in open meeting assembled, enacts as follows:

1.0 CITATION

1.1 This bylaw may be cited as the "Village of Gold River Street & Traffic Bylaw No. 667, 2008".

2.0 DEFINITIONS

2.1 Definitions in the Motor Vehicle Act apply within this bylaw.

2.2 In this bylaw:

"Administrator" means the Village of Gold River Chief Administrative Officer or his designate.

"Angle Parking" means the parking of a vehicle other than parallel to a curb or lateral lines of the roadway, and shall mean that the right front tire shall be closest to the curb or edge of the highway.

"Boulevard" means that portion of a highway between the curb lines or the lateral lines of a roadway and the adjoining property or roadway and includes curbs, sidewalks and ditches.

"Bylaw Enforcement Officer" means a person appointed by the Council for the purpose of enforcement of this bylaw, and includes the Bylaw Enforcement Officer, the Chief Administrative Officer, or Peace Officer, and their designates,

"Commercial Trailer" means a trailer but does not include a recreational trailer or a trailer having a gross vehicle weight of less than 700 kilograms.

"Commercial Vehicle" means a vehicle which is a commercial vehicle defined as such and licensed under the Commercial Transportation Act, and any vehicle not so licensed but which is used for the collection or delivery, or both, of goods, wares, merchandise, or other commodity in the ordinary course of a business undertaking, and displaying a valid decal or plate issued by a municipality for the purpose of identifying a commercial vehicle, if applicable.

"Construction Vehicle" means a commercial vehicle that is at any time used to deliver construction materials or equipment, or used to do construction work.

"Council" means the Council of the Village of Gold River.

"Crosswalk" means:

- a) the portion of the roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface, or
- b) the portion of a roadway at an intersection that is included within the connection of the lateral lines of the sidewalks on the opposite sides of the street, or within the extension of the lateral lines of the sidewalk on one side of the street, measured from the curbs, or in the absence of curbs, from the edges of the street.

"Curb" means that portion of any boulevards that borders on the street.

"Cycle" means a device having any number of wheels that is propelled by human power and on which a person may ride.

"Derelict Vehicle" means a vehicle that is inoperable, partially or totally disassembled, substantially damaged, wrecked, dilapidated, abandoned, unregistered and/or unlicensed.

"Disabled" means a person whose mobility is limited as a result of a permanent or temporary disability that makes it impossible or difficult to walk.

"Disabled Zone" means a parking zone identified by the disabled persons parking insignia sign.

"Emergency Vehicle" means:

- a) a motor vehicle carrying rescue or first aid equipment where there is an emergency justifying a rate of speed in excess of any maximum rate of speed provided for in the Motor Vehicle Act.
- b) a motor vehicle driven by a member of a fire department in the discharge of that member's duties;
- c) a motor vehicle driven by a Peace Officer, constable or member of the police branch of Her Majesty's Armed Forces, in the discharge of that person's duties.

"Fire Zone" means any area designated and marked or posted as such.

"Gross Vehicle Weight" means the combined weight of the vehicle without the load plus the weight of any load thereon.

"Highway" includes every highway within the meaning of the Highway Act, and every road, street, lane or right of way designated or identified for or used by the general public for the passage of vehicles and every passageway to a private place to which the public, for the purpose of parking or servicing of vehicles, has access or is invited.

"Meter" means a device placed or erected by the authority of Council or person duly authorized by Council to exercise such authority, mechanical or automatic, used to regulate, indicate, measure, prescribe, control, and charge a fee in relation to the duration for which a vehicle can remain parked.

"Municipality" means the Village of Gold River.

“Owner” as applied to a vehicle means:

- a) the person who holds the legal title of a vehicle,
- b) a person who is a conditional vendee, a lessee or a mortgagor, and is entitled to be in possession of the vehicle, or
- c) the person in whose name the vehicle is registered.

“Park” means the standing of a vehicle, whether occupied or not, upon a street except when the vehicle is standing temporarily for the purpose of and when actually engaged in loading or unloading of the vehicle.

“Peace Officer” means a member of the Royal Canadian Mounted Police and any person delegated to assist him in carrying out his duties under this Bylaw.

“Permit” means a document in writing issued pursuant to this Bylaw.

“Recreational Vehicle” means a vehicle that provides sleeping and other facilities for short periods of time while traveling or vacationing and is designed to be self propelled or towed behind or carried on a motor vehicle.

“Resident” means a person who resides within the boundaries of the Village of Gold River.

“Roadway” means the portion of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and where a highway includes two or more separate roadways, the term ‘roadway’ refers to any one roadway separately and not to all of them collectively.

“Sidewalk” means that portion of the boulevard improved for the use of pedestrians.

“Stop” means:

- a) when required, a complete cessation from movement, and
- b) when prohibited, the stopping or standing of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or to comply with the directions of a peace officer or traffic control device.

“Street” includes every highway within the meaning of the Highway Act and every roadway, street, lane or highway designed for or intended for the general public for the passage of vehicles and every other place to which the public has access including a municipal owned parking lot.

“Superintendent” means the Superintendent of Public Works for the Village of Gold River or anyone authorized to act on his or her behalf.

“Traffic” includes pedestrians, ridden or herded animals, vehicles, cycles and other conveyances, either singly or together, while using a highway to travel.

“Traffic Control Device” means a sign, signal, line, meter, marking, space, barrier or device, placed or erected by authority of the Minister of Transportation and Highways, the Council of the Village of Gold

River, the Superintendent or a person authorized by any of them to exercise that authority, for the guidance, regulation, warning, direction or prohibition of traffic.

"Trailer" means a vehicle without motor power designed to be drawn by or used in conjunction with a motor vehicle but does not include a sidecar attached to a motorcycle.

"Vehicle" means a device in, on or by which a person or thing is or may be transported or drawn on a street, except a device designed to be moved by human power or used exclusively on stationary rails or tracks.

"Village" means the Village of Gold River.

"Yellow Curb and Yellow Line" means, except where a bylaw of the Municipality provides otherwise, a traffic control device consisting of a curb painted yellow or yellow lines painted on the pavement surface which instructs every operator of a vehicle that no person shall stop, park or leave standing, any vehicle adjacent to or upon, attended or unattended, except where necessary to avoid conflict with other traffic, or in compliance with the direction of an officer, traffic control signal or device.

DELEGATION OF POWERS

3.0 GENERAL POWERS OF THE CHIEF ADMINISTRATIVE OFFICER (CAO) OR SUPERINTENDENT

- 3.1 The CAO and Superintendent are each authorized to locate, establish and maintain upon any street or boulevard such traffic control devices as may be deemed necessary for the regulation, direction, control or prohibition of pedestrian traffic, vehicular traffic and cycle traffic on any street or boulevard.
- 3.2 Where parking or stopping of a vehicle is prohibited and notice of such prohibition is posted on a traffic control device, it shall be sufficient if there is at least one such sign in each area where such parking or stopping is prohibited.
- 3.3 The CAO and Superintendent are each authorized, at his or her discretion, to temporarily close any highway for any of the following purposes:
 - a) construction or maintenance, or both, of any street or boulevard, or anything ancillary to any of them
 - b) installation, maintenance or removal of utilities
 - c) construction of buildings on abutting properties if, in the opinion of the CAO or Superintendent, such closure or occupation, or both, is desirable to facilitate such construction or is necessary to protect the public during such construction
 - d) a parade, festival or block party
 - e) temporary parking of construction vehicles, unattached trailers and containers on a street by written approval of a permit.

3.4 The CAO and Superintendent are each authorized to order the alteration, painting, tearing down or removal of any sign or advertisement, erected or maintained on or over any highway and in the exercise of this authority no compensation shall be paid to any person for loss or damage resulting from the alteration, repainting, tearing down or removal of any sign or advertisement placed upon or over any highway.

3.5 The CAO and Superintendent are each authorized at his or her discretion to give written authorization to any person in violation of the stopping and parking regulations.

4.0 GENERAL POWERS OF BYLAW ENFORCEMENT OFFICERS AND PEACE OFFICERS

4.1 Any Bylaw Enforcement Officer or Peace Officer of the municipality may cause to be removed and stored, any vehicle unlawfully parked on any street.

4.2 Any Bylaw Enforcement Officer or Peace Officer of the municipality is authorized to determine whether a vehicle has been abandoned and if that Bylaw Enforcement Officer or Peace Officer is satisfied that a vehicle has been abandoned, the Bylaw Enforcement Officer or Peace Officer may cause the vehicle to be removed and disposed of pursuant to any applicable provincial statute and/or regulation in force at that time.

5.0 STOPPING OR PARKING OF VEHICLES

5.1 Parking Prohibitions

Except when necessary to avoid conflict with traffic or to comply with the law or the directions of a Bylaw Enforcement Officer, Peace Officer, or traffic control device, no person shall:

- a) park a motor vehicle upon any street for any continuous period exceeding 72 hours without movement,
- b) park an unattached recreational vehicle or trailer on any street.
- c) no person shall continuously stop or park a recreational vehicle on any highway for more than four hours,
- d) park a vehicle overnight in any municipal owned parking area, without written authorization from the CAO, Superintendent, Bylaw Enforcement officer or a Peace Officer,
- e) abandon any vehicle upon a street,
- f) stop or park a vehicle on a boulevard,
- g) stop or park a vehicle on a sidewalk,
- h) stop or park a vehicle within a designated Fire Lane,
- i) stop or park a vehicle in contravention of a traffic control device,
- j) stop or park a vehicle in a fire zone, as indicated by a traffic control device,

- k) stop or park a vehicle on a street so that it impedes the normal flow of traffic,
- l) stop or park a vehicle on a street within 1.5 metres of a public or private driveway or road,
- m) stop or park a vehicle within 6 metres of the approach side of a crosswalk,
- n) stop or park a vehicle within 5 metres of a fire hydrant measured from a point on the curb or edge of street which is closest to the fire hydrant,
- o) stop or park a vehicle within 6 metres on the approach side of a stop sign,
- p) stop or park a vehicle upon a two-way roadway, other than on the right side of the roadway, and with the right hand wheels parallel to that side, except where angle parking is permitted,
- q) stop or park a motor vehicle or trailer on a street without displaying on it, the number plates issued for the current license year of that motor vehicle or trailer,
- r) stop or park a motor vehicle having a licensed gross vehicle weight of over 4,600 kilograms (10,000 pounds), except a recreational vehicle, on any street for more than two consecutive hours,
- s) stop or park a motor vehicle having a licensed gross vehicle weight of over 13,600 kilograms (30,000) pound on any street for more than two consecutive hours,
- t) stop or park any vehicle on any street for the purpose of greasing or repairing such vehicle except repairs necessitated by an emergency,
- u) occupy a vehicle as living quarters while it is parked upon any street or in any other public place, excluding designating camping or rest areas,
- v) stop or park a vehicle in a designated disabled parking spot unless the vehicle displays a valid Social Planning and Research Council (SPARC) of BC "Disabled Persons Parking Placard", or any other authorized handicapped parking placard,
- w) stop or park an unlicensed vehicle on a highway, public street, boulevard, easement or right-of-way,
- x) stop or park a vehicle in a position that interferes with firefighting, the normal flow of traffic on a highway or with the construction, improvement, maintenance, snow removal, alteration, extension, widening, marking or repair of a highway.

5.2 Manner of Parking

- a) Where parking spaces have been marked on any street for parallel parking, no person shall park any vehicle otherwise than between the lines or markings indicating the limits of a single parking space, except in the case of a vehicle being of greater length than that of a single parking space, but in no case shall a vehicle occupy or encroach upon more than two parking spaces.

- b) No person shall stop or park a vehicle other than parallel to the curb on a street, except where signs or markings indicate that angle parking is permitted, in which case the vehicle shall be parked at the angle to the curb indicated by such signs or markings, and parallel to and between such markings and as close to the curb as practicable, but in no case greater than 30 centimetres (12 inches) from the curb.
- c) Where parallel parking is permitted, vehicles shall be parked with wheels nearest the boulevard positioned parallel to the street and where there is a curb, within 30 centimetres (12 inches) from the curb.
- d) No person shall park a vehicle in such a manner that any part of the vehicle shall extend into the street beyond the lines or markings indicating the limit of the parking spaces on that section of the street.
- e) Where parking is permitted on a one-way street, a person shall stop or park a vehicle only in the direction of travel permitted by the traffic control device.

5.3 Commercial Vehicle and Trailer Parking

- a) No person, being the owner or operator of a commercial trailer shall park such a commercial trailer when it is attached to a vehicle on any street for more than two consecutive hours, except when the vehicle is delivering or picking up goods, merchandise or other things.
- b) No person, being the owner or operator of a commercial trailer shall place or park such commercial trailer on any street if such trailer is not attached to a vehicle and capable of being pushed or drawn at all times, without first obtaining a written permit from the CAO, Superintendent, Bylaw Enforcement Officer or Peace Officer.

5.4 Passenger Zones and Loading Zones

- a) Zones for loading and unloading of passengers or materials may be established at such places in or on any highway as may from time to time be designated by the Superintendent.
- b) The passenger and loading zones as constituted on the date of adoption of this bylaw are deemed to be authorized passenger and loading zones established under this bylaw.
- c) Traffic control devices indicating or marking passenger and loading zones shall be erected or placed under the direction of the Superintendent, and it shall be unlawful for any person to stop, stand or park a motor vehicle for any period of time longer than is necessary for the expeditious loading and unloading of passengers or materials, to a maximum of 30 minutes unless otherwise stated.
- d) No person shall stop a motor vehicle in any passenger zone or loading zone except while actually engaged in the loading or unloading of passengers or materials.

5.5 Vehicles Exempt from Parking Regulations

This exemption does not relieve the drivers of said vehicles from taking due precautions to indicate their presence on a street parked or stopped, while engaged in work.

Notwithstanding anything elsewhere contained in this bylaw, provisions relating to stopping or parking of vehicles shall not apply to

- a) emergency vehicles,
- b) vehicles used in conjunction with the servicing of public utilities including telephone systems, electric systems, natural gas systems and cable vision systems,
- c) municipal and other government vehicles,
- d) towing service vehicles.

5.6 Derelict Vehicles

- a) No person shall park a derelict vehicle on public property.
- b) No person shall park a derelict vehicle on private property in the view of the general public.
- c) Derelict vehicles, whether on public or private property, will be declared a nuisance and will be towed and impounded, subject to the following:
 - i) derelict vehicles on public property will be towed immediately,
 - ii) the owner(s) of a derelict vehicle(s) on private property will be issued a 14 day notice to remove the vehicle(s) from the property,
 - iii) if the vehicle(s) is not removed or enclosed within the 14 day notice period, the Bylaw Enforcement Officer may authorize a towing service to remove and impound the vehicle,
 - iv) disposal of derelict vehicles will be effected pursuant to Section 10 of this bylaw,
 - v) all fines, fees and costs associated with the removal, impoundment and disposal of a derelict vehicle will be recovered from the last registered owner of the derelict vehicle.

6.0 DESIGNATION OF BYLAW ENFORCEMENT OFFICER

6.1 For the purpose of this bylaw, the designated Bylaw Enforcement Officer means any of the following:

- a) Bylaw Enforcement Officer or designate for the Village of Gold River
- b) Superintendent or designate for the Village of Gold River
- c) Chief Administration Officer or designate for the Village of Gold River
- d) Peace Officer

6.2 The Bylaw Enforcement Officer is authorized and empowered to inspect, compel, and require that all the regulations and provisions prescribed in this bylaw are carried out.

7.0 STREET USAGE

Pedestrians

- 7.1 No person or persons shall stand or assemble on any street or sidewalk so as to obstruct or prevent other persons from using the street or sidewalk for the passage of motor vehicles or pedestrians.

Regulation of Cycles, Skateboards and Roller Blades

- 7.2 a) Unless the context otherwise requires, a person operating a cycle on a street has all the rights and is subject to all the duties that any vehicle operator has under this bylaw.
- b) Any person operating a skateboard, rollerblades or other similar equipment and apparatus associated with such equipment, shall yield the right of way to and shall not interfere with the quiet enjoyment of any person or traffic on or in a public place, park, highway, street or road.

Vehicle Traffic

- 7.3 The driver of any motor vehicle emerging from any lane, driveway or building shall stop immediately prior to driving on or across any sidewalk or boulevard and shall yield the right-of-way to any pedestrian approaching along the sidewalk or boulevard.
- 7.4 No person riding any bicycle, tricycle, coaster, skis, roller skates, roller blades, skateboard, toy motor vehicle or sleigh, shall cling to any motor vehicle in motion.
- 7.5 Whenever a traffic control device is erected indicating a quiet zone, no person operating a motor vehicle within such zone shall sound the horn or other warning device of the motor vehicle except in an emergency.
- 7.6 The driver of a motor vehicle shall not back into an intersection or over a crosswalk and shall not in any event back a motor vehicle unless such movement can be made in safety.
- 7.7 Funeral processions shall be identified as such by each motor vehicle therein having its headlights illuminated or by the display of a pennant or other identifying insignia.
- 7.8 a) No person shall operate a motor vehicle upon any highway within the municipality at a greater rate of speed than thirty-five (35) kilometers per hour, or as designated under the Motor Vehicle Act.
- b) When any portion of a highway has been designated as a school crossing by a traffic control device, the driver of every motor vehicle shall between the hours of 8:00 a.m. and 5:00 p.m. obey the direction indicated on such traffic control device.
- c) When any portion of a highway has been designated as a playground by a traffic control device, the driver of every motor vehicle shall between dawn and dusk, obey the direction indicated on such traffic control device.
- d) For the purpose of this subsection, where numerals alone are prominently shown, the maximum speed allowed in the zone shall be that number of kilometers per hour indicated.
- 7.9 Except as authorized by written permit from the Superintendent, no person shall drive or operate on a highway;

- a) A passenger vehicle so loaded that any part of the load extends beyond the sides of the vehicle or more than 185 cm beyond the back of the vehicle.
- b) A vehicle having wheels or tracks constructed or equipped with projecting spikes, cleats, ribs, clamps, flanges, lugs, or other attachments or projections which extend beyond the tread, traction surface or smooth surface of the wheel, tread or track, excluding tire chains of reasonable proportions when required for safety.
- c) A vehicle that is dropping, sifting, or leaking any escapement of its load.
- d) A vehicle with a load unless the load or any covering thereon is securely fastened so as to prevent the covering or load from becoming loose, detached, or in any manner hazardous to other users of the highway.
- e) A vehicle having a greater gross weight, axle load or tire load, than the limits of weights and loads prescribed in the Commercial Transport Act, or having greater dimensions with or without load, or a greater number of vehicles coupled together than is prescribed in the said regulations.

General

- 7.10 No person shall remove any notice affixed or placed on a vehicle under authorization of this bylaw, unless he is the owner or operator of such vehicle.
- 7.11 No person shall camp overnight on any street or in any park or in any parking area, other than those areas approved for overnight camping.
- 7.12 No person shall remove, alter, deface, cover up or damage any traffic control device erected, pursuant to the provisions of this bylaw.
- 7.13 No person shall place, erect or display on or within view of any highway, any sign, signal or other device which purports to be or imitates or resembles any traffic control device.
- 7.14 Except as specifically authorized by a resolution of Council or by bylaw, no person acting in the course of that person's business, shall place or cause or permit to be placed by any person in their employ or under their control, any fuel, merchandise, chattel or wares of any nature on any street or boulevard, or to conduct business from a vehicle parked on any street.
- 7.15 The Superintendent or Bylaw Enforcement Officer may seize any merchandise, vehicle, fuel, chattel or wares of any nature found to be unlawfully occupying a portion of a street, boulevard or public place and may cause such object to be removed, detained and impounded.
- 7.16 No person shall cause or permit refuse of any type to be thrown, dropped or let fall from or out of any vehicle onto any street, sidewalk or boulevard.
- 7.17 No person shall break, tear up, damage, disfigure or remove any planking, pavement, sidewalk, curbing or other street surface, or make any excavation in or under any street without having first obtained permission in writing from the Village of Gold River.

- 7.18 No person shall ride, drive, move, or propel any vehicle over or across any sidewalk, curbing or other street surface unless such curb has been lowered or otherwise constructed or reconstructed to form a suitable crossing, and permission to lower, construct or reconstruct such curb or crossing has been obtained from the Village of Gold River.

8.0 OFFENCES

- 8.1 Every person who violates any of the provisions of this bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw is liable on summary conviction to a fine of not more than two thousand dollars (\$2,000.00) and costs (including the costs of the committal and conveyance to the place of imprisonment) for each offense, and in default of payment therefore, to imprisonment of a term not exceeding six months in jail. Each day that such violation is permitted to continue shall be a separate offence.

9.0 TICKETABLE OFFENCES AND FINES

- 9.1 The minimum fines for an offence against the following sections of this bylaw are as follows:

SECTION	MINIMUM FINE
5.1 (a) to (x)	\$60.00

9.2 Voluntary Settlement

Any person who receives notice of an alleged violation by that person of a section of this bylaw referred to in the following table, may avoid further enforcement action by the municipality by paying the settlement amounts described below within the time limited:

<u>SECTION</u>	IF PAID WITHIN 30 DAYS OF VIOLATION	AFTER 30 DAYS
5.1 (a) to (x)	\$30.00	\$60.00

10.0 REMOVAL, DETENTION AND IMPOUNDING OF VEHICLES

- 10.1 Any vehicle unlawfully occupying any portion of Village property, street, boulevard, highway or public place may, upon the order of a Bylaw Enforcement Officer or Peace Officer, be removed, detained and impounded.
- 10.2 Any vehicle parked on a street that is deemed to be an impedance to snow removal may, upon the order of the Superintendent, be removed, detained and impounded.
- 10.3 A vehicle removed under Sections 10.1 or 10.2 will not be released to its owner until the costs of its removal and impoundment are paid. These costs are established in an agreement between the Village and its towing agent. A vehicle removed, detained or impounded under this bylaw may be recovered by the owner between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday, except holidays, by paying the fees, costs and expenses associated with the removal, detention or impounding of the vehicle to the Village and presenting the receipt obtained, plus

proof of ownership, at the Public Works yard or other place of storage, or by paying the contractor of the Village at his place of business.

- 10.4 If a vehicle is removed, detained or impounded and not claimed by its owner within thirty one days from date of seizure, written notice shall be mailed to the registered owner at his address as shown on the records of Registrar of Motor Vehicles advising of the seizure, and the sum payable to release the vehicle and the date advertising for sale by public auction, if unclaimed.
- 10.5 Any vehicle not claimed by the owner within thirty days from the date of mailing the notice may be sold at a public auction, which auction shall be advertised at least once in a newspaper circulated in the Village.
- 10.6 The proceeds of sale by auction shall be applied first to the cost of the sale, second to the fees, costs and expenses of the Village or its contractor as set out above and the balance shall be held for the owner. If the balance remains unclaimed at the end of the calendar year, such balance shall be paid into the general revenue of the Village.
- 10.7 Notwithstanding any other provision of this bylaw, where any garbage, rubbish or abandoned unlicensed vehicle with an apparent value of less than \$300.00 is left on any highway, such article may be removed to a garbage dump and disposed of therein.

11.0 LIABILITY FOR DAMAGES AND COSTS

- 11.1 In addition to all other penalties herein provided, any person causing damage to any street or boulevard, or any person being the owner or operator of a vehicle that has caused damage to any street or boulevard, shall be responsible for the cost of repairing such damage.

12.0 SEVERABILITY

- 12.1 If any section, subsection, sentence, clause or phrase in this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid portion thereof shall be severed and the decision that is invalid shall not affect the validity of the remaining portions of the Bylaw.

13.0 REPEAL

- 13.1 The Village of Gold River Street and Traffic Regulation Bylaw No. 12, 1966 and all amendments thereto are hereby repealed.

READ A FIRST AND SECOND TIME THIS	5 TH	DAY OF	MAY	2008.
READ A THIRD TIME THIS	20 TH	DAY OF	MAY	2008.
ADOPTED THIS	2 ND	DAY OF	JUNE	2008.


C. Anderson

MAYOR


L. Plourde CORPORATE ADMINISTRATOR