

# WHISTLER

## AGENDA

**REGULAR MEETING OF MUNICIPAL COUNCIL  
TUESDAY, MARCH 18, 2014, STARTING AT 5:30 PM**

**In the Franz Wilhelmsen Theatre at Maurice Young Millennium Place  
4335 Blackcomb Way, Whistler, BC V0N 1B4**

### **ADOPTION OF AGENDA**

Adoption of the Regular Council agenda of March 18, 2014.

### **ADOPTION OF MINUTES**

Adoption of the Regular Council minutes of March 4, 2014.

### **PUBLIC QUESTION AND ANSWER PERIOD**

### **MAYOR'S REPORT**

### **INFORMATION REPORTS**

Multi-Material BC  
Transition Plan  
Report No. 14-022  
File No. 606

**That** Council receive Information Report No. 14-022 regarding the transition plan for the Multi-Material BC residential recycling program.

### **ADMINISTRATIVE REPORTS**

Zoning Amendment  
Bylaw (Marihuana  
Production) No.  
2042, 2014 and  
Business Regular  
Amendment Bylaw  
2043, 2014 Report  
No. 14-028 File No.  
RZ 1081, RZ 1082,  
7600.1

**That** Council consider giving first and second readings to Zoning Amendment Bylaw (Marihuana Production) No. 2042, 2014;

**That** Council authorize the Corporate Officer to schedule a public hearing regarding Zoning Amendment Bylaw (Marihuana Production) No. 2042, 2014; and further,

**That** Council consider giving first, second and third readings to Business Regulation Amendment Bylaw No. 2043, 2014.

DVP 1071 – 1563 Spring  
Creek Drive Setback  
Variances  
Report No.024  
File No. DVP 1071

**That** Council approve Development Variance Permit 1071 to vary building setbacks at 1563 Spring Creek Drive to permit:

1. A pool deck located 2.2 metres from the front parcel line (at the closest point) and 3.1 metres from the rear parcel line (at the closest point); and
2. A trellis structure on the deck located 2.2 metres from the front parcel line with an overhang at 1.8 metres from the front parcel line,

to the extent shown on the building plans attached to Administrative Report No 14-024 as Appendix “B” ;

**That** Council make the above noted variances subject to the following conditions to the satisfaction of the General Manager of Resort Experience:

1. Receipt of a landscape plan prepared by a certified Landscape Architect, and
2. Modification of the tree preservation covenant registered on title; and further

**That** Council authorize the Mayor and Corporate Officer to execute the required amending covenant.

DVP 1075 – 8488 Bear  
Paw Trail – Retaining  
Wall Variances  
Report No. 14-025  
File No. DVP 1075

**That** Council approve Development Variance Permit 1075 to vary setback regulations for proposed extensions to existing retaining walls at 8488 Bear Paw Trail as follows:

1. Vary the upper retaining wall to 3.35 metres in height and vary the minimum setback requirement for the retaining wall to 0 metres from the side property line;
2. Vary the lower retaining wall to 1.85 metres in height and vary the minimum setback requirement for the retaining wall to 0 metres from the side and rear property lines;

to the extent shown on the plans attached to Administrative Report No.14-025 as Appendix “B”.

DVP 1077 – 8496 Bear  
Paw Trail – Retaining  
Wall Variances  
Report No. 14-026  
File No. DVP 1077

**That** Council approve Development Variance Permit 1077 to vary setback regulations for proposed extensions to existing retaining walls at 8496 Bear Paw Trail as follows:

1. Vary the upper retaining wall to 3.35 metres in height and vary the minimum setback requirement for the retaining wall to 0 metres from the side property line;
2. Vary the lower retaining wall to 1.85 metres in height and vary the minimum setback requirement for the retaining wall to 0 metres from the side and rear property lines;

to the extent shown on the plans attached to Administrative Report No.14-026 as Appendix "B".

Section 910 Exemption –  
6692 Crabapple Drive  
(Flood Proofing)  
Report No. 14-027  
File No. 910 Sec. 0008

**That** Council grant an exemption per Section 910 of the *Local Government Act* – "Construction requirements in relation to flood plain areas", to allow for the construction of a new dwelling at 6692 Crabapple Drive; and further,

**That** Council authorize the Mayor and Corporate Officer to execute a Section 219 covenant on the title of the subject property for this exemption, attaching the geotechnical report as Appendix "B" to Administrative Report No. 14-027, prepared by GVH Consulting Ltd. and confirming that the property is safe for the use intended.

### **MINUTES OF COMMITTEES AND COMMISSIONS**

May Long Weekend  
Committee

Minutes of the May Long Weekend Committee meeting of February 24, 2014.

### **BYLAWS FOR FIRST AND SECOND READING**

Zoning Amendment  
Bylaw (Marihuana  
Production) No. 2042,  
2014

The purpose of Medical Marihuana Zoning Bylaw No. 2042, 2014 is to amend the Zoning Amendment Bylaw No. 303 to regulate marihuana production.

### **BYLAWS FOR FIRST, SECOND AND THIRD READING**

Business Regulation  
Amendment Bylaw No.  
2043, 2014

The purpose of Business Regulation Amendment Bylaw No. 2043, 2014 is to amend the Business Regulation Bylaw to regulate businesses licensed under the Marihuana for Medical Purposes Regulation (Canada)

### **BYLAWS FOR ADOPTION**

Municipal Ticket  
Information System  
Implementation  
Amendment Bylaw No.  
2002, 2012

The purpose of Municipal Ticket Information System Implementation Amendment Bylaw No. 2002, 2012 is to add the ticketable offenses for the Environmental Protection Bylaw No. 2000, 2012 to the Municipal Ticket Information System Implementation Bylaw No. 1719. 2005 and revise the title sections of the schedules.

Business Licence  
Amendment Bylaw No.  
2040, 2014

The purpose of Business Licence Amendment Bylaw No. 2040, 2014 is to amend Business Licence Bylaw No. 567, 1987 by deleting the current schedule B (the current business license application form) and replace it with a new one.

Parking and Traffic  
Amendment Bylaw No.  
2041, 2014

The purpose of Parking and Traffic Amendment Bylaw No. 2041, 2014 is to insert section 3 (1) which pertains to winter parking regulations; and to delete section 11 and replace it with revised wording. The revised wording will amend the bylaw to be consistent with the addition of section 3 (1) with respect to "commercial vehicle" parking.

## **OTHER BUSINESS**

### **CORRESPONDENCE**

Whistler Cay Heights  
Pedestrian Overpass  
File No. 3009

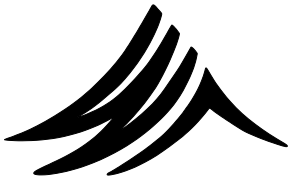
Correspondence from Dr. Thomas DeMarco, dated February 24, 2014, requesting Council consider a pedestrian overpass for the Whistler Cay Heights.

Elimination of Home  
Delivery Service by the  
Canada Post Corporation  
File No. 3009

Correspondence from Derek R. Corrigan, Mayor, City of Burnaby, dated March 4, 2014, regarding the community impacts of the elimination of home delivery services by Canada Post Corporation.

### **ADJOURNMENT**





# WHISTLER

## MINUTES

**REGULAR MEETING OF MUNICIPAL COUNCIL  
TUESDAY, MARCH 4, 2014, STARTING AT 5:30 PM**

**In the Franz Wilhelmsen Theatre at Maurice Young Millennium Place  
4335 Blackcomb Way, Whistler, BC V0N 1B4**

### **PRESENT:**

Mayor N. Wilhelm-Morden

Councillors: J. Crompton, J. Faulkner, J. Grills, D. Jackson, and A. Janyk.

**ABSENT:** R. McCarthy

Chief Administrative Officer, M. Furey  
General Manager of Corporate and Community Services, N. McPhail  
General Manager of Infrastructure Services, J. Paul  
General Manager of Resort Experience, J. Jansen  
Director of Finance, K. Roggeman  
Acting Director of Planning/Senior Planner, M. Laidlaw  
Corporate Officer, S. Story  
Manager of Communications, M. Comeau  
Manager of Strategic Alliances, J. Rae  
Manager of Village Animation and Events, B. Andrea  
Manager of Special Projects, T. Battiston  
Senior Planner, M. Laidlaw  
Planner, F. Savage  
Recording Secretary, N. Best

### **ADOPTION OF AGENDA**

Moved by Councillor J. Grills  
Seconded by Councillor A. Janyk

**That** Council adopt of the Regular Council agenda of March 4, 2014.

CARRIED

### **ADOPTION OF MINUTES**

Moved by Councillor J. Crompton  
Seconded by Councillor J. Faulkner

**That** Council adopt the Regular Council minutes of February 18, 2013.

CARRIED

### **PUBLIC QUESTION AND ANSWER PERIOD**

*There were no questions from the public.*

## **PRESENTATIONS/DELEGATIONS**

Whistler Chamber of  
Commerce Spirit  
Engagement Strategy

A presentation was given from Val Litwin, Chief Executive Officer of the Whistler Chamber of Commerce regarding a Spirit Engagement Strategy.

## **MAYOR'S REPORT**

Mayor N. Wilhelm-Morden congratulated all of the Team Canada Sea to Sky Olympic athletes, who competed in the 2014 Winter Games. Fifteen men and women from the region qualified for the 2014 Olympic Winter Games in events including alpine skiing, freestyle skiing, and snowboarding. Mayor N. Wilhelm-Morden congratulated three-time Olympian Mike Janyk, who ranked sixteenth in the men's slalom event. Mayor N. Wilhelm-Morden added Council is looking forward to celebrating with Mike, Marielle and all of the athletes at a future welcome home ceremony. Mayor N. Wilhelm-Morden thanked the Sea to Sky residents, who attended the 2014 Winter Games as officials, coaches, delegations, volunteers and spectators.

Mayor N. Wilhelm-Morden shared that the Resort Municipality of Whistler received a 2014 Lucky Loonie from the Royal Canadian Mint to commemorate Marielle Thompson's 2014 gold medal win in Women's Ski Cross Freestyle Skiing at the 2014 Winter Games. The coin is a special way for Canadians from coast to coast to proudly remember the Canadian Olympic Team's accomplishments at the Games. The coin and letter will be on display at Municipal Hall.

Councillor Andrée Janyk added sentiments regarding Sea to Sky athletes who competed in the 2014 Games. Janyk congratulated the Olympians as well as the younger Whistler athletes who are working towards their goals. Councillor A. Janyk thanked the local families, schools and the community as a whole for continuing to support young athletes throughout the corridor.

Mayor N. Wilhelm-Morden congratulated the four Sea to Sky Paralympians who have all made Team Canada and will be competing in the 2014 Paralympic Winter Games. They include: Tyler Mosher and John Leslie (who recently moved here from Ontario) in para-snowboard and Caleb Brousseau and Matt Hallat in para-alpine.

Mayor N. Wilhelm-Morden shared that new rates are coming to Meadow Park Sports Centre on Tuesday, April 1, 2014. The rates are part of a routine increase, as approved by council in spring 2013. Visit [www.whistler.ca/recreation](http://www.whistler.ca/recreation) or call 604-935-PLAY (7529) for more information.

Mayor N. Wilhelm-Morden passed on her condolences to the family and friends of Whistler resident, Jonathan Unger, 29, who passed away last week after falling into a tree well while snowboarding near Pemberton. This winter there have been two tree well fatalities in the Sea to Sky, one in bounds on Whistler Mountain in January and the other just last week in the Pemberton backcountry. Mayor N. Wilhelm-Morden urged those skiing and

boarding to remember mountain safety when skiing in and out of bounds.

Mayor N. Wilhelm-Morden invited writers on behalf of the Resort Municipality of Whistler's Public Art Committee to submit original poems to the sixth annual Poet's Pause Poetry Competition. Poems are commissioned for display at the Poet's Pause sculpture sites in Alta Lake Park and, as part of the Mayor's Poetry Challenge, and will be read at a municipal council meeting in April to celebrate National Poetry Month. Details are available at [www.whistler.ca/poetspause](http://www.whistler.ca/poetspause) and at Municipal Hall. The deadline for submission is March 31.

Mayor N. Wilhelm-Morden reported that the Budget Community open house took place on February 25 and thanked residents and business owners who participated. The open house provided an opportunity for council and staff to share information about the municipal financial planning process, and factors affecting the 2014 budget and Corporate Plan, including results of the 2013 corporate performance indicators. These performance results demonstrated areas where the community and organization are doing well, as well as areas that are in need of ongoing improvement. A virtual open house is available online at [www.whistler.ca/budget](http://www.whistler.ca/budget). Email your budget and taxation questions and comments to [budget@whistler.ca](mailto:budget@whistler.ca). Draft operating and project budgets will be presented at the March 18 regular meeting of council.

Mayor N. Wilhelm-Morden reported she attended the Pacific Pension Institute 2014 Whistler Roundtable last week at the Westin. The Pacific Pension Institute is a nonprofit educational organization, which assists pension funds, corporations, financial institutions and endowments worldwide with carrying out their fiduciary responsibilities, especially with respect to Asia and the Pacific region. Participants were interested to learn more about Whistler's unique history as a resort community, how the resort has adapted to changes as well as the work being done in the community to plan for the future.

Mayor N. Wilhelm-Morden announced an updated Council-led Volunteer Recognition Program, which will include two components: the Whistler Civic Service Awards and Council Recognition Event. The Whistler Civic Service Awards will be awarded to individuals that have served the municipality by contributing to a committee, task force, or board. Up to five awards will be given out annually at a regularly scheduled council meeting. Further details will be available soon. Mayor N. Wilhelm-Morden added that there will be a new council recognition event held in an updated format from past years. It was historically a dinner event and going forward, Council will host a reception-style event to recognize all individuals that have contributed to Committees of Council throughout the year. The change of event aims to improve the mingling and networking opportunities of all guests. The reception will take place in spring 2014.

Mayor N. Wilhelm-Morden reported that the Kathy Barnett Leadership Luncheon will take place Friday, March 7 at the Westin Whistler Resort and Spa. The theme of this year's event is "Empowering for Change" with guest speaker Theresa Laurico. The luncheon has raised over \$65,000 for the Kathy Barnett Memorial Fund over the years, and supports women in the community with educational grants. Sea to Sky mentors will include:

- Jordan Sturdy, MLA West Vancouver-Sea to Sky
- Val Litwin, CEO, Whistler Chamber of Commerce
- Claire Ogilvie, Editor, Pique Newsmagazine
- Sheila Kirkwood, Fire Chief, Whistler Fire Rescue Service
- Barrett Fisher, President and CEO, Tourism Whistler and others.

Tickets are still available at [www.whistlerchamber.com/events](http://www.whistlerchamber.com/events) for more information or to buy your tickets.

Mayor N. Wilhelm-Morden congratulated the Whistler Pottery Club, who held a very successful Empty Bowls Foodbank Fundraiser at the Squamish Lil'wat Cultural Centre on February 21. Local potters contributed well over 100 beautiful bowls and the event raised \$3,725.00 for food banks in the Sea to Sky corridor.

Mayor N. Wilhelm-Morden shared a few exciting upcoming sporting events that will be taking place in Whistler this March and April:

- The province's best bobsleigh, skeleton and luge athletes will take to the track at the Whistler Sliding Centre this month with the BC Bobsleigh and Skeleton provincial championships March 15-16 and the BC Luge Association championships March 15-16.
- The 2014 Canadian Alpine Championships on Whistler Mountain feature national alpine and para-alpine events in March, while the ski cross competitors take to the slopes in April.
- Whistler Olympic Park will host the National Championships for Ski Jumping and Nordic Combined March 27-29 and the Woppet cross country ski event March 30.

For more information on these events, visit [www.whistler.com/events](http://www.whistler.com/events).

N. Wilhelm-Morden shared that during the closed meeting earlier in the day, council appointed two people to the Liquor Licence Advisory Committee. Council appointed Brenton Smith to a two-year term as food and beverage sector (restaurants) representative. Council also appointed Colin Hedderson to a two-year term as accommodation sector representative. Mayor N. Wilhelm-Morden thanked all members of our committees of council who dedicate their time to important community work.

Mayor N. Wilhelm-Morden shared that Whistler's Sister City, Karuizawa, has experienced record-breaking snow levels in the city. According to Mayor Fujimaki, more than 400 vehicles were trapped on national roadways when the snow started falling and numerous families were trapped in their homes. Emergency services were deployed and as of last week, Mayor Fujimaki advised that the situation in Karuizawa was returning to normal, and that there was no loss of life as a result of the extreme snow fall. Karuizawa students will arrive in Whistler later this month as part of the annual Sister City Exchange Program.

Councillor John Grills shared that students from Whistler Secondary School will be performing The Wizard Oz at Millennium Place on March 6 at 7 p.m. and encouraged everyone to support the students and take in the performance. Tickets are available at the box office or at [www.artswhistler.com](http://www.artswhistler.com).

Councillor Jayson Faulkner shared that on March 3, BC Parks announced

that the Management Plan Amendment for the Spearhead Area of Garibaldi Park has been approved and is available for viewing on the BC Parks website. The new management plan provides more information about mountain biking and other topics. Residents are encouraged to view the plan online.

### INFORMATION REPORTS

2014 Festival, Events and  
Animation Update  
Report No. 14-015  
File No. 8216

Moved by Councillor A. Janyk  
Seconded by Councillor D. Jackson

**That** Information Report No. 14-015 be received.

CARRIED

### ADMINISTRATIVE REPORTS

LLR 128 - Conference  
Centre Extension of Hours  
for WSSF Events  
Report No. 14-016  
File No. LLR 128

Moved by Councillor J. Crompton  
Seconded by Councillor J. Faulkner

**That** Council authorize hours of liquor sale until 4:00 am on the night of Saturday, April 12, 2014 at the Whistler Conference Centre;

**That** Council authorize hours of liquor sale until 4:00 am on the night of Saturday, April 19, 2014 at the Whistler Conference Centre; and further,

**That** Council authorize staff to support Tourism Whistler's application to the provincial Liquor Control and Licensing Branch for a Temporary Change to a Liquor License for the events.

CARRIED

Business Licence  
Amendment Bylaw No.  
2040, 2014  
Report No. 14-017  
File No. 4700

Moved by Councillor D. Jackson  
Seconded by Councillor A. Janyk

**That** Council consider giving first, second and third readings to Business Licence Amendment Bylaw No. 2040, 2014.

CARRIED

Parking and Traffic  
Amendment Bylaw No.  
2041, 2014  
Report No. 14-021  
File No. 4700

Moved by Councillor A. Janyk  
Seconded by Councillor J. Grills

**That** Council consider giving first, second and third reading to Parking and Traffic Amendment Bylaw No. 2041, 2014

CARRIED

Section 910 Exemption -  
8488 Bear Paw Trail  
(Flood Proofing)  
Report No. 14-018  
File No. 910 Sec. 0007

Moved by Councillor A. Janyk  
Seconded by Councillor D. Jackson

**That** Council grant an exemption per Section 910 of the Local Government Act – "Construction requirements in relation to flood plain areas", to allow for the construction of a new dwelling at 8488 Bear Paw Trail; and further,

**That** Council authorize the Mayor and Corporate Officer to execute a Section 219 covenant on the title of the subject property for this exemption, as

outlined in geotechnical report as Appendix "B" to Administrative Report No. 14-018, prepared by Exp Services Inc. and confirming that the property is safe for the use intended.

CARRIED

Zoning Amendment Bylaw  
(LR6 Zone - 5678 Alta  
Lake Road) No. 2039,  
2014  
Report No. 14-019  
File No. RZ 1079

Moved by Councillor J. Grills  
Seconded by Councillor D. Jackson

**That** Council consider giving first and second readings to Zoning Amendment Bylaw (LR6 Zone - 5678 Alta Lake Road) No. 2039, 2014; and further,

**That** Council authorize the Mayor and Corporate Officer to schedule a public hearing for Zoning Amendment Bylaw (LR6 Zone - 5678 Alta Lake Road) No. 2039, 2014 for April 1<sup>st</sup>, 2014 and to advertise for same in the local newspaper.

CARRIED

Municipal Ticket  
Information System  
Implementation  
Amendment Bylaw No.  
2002, 2012  
Report No. 14-020  
File No. 800.1

Moved by Councillor J. Crompton  
Seconded by Councillor J. Faulkner

**That** Council consider giving first, second and third reading to Municipal Ticket Information System Implementation Amendment Bylaw No. 2002, 2012.

CARRIED

#### **MINUTES OF COMMITTEES AND COMMISSIONS**

Forest and Wildland  
Committee

Moved by Councillor D. Jackson  
Seconded by Councillor A. Janyk

**That** minutes of the Forest and Wildland Committee meeting of January 8, 2014 be received and referred to staff.

CARRIED

#### **BYLAW FOR FIRST AND SECOND READING**

Zoning Amendment Bylaw  
(LR6 Zone – 5678 Alta  
Lake Road) No. 2039,  
2014

Moved by Councillor D. Jackson  
Seconded by Councillor A. Janyk

**That** Council give first and second readings to Zoning Amendment Bylaw (LR6 Zone - 5678 Alta Lake Road) No. 2039, 2014.

CARRIED

#### **BYLAWS FOR FIRST, SECOND AND THIRD READING**

Business Licence  
Amendment Bylaw No.  
2040, 2014

Moved by Councillor A. Janyk  
Seconded by Councillor J. Grills

**That** Council give first, second and third readings to Business Licence Amendment Bylaw No. 2040, 2014.

CARRIED

Parking and Traffic  
Amendment Bylaw No.

Moved by Councillor J. Faulkner  
Seconded by Councillor J. Crompton

2041, 2014

**That** Council give first, second and third reading to Parking and Traffic Amendment Bylaw No. 2041, 2014

CARRIED

Municipal Ticket  
Information System  
Implementation  
Amendment Bylaw No.  
2002, 2012

Moved by Councillor J. Grills  
Seconded by Councillor A. Janyk

**That** Council give first, second and third reading to Municipal Ticketing Information System Implementation Amendment Bylaw No. 2002, 2012.

CARRIED

### **BYLAWS FOR ADOPTION**

Environmental Protection  
Bylaw No. 2000, 2012

Moved by Councillor A. Janyk  
Seconded by Councillor D. Jackson

**That** Council adopt Environmental Protection Bylaw No. 2000, 2012.

CARRIED

### **OTHER BUSINESS**

Letter Regarding  
Legislation Changes of  
Terms of Municipal  
Elected Officials

Moved by Councillor J. Faulkner  
Seconded by Councillor J. Crompton

**That** Council send a letter to the Liberal BC government and the NDP opposition advising that Council is not in favour of the proposed changes in provincial legislation that would increase the terms for municipal officials from three years to four years.

CARRIED

### **CORRESPONDENCE**

Cheakamus Cross  
Assistance Letter  
File No. 7002.11

Moved by Councillor J. Grills  
Seconded by Councillor D. Jackson

**That** correspondence from Karen Thomson and Alisdair Macaulay, received February 12, 2014, requesting assistance regarding their unit in the Rise in Cheakamus Crossing be received and referred to the Whistler 2020 Development Corporation.

CARRIED

Olympic Animal Cruelty  
File No. 8199

Moved by Councillor J. Grills  
Seconded by Councillor A. Janyk

**That** correspondence from Peter Hamilton, Director of LifeForce, received February 23, 2014, regarding the Olympic legacy of animal abuses be received.

CARRIED

Spirit Trees Response  
File No. 3009

Moved by Councillor D. Jackson  
Seconded by Councillor J. Grills

**That** correspondence from Brian Wolfgang Becker dated February 19, 2014, regarding comments on the Spirit Tree Functional Art Installations be received.

CARRIED

Metro Vancouver Waste  
Flow Management and  
the Greater Vancouver  
Sewerage and Drainage  
District Recyclable  
Material Regulatory Bylaw  
No. 280  
File No. 4065

Moved by Councillor A. Janyk  
Seconded by Councillor D. Jackson

**That** correspondence from Greg Moore, Chair of the Metro Vancouver Board and Malcolm Brodie, Chair of the Zero Waste Committee, dated February 12, 2014, requesting support for the "Metro Vancouver Waste Flow Management and the Greater Vancouver Sewerage and Drainage District Recyclable Material Regulatory Bylaw No. 280" be received.

CARRIED

#### **ADJOURNMENT**

Moved by Councillor J. Crompton

**That** Council adjourn the March 4, 2014 Council meeting at 6:56 p.m.

CARRIED

---

MAYOR: N. Wilhelm-Morden

---

CORPORATE OFFICER: S. Story





## REPORT | INFORMATION REPORT TO COUNCIL

**PRESENTED:** March 18, 2014

**REPORT:** 14-022

**FROM:** Infrastructure Services

**FILE:** 606

**SUBJECT:** MULTI-MATERIAL BC TRANSITION PLAN

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Infrastructure Services be endorsed.

### RECOMMENDATION

**That** Council receive Information Report No. 14-022 regarding the transition plan for the Multi-Material BC residential recycling program.

### REFERENCES

None

### PURPOSE

The purpose of this report is to update council on upcoming changes at the Nesters & Function Junction depot sites as a result of recent BC recycling regulation changes and the formation of the Multi-Material BC product stewardship group.

### DISCUSSION

#### Background

On May 19<sup>th</sup> 2014 Whistlers' Solid Waste and Recycling depots will undergo some changes so that the RMOW can take advantage of the new province-wide Multi-Material BC (MMBC) residential recycling program. MMBC is an organization that has developed and implemented a residential product stewardship plan for packaging and printed paper as required by changes to the BC Recycling Regulation. The changes to the Recycling Regulation were brought into effect in 2011, with implementation of the new programs required by May 2014.

Participation in the MMBC program was accepted by Council as part of the Whistler Solid Waste Management Strategy, approved by Council in July 2013.

#### BC Recycling Regulation & Multi-Material BC

In 2011 the BC government passed a regulation requiring that all businesses that supply packaging and printed paper to BC residential consumers will be responsible for collecting and recycling this packaging and printed paper once consumers are finished with it.

As a result of this regulation, a product stewardship group known as Multi-Material BC was formed to act on behalf of the producers to coordinate the recovery of recyclable products distributed throughout BC.

The new program is expected to bring about long-term changes to the packaging that manufacturers produce. Now that they are responsible for the packaging they will be motivated to use packaging that can be easily recycled or reused.

### **After the Recyclables are Collected**

MMBC has hired Green by Nature (GBN), a new organization founded by leaders in the recycling industry in British Columbia to manage the post-collection system for MMBC and will be responsible for managing processing and marketing of approximately 185,000 tonnes of packaging and printed paper material after it has been collected from curbside households, multi-family buildings and depots across the province. This service will be paid for by MMBC, rather than the RMOW as in the past.

### **Whistler's participation**

An analysis of the estimated costs and benefits of participating in this program has been done. The RMOW will be paid by MMBC for the recyclables that are collected, the cost to provide and service the recycling bins will now be paid by MMBC, and it is expected that the handling costs of the garbage collected at our depot sites will decrease as people become better educated about what they can recycle. These financial benefits are offset by the additional cost the RMOW will incur to have a site attendant at both sites. While the current recycling program costs approximately \$125,000 per year, the new program is expected to have no net cost or a small positive revenue, resulting in an overall savings of approximately \$125,000 to the RMOW. It may take several months of operation before the program is running efficiently and the RMOW realizes all of the financial benefits.

### **Transition Plan**

As a result of the upcoming structural/legislative changes, the RMOW is required to make some changes to the two residential depots at Function Junction and Nesters. In addition to the required changes, staff are moving forward with some updating to both the Function Junction and Nesters depots to improve the look and function of these sites. The required changes for participation in the new recycling program include:

1. Operating hours of 7am to 7pm. This means depots will no longer be open to the public 24 hours per day.
2. Having a full-time attendant onsite. At each location an attendant will be present to assist residents with getting their recycling, compost, and garbage into the appropriate compactor or container. The immediate benefits of having full-time attendants will be:
  - Reduced municipal costs due to an increase of recyclables being diverted out of the waste stream
  - A decrease in unauthorized (non-residential) disposal at the sites resulting in reduced municipal costs
  - Reduced contamination of recyclables, therefore increasing their value
  - Direct education of many Whistler residents about what can be recycled and composted
  - An improvement in the overall management of the depot sites.
3. In addition to all the items that can currently be recycled, plastic film, polystyrene foam (Styrofoam) and milk cartons will also be collected for recycling as a result of this new program.
4. Gates will be added at each site to prevent access when the sites are closed.

In addition to the required changes, the RMOW intends to:

5. Make layout changes to improve traffic flow at the Function Junction depot site.

6. Put up new signage to provide information to residents on “what is” and “what is not” allowed to be dropped off at these locations.
7. Make general upgrades to the sites to improve the experience for the site users.

### Transition Schedule

- Communication Plan developed and implemented by March 10<sup>th</sup>
- Initial signage erected at the depot sites during week of March 10<sup>th</sup>
- RFP for “Attendant Services” will be issued, reviewed and awarded by April 18<sup>th</sup>
- Depot alterations will be completed by May 5<sup>th</sup>
- New depot operations will begin Monday, May 19<sup>th</sup>.

### WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Materials and Solid Waste	The resort community is ‘closing the loop’ by providing appropriate opportunities for reducing, reusing and recycling materials	The changes at the Function and Nesters Depot sites will provide better recycling opportunities for Whistler residents
Materials and Solid Waste	The community is committed to providing infrastructure capable of continually decreasing our residual wastes	There will be additional recycling containers for plastic film and polystyrene foam
Materials and Solid Waste	Local businesses, residents and visitors are knowledgeable about material flows, and demonstrate a strong ethic of responsibility and stewardship toward resources and materials	The site attendant will be a major step in the process to make Whistler residents more knowledgeable about recycling processes.

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
	None.	

### OTHER POLICY CONSIDERATIONS

The Whistler Solid Waste Management Strategy is the primary policy document guiding the upcoming improvements and cost-saving measures to Whistler’s solid waste systems. In addition to the implementation of this new recycling program, concurrent contract revisions are being made to our long-term contracts for operation of Whistler’s transfer station and compost facility.

As part of Whistler 2020, the description of success for the Materials and Solid Waste Strategy states: “In 2020, Whistler’s material flows are managed in a comprehensive, convenient and upstream way, and the resort community is well on its way to embracing the concept of a ‘zero waste’ society”. Adding a full-time attendant at the Function Junction and Nesters depot sites is expected to be a significant step towards realizing the Whistler 2020 vision.

## **BUDGET CONSIDERATIONS**

Participation in the MMBC program will save money for the RMOW in four ways:

1. MMBC will be paying a contractor to service the recycling compactors and containers, rather than the RMOW paying for this service as in the past.
2. MMBC will reimburse the RMOW for recyclables collected at the depot sites – previously these items were simply part of our overall Solid Waste Operations contract and had no specific value.
3. The volume of recyclables diverted from the garbage is expected to increase, reducing the volume of garbage that must be transported and disposed of in a landfill.
4. The site attendant will be able to effectively enforce the Garbage Disposal and Wildlife Attractant Bylaw 1861 which prohibits commercial operators from depositing their waste materials at the depot sites. These operators will need to take their garbage, compost, and recycling to the Whistler Transfer Station and pay the proper tipping fees rather than deposit their materials at the depot sites which results in additional costs for Whistler taxpayers.

The RMOW will seek to maximize MMBC financial incentives by ensuring that industrial, commercial and institutional materials do not contaminate the residential recyclables collected from both depot sites.

MMBC will also provide funding to the RMOW for recycling education for local residents.

With the changes described within this report, along with other cost-reductions, staff are forecasting that by 2018, the Solid Waste utility will be self-funding, eliminating the existing reliance of this utility on an annual contribution from the General Fund account.

## **COMMUNITY ENGAGEMENT AND CONSULTATION**

A communications plan is being developed for the new recycling program. The plan includes news releases, messaging for radio interviews, additions to the RMOW website, installation of signage at the depots (in advance of the changes), inclusion in Whistler Today, social media posts, and advertisements in print media.

The signage which will be posted at each location beginning in the month of March will advise residents of the new depot operating hours and additional recycling options. The signage will include an invitation to contact the municipality if they wish to provide feedback.

## **SUMMARY**

The RMOW will be making some significant changes to the operation of Whistler's Solid Waste depots to enable us to participate in the new MMBC residential recycling program, which will improve the function of the facilities and save the taxpayers money. A communications plan is being developed to let Whistler residents know in advance of the upcoming changes, site attendant services will be contracted, some physical changes to the sites will be made, and the new depot operations will begin May 19<sup>th</sup>. Residents visiting the Nesters and Function Junction Depots after this date will be assisted by an attendant, experience added options for recycling, and find informational signage directing them to new operating hours and MMBC recycling requirements.

Respectfully submitted,

James Hallisey  
MANAGER OF TRANSPORTATION AND SOLID WASTE  
for  
Joe Paul  
GENERAL MANAGER OF INFRASTRUCTURE SERVICES



## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** March 18, 2014

**REPORT:** 14-028

**FROM:** Resort Experience

**FILE:** RZ1081 & 1082, 7600.1

**SUBJECT:** ZONING AMENDMENT BYLAW (MARIHUANA PRODUCTION) NO. 2042, 2014  
AND BUSINESS REGULATION AMENDMENT BYLAW 2043, 2014

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendation of the General Manager of Resort Experience be endorsed.

### RECOMMENDATION

**That** Council consider giving first and second readings to Zoning Amendment Bylaw (Marihuana Production) No. 2042, 2014;

**That** Council authorize the Corporate Officer to schedule a public hearing regarding Zoning Amendment Bylaw (Marihuana Production) No. 2042, 2014; and further,

**That** Council consider giving first, second and third readings to Business Regulation Amendment Bylaw No. 2043, 2014.

### REFERENCES:

Appendix A - Location Map

Appendix B - Summary of commercial license activities

Appendix C - Security and Odour Control requirements

### PURPOSE OF REPORT

This report presents a proposed zoning amendment bylaw to limit the location and size of facility where federally approved production and distribution of marihuana for medical purposes can occur within Whistler for Council's consideration of first and second reading. This report also presents a proposed business regulation bylaw amendment to implement security and odour control requirements applicable to the holder of a business license issued by the municipality for the production and distribution of marihuana for medical purposes.

### DISCUSSION

#### Background

In 2001, Health Canada introduced the Marihuana Medical Access Regulation Program (MMAR) so that people with a demonstrated medical need could possess and cultivate marihuana for medical purposes. The MMAR program has grown significantly and has resulted in concerns regarding public safety and security as a result of allowing individuals to produce marihuana in their homes.

In June 2013, Health Canada announced the new Marihuana for Medical Purposes Regulations (MMPR), which changes the way Canadians are able to access marihuana for medical purposes. Some key points of the new MMPR include:

- Personal and designated production of medical marihuana by individuals in their homes will expire on March 31, 2014;
- All medical grow licences under the current regime will expire on March 31, 2014;
- Access to medical marihuana for medical purposes will be replaced by regulated commercial Licensed Producers;
- As of October 1, 2013, applications for personal use and designated person production licences were no longer accepted by Health Canada;
- During the transition period, individuals can move their current means of accessing marihuana for medical purposes to purchasing it from Licensed Producers under the new regulations;
- Applications to become a Licensed Producer of Medical Marihuana became available on Health Canada's website on June 19, 2013;
- Applicants to become a Licensed Producer of Medical Marihuana are required to notify the local government, Fire Chief and RCMP of their intent to become a Licensed Producer;
- Every Licensed Producer of Medical Marihuana under the new regime must comply with local government zoning bylaw in regard to permitted use; and
- Licensed Producers could be in a position to commence legal Medical Marihuana Grow Operations prior to April 1, 2014, subject to licensing by the federal government.

Health Canada licensing does not review local government land use regulations in its approval process. Health Canada inspects for compliance with the MMPR and any related federal legislation. Applicants are required to "show" Health Canada that they have notified the local government, law enforcement officials and the fire department of their application. Although licensed activities are subject to local government land use regulations. Health Canada relies on the applicants to discuss their zoning requirements with the local government. A zoning bylaw may prohibit use; it is up to the local government to enforce their zoning bylaw.

It is important to note that where the Municipality is aware or made aware of personal medical marihuana grow operations that are not compliant with the law and/or a public safety concerns, that immediate action will be undertaken to ensure that remediation is made and/or the operation is ceased.

In January 2013, an operator notified the municipality, Fire Chief and RCMP of their intention to pursue a medical marihuana license at 113-1300 Alpha Lake Road. The operator had previously received a building permit to construct new warehouse space for units 111, 112 - 1300 Alpha Lake Road that was authorized in July 2012. Unit 113 - 1300 Alpha Lake Road received a building permit in September 2013 to construct a second floor and new improvement in existing industrial space. A warehouse is a permitted use in the IL2 zone along with nursery or greenhouse. The building is classified medium hazard industrial by the BC Building Code.

On November 19, 2013, Council directed staff to initiate the preparation of a zoning bylaw amendment to regulate activities related to the research, development, production and distribution of medical marihuana.

On February 26, 2014, the operator received a license from Health Canada to a licensed commercial producer of Medical Marihuana at 113-1300 Alpha Lake Road (<http://www.hc-sc.gc.ca/dhp-mps/marihuana/info/list-eng.php>). The operator submitted a business licence to the municipality on February 28, 2014.

## **Zoning Amendment Bylaw (Marihuana Production) No. 2042, 2014**

Currently a number of zones, primarily located in Function Junction, Mons, and RR1 lands (e.g., Edgewater) may allow for marihuana production under different types of uses. Zones such as RR1, RR4, CI1, IS1, IL2, IL3, IS4, ILR and IS5 zones permit uses that cover the “research and development” and “commercial production and distribution” activities (“agriculture” and auxiliary uses, “nursery or greenhouse” and auxiliary uses, and “laboratory, scientific and research”).

The following amendments are proposed to the Zoning Bylaw to implement Council's November 19, 2013 direction to staff:

- A new definition is proposed to define marihuana production and distribution as follows: “marihuana production” and “marihuana distribution” mean, respectively, the growing and distribution of any plant that contains any of the substances listed in Schedule II to the Controlled Drugs and Substances Act (Canada), and includes any research or development activity associated with such uses.”
- Limit marihuana production and distribution to the existing facility at 111, 112 and 113 -1330 Alpha Lake Road with building permits issued under existing zoning. As such, the IL2 zone is proposed to be amended by adding the following under permitted uses: “on Strata Lots 11, 12 and 13 in Strata Plan BCS4326, the production and distribution of marihuana under a licence issued pursuant to the Marihuana for Medical Purposes Regulation (Canada) provided that the total amount of building floor area used for all such uses shall not exceed 560 square metres.”

## **Business Regulation Amendment Bylaw 2043, 2014**

The Business Regulation Bylaw is proposed to be updated to ensure that as a condition of every business licence issued by the municipality for the production and distribution of marihuana for medical purposes that the licence holder complies with the security and odour control requirements in Division 3 of Part 1 of the Marihuana for Medical Purposes Regulation under the Controlled Drugs and Substances Act (Canada). The security and odour control requirements are listed in Appendix C. Any person contravening any provisions of the Business Regulation Bylaw may be issued a fine not exceeding \$2000, and the costs of prosecution or imprisonment for not more than six months, or both.

## **WHISTLER 2020 ANALYSIS**

<b>W2020 Strategy</b>	<b>TOWARD Descriptions of success that resolution moves us toward</b>	<b>Comments</b>
Economic	Locally owned and operated businesses thrive and are encouraged as an essential component of a healthy business mix.	The commercial production facility is locally owned and operated.
<b>W2020 Strategy</b>	<b>AWAY FROM Descriptions of success that resolution moves away from</b>	<b>Mitigation Strategies and Comments</b>
Economic	Effective partnerships with government and tourism organizations support economic health	Federal Government brought in the MMPP and does not allow local governments to provide meaningful comments or object to an application within their licensing process.
Economic	Whistler has a healthy economy that generates revenue to contribute to the resort's funding base	Federal Government receives revenue for medical marihuana. Tax revenue may be lower if BC Assessment classifies the operation as agricultural use despite being located in an



		industrial zone.
Energy	Energy is generated, distributed and used efficiently, through market transformation, design and appropriate end uses.	Marihuana production is an energy intensive process.

## OTHER POLICY CONSIDERATIONS

### Official Community Plan

There is limited community benefit to having marihuana production within the Resort Municipality. There are potential impacts on services such as water and waste. There may be impacts on the electrical grid as marihuana production requires more energy than a typical business.

Objective/Policy	Comments
<b>Objective 3.1.2</b> – Optimize the use and function of existing and approved development.	
<b>Policy 3.1.1.2</b> – Contain Whistler urban development within the boundary of the Whistler Urban Development Containment Area.	The subject lands are within the boundary of the Whistler Urban Development Containment Area.
<b>Policy 3.1.2.1</b> – Support flexibility, diversity, adaptability and efficiency in land use and development so the resort community can derive the greatest benefit from existing development	The rezoning supports this Policy by providing increased clarity around the permitted uses for marihuana production and distribution.
<b>Objective 3.2.1</b> – Reinforce Whistler’s mountain resort character, compact development pattern, social fabric, economic viability and diversity.	
<b>Policy 3.2.1.4</b> – Support land uses and development that contribute to a diversified tourism economy compatible with Whistler’s resort character and values.	Marihuana production and distribution does not support the Whistler resort economy and could potentially displace space from other complementary uses. In addition, “agriculture” is not an industry Whistler is looking to attract; therefore, the proposed zoning bylaw amendment limits marihuana production and distribution to the existing facility at 111, 112 and 113 -1330 Alpha Lake Road.
<b>Objective 4.9.4</b> – Reinforce Function Junction as Whistler’s general purpose business district and “Back-of-House” area for the resort community.	
<b>Policy 4.9.4.1</b> – Review and rationalize zoning designations to provide flexibility and compatibility for a wide range of uses appropriately located in Function Junction.	Allowing for the existing medical marihuana production facility provides for flexibility in the IL2 zone and is compatible with similar warehouse/light industrial uses.
<b>Policy 8.4.1.3</b> – Lead a community-wide effort to reduce total energy consumption to a level 10% below 2007 levels by 2020.	There may be impacts on the electrical grid as marihuana production requires more energy than a typical business.

## BUDGET CONSIDERATIONS

As the Municipality is initiating the rezoning, rezoning application and processing fees do not apply. All costs associated with staff time for the rezoning application will be covered within existing staff budgets.

## **COMMUNITY ENGAGEMENT AND CONSULTATION**

Zoning Amendment Bylaw (Marihuana Production) No. 2042, 2014 will be subject to a public hearing adhering to statutory public notice requirements. Business Regulation Amendment Bylaw 2043, 2014 does not require a public hearing.

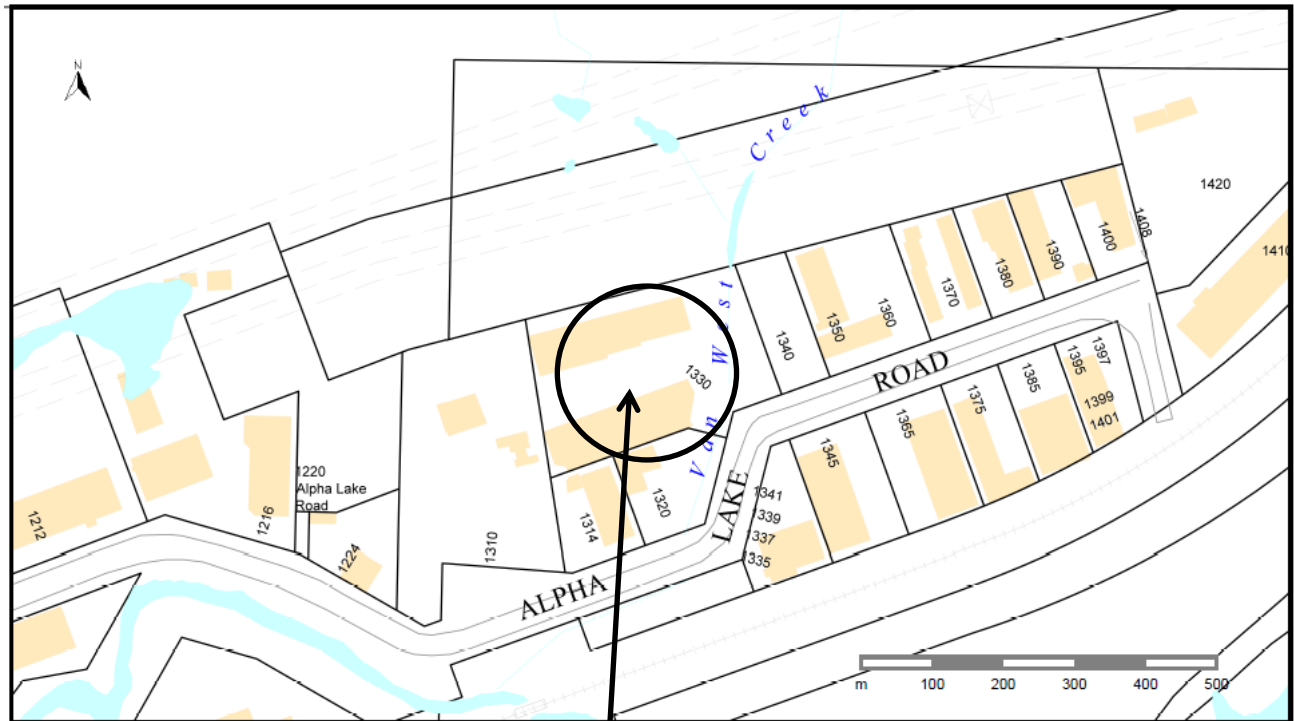
## **SUMMARY**

In June of 2013, the Federal Government brought in new regulations regarding the access to medical marihuana by individuals who were licensed to grow marihuana for medical purposes. As of April 1, 2014, new Health Canada regulations permit only licensed commercial producers to produce Medical Marihuana.

In accordance with the direction of Council on November 19, 2013, staff has prepared Zoning Bylaw amendments to limit marihuana production and distribution within Whistler to an existing facility at 111, 112 and 113 -1330 Alpha Lake Road with building permits issued under existing zoning.

Respectfully submitted,

Kevin Creery  
PLANNING ANALYST  
for  
Jan Jansen  
GENERAL MANAGER OF RESORT EXPERIENCE



Subject Property

## Summary of Commercial License Activities

- Medical marihuana grown indoors;
- Harvesting and packaging marihuana and destroying marihuana that has passed its 'best before' date;
- Maintaining an inventory of marihuana for distribution;
- Clients seeking Medical Marihuana would submit a document obtained from their physician directly to a licensed commercial producer;
- Delivery of the medical marihuana is by registered mail and storefront (walk-in) purchasing is not permitted;
- The list of licensed commercial producers is listed on Health Canada's website: <http://www.hc-sc.gc.ca/dhp-mps/marihuana/info/list-eng.php>;
- Conducting ongoing research and development activities of a minor nature;
- Conducting related administrative duties including maintaining record required by Health Canada
- No retail sales are permitted:
  - Licensed producers may sell medical marihuana only to persons having a prescription for the drug;
  - Delivery of the drug to the customer only by a shipping method that involves a means of tracking the package during transit and the safekeeping of the package during transit (registered mail or courier);
  - Producers may accept both written and verbal order, but s. 119 of MMPR prohibits transfer of possession of marihuana to customer by means other than shipping it to them;

## Appendix C - Security and Odour Control requirements

graphs 38(1)(a) to (c) in the area in which the site specified in the licence is located and provide a copy of the notice to the Minister.

Content of notice

(2) The notice must contain the following information:

- (a) the name of the licensed producer and the address of their site; and
- (b) a description of the applicable matter referred to in subsection (1) and its effective date and, in the case of an amendment to the licence, details of the amendment.

Senior official

(3) The notice must be addressed to a senior official of the local authority to whom it is sent.

sonnes visées aux alinéas 38(1)a) à c) de la région où se situe l'installation visée par la licence et fournit copie de cet avis au ministre.

Contenu de l'avis

(2) L'avis contient les renseignements suivants :

- a) le nom du producteur autorisé et l'adresse de son installation;
- b) la description de l'événement en cause et sa date de prise d'effet et, s'il s'agit d'une modification de la licence, les précisions eu égard aux changements apportés.

Cadre supérieur

(3) Le destinataire de l'avis est un cadre supérieur de l'autorité locale en cause.

### DIVISION 3

#### SECURITY MEASURES

##### *General*

Compliance with security measures

**41.** A licensed producer must ensure that the security measures set out in this Division are carried out.

Unauthorized access

**42.** The licensed producer's site must be designed in a manner that prevents unauthorized access.

##### *Perimeter of Site*

Visual monitoring

**43.** (1) The perimeter of the licensed producer's site must be visually monitored at all times by visual recording devices to detect any attempted or actual unauthorized access.

Visual recording devices

(2) The devices must, in the conditions under which they are used, be capable of recording in a visible manner any attempted or actual unauthorized access.

### SECTION 3

#### MESURES DE SÉCURITÉ

##### *Généralités*

Respect des mesures de sécurité

**41.** Le producteur autorisé veille au respect des mesures de sécurité prévues à la présente section.

Accès non autorisé

**42.** L'installation du producteur autorisé doit être conçue de façon à prévenir tout accès non autorisé.

##### *Périmètre de l'installation*

Surveillance visuelle

**43.** (1) Le périmètre de l'installation du producteur autorisé doit faire l'objet, en tout temps, d'une surveillance visuelle à l'aide d'appareils d'enregistrement visuel, de façon à détecter tout accès ou tentative d'accès non autorisé.

Appareils d'enregistrement visuel

(2) Ces appareils doivent être adaptés aux conditions de leur environnement afin d'enregistrer visiblement tout accès ou tentative d'accès non autorisé.

Intrusion detection system	<p><b>44.</b> The perimeter of the licensed producer's site must be secured by an intrusion detection system that operates at all times and that allows for the detection of any attempted or actual unauthorized access to or movement in the site or tampering with the system.</p>	<p><b>44.</b> Le périmètre de l'installation du producteur autorisé doit être sécurisé au moyen d'un système de détection des intrusions qui est fonctionnel en tout temps et permet la détection de tout accès non autorisé à l'installation ou mouvement non autorisé à l'intérieur de celle-ci ou toute altération du système, ou toute tentative à ces égards.</p>	Système de détection des intrusions
Monitoring by personnel	<p><b>45.</b> (1) The system must be monitored at all times by personnel who must determine the appropriate steps to be taken in response to the detection of any occurrence referred to in section 43 or 44.</p>	<p><b>45.</b> (1) Le système doit être surveillé en tout temps par du personnel qui doit déterminer les mesures qui s'imposent en cas de détection d'un événement visé aux articles 43 ou 44.</p>	Surveillance par le personnel
Record of detected matters	<p>(2) If any such occurrence is detected, the personnel must make a record of</p> <p>(a) the date and time of the occurrence; and</p> <p>(b) the measures taken in response to it and the date and time when they were taken.</p> <p><i>Areas Within a Site where Cannabis is Present</i></p>	<p>(2) Le cas échéant, le personnel doit consigner les renseignements suivants :</p> <p>a) la date et l'heure auxquelles l'événement a été détecté;</p> <p>b) la description des mesures prises en réponse à ce dernier, ainsi que la date et l'heure auxquelles elles l'ont été.</p> <p><i>Zones de l'installation où du chanvre indien est présent</i></p>	Constat des événements détectés
Restricted access	<p><b>46.</b> (1) Access to areas within a site where cannabis is present (referred to in sections 46 to 50 as "those areas") must be restricted to persons whose presence in those areas is required by their work responsibilities.</p>	<p><b>46.</b> (1) L'accès aux zones de l'installation où du chanvre indien est présent (appelées « zones » aux articles 46 à 50) doit être limité aux seules personnes dont les fonctions y requièrent la présence.</p>	Accès restreint
Responsible person in charge present	<p>(2) The responsible person in charge or, if applicable, the alternate responsible person in charge must be physically present while other persons are in those areas.</p>	<p>(2) La personne responsable ou, le cas échéant, la personne responsable suppléante, doit être présente physiquement dans les zones lorsque d'autres personnes s'y trouvent.</p>	Présence de la personne responsable
Record	<p>(3) A record must be made of the identity of every person entering or exiting those areas.</p>	<p>(3) Il est tenu un registre de l'identité des personnes entrant dans les zones ou en sortant.</p>	Registre

Physical barriers	<b>47.</b> Those areas must include physical barriers that prevent unauthorized access.	<b>47.</b> Les zones doivent comporter des barrières physiques qui empêchent tout accès non autorisé.	Barrières physiques
Visual monitoring	<b>48.</b> (1) Those areas must be visually monitored at all times by visual recording devices to detect illicit conduct.	<b>48.</b> (1) Les zones doivent faire l'objet d'une surveillance visuelle en tout temps, à l'aide d'appareils d'enregistrement visuel, de façon à détecter toute conduite illicite.	Surveillance visuelle
Visual recording devices	(2) The devices must, in the conditions under which they are used, be capable of recording in a visible manner illicit conduct.	(2) Ces appareils doivent être adaptés aux conditions de leur environnement afin d'enregistrer visiblement toute conduite illicite.	Appareils d'enregistrement visuel
Intrusion detection system	<b>49.</b> Those areas must be secured by an intrusion detection system that operates at all times and that allows for the detection of any attempted or actual unauthorized access to or movement in those areas or tampering with the system.	<b>49.</b> Les zones doivent être sécurisées au moyen d'un système de détection des intrusions qui est fonctionnel en tout temps et permet la détection de tout accès non autorisé aux zones ou mouvement non autorisé à l'intérieur de celles-ci ou toute altération du système, ou toute tentative à ces égards.	Système de détection des intrusions
Filtration of air	<b>50.</b> Those areas must be equipped with a system that filters air to prevent the escape of odours and, if present, pollen.	<b>50.</b> Les zones doivent être équipées d'un système de filtration de l'air qui empêche les odeurs et, le cas échéant, le pollen, de s'échapper.	Filtration de l'air
Monitoring by personnel	<b>51.</b> (1) The intrusion detection system must be monitored at all times by personnel who must determine the appropriate steps to be taken in response to the detection of any occurrence referred to in section 48 or 49.	<b>51.</b> (1) Le système de détection des intrusions doit être surveillé en tout temps par du personnel qui doit déterminer les mesures qui s'imposent en cas de détection d'un événement visé aux articles 48 ou 49.	Surveillance par le personnel
Record of detected matters	(2) If any such occurrence is detected, the personnel must make a record of (a) the date and time of the occurrence; and (b) the measures taken in response to it and the date and time when they were taken.	(2) Le cas échéant, le personnel doit consigner les renseignements suivants : a) la date et l'heure auxquelles l'événement a été détecté; b) la description des mesures prises en réponse à la détection de ce dernier, ainsi que la date et l'heure auxquelles elles l'ont été.	Constat des événements détectés



## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** March 18, 2014

**REPORT:** 14-024

**FROM:** Resort Experience

**FILE:** DVP 1071

**SUBJECT:** DVP 1071 - 1563 SPRING CREEK DRIVE SETBACK VARIANCES

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendation of the General Manager of Resort Experience be endorsed.

### RECOMMENDATION

**That** Council approve Development Variance Permit 1071 to vary building setbacks at 1563 Spring Creek Drive to permit:

1. A pool deck located 2.2 metres from the front parcel line (at the closest point) and 3.1 metres from the rear parcel line (at the closest point); and
2. A trellis structure on the deck located 2.2 metres from the front parcel line with an overhang at 1.8 metres from the front parcel line,

to the extent shown on the building plans attached to Administrative Report No 14-024 as Appendix "B" ;

**That** Council make the above noted variances subject to the following conditions to the satisfaction of the General Manager of Resort Experience:

1. Receipt of a landscape plan prepared by a certified Landscape Architect, and
2. Modification of the tree preservation covenant registered on title; and further

**That** Council authorize the Mayor and Corporate Officer to execute the required amending covenant.

### REFERENCES

**Location:** 1563 Spring Creek Drive

**Legal Description:** Lot A, District Lot 7924, Plan LMP49875, Group 1, NWD

**Owner:** Barbara Anne Jaako

**Zoning:** RS7 (Single Family Residential Seven)

**Appendices:** "A" Location Plan

"B" Proposed Development

### PURPOSE OF REPORT

This report seeks Council's approval of Development Variance Permit Application 1071, a request to vary certain setback requirements at 1563 Spring Creek Drive related to the construction of a new pool deck in the rear yard.



## DISCUSSION

### Background

The subject property is an irregularly shaped lot located on the North side of the intersection of Spring Creek Drive and Southlands Lane (see Appendix "A"). Staff note that Spring Creek Drive terminates at this location, making this parcel the last one on this side of the street. The intersection further isolates this parcel from its neighbours, creating a situation where 1563 Spring Creek Drive is the only parcel on the North side of the juncture. The parcel falls away dramatically from the road elevation such that the entire rear yard is well below both adjacent streets. Topographic information show that the change in elevation on this site exceeds 17 metres.

### Proposal

This proposal requests Council's consideration of setback variances to accommodate development of an above ground swimming pool, pool deck and trellis. The RS7 zone requires 7.6 m setbacks from the front and rear parcel lines. As can be seen in Appendix "B", a pool deck is proposed at 2.2 metres from the front parcel line at its closest point, and 3.1 metres from the rear parcel line at its closest point. A trellis structure on the pool deck is proposed at 2.2 metres from the front parcel line with a proposed overhang at 1.8 metres from the front parcel line. The encroaching areas are shaded for ease of reference. The deck is proposed to meet grade on this side, allowing an opportunity for new plant material to provide screening from Southlands Lane.

### Tree Preservation Covenant

This parcel has a tree preservation covenant registered on title as BR121609, though there are no trees growing in the covenanted area. The proposed development extends into the covenanted area, so this document will need to be modified. Staff and the applicant have reached agreement regarding releasing a portion of the covenanted area for development, in exchange for area along the street in order to provide an opportunity for planting. The project Landscape Architect is preparing a plan incorporating natural, no maintenance planting for this area.

### DVP Criteria

Staff have developed internal evaluation criteria for DVP applications, as presented to Council on September 3<sup>rd</sup>, 2013. Tables 1 & 2 describe how DVP 1071 compares to these standards:

**Table 1**

Evaluation Criteria	DVP 1071
Complements a particular streetscape or neighbourhood.	The area of work lies well below the road elevation, so it is not very visible. The project is to a high standard that can be seen as complimentary to the neighbourhood.
Works with the topography on the site, reducing the need for major site preparation or earthwork.	The topography on this site is particularly difficult, with an elevation change in excess of 17 metres from front to back. This proposal is designed specifically to work with these difficult site contours.
Maintains or enhances desirable features such as natural vegetation, trees, and rock outcrops.	N/A
Results in superior siting with respect to privacy.	The location of the pool provides significant privacy.
Enhances views from neighbouring buildings and sites.	All work is at relatively low elevations, thereby not affecting any neighbours views.

**Table 2**

Potential Negative Impacts	DVP 1071
Is inconsistent with neighbourhood character.	The high standard of the proposed pool installation can be considered consistent with the high neighbourhood standard.
Increases the appearance of building bulk from the street or surrounding neighbourhood.	This proposal does not increase the appearance of building bulk.
Requires extensive site preparation.	As noted, the site is very challenging. While some preparation will be required, this proposal is designed to fit with the existing site topography.
Substantially affects the use and enjoyment of adjacent lands (ie: reduces light access, privacy, views).	Proposal does not affect use and enjoyment of neighbouring properties.
Requires a frontage variance to permit a greater gross floor area, with the exception of a parcel fronting a cul de sac.	N/A
Requires a height variance to facilitate gross floor area exclusion.	N/A
Results in unacceptable impacts on services (ie: roads, utilities, snow clearing operations).	Proposal does not unacceptably impact services.

## WHISTLER 2020 ANALYSIS

**TABLE 3**

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Built Environment	The built environment is attractive and vibrant, reflecting the resort community's character, protecting views and invoking a dynamic sense of place.	The proposal is consistent with the high standard of the Spring Creek neighbourhood.
	Continuous encroachment on nature is avoided.	All work will be in previously disturbed areas.
W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
Built Environment	Limits to growth are understood and respected.	This proposal extends into the existing tree preservation area, though this area is bare of vegetation. The applicants will work with staff to designate and plant new protected areas along the street frontage.

## BUDGET CONSIDERATIONS

There are no significant budget implications associated with this proposal. Development Permit Application fees provide for recovery of costs associated with processing this application.

## COMMUNITY ENGAGEMENT AND CONSULTATION

Per the requirements of the Local Government Act, Notices were delivered to surrounding property owners on February 14, 2014. At the time of writing this report (March 5<sup>th</sup>), no responses had been

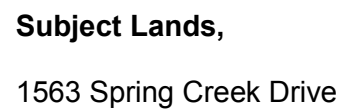
received. Should staff receive any correspondence from affected neighbours, this will be made available to Council at the March 18<sup>th</sup> regular meeting.

## **SUMMARY**

Development Variance Permit Application No. 1071 requests Council's consideration to vary the building setback requirements at 1563 Spring Creek Drive in order to permit the construction of an above ground swimming pool, pool deck and trellis. This application has staff support.

Respectfully submitted,

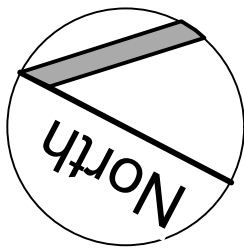
Roman Licko  
PLANNING TECHNICIAN  
for  
Jan Jansen  
GENERAL MANAGER OF RESORT EXPERIENCE





This documents contains copyrighted material belonging to  
Murdoch+Company Architecture+Planning Ltd.  
Any unauthorized use, disclosure, or duplication of any  
information contained herein may result in liability under  
applicable laws.

Issued For:	Date:
01 PRELIMINARY REVIEW	2013.08.09
02 REVIEW	2013.09.10
DVP Application	2014.01.22



Title  
**Site Plan**

Project

# Jaako Residence

**MURDOCH + COMPANY**  
**ARCHITECTURE + PLANNING LTD.**  
106-4319 Main Street  
P.O. Box 1394  
Whistler, B.C. V0N 1B0  
Ph. 905-6992 Fax 905-6993  
e-mail murdoch@telus.net

Sealed By:

Drawn By:	Scale:
BM/TT	1/8"=1'-0"
Project No:	Sheet No:
13.23	<b>A1.0</b>

PROPOSED POOL AREA REQUIRING  
SETBACK VARIANCE

PROPOSED POOL AREA

EXISTING LOWER FLOOR

EXISTING DECK

EXISTING PATIO

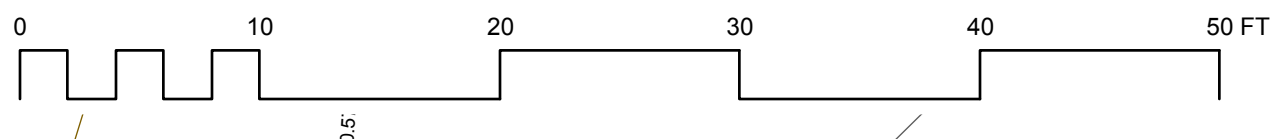
PROPOSED POOL AREA REQUIRING  
SETBACK VARIANCE

PROPOSED PASSIVE SOLAR MECHANICAL

## Variance Notes

**Front Yard setback** : is reduced from 7.6m ( 25'0" ) to 2.28m ( 7'6" )  
**Rear Yard setback** : is reduced from 6.0m ( 19'8" ) to 3.05m (10'0" )  
**Trellis overhang** : is reduced from 6.1m ( 20'0" ) to 1.83m ( 6'0" ) assumes that a 1.5 m overhang of envelope is typically permitted  
**Height of trellis above adjacent ground** : 7'0" on the uphill ( high side ) and 12'0" on the downhill side to the pool deck  
**Height of retaining walls** : will vary with the adjacent grades to a max wall high on the uphill side of pool of 10'0" to finish grade  
( highest wall at far west end of site below road ) and 10'0" off the pool terrace on the downhill side.

1 SITE PLAN  
1/8" : 1'-0" imperial





Project Directory

**Architect:**  
Murdoch + Co. (T) (604) 905-6992  
7281 Fitzsimmons Rd South (F) (604) 905-6993  
Whistler, B.C.  
V0N 1B7  
Brent Murdoch

**Surveyor:**  
Doug Bush Survey Services Ltd. (T) (604) 932-3314  
Unit 18, 1370 Alpha Lake Rd (F) (604) 932-3039  
Whistler, BC  
V0N 1B1  
Doug.J.Bush

**Geotechnical Engineer:**  
Pamels Goats (T) (604) 990 0546  
Horizon Engineering (F) (604) 990 0583  
114-2433 Dollarton Hwy  
North Vancouver  
BC. V7H 0A1

**Pool Engineer:**  
Derek Smith (T) (604) 688 4671  
Rockingham Pools  
1555 Marine Drive,  
West Vancouver, BC  
V7V 1H9

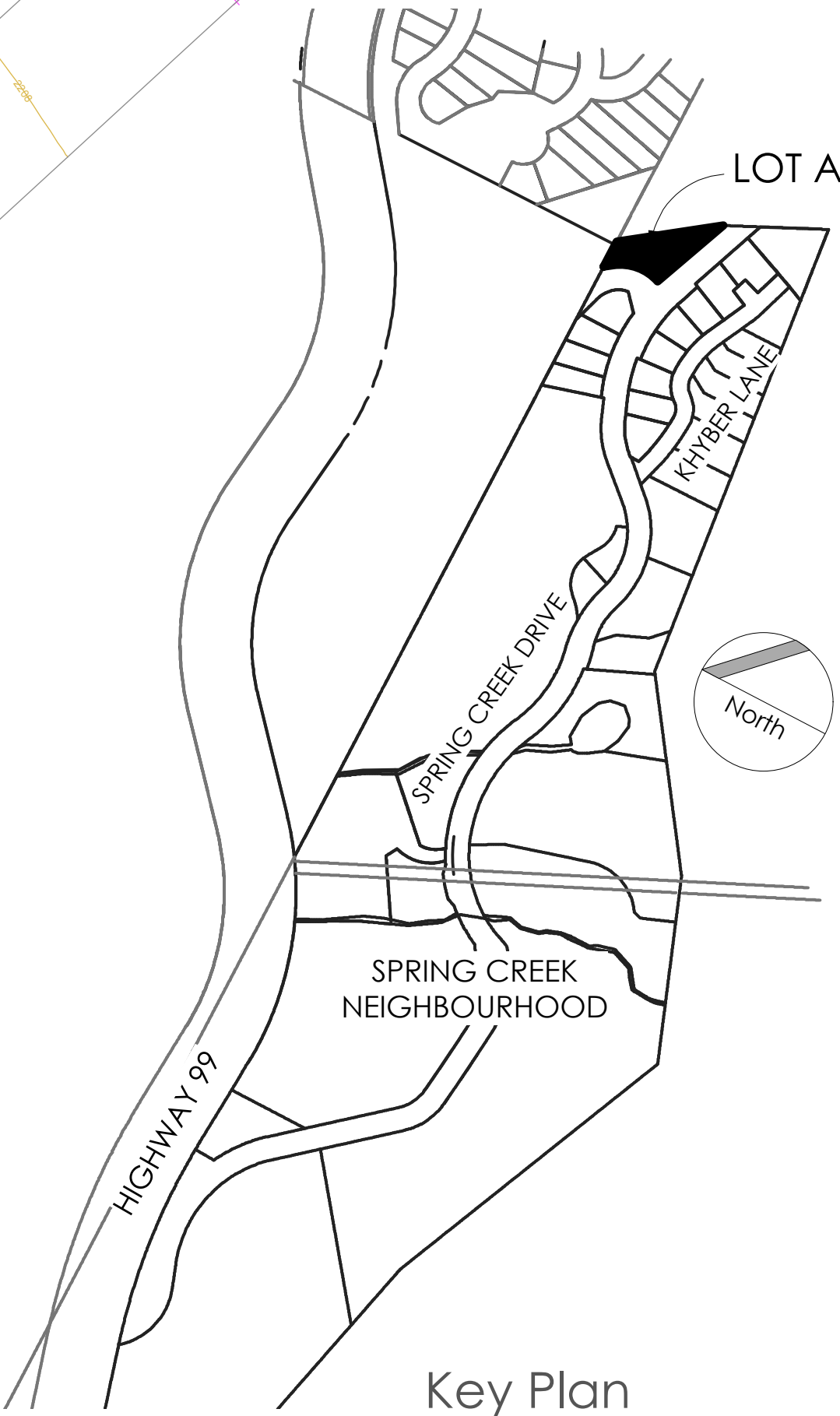
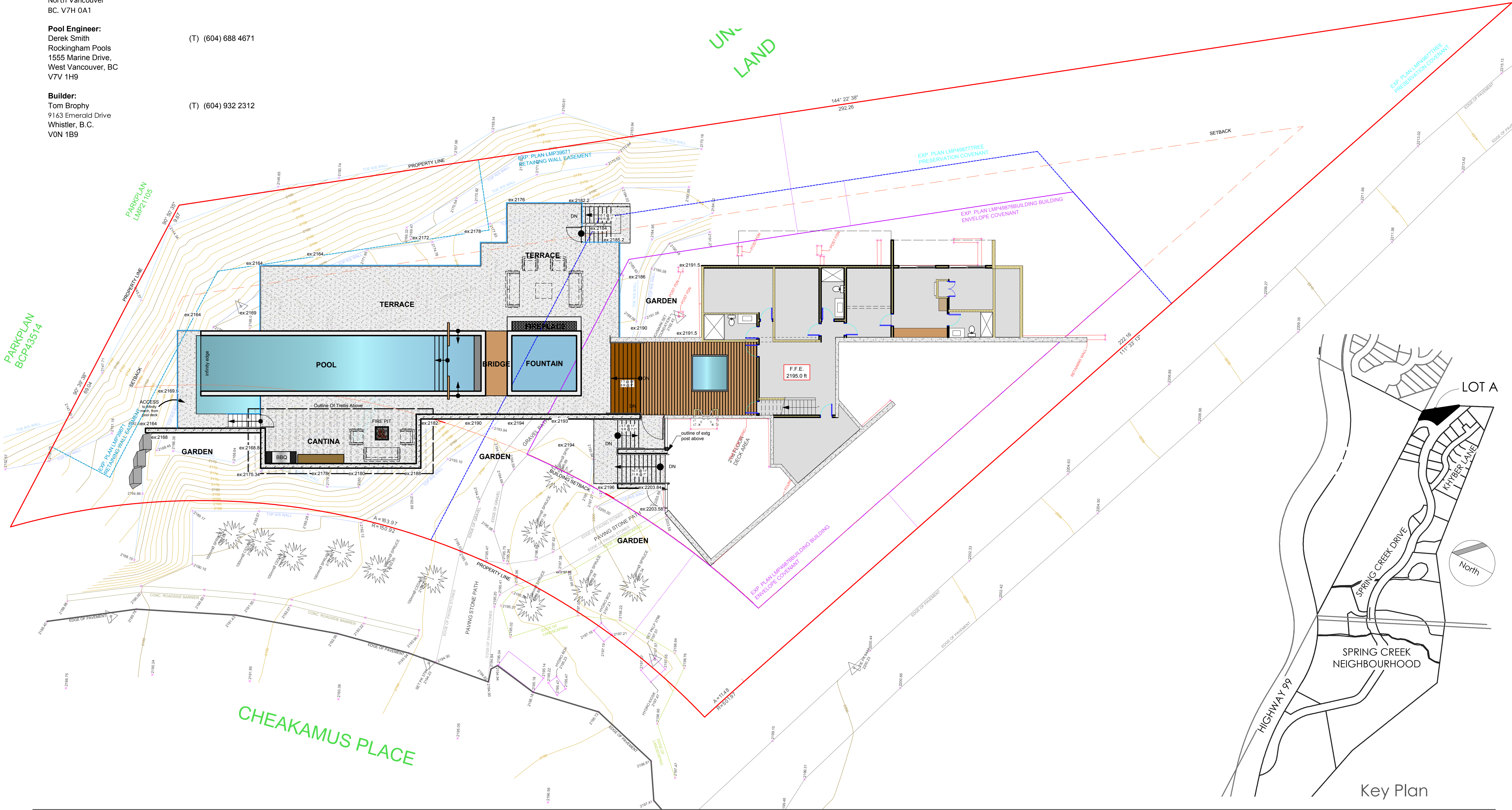
**Builder:**  
Tom Brophy (T) (604) 932 2312  
9163 Emerald Drive  
Whistler, B.C.  
V0N 1B9

Drawing List

- A-0.1 Cover Sheet
- A-1.1 Site Plan
- A-1.2 Foundation Plan
- A-1.3 Pool Layout Plan
- A-2.1 Pool Site Sections
- A-2.2 Pool Site Sections
- A-2.3 Pool Site Sections

Development Stats

Civic Address: 1563 Spring Creek Drive, Whistler, BC  
Legal: LOT A, D.L. 7924, GP.1, N.W.D., PLAN LMP49875  
Zone: RS7  
Site Area: 22,212 sq.ft.  
Gross Floor Area Permitted (35%): 3003 sq.ft.  
Gross Floor Area: 2993.2 sq.ft.  
Max. allowable FSR : 0.35  
FSR shown : 0.35  
Design Under Part 9 2012 BC Building Code



Jaako Pool

Spring Creek Drive, Whistler, BC

This documents contains copyrighted material belonging to Murdoch+Company Architecture+Planning Ltd. Any unauthorized use, disclosure, or duplication of any information contained herein may result in liability under applicable laws.

Issued For:	Date:
PRELIMINARY REVIEW	2013.09.17
DVP Application	2014.01.22

Title  
Cover Sheet

Project

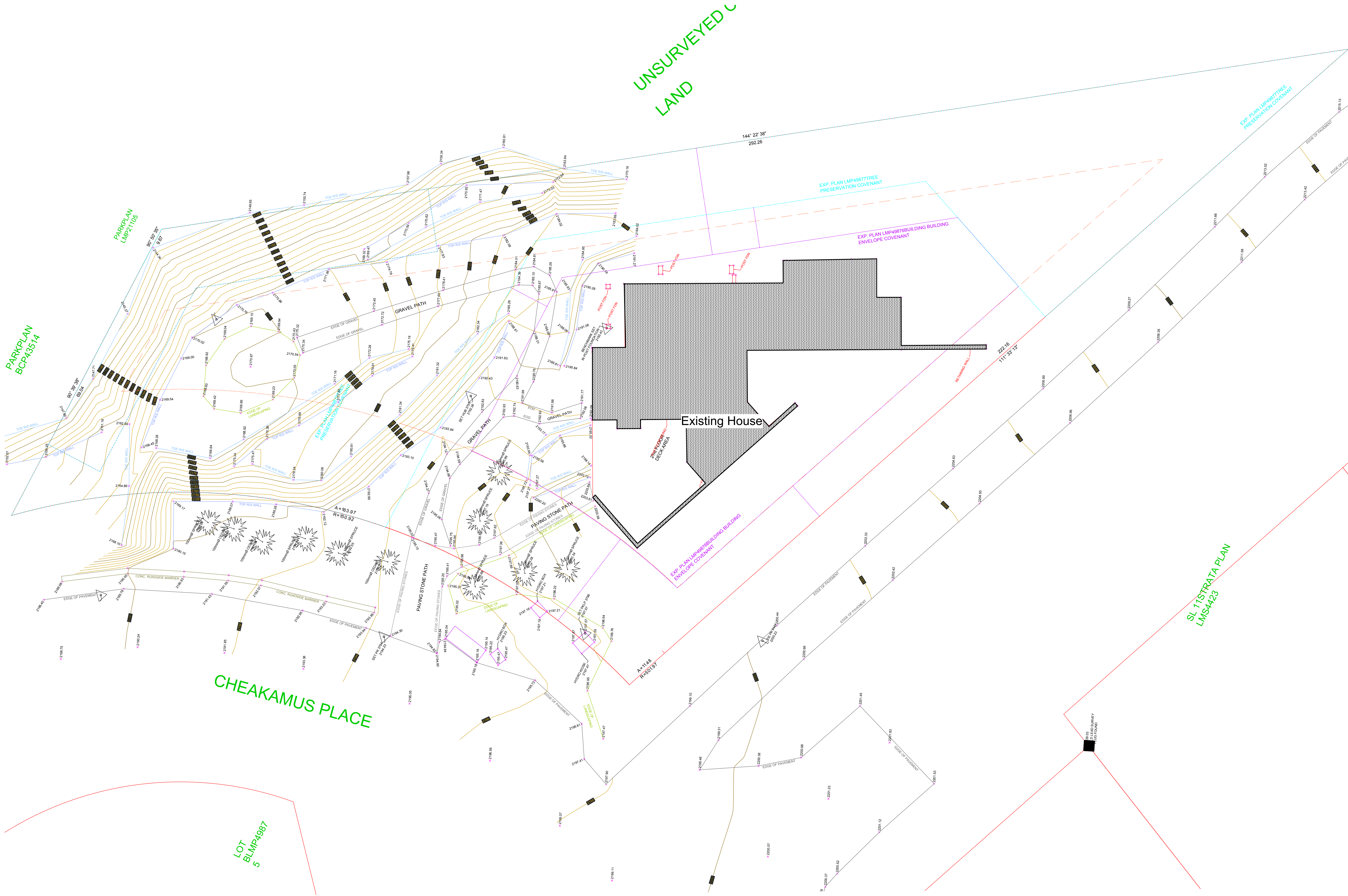
Jaako Residence

MURDOCH + COMPANY  
ARCHITECTURE + PLANNING LTD.  
106-4319 Main Street  
P.O. Box 1394  
Whistler, B.C. V0N 1B0  
Ph. 905-6992 Fax 905-6993  
e-mail murdoch@telus.net

Sealed By:

Drawn By:	Scale:
BM/TT	
Project No:	Sheet No:
13.23	A0.0





This documents contains copyrighted material belonging to  
**Murdoch+Company Architecture+Planning Ltd.**  
Any unauthorized use, disclosure, or duplication of any  
information contained herein may result in liability under  
applicable laws.

Issued For:	Date:
PRELIMINARY REVIEW	2013.09.17
DVP Application	2014.01.22

Title  
**Survey**

Project

**Jaako Residence**

**MURDOCH + COMPANY**  
**ARCHITECTURE + PLANNING LTD.**  
106-4319 Main Street  
P.O. Box 1394  
Whistler, B.C. V0N 1B0  
Ph. 905-6992 Fax 905-6993  
e-mail murdoch@telus.net

Sealed By:

Drawn By:	Scale:
BM/TT	
Project No:	Sheet No:
13.23	<b>A0.1</b>



PROPOSED POOL AREA

EXISTING LOWER FLOOR

EXISTING DECK

EXISTING PATIO

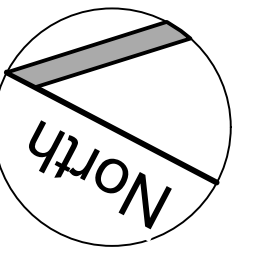
### Passive solar mechanical panels

CHEAKAMUS PLACE

1 SITE PLAN  
1/8" : 1'-0" imperial

This document contains copyrighted material belonging to **Murdoch+Company Architecture+Planning Ltd.** Any unauthorized use, disclosure, or duplication of any information contained herein may result in liability under applicable laws.

Issued For:		Date:
01	PRELIMINARY REVIEW	2013.08.09
02	REVIEW	2013.09.10
	DVP Application	2014.01.22



Title **Si**

Project -

# Jaako Residence

**MURDOCH + COMPANY**  
**ARCHITECTURE + PLANNING LTD.**  
 106-4319 Main Street  
 P.O. Box 1394  
 Whistler, B.C. V0N 1B0  
 Ph. 905-6992 Fax 905-6993  
 e-mail [murdoch@telus.net](mailto:murdoch@telus.net)

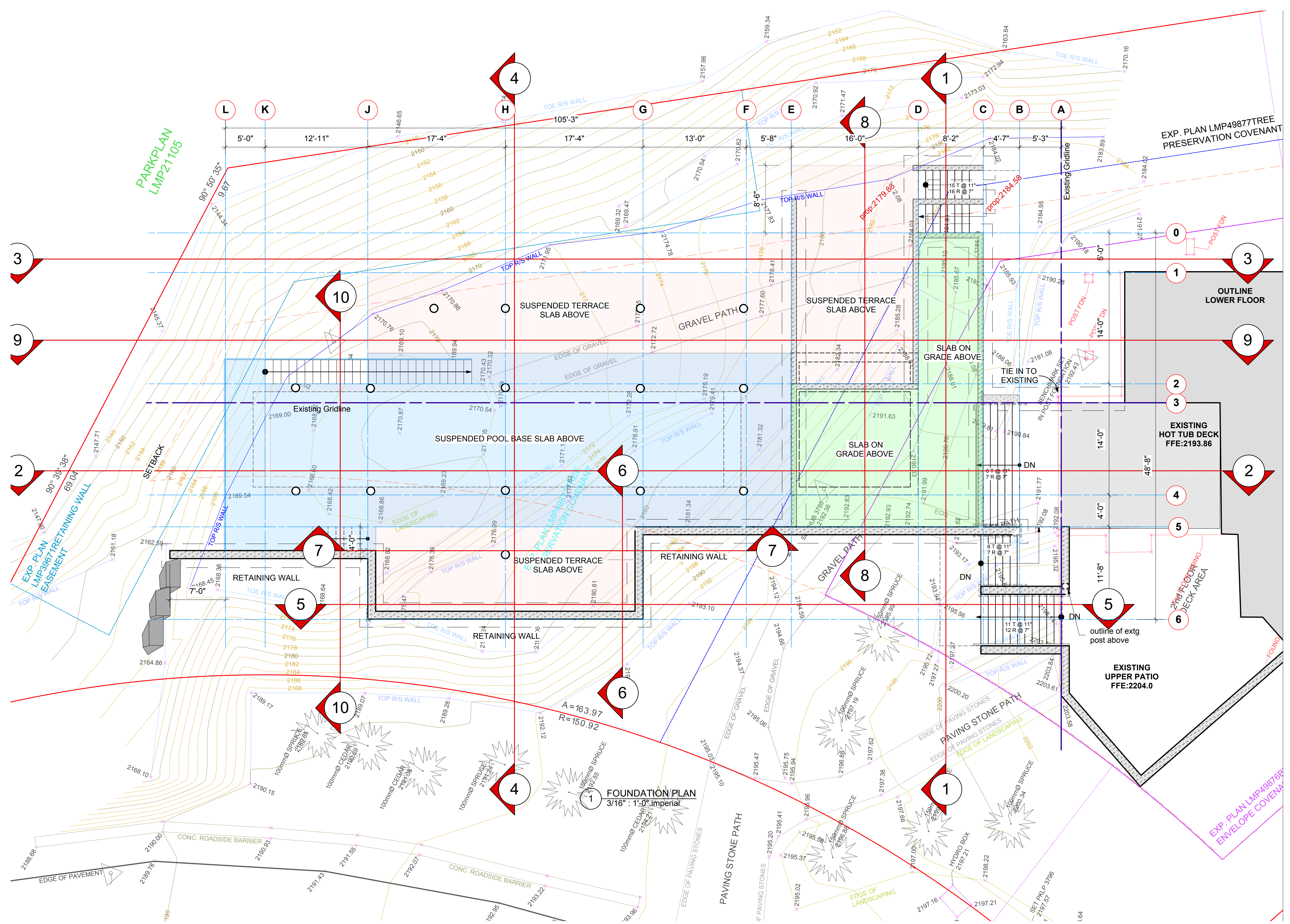
Sealed By:

Drawn By:	Scale:
BM/TT	1/8"=1'-0"
Project No:	Sheet No:
13.23	<b>A1.0</b>

A1.0 Site Plan



Issued For:	Date:
REVIEW	2013.09.17
DVP Application	2014.01.22

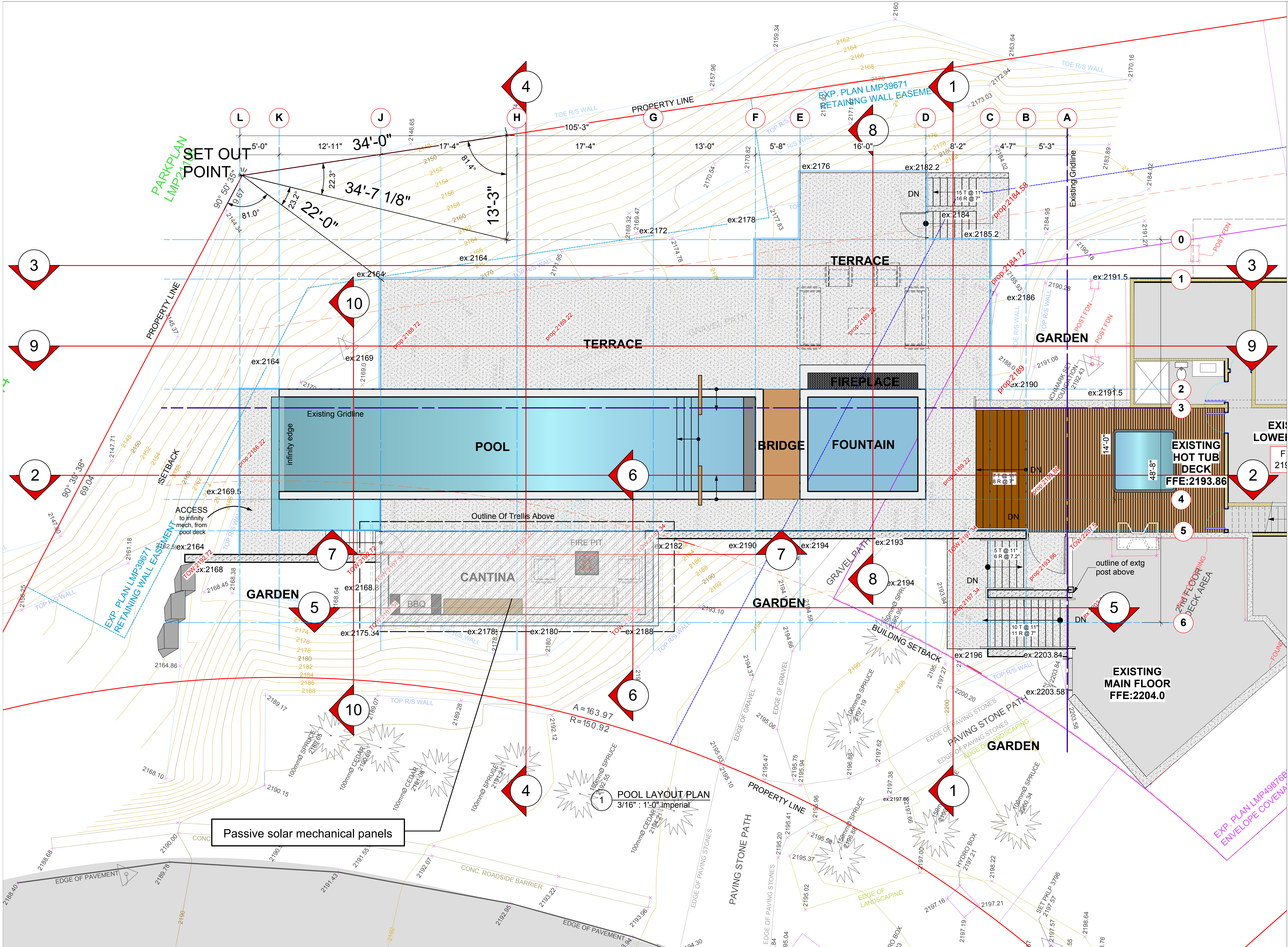


# Jaako Residence

Sealed By:

Drawn By:	Scale:
BM/TT	1/8"=1'-0"
Project No:	Sheet No:





This documents contains copyrighted material belonging to  
Murdoch+Company Architecture+Planning Ltd.  
Any unauthorized use, disclosure, or duplication of any  
information contained herein may result in liability under  
applicable laws.

Issued For:	Date:
REVIEW	2013.09.17
DVP Application	2014.01.22

North

Title  
**Pool Layout Plan**

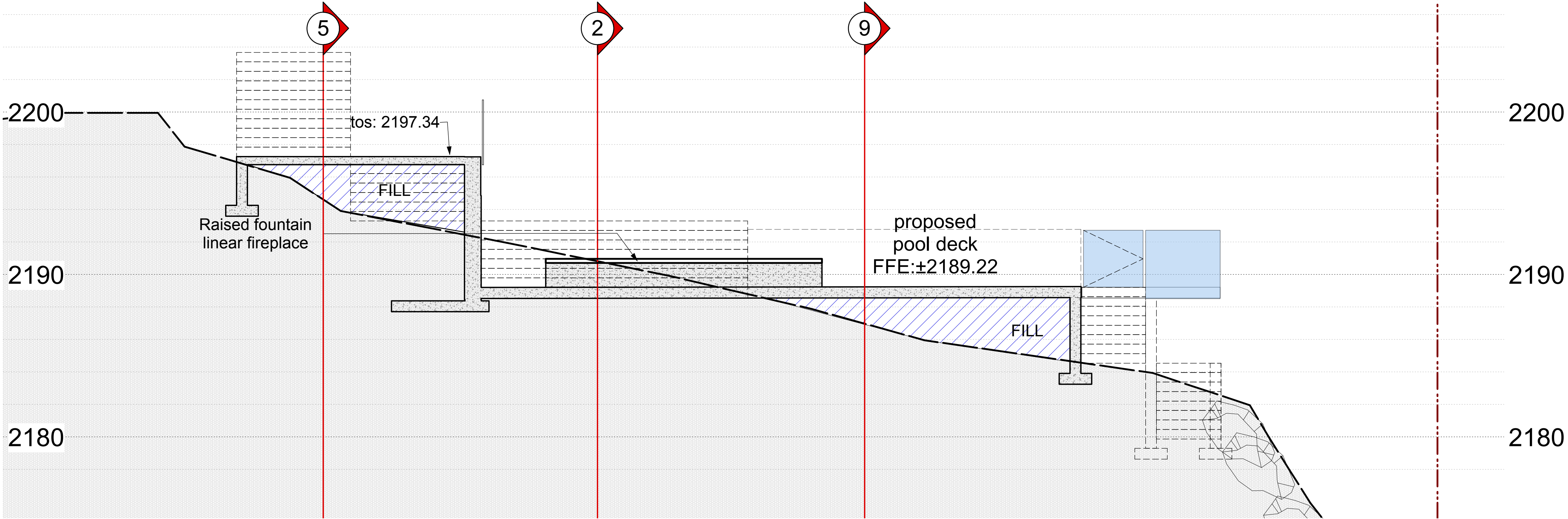
Project  
**Jaako Residence**

MURDOCH + COMPANY  
ARCHITECTURE + PLANNING LTD.  
106-4319 Main Street  
P.O. Box 1394  
Whistler, B.C. V0N 1B0  
Ph. 905-6992 Fax 905-6993  
e-mail murdoch@telus.net

Sealed By:

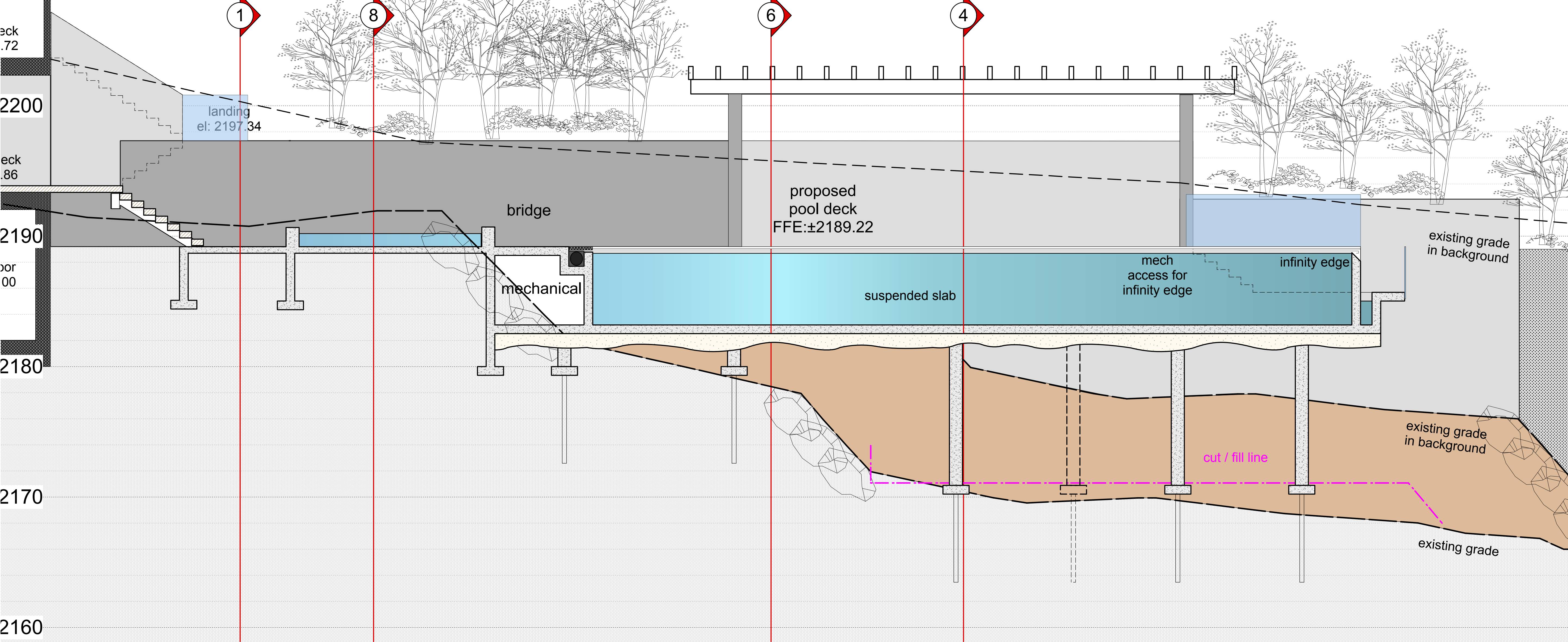
Drawn By:	Scale:
BM/TT	3/16"=1'-0"
Project No:	Sheet No:
13.23	<b>A1.2</b>





SECTION 1

scale 1/4" : 1'-0"



SECTION 2

scale 1/4" : 1'-0"

This documents contains copyrighted material belonging to  
**Murdoch+Company Architecture+Planning Ltd.**  
Any unauthorized use, disclosure, or duplication of any  
information contained herein may result in liability under  
applicable laws.

Issued For:	Date:
PRELIMINARY REVIEW	2013.10.11
REVIEW	2014.JAN.20
DVP Application	2014.01.22

Title  
Pool Site Sections

Project

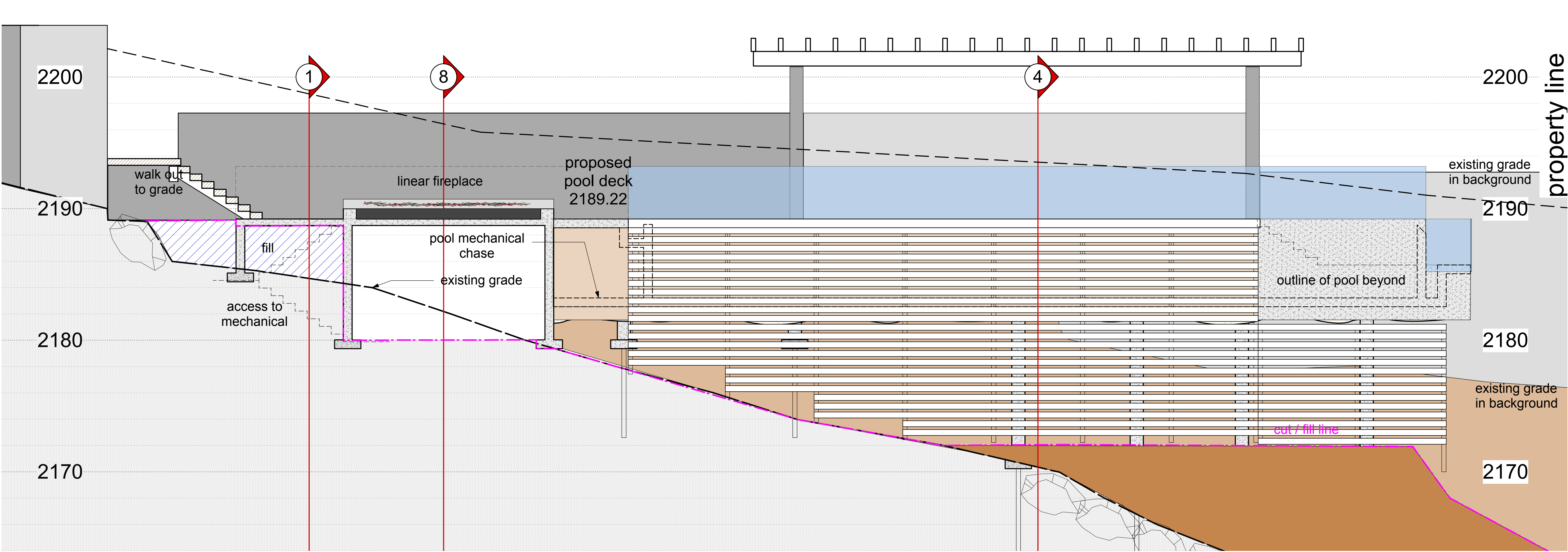
**Jaako Residence**

**MURDOCH + COMPANY**  
**ARCHITECTURE + PLANNING LTD.**  
106-4319 Main Street  
P.O. Box 1394  
Whistler, B.C. V0N 1B0  
Ph. 905-6992 Fax 905-6993  
e-mail murdoch@telus.net

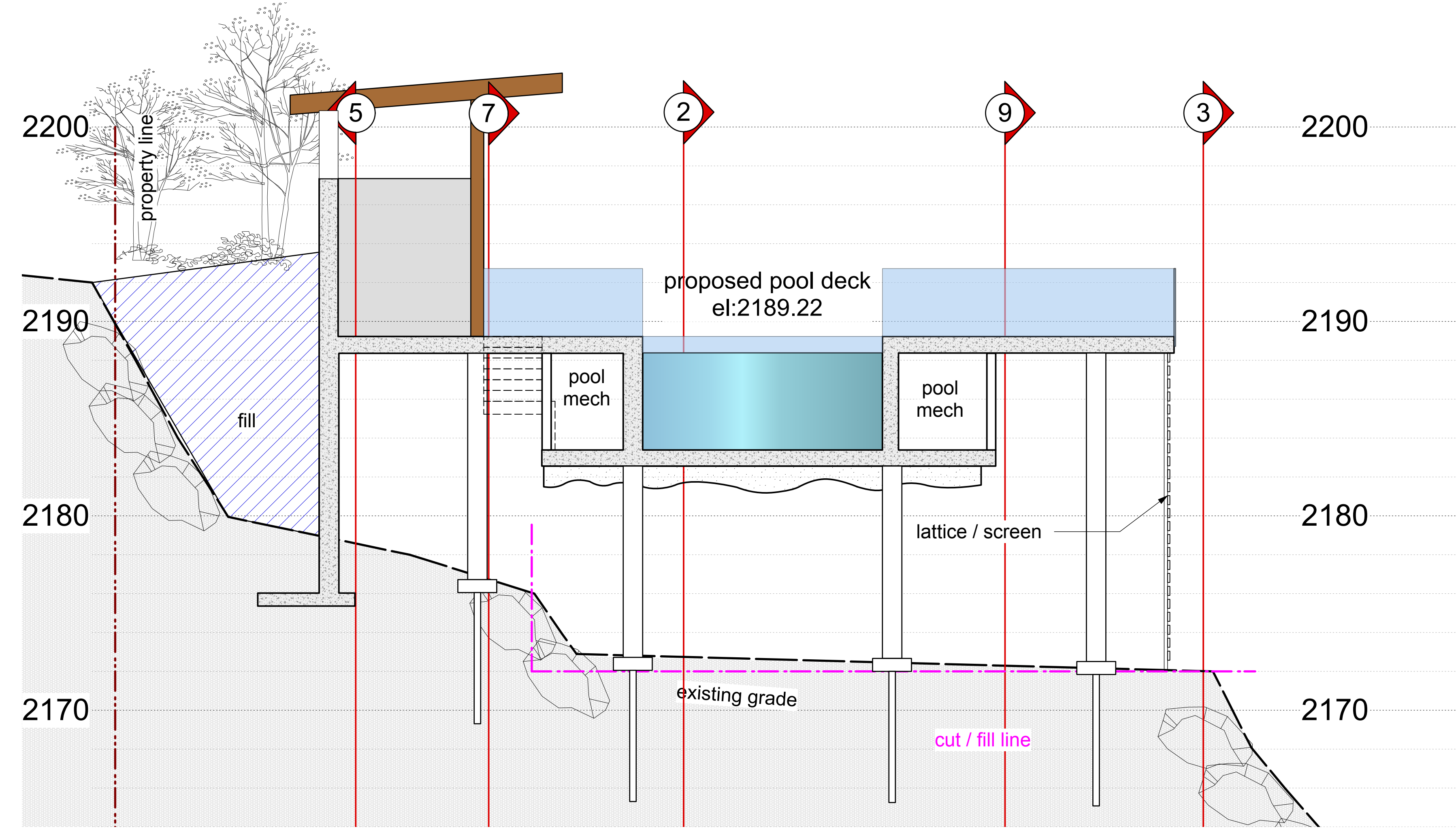
Sealed By:

Drawn By:	Scale:
BM/TT	AS SHOWN
Project No:	Sheet No:
13.23	<b>A2.1</b>





SECTION 3  
scale 1/4" : 1'-0"



SECTION 4  
scale 1/4" : 1'-0"

This documents contains copyrighted material belonging to **Murdoch+Company Architecture+Planning Ltd.** Any unauthorized use, disclosure, or duplication of any information contained herein may result in liability under applicable laws.

Issued For:	Date:
PRELIMINARY REVIEW	2013.10.11
REVIEW	2014.JAN.20
DVP Application	2014.01.22

Pool Site Sections

Project

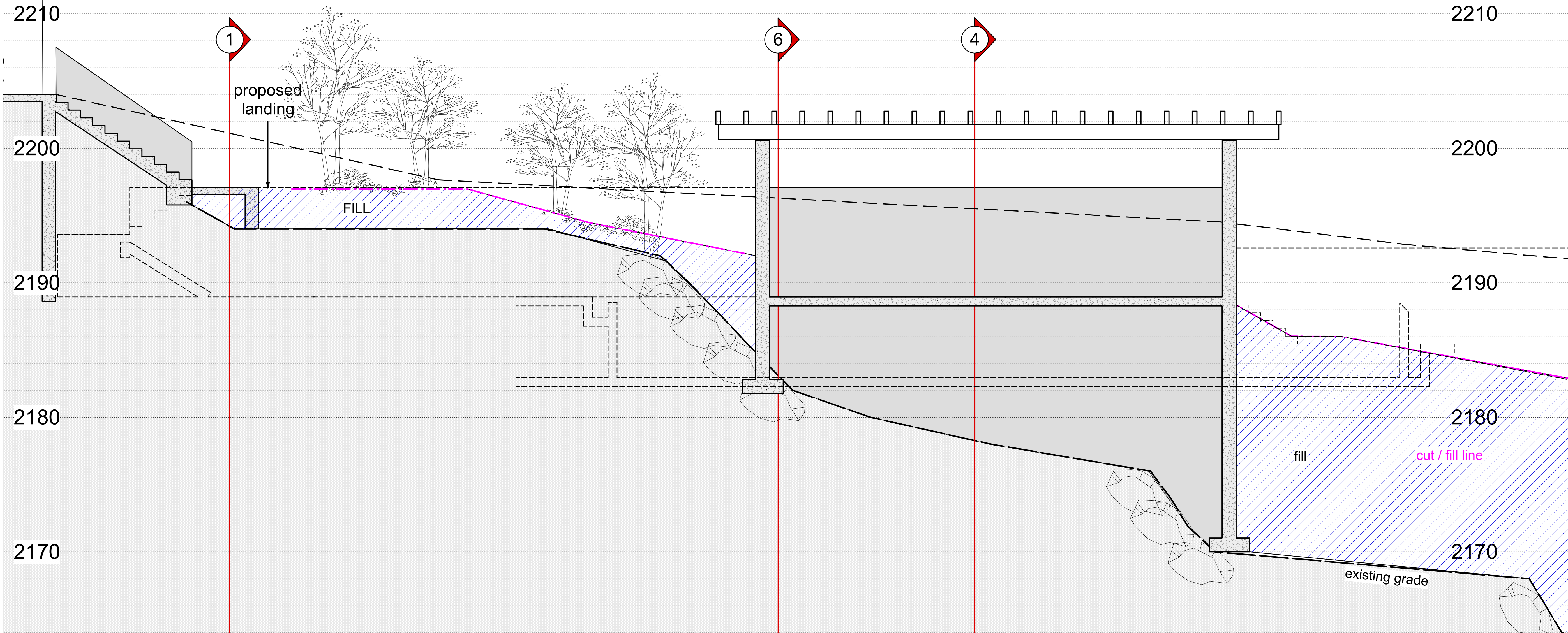
**Jaako Residence**

MURDOCH + COMPANY  
ARCHITECTURE + PLANNING LTD.  
106-4319 Main Street  
P.O. Box 1394  
Whistler, B.C. V0N 1B0  
Ph. 905-6992 Fax 905-6993  
e-mail murdoch@telus.net

Sealed By:

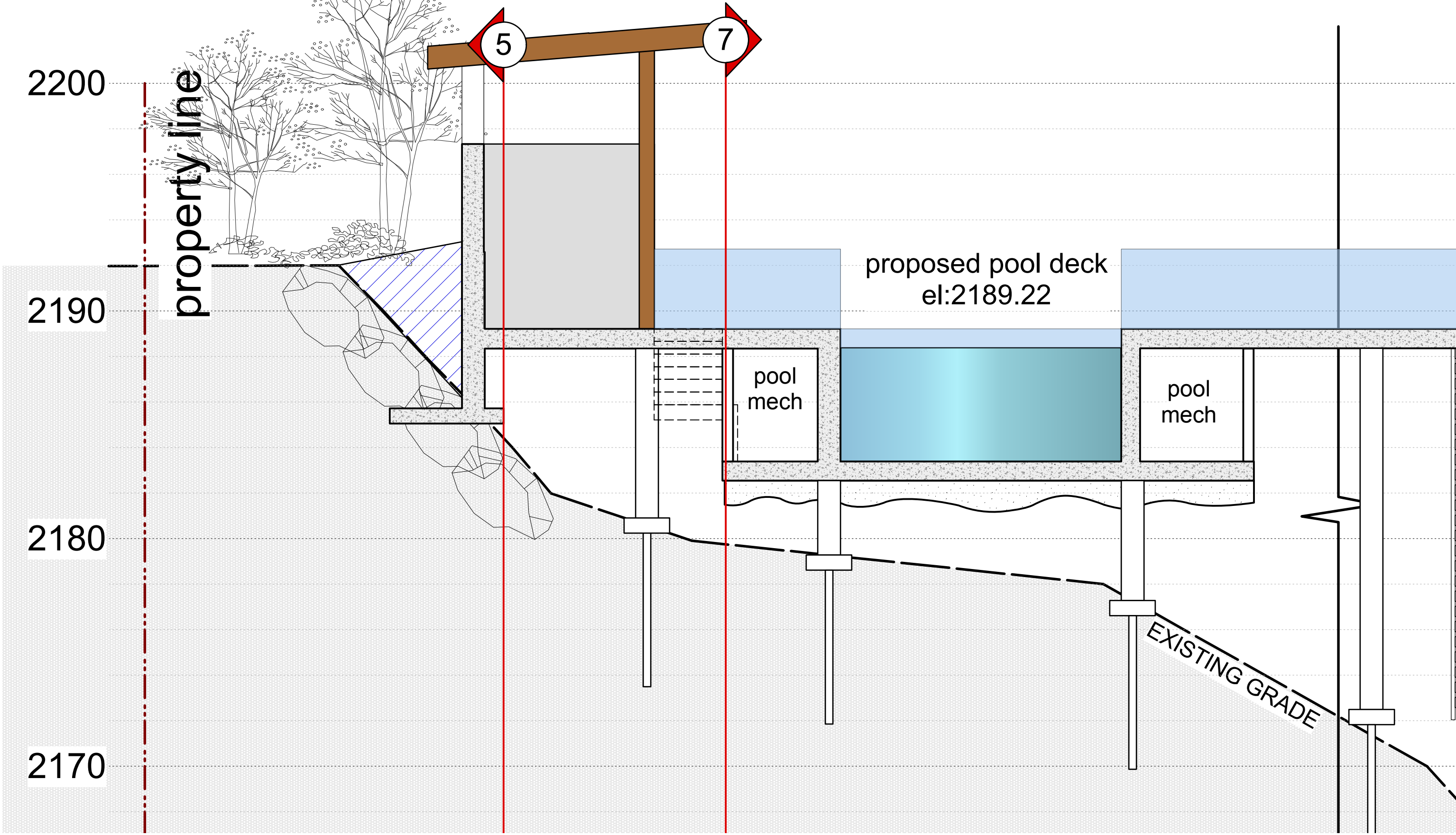
Drawn By:	Scale:
BM/TT	AS SHOWN
Project No:	Sheet No:
13.23	A2.2





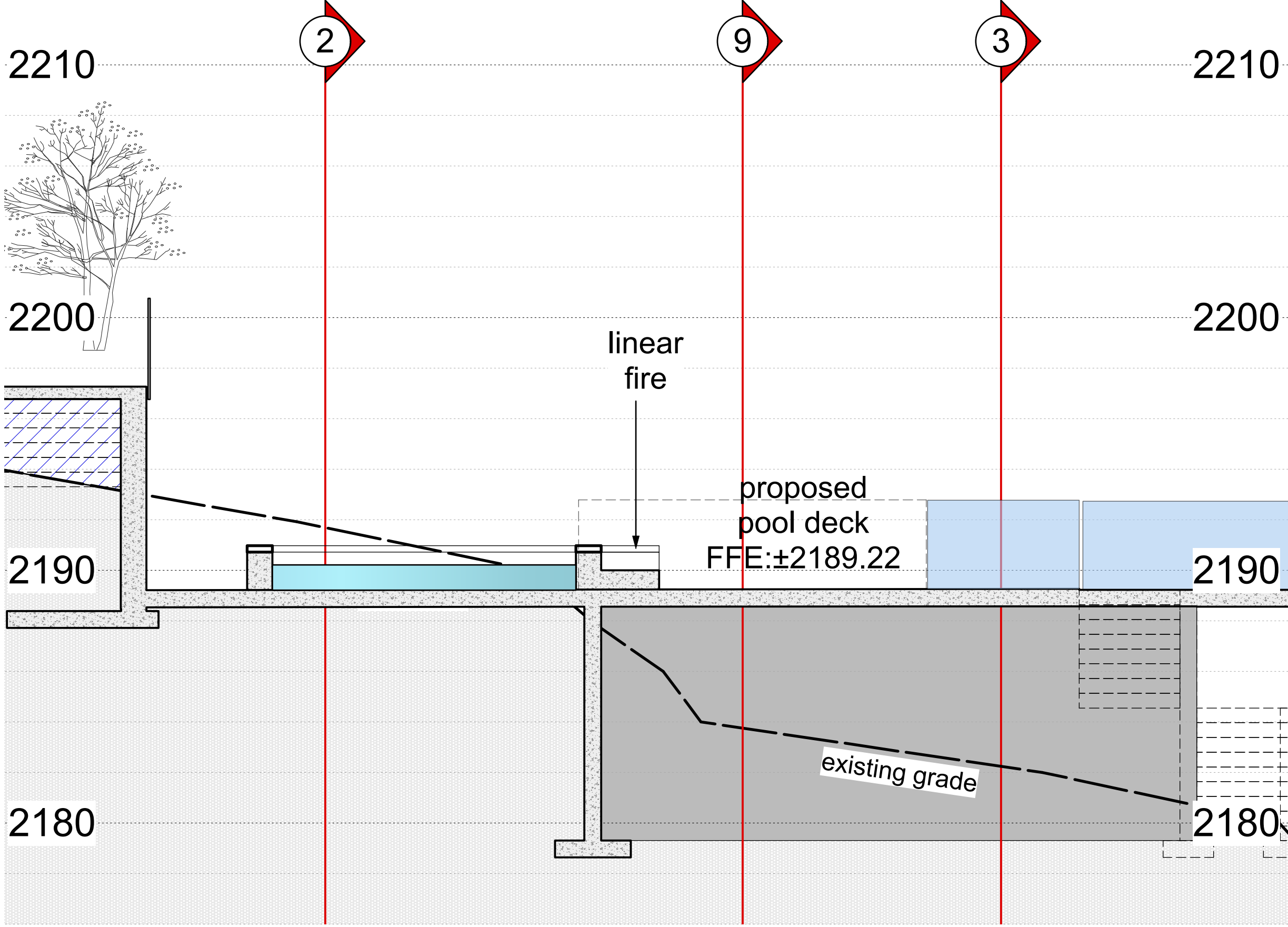
SECTION 5

scale 1/4" : 1'-0"



SECTION 6 (partial)

scale 1/4" : 1'-0"



SECTION 8 (partial)

scale 1/4" : 1'-0"

This documents contains copyrighted material belonging to  
**Murdoch+Company Architecture+Planning Ltd.**  
Any unauthorized use, disclosure, or duplication of any  
information contained herein may result in liability under  
applicable laws.

Issued For:	Date:
PRELIMINARY REVIEW	2013.10.11
REVIEW	2014.JAN.20
DVP Application	2014.01.22

Title  
Pool Site Sections

Project

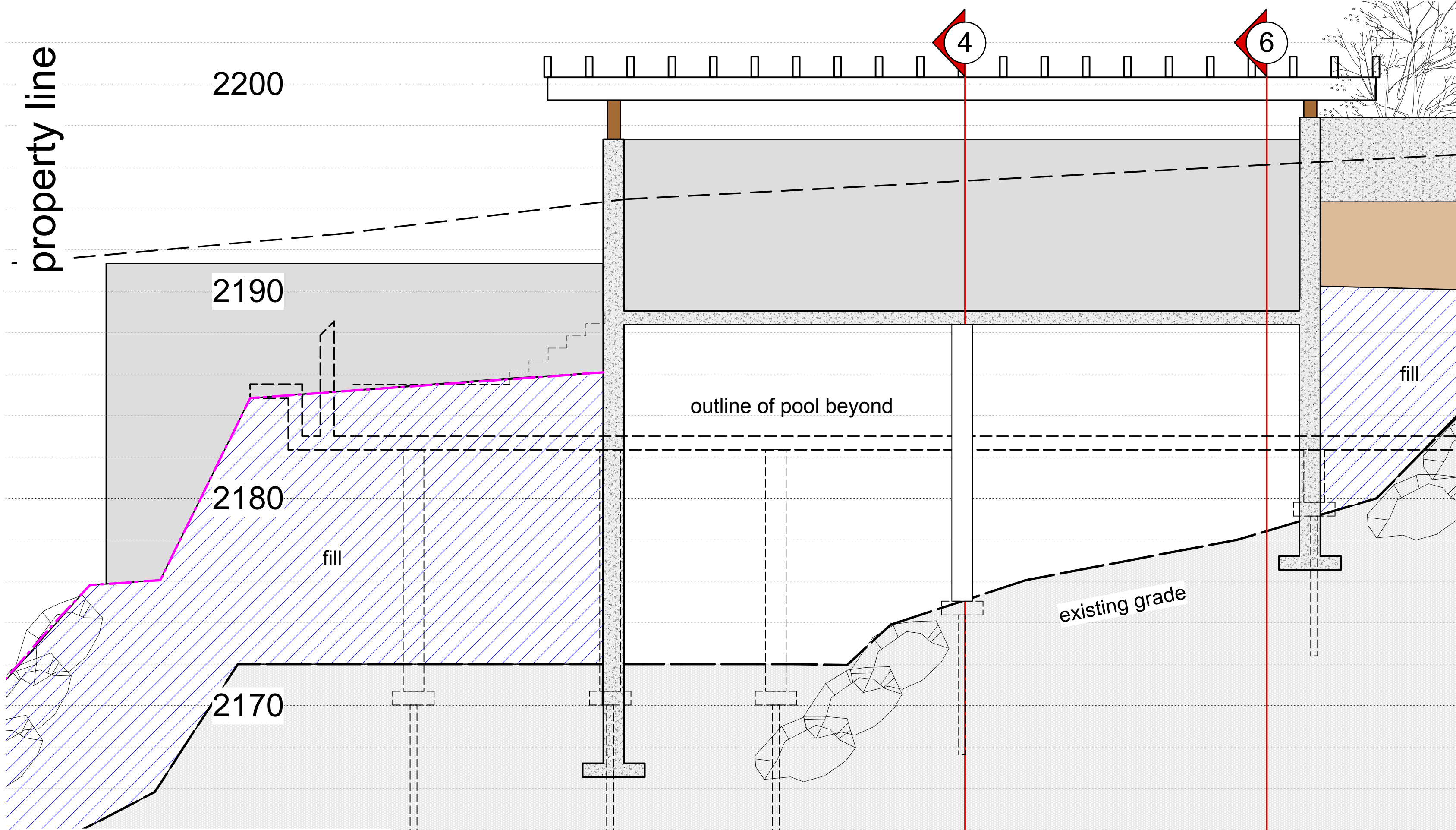
**Jaako Residence**

**MURDOCH + COMPANY**  
**ARCHITECTURE + PLANNING LTD.**  
106-4319 Main Street  
P.O. Box 1394  
Whistler, B.C. V0N 1B0  
Ph. 905-6992 Fax 905-6993  
e-mail murdoch@telus.net

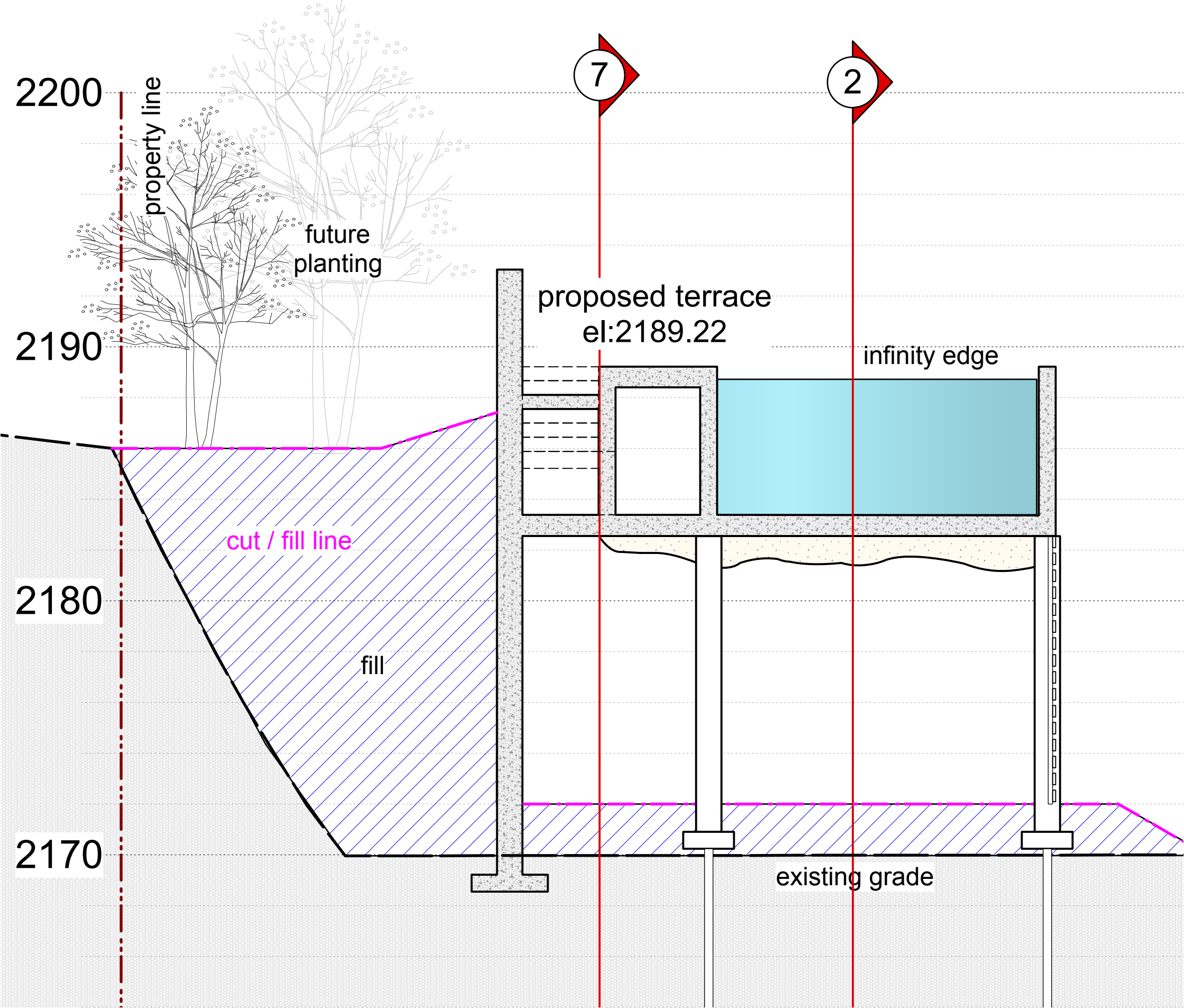
Sealed By:

Drawn By:	Scale:
BM/TT	AS SHOWN
Project No:	Sheet No:
13.23	<b>A2.3</b>

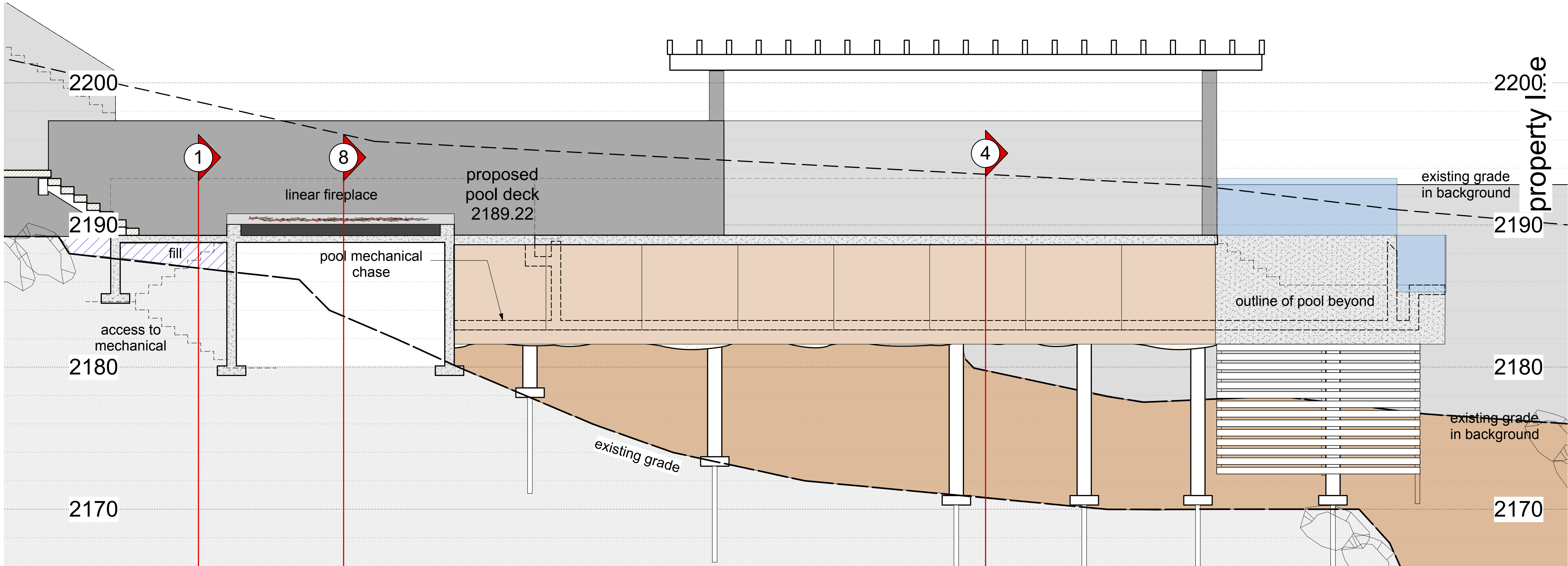




SECTION 7 (partial)  
scale 1/4" : 1'-0"



SECTION 10  
scale 1/4" : 1'-0"



SECTION 9  
scale 1/4" : 1'-0"

This documents contains copyrighted material belonging to  
**Murdoch+Company Architecture+Planning Ltd.**  
Any unauthorized use, disclosure, or duplication of any  
information contained herein may result in liability under  
applicable laws.

Issued For:	Date:
PRELIMINARY REVIEW	2013.10.11
REVIEW	2014.JAN.20
DVP Application	2014.01.22

Title  
Pool Site Sections

Project

**Jaako Residence**

**MURDOCH + COMPANY**  
**ARCHITECTURE + PLANNING LTD.**  
106-4319 Main Street  
P.O. Box 1394  
Whistler, B.C. V0N 1B0  
Ph. 905-6992 Fax 905-6993  
e-mail [murdoch@telus.net](mailto:murdoch@telus.net)

Sealed By:

Drawn By:	Scale:
BM/TT	AS SHOWN
Project No:	Sheet No:
13.23	<b>A2.3</b>



## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** March 18, 2014

**REPORT:** 14-025

**FROM:** Resort Experience

**FILE:** DVP 1075

**SUBJECT:** DVP 1075 - 8488 BEAR PAW TRAIL – RETAINING WALL VARIANCES

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendation of the General Manager of Resort Experience be endorsed.

### RECOMMENDATION

**That** Council approve Development Variance Permit 1075 to vary setback regulations for proposed extensions to existing retaining walls at 8488 Bear Paw Trail as follows:

1. Vary the upper retaining wall to 3.35 metres in height and vary the minimum setback requirement for the retaining wall to 0 metres from the side property line;
2. Vary the lower retaining wall to 1.85 metres in height and vary the minimum setback requirement for the retaining wall to 0 metres from the side and rear property lines;

to the extent shown on the plans attached to Administrative Report No.14-025 as Appendix “B”.

### REFERENCES

Owners: Mathew and Courtney Woods  
Location: 8488 Bear Paw Trail  
Zoning: CD1 (Comprehensive Development One)  
Legal Description: Strata Lot 64, District Lot 7302, Strata Plan BCS3125, NWD

Appendices: “A” Location Plan  
“B” Site Plan  
“C” Email from neighbour

### PURPOSE OF REPORT

The purpose of this report is to seek Council's approval of Development Variance Permit 1075 for 8488 Bear Paw Trail. The applicant requests variances for two retaining wall extensions into the north side setback.

### DISCUSSION

The subject property is located on the southwest side of the Rainbow subdivision at 8488 Bear Paw Trail (Appendix A). The property is adjacent to the fire truck turnaround near the top of Bear Paw Trail with a creek to the south side, single family residences to the north and west and undeveloped common property to the east.

On May 7, 2013 the General Manager of Resort Experience approved a development permit for the existing two retaining walls at 8488 Bear Paw Trail. The two retaining walls were approved at that time adjacent to the sewer easement. The applicant would like to extend the two retaining walls across the sewer easement to the property line to allow for a 0 metre side setback. Variances are required for the height and setback of the retaining walls in relation to the side property line.

According to the applicant, the current retaining wall variance requests will allow for a relatively flat backyard space on the otherwise steeply sloping lot.

Evaluation criteria for development variance permits have been developed by planning staff and the criteria are used to determine if the variance requests are reasonable, maintain the intent of the Zoning Bylaw and minimize any potential negative impacts on neighbours or the streetscape.

**Table 1**

Criteria	DVP 1075
Complements a particular streetscape or neighbourhood.	Negligible impact on streetscape.
Works with the topography on the site, reducing the need for major site preparations or earthwork.	N/A
Maintains or enhances desirable site features, such as natural vegetation, trees and rock outcrops.	N/A
Results in superior siting with respect to light access resulting in decreased building energy requirements.	Roof overhangs protect building envelope and decrease solar loading in summer months.
Results in superior siting with respect to privacy.	There are no immediately adjacent neighbours to the west, east and south.
Enhances views from neighbouring buildings and sites.	There will be no impact on views from neighbouring buildings and sites.
Negative impacts on neighbours or the streetscape	The retaining walls will not be visible from the streetscape and not impact the neighbours negatively.

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Built Environment	Continuous encroachment on nature is avoided	Subject property is already cleared.

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
None		

## OTHER POLICY CONSIDERATIONS

### Legal Considerations

The retaining wall extensions will extend over a registered sewer easement between Whistler Rainbow Properties and the owners of Strata Plan BCS3125. The strata council has approved the retaining walls with some provisions for the owner of 8488 Bear Paw Trail. Since no land interests of the municipality are involved in the proposed retaining wall variances, the municipality's involvement relates only to the approval of the development variance permit.



## **BUDGET CONSIDERATIONS**

Development variance permit application fees provide for recovery of costs associated with processing this application.

## **COMMUNITY ENGAGEMENT AND CONSULTATION**

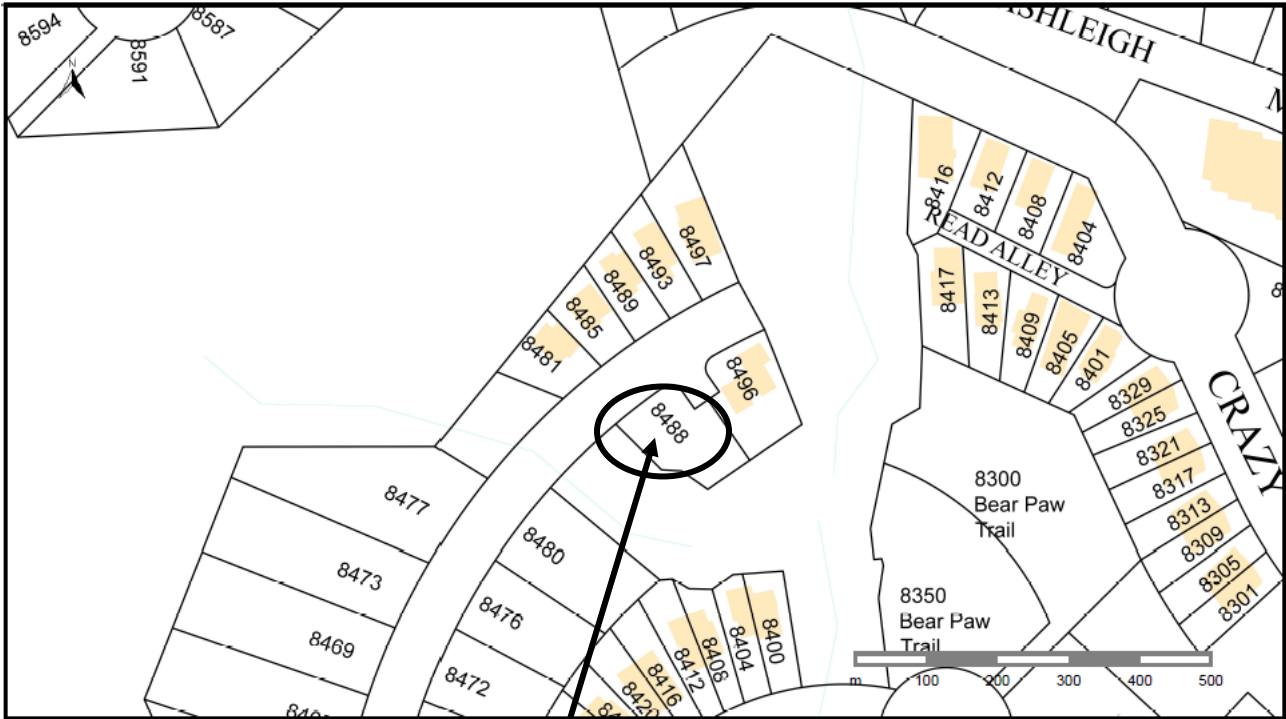
Notices were delivered to the surrounding property owners and tenants in February 2014 as required by the *Local Government Act*. At the time of writing this report one positive response to the variance requests have been received (Appendix C). Any written comments from neighbours received after the Council report deadline will be made available to Council at the March 18, 2014 meeting.

## **SUMMARY**

The owners of 8488 Bear Paw Trail have applied for setback variances for proposed extensions to existing retaining walls for Council's consideration.

Respectfully submitted,

Kevin Creery  
PLANNING ANALYST  
for  
Jan Jansen  
GENERAL MANAGER OF RESORT EXPERIENCE



**SUBJECT LANDS**

Appendix B - Site Plan



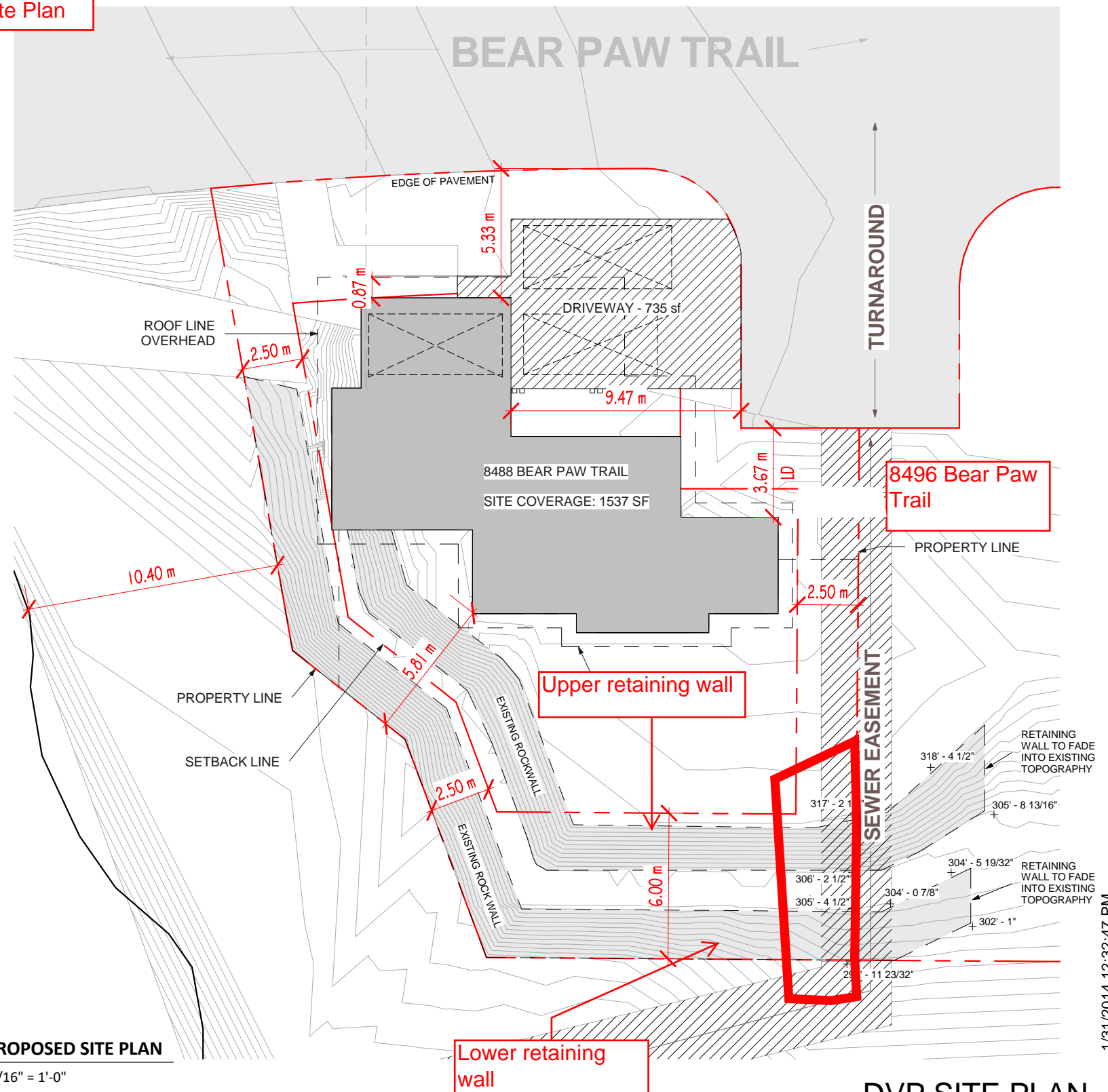
SEWER  
EASEMENT

Upper  
RETAINING  
WALL  
Lower  
RETAINING  
WALL

VARIANCE  
REQUIRED  
FOR  
RETAINING  
WALL  
LOCATION

2 PROPOSED CONTEXT  
D1.1

1 PROPOSED SITE PLAN  
D1.1 1/16" = 1'-0"



DVAD Inc. (MAIBC)  
www.dvad.ca  
info@dvad.org  
604 962 0013



8488 Bear Paw Trail

DVP SITE PLAN

D1.1

Scale: 1/16" = 1'-0"

1/31/2014 12:32:47 PM

Kay Chow

---

**From:** Greg Dobbin <gregdobbin@me.com>  
**Sent:** Friday, February 14, 2014 1:17 PM  
**To:** Planning  
**Subject:** Re: Variance Permit # 1075

Re: Development Variance Permit Application No. 1075

Kevin Creery  
Planning Analyst  
RMOW

Kevin,

I would like to make two comments about the Development Variance Permit Application No. 1075.

1-) Leanne and I own the property across the street from 8488 Bear Paw Trail. We have no objections to the two points the applicant is looking to change.

2-) 8488 Bear Paw Trail is a difficult lot to build on. The first buyer did not build on the lot because of the costs associated with building retaining walls and backfilling. The current owner of the property has a really nice set of building plans in place and the means to prep the lot in a cost effective fashion. If they get to build what they want, we as neighbours get a new family who will live in the neighbourhood for a long time. We would like to have them as neighbours and recommend this as another factor to consider in your decision.

Thanks for taking the time to read this.

Sincerely,

Greg

Greg Dobbin  
310 845 5932  
604 603 5333  
[gregdobbin@me.com](mailto:gregdobbin@me.com)





## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** March 18, 2014

**REPORT:** 14-026

**FROM:** Resort Experience

**FILE:** DVP 1077

**SUBJECT:** DVP 1077 - 8496 BEAR PAW TRAIL – RETAINING WALL VARIANCES

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendation of the General Manager of Resort Experience be endorsed.

### RECOMMENDATION

**That** Council approve Development Variance Permit 1077 to vary setback regulations for proposed extensions to existing retaining walls at 8496 Bear Paw Trail as follows:

1. Vary the upper retaining wall to 3.35 metres in height and vary the minimum setback requirement for the retaining wall to 0 metres from the side property line;
2. Vary the lower retaining wall to 1.85 metres in height and vary the minimum setback requirement for the retaining wall to 0 metres from the side and rear property lines;

to the extent shown on the plans attached to Administrative Report No.14-026 as Appendix “B”.

### REFERENCES

Owners: Tom Akama and Chikako Arai  
Location: 8496 Bear Paw Trail  
Zoning: CD1 (Comprehensive Development One)  
Legal Description: Strata Lot 65, District Lot 7302, Strata Plan BCS3125, NWD

Appendices: “A” Location Plan  
“B” Site Plan

### PURPOSE OF REPORT

The purpose of this report is to seek Council's approval of Development Variance Permit 1077 for 8496 Bear Paw Trail. The applicant requests variances for two retaining wall extensions into the south side setback.

### DISCUSSION

The subject property is located on the southwest side of the Rainbow subdivision at 8496 Bear Paw Trail (Appendix A). The property is adjacent to the fire truck turnaround near the top of Bear Paw Trail to the south side, single family residences to the west and riparian area to the north and east.

The applicant would like to extend the two retaining walls across the sewer easement to the property line to allow for a 0 metre side setback. Their neighbour 8488 Bear Paw Trail has the same variance requests and they will join up with the subject property to allow for a continuous wall and some backyard space on the sloping properties. Variances are required for the height and setback of the retaining walls in relation to the side property line.

According to the applicant, the current retaining wall variance requests will allow for a relatively flat backyard space on the otherwise steeply sloping lot.

Evaluation criteria for development variance permits have been developed by planning staff and the criteria are used to determine if the variance requests are reasonable, maintain the intent of the Zoning Bylaw and minimize any potential negative impacts on neighbours or the streetscape.

**Table 1**

Criteria	DVP 1077
Complements a particular streetscape or neighbourhood.	Negligible impact on streetscape.
Works with the topography on the site, reducing the need for major site preparations or earthwork.	N/A
Maintains or enhances desirable site features, such as natural vegetation, trees and rock outcrops.	N/A
Results in superior siting with respect to light access resulting in decreased building energy requirements.	Roof overhangs protect building envelope and decrease solar loading in summer months.
Results in superior siting with respect to privacy.	There are no immediately adjacent neighbours to the west, east and south.
Enhances views from neighbouring buildings and sites.	There will be no impact on views from neighbouring buildings and sites.
Negative impacts on neighbours or the streetscape	The retaining walls will not be visible from the streetscape and not impact the neighbours negatively.

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Built Environment	Continuous encroachment on nature is avoided	Subject property is already cleared.

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
None		

## OTHER POLICY CONSIDERATIONS

### Legal Considerations

The retaining wall extensions will extend over a registered sewer easement between Whistler Rainbow Properties and the owners of Strata Plan BCS3125. The strata council has approved the retaining walls with some provisions for the owner of 8496 Bear Paw Trail. Since no land interests of the municipality are involved in the proposed retaining wall variances, the municipality's involvement relates only to the approval of the development variance permit.

## **BUDGET CONSIDERATIONS**

Development variance permit application fees provide for recovery of costs associated with processing this application.

## **COMMUNITY ENGAGEMENT AND CONSULTATION**

Notices were delivered to the surrounding property owners and tenants in February 2014 as required by the *Local Government Act*. At the time of writing this report no responses to the variance requests have been received (Appendix C). Any written comments from neighbours received after the Council report deadline will be made available to Council at the March 18, 2014 meeting.

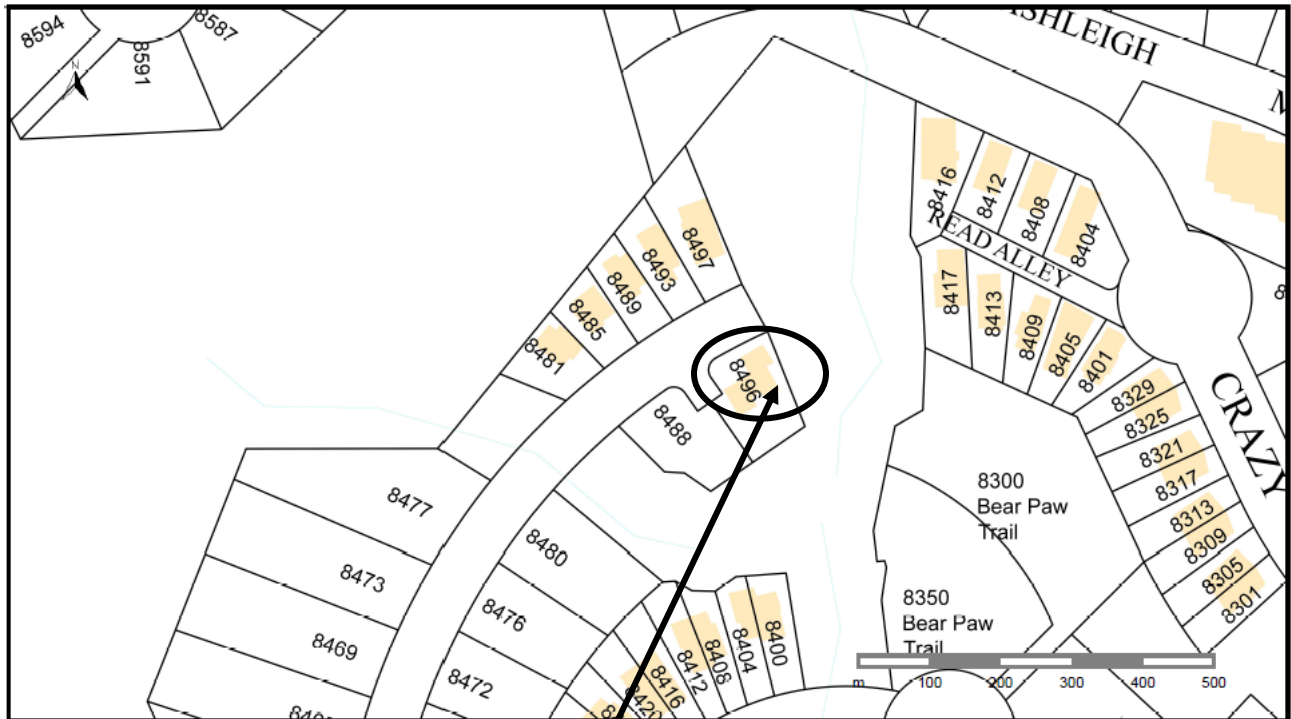
## **SUMMARY**

The owners of 8496 Bear Paw Trail have applied for setback variances for two proposed retaining wall extensions for Council's consideration.

Respectfully submitted,

Kevin Creery  
PLANNING ANALYST  
for  
Jan Jansen  
GENERAL MANAGER OF RESORT EXPERIENCE

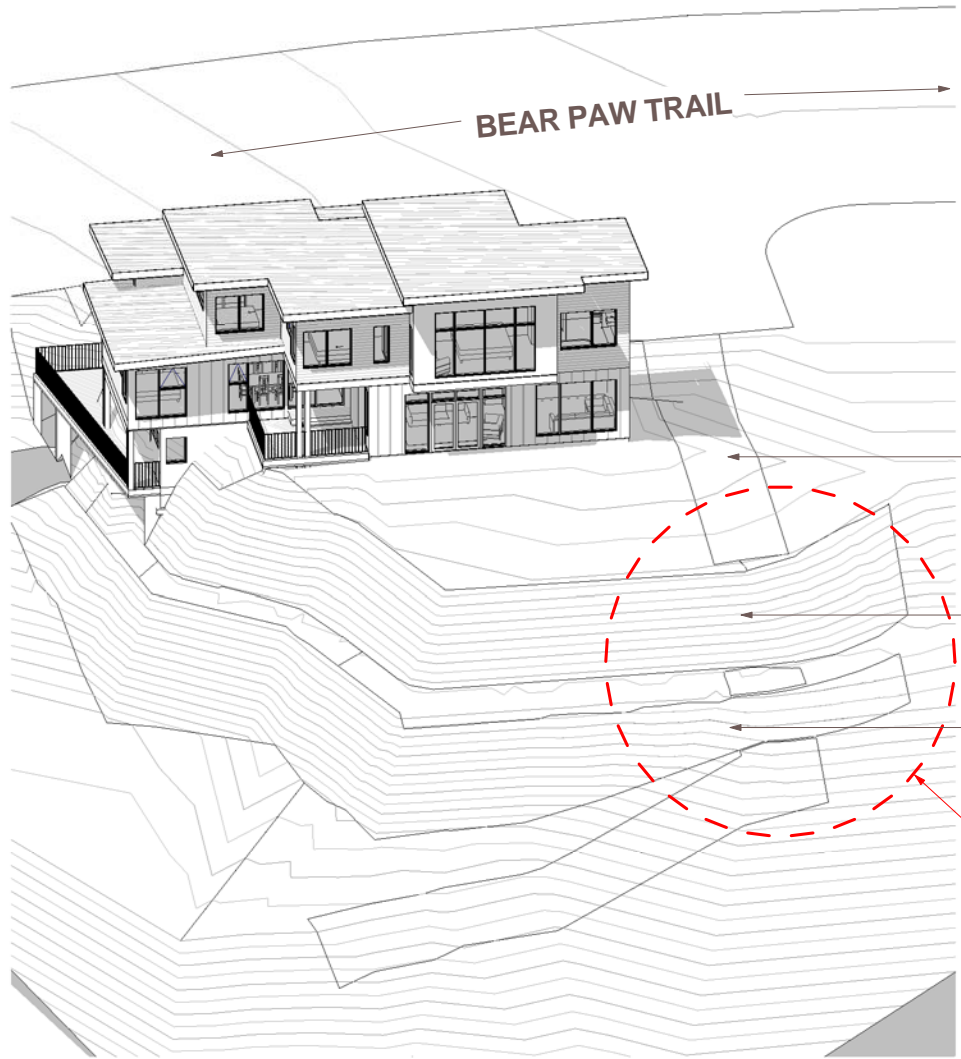
**Development Variance Permit Application No. 1077 – 8496 Bear Paw Trail**



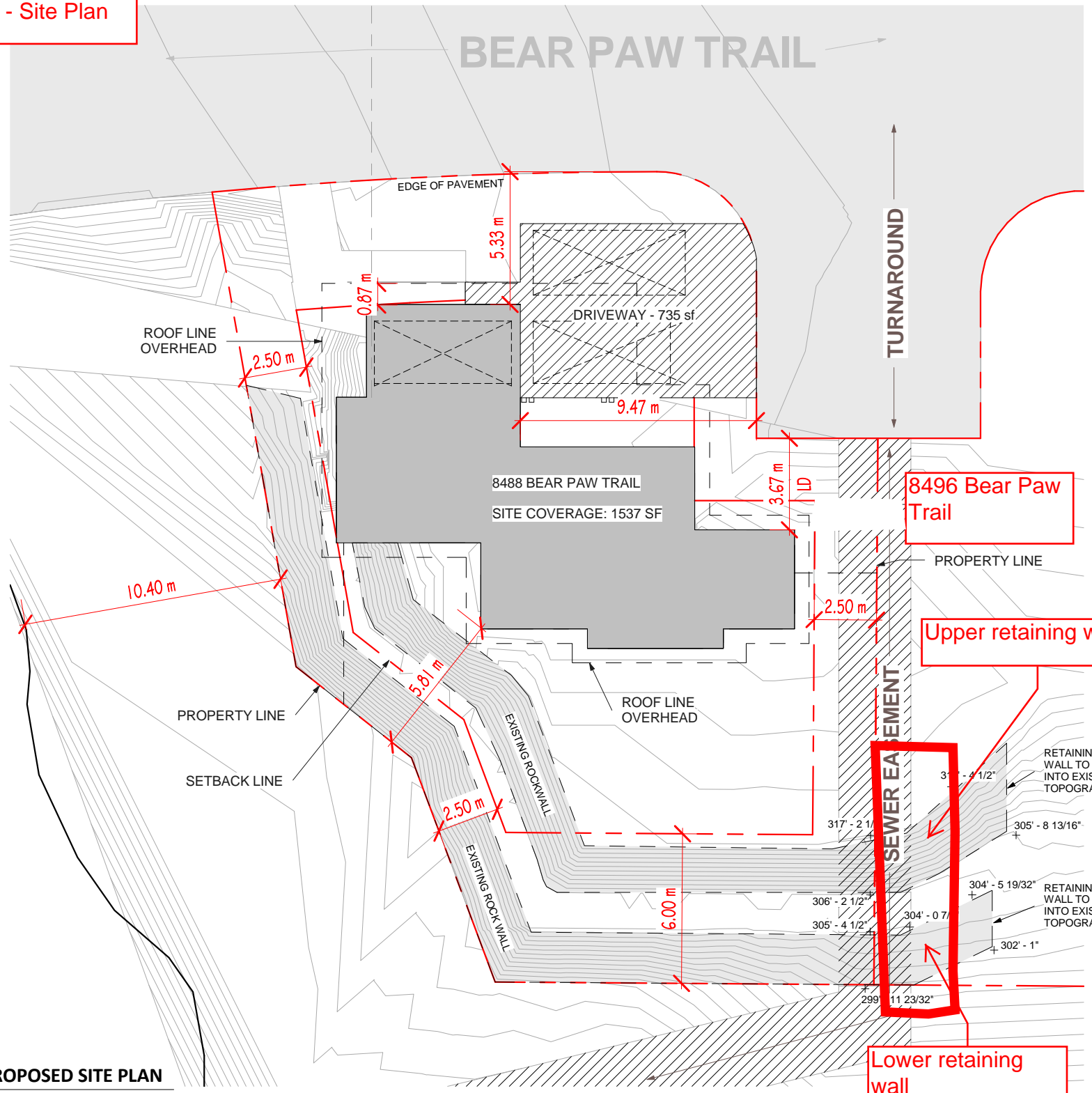
**SUBJECT LANDS**



Appendix B - Site Plan



2 PROPOSED CONTEXT  
D1.1



1 PROPOSED SITE PLAN  
D1.1 1/16" = 1'-0"

DVAD Inc. (MAIBC)  
www.dvad.ca  
info@dvad.org  
604 962 0013



8496 Bear Paw Trail

DVP SITE PLAN  
**D1.1**  
Scale: 1/16" = 1'-0"

1/31/2014 12:32:47 PM



## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** March 18, 2014

**REPORT:** 14-027

**FROM:** Resort Experience

**FILE:** 910 Sec. 0008

**SUBJECT:** SECTION 910 EXEMPTION - 6692 CRABAPPLE DRIVE (FLOOD PROOFING)

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendation of the General Manager of Resort Experience be endorsed.

### RECOMMENDATION

**That** Council grant an exemption per Section 910 of the *Local Government Act* – “Construction requirements in relation to flood plain areas”, to allow for the construction of a new dwelling at 6692 Crabapple Drive; and further,

**That** Council authorize the Mayor and Corporate Officer to execute a Section 219 covenant on the title of the subject property for this exemption, attaching the geotechnical report as Appendix “B” to Administrative Report No. 14-027, prepared by GVH Consulting Ltd. and confirming that the property is safe for the use intended.

### REFERENCES

**Owners:** Concept West Developments Ltd.

**Location:** 6692 Crabapple Drive

**Legal Description:** Lot 18, Block F, Plan 14277, District Lot 1755

**Current Zoning:** RS1 (Single Family Residential One)

**Appendices:** “A” Location Plan  
“B” Engineers Report

### PURPOSE OF REPORT

This report seeks Council’s consideration to grant an exemption to the flood proofing requirements at 6692 Crabapple Drive in order to accommodate the construction of a new dwelling at this address.

### DISCUSSION

The subject property is located in the Whistler Cay Estates Subdivision, adjacent to Crabapple Creek. The site is bounded at the west by Crabapple Drive, to the east by Crabapple Creek and to the north and south by single family dwellings (See Appendix A).

A new detached dwelling is proposed that will meet the building setbacks for the RS1 zone. Section 910 of the Local Government Act authorizes a local government to specify, by bylaw, flood proofing requirements including setbacks from watercourses and flood control levels. To that end, Part 5.4 of Zoning & Parking Bylaw 303, 1983 outlines flood proofing requirements throughout the valley. Applicable regulations in this case are:

March 18, 2014

1. A 15 m setback from the natural boundary of Crabapple Creek; and
2. That areas used for habitation or storage of goods be no lower than 1.5 metres above the natural boundary of Crabapple Creek.

This proposed detached dwelling is intended to be located approximately 11 metres from the creek; the second requirement is met as the flood construction level will be at 642.46 metres (2107.82 feet) elevation which is 1.5 metres above the high water mark and above the required 1.5 metre flood protection requirement.

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
none		

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
none		

## OTHER POLICY CONSIDERATIONS

### *Local Government Act*

Section 910 (4) (b) authorizes Council to grant an exemption to the flood proofing requirements provided it has received a report from a professional geotechnical engineer certifying that the lands are safe for the use intended. To that end, RMOW staff is in receipt of a report from GVH Consulting Ltd. (Geotechnical Engineers) addressing flood proofing and geotechnical concerns consistent with legislated requirements. Staff recommends that this report be appended to a Section 219 *Land Title Act* restrictive covenant, to provide notice for any future owners.

## BUDGET CONSIDERATIONS

There are no significant budget implications associated with this proposal. Section 910 Exemption application fees provide for recovery of costs associated with processing this application.

## COMMUNITY ENGAGEMENT AND CONSULTATION

None required.

## SUMMARY

**March 18, 2014**

This application is before Council for consideration to exempt 6692 Crabapple Drive from the flood construction level requirement of Zoning Bylaw 303. Per the requirements of Section 910 of the *Local Government Act*, a report in support of this application has been prepared by a Geotechnical Engineer. This report will be attached to the property title by way of a covenant.

Respectfully submitted,

Kevin Creery

PLANNING ANALYST

for

Jan Jansen

GENERAL MANAGER of RESORT EXPERIENCE

Appendix A: Location Plan



Subject Property

## GVH CONSULTING LTD.

#102 - 6388 Bay Street, West Vancouver, BC, V7W 2G9  
Phone/ Fax (604) 925-9102 gvh9@shaw.ca

Concept West Development Ltd  
8175 Meadow Lane  
Whistler V0N 1B8

File #13-123  
Revised February 27<sup>th</sup> 2014

Attention: Mr. Grant Grimshaw [grant@conceptwest.ca](mailto:grant@conceptwest.ca)

**Re: Residence**  
**6692 Crabapple Drive, Whistler, B.C.**  
**Geotechnical Recommendations**

### 1.0 INTRODUCTION

We understand that a new residence is proposed at the above referenced site in Whistler, B.C.. The residence proposed consists of wood frame construction over strip and spread foundations and slab on grade.

This report presents our interpretation of the available geotechnical information at the site of the proposed residence and our recommendations for site preparation and foundation design.

### 2.0 SITE DESCRIPTION and NATURAL HAZARDS

The proposed construction is comprised of a single family residence.

The site is located at 6692 Crabapple Drive in Whistler. Topography over the site is generally level. The site is bounded at the west by Crabapple Drive, to the east by Crabapple Creek and to the north and south by single family residences. According to Ministry of Environment Flood Plain Map 89-16-3 the area is east of (not within) the Twenty One Mile Creek Flood Plain. The proposed building setback is 11 metres from Crabapple Creek. According to the topographic plan provided by Doug Bush Survey Services Ltd., the natural boundary of the creek (HWM) is between 2102.65 and 2102.90 feet and per Zoning Bylaw 303 the ground floor slab elevation is required to be at or above 1.5 metres (4.92 feet) above the natural boundary or using 2102.90 as the natural boundary at 2107.82 feet or above. The prevailing grade near the building site is 2 or 3 feet lower so structural fill will be required to achieve the Flood Construction Level. Since the building will be 1.5 metres above the natural boundary and prevailing grades between the building and the adjacent creek the site is in the opinion of GVH Consulting Ltd. safe for the intended use as pertaining to natural hazards.

The location of the site is shown on the attached Drawing.

### 3.0 SUBSURFACE CONDITIONS

The general geology of the region under investigation comprises fluvial silt, sands and gravels with some peat/ organic silt associated with glacial outwash deposits.





A test pit was excavated in the driveway of the existing residence. Subsoils encountered to a depth of 2 metres included 0.6 metres of sand and gravel fill over dense fine sandy silt varying from brown to grey brown near the bottom of the excavation. Ground water was noted seeping into the pit near the bottom of the excavation, however, the static groundwater table was not observed. Based on knowledge of subsoils in the area the sandy silts and sands become looser at depth so the soil class should be considered to be Site Class F as defined in the current BCBC. For seismic considerations the response spectra for Site Class E should be used.

#### **4.0 DESIGN RECOMMENDATIONS**

##### **4.1 Site Preparation**

The proposed development consists of a single family residence. We anticipate that the structure will be supported using conventional strip and spread foundations.

Site preparation should include stripping of organic material and removal of the former residence and footings. It is recommended that the stripping proceed to 0.3 metres below the proposed underside of the foundations and that the grade be made up using compacted structural fill consisting of compacted shotrock fill. The foundations should bear a minimum of 0.6 metres below adjacent finished grades. Fill for slab-on-grade should similarly be comprised of compacted sand, gravel or combination thereof with less than 5% of fines passing the #200 sieve. The fill should be placed and compacted in maximum 300 mm lifts with several passes of a vibrating plate compactor.

##### **4.2 Foundations**

Foundations can comprise spread and strip footings bearing on top of the structural fill placed as per "Site preparation". The stripped surface and bearing surface should be reviewed prior to placing foundation formwork. Spread foundations should be designed for maximum allowable bearing pressures of 150 kPa (DLS) or factored ULS of 225 kPa. The Site Class should be considered site Class F as defined by the BCBC. Site response spectra for the residence (if required) can be considered to be as per Site Class E.

Since this is considered a Site Class F, the foundations should all be tied together as is usual for strip footings with a foundation walls comprised of reinforced concrete.

##### **4.3 Perimeter Drainage Systems**

Perimeter drainage is required in areas where the adjacent slab on grade or crawl space skim coat is beneath adjacent finished site grades. The perimeter drains typically consist of a 100 mm perforated pipe with the top of the pipe beneath the underside of the adjacent skim coat or slab on grade at all locations. The pipe should be surrounded by a minimum of 150 mm of clear crushed gravel in turn wrapped with filter fabric. The perforated pipe would then drain to a suitable outlet. Perimeter drains are not required where slab-on-grade is above the prevailing adjacent grades. Details for plumbing design, sumps and code issues would be by others.



## 5.0 FIELD REVIEWS

As required for Municipal "Letters of Assurance", GVH Consulting Ltd. will carry out sufficient field reviews during construction to confirm that our recommendations have been carried out.

It is the contractors' responsibility to advise GVH Consulting Ltd. (a minimum of 48 hours in advance) that a field review is required. Geotechnical field reviews are required at the time of the following:

- |              |   |
|--------------|---|
| 1. Stripping | – Review during site preparation                            |
| 3. Subgrade  | – Review of bearing surfaces for footings and slab-on-grade |
| 4. Fill      | – Review of any engineered fill used to raise grades        |


It is the responsibility of the developer and/or contractor to notify GVH Consulting Ltd. when conditions or situations are different than assumed in our report.

## 6.0 CLOSURE

This report is prepared solely for the use of our client pertaining to recommendations contained for site preparation and foundation design and for obtaining building permits.

We are pleased to assist you with this project and we trust this information is helpful and sufficient for your purposes at this time. However, please do not hesitate to call the undersigned if you should require any clarification or additional details.

For:  
GVH Consulting Ltd.

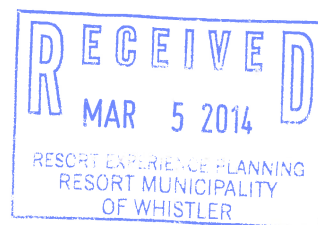
  
Greg Ven Huizen, M.Eng, P.Eng  
Geotechnical Engineer







SITE LOCATION FOR 6692 Crabapple Drive





# WHISTLER

## **MINUTES MEETING OF THE MAY LONG WEEKEND COMMITTEE MONDAY, FEBRUARY 24, 2014, STARTING AT 1:00 P.M.**

**At Municipal Hall – Flute Room  
4325 Blackcomb Way, Whistler, British Columbia V0N 1B4**

### **PRESENT:**

**Norm McPhail, General Manager, Corporate and Community Service  
Stephen Webb, Hilton Hotel  
Scott Langtry, RMCP  
Andy Flynn, Brew House  
John Grills, Councillor  
B. Andrea, Manager, Village Animation and Events  
Donna Wango, Recording Secretary**

**Moved by: N. McPhail**

**Seconded by A. Flynn**

**That the meeting was called to order at 1:02 p.m.**

**CARRIED**

**N. McPhail asked the Committee to make a recommendation for another individual to be part of this Committee as the Community-at-Large member.**

**N. McPhail reviewed the history, goals, initiatives, challenges and next steps for the May Long Weekend.**

**The following ideas were discussed:**

- Strategies to prevent criminal interests in Whistler;
- Re-focus young adult celebrations towards outdoor events;
- Appeal to a more diverse recreational audience over the long term;
- Police road checks are an essential crime prevention tool on the highway;
- Engage accommodation providers of festival offerings and strategies ;
- Accountability process for providers of accommodations for unsupervised minors ;
- Morning and daytime security patrols of the Village;
- Police presence at and around each night club;
- Consider all resort offerings in MLWE planning process;
- Police monitoring of house parties and external to village events;
- Engage community liaison resources to understand cultural aspects;
- Police and accommodation strategy to assist with Inn Keepers Act;
- Early police and security intervention with problem offenders;
- Communication strategy to reinforce goals for the MLWE.

**Action: A. Flynn and S. Langtry were asked to reach out to clubs and RCMP for suggestions.**

**Action: MLWE Committee members to reach out to their respective networks to engage same towards the focus of the festival and to seek input and support.**

**B. Andrea joined the meeting at 1:44 p.m.**

**GO Fest**

**B. Andrea provided an overview of the Whistler's Great Outdoors Festival for May 16 – 19, 2014.**

**Action: B. Andrea will share the draft schedule to the Committee.**

**N. McPhail asked the Committee to contact him with any suggestions they may have that the Committee can look at.**

**Action: N. McPhail meeting with chairs of restaurant association and bar association seeking needed partnerships.**

**Action: N. McPhail meeting with both associations and Chamber of Commerce before next meeting.**

**Action: N. McPhail presenting an update to Council on MLWE Committee at March 4 regular Council meeting.**

**Action: N. McPhail to engage RCMP and Bylaw on creation of a support policing/security operational plan**

**Next Meeting**

**The next meeting will be in the week of March 10th.**

**Moved by: N. McPhail**

**That the Committee Meeting of February 24, 2014 be adjourned at 2:12 p.m.**

**CARRIED**



**CHAIR: Norm McPhail**

**RESORT MUNICIPALITY OF WHISTLER  
ZONING AMENDMENT BYLAW (MARIHUANA PRODUCTION)  
NO. 2042, 2014**

**A Bylaw to amend Zoning and Parking Bylaw No. 303, 1983**

---

**WHEREAS** the Council may in a zoning bylaw pursuant to the *Local Government Act*, divide all or part of the area of the Municipality into zones, name each zone and establish the boundaries of the zone, regulate the use of land, buildings and structures within the zones and require the provision of parking spaces and loading spaces for uses, buildings and structures;

**NOW THEREFORE** the Municipal Council of the Resort Municipality of Whistler, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Zoning Amendment Bylaw (Marihuana Production) No. 2042, 2014”.
2. Section 2 Definitions of the Zoning and Parking Bylaw No. 303, 1983 is amended by adding the following definition in appropriate alphabetical order:

“marihuana production” and “marihuana distribution” mean, respectively, the growing and distribution of any plant that contains any of the substances listed in Schedule II to the *Controlled Drugs and Substances Act* (Canada), and includes any research or development activity associated with such uses.”
3. Section 4 General Prohibitions of the bylaw is amended by adding the following:

“No person shall use any land or building for marihuana production or marihuana distribution, except as specifically permitted by this Bylaw.”
4. Section 9 Industrial Zones is amended in respect of the IL2 Light Industrial Two Zone by adding the following as s. 2.1(t) under the heading “Permitted Uses”, and by making any required consequential changes to subsections 2.1(r) and (s):

“on Strata Lots 11, 12 and 13 in Strata Plan BCS4326, the production and distribution of marihuana under a licence issued pursuant to the Marihuana for Medical Purposes Regulation (Canada) provided that the total amount of building floor area used for all such uses shall not exceed 560 square metres.”

GIVEN FIRST READING this — day of \_\_\_\_\_, 2014.

GIVEN SECOND READING this — day of \_\_\_\_\_, 2014.

Pursuant to Section 890 of the *Local Government Act*, a Public Hearing was held this \_\_\_\_ day of \_\_\_\_\_, 2014.

GIVEN THIRD READING this — day of \_\_\_\_\_, 2014.

APPROVED by the Minister of Transportation this — day of \_\_\_\_\_, 2014.

ADOPTED by the Council this \_\_ day of \_\_\_\_\_, 2014.

---

Nancy Wilhelm-Morden  
Mayor

---

Shannon Story  
Corporate Officer

I HEREBY CERTIFY that this is a true  
copy of Zoning Amendment Bylaw  
(Marihuana Production) No. 2042, 2014.

---

Shannon Story  
Corporate Officer

**RESORT MUNICIPALITY OF WHISTLER**

**BUSINESS REGULATION AMENDMENT BYLAW NO. 2043, 2014**

**A Bylaw to amend the Business Regulation Bylaw No. 739, 1989**

---

**WHEREAS** the Council has adopted a business regulation bylaw and wishes to amend the bylaw in respect of businesses licensed under the Marihuana for Medical Purposes Regulation (Canada); and

**WHEREAS** the Council has given notice of its intention to adopt this bylaw and has provided an opportunity for persons who consider that they are affected by the bylaw to make representations to Council;

**NOW THEREFORE** the Municipal Council of the Resort Municipality of Whistler, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Business Regulation Amendment Bylaw No. 2043, 2014”.
2. Business Regulation Bylaw No. 739, 1989 is amended by adding the following as section 15 and renumbering the following sections accordingly:

“It shall be a condition of every business licence issued under this Bylaw for the production and distribution of marihuana for medical purposes that the licence holder complies with the security and odour control requirements in Division 3 of Part 1 of the Marihuana for Medical Purposes Regulation under the *Controlled Drugs and Substances Act* (Canada).”

GIVEN FIRST READING this — day of\_\_\_\_\_, 2014.

GIVEN SECOND READING this — day of \_\_\_\_\_, 2014.

GIVEN THIRD READING this — day of\_\_\_\_\_, 2014.

ADOPTED by the Council this \_\_\_\_ day of \_\_\_\_\_, 2014.

---

Nancy Wilhelm-Morden  
Mayor

---

Shannon Story  
Corporate Officer

I HEREBY CERTIFY that this is a true  
copy of Business Regulation  
Amendment Bylaw No. 2043, 2014.

---

Shannon Story  
Corporate Officer

**RESORT MUNICIPALITY OF WHISTLER**

**MUNICIPAL TICKET INFORMATION SYSTEM IMPLEMENTATION AMENDMENT  
BYLAW NO. 2002, 2012**

**A BYLAW TO AMEND MUNICIPAL TICKET INFORMATION  
SYSTEM BYLAW NO. 1719, 2005**

---

**WHEREAS** The Council of the Resort Municipality of Whistler has the authority pursuant to Section 8(3)(j) of the *Community Charter* to enact bylaws that provide for the protection of the environment, which includes watercourse protection;

**WHEREAS** The Council of the Resort Municipality of Whistler has the authority pursuant to Section 8 (3) (j) and (k) of the *Community Charter* to enact bylaws for the control and eradication of alien invasive species;

**WHEREAS** The Council of the Resort Municipality of Whistler has the authority pursuant to Section 8(3)(c) of the *Community Charter* to enact bylaws for trees;

**AND WHEREAS** Council desires to protect the environment;

**NOW THEREFORE** the Council of the Resort Municipality of Whistler, in open meeting assembled, **ENACTS AS FOLLOWS**

- 1) This bylaw may be cited for all purposes as the "Municipal Ticket Information System Amendment Bylaw No. 2002, 2012".
- 2) The Schedules to Municipal Ticket Information System Implementation Bylaw No. 1719, 2005 shall be amended as follows:
  - A. Schedule "A" is deleted and replaced with Schedule "A" attached to and forming part of this Bylaw.
  - B. Schedule "B18" is added to and forming part of this Bylaw.
  - C. Schedule "B15" that refers to pesticide use should be renamed as Schedule "B17."
  - D. Schedules "B1", "B2", "B3", "B4", "B5", "B8", "B9", "B10", "B11", "B12", "B14", "B15", "B16", and "B17" have the heading "Municipal Ticket Information System Implementation Bylaw No. 1719, 2005" added below the schedule section.

GIVEN FIRST, SECOND and THIRD READINGS this 4<sup>th</sup> day of March, 2014.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2014.

---

Nancy Wilhelm-Morden  
Mayor

---

Shannon Story  
Corporate Officer



I HEREBY CERTIFY that this is a  
true copy of the "Municipal Ticket  
Information System Implementation  
Amendment Bylaw No. 2002,  
2012"

---

Shannon Story  
Corporate Officer

## SCHEDULE A – ENFORCEMENT OFFICERS

### Municipal Ticket Information System Implementation Bylaw No. 1719, 2005

<b>COLUMN 1 Designated Bylaws</b>	<b>COLUMN 2 Designated Bylaw Enforcement Officer</b>
"Building and Plumbing Regulation Bylaw No. 1617, 2002" as amended	Building Inspector Senior Building Inspector Plumbing Inspector Supervisor of Bylaw Services Bylaw Enforcement Officer
"Whistler Animal Control Bylaw No. 1555, 2001" as amended	Animal Control Officer Supervisor of Bylaw Services Bylaw Enforcement Officer Conservation Officer Service
"Business License Bylaw No.567, 1987" as amended	Supervisor of Bylaw Services Bylaw Enforcement Officer Business License Inspector
"Sign Bylaw No. 588, 1987" as amended	Bylaw Enforcement Officer Supervisor of Bylaw Services
"Noise Control Bylaw No. 1660, 2004" as amended	Supervisor of Bylaw Services Bylaw Enforcement Officer Royal Canadian Mounted Police Officer
"Fire Protection and Fireworks Bylaw No. 1595, 2004" as amended	Fire Chief Supervisor of Bylaw Services Assistant Fire Chief Fire Fighter/Inspector Bylaw Enforcement Officer
"Parks Bylaw No. 1526, 2002" as amended	Supervisor of Bylaw Services Bylaw Enforcement Officer Animal Control Officer Royal Canadian Mounted Police Officer
"Garbage Disposal and Wildlife Attractants Bylaw No., 1861, 2008"	Supervisor of Bylaw Services Bylaw Enforcement Officer Conservation Officer Service Royal Canadian Mounted Police
"Property Maintenance Bylaw No. 810, 1990"as amended	Supervisor of Bylaw Services Bylaw Enforcement Officer
"Water Use Regulation Bylaw No. 1538, 2001" as amended	Supervisor of Bylaw Services Bylaw Enforcement Officer
"Skateboard and Bicycle Bylaw No. 933, 1992" as amended	Supervisor of Bylaw Services Bylaw Enforcement Officer Royal Canadian Mounted Police Officer
"Business Regulation Bylaw No. 739, 1989" as amended	Supervisor of Bylaw Services Bylaw Enforcement Officer
"Nuisance Bylaw No. 305, 1983" as amended	Supervisor of Bylaw Services Bylaw Enforcement Officer Royal Canadian Mounted Police Officer
"Pesticide Use Regulation Bylaw No. 1822, 2007"	Supervisor of Bylaw Services Bylaw Enforcement Officer

"Firearms Regulation Bylaw No. 874, 1991" as amended	Supervisor of Bylaw Services Bylaw Enforcement Officer Conservation Officer Royal Canadian Mounted Police
"Environmental Protection Bylaw No. 2000, 2012"	Supervisor of Bylaw Services Conservation Officer Service Bylaw Enforcement Officers

## **SCHEDULE B18**

### **Municipal Ticket Information System Implementation Bylaw No. 1719, 2005**

#### **Environmental Protection Bylaw No. 2000, 2012**

<b>DESIGNATED EXPRESSION</b>	<b>SECTION</b>	<b>FINE</b>
Cause or permit discharge of polluting substance	4.1 (a)	\$250
Cause or permit obstruction of flow	4.1 (b)	\$250
Cut or damage applicable tree	7.1	\$1000
Failure to post valid permit	9.6	\$250
Failure to comply with notice	12.1	\$250
Failure to comply with a permit condition	14.1	\$250

**RESORT MUNICIPALITY OF WHISTLER**  
**BUSINESS LICENCE AMENDMENT BYLAW NO. 2040, 2014**  
**A BYLAW TO AMEND BUSINESS LICENCE BYLAW NO. 567, 1987**

---

**WHEREAS** Section 363 of the *Local Government Act* allows Council to impose fees or charges in respect of exercising a regulating authority:

**AND WHEREAS** Section 15 of the *Community Charter* allows Council to regulate and licence business within the Municipality;

**NOW THEREFORE**, the Council of the Resort Municipality of Whistler, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Business Licence Amendment Bylaw No. 2040, 2014”
2. Business Licence Bylaw No. 567, 1987 is hereby amended by:
  - a. Deleting Schedule “B” and replacing it with Schedule “B” attached to and forming part of this Bylaw.

GIVEN FIRST, SECOND AND THIRD READINGS this 4<sup>th</sup> day of March, 2014.

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Nancy Wilhelm-Morden  
Mayor

\_\_\_\_\_  
Shannon Story  
Corporate Officer

I HEREBY CERTIFY that this is  
a true copy of “Business Licence  
Amendment Bylaw No. 2040, 2014”



## BUSINESS LICENCE APPLICATION FORM

Businesses operating in Whistler are required to have a valid business licence. The information requested in this application form is necessary to fully evaluate your request for a licence. Completion of this form does not guarantee approval of a business licence. Standard applications may be processed within five working days. More complex applications may take additional time.

### TYPE OF APPLICATION

- ☐ New
- ☐ Change to existing business licence number \_\_\_\_\_

### TYPE OF BUSINESS & LOCATION

- ☐ Resident – located in Whistler and operating from the following **commercial** location:  
\_\_\_\_\_
- ☐ Non-resident – doing business in Whistler but based outside of Whistler at this location:  
\_\_\_\_\_
- ☐ Home occupation – business operating from a residential location in Whistler  
(including massage practitioner operating as a contract worker) at the following **home** address:  
\_\_\_\_\_

Is your business registered with the Province of British Columbia?      Yes      No

If yes, please provide copy of registration documents and CCRA Business number \_\_\_\_\_

### INFORMATION

**Name of business** \_\_\_\_\_

**Business description** \_\_\_\_\_

**Mailing address** \_\_\_\_\_

**Business telephone** \_\_\_\_\_

**E mail** \_\_\_\_\_

**Business Owner** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Cell** \_\_\_\_\_

**E mail** \_\_\_\_\_

## RESIDENT BUSINESS OWNERS OPERATING IN A COMMERCIAL SPACE

Building and Fire Code inspections must be conducted as part of the licence approval process. If you are leasing a space and plan on making any alterations, you must apply for a building permit and receive an occupancy permit before we will issue your business licence.

Opening in an existing improved space? The Building Department and Fire Department will still inspect to ensure that the premises match the building plans on file, and that the space meets current BC Building and Fire Codes.

- ✓ Please provide a copy of your lease agreement with this application.

## HOME OCCUPATION APPLICANTS

Business operations must comply with the Zoning and Parking Bylaw No. 303, 1983 regulations for home occupation use:

- a) Alterations are not made to any building in a residential zone to indicate it is being used for any purpose other than its principal use;
- b) The maximum number of persons who do not normally occupy the dwelling unit engaged in home occupation use is one;
- c) No products or materials are stored outside of a principal building and auxiliary building; and
- d) No products or materials are sold from a home occupation use which is located in a residential zone.

If you live in a strata property, we require proof of approval by providing a signed strata waiver form.

The RMOW reserves the right to suspend or cancel a business licence where the applicant has knowingly provided false information to the RMOW regarding the operation, ownership or any other aspect of the business in question.

I \_\_\_\_\_ hereby make application for a licence in accordance with all of the information as above stated and declare that this is a true and correct statement; the information may be shared in accordance with the Freedom of Information Act and further agree to comply with all the relevant bylaws of the Resort Municipality of Whistler. **I understand that I cannot commence business until such time as a business licence has been approved and issued.**

Name of Applicant \_\_\_\_\_ Position in Business \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

All licences will expire annually on 31 of December of each year. The annual fee in the first year will be pro-rated based on the business start date. Upon licence approval, we will send you an invoice for the licence fee. Your business licence will be processed after we receive payment for the licence fees.

**RESORT MUNICIPALITY OF WHISTLER**

**PARKING AND TRAFFIC AMENDMENT BYLAW NO. 2041, 2014**

**A Bylaw to amend Parking and Traffic Bylaw No. 1512, 2001**

---

**WHEREAS** the Council of the Resort Municipality of Whistler has adopted Parking and Traffic Bylaw No. 1512, 2001; and

**WHEREAS** the Council of the Resort Municipality of Whistler deems it necessary and expedient to amend Parking and Traffic Bylaw No. 1512, 2001;

**NOW THEREFORE**, the Council of the Resort Municipality of Whistler, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as “Parking and Traffic Amendment Bylaw No. 2041, 2014”.

2. Parking and Traffic Bylaw No. 1512, 2001 is amended by:

(a) Inserting the following subsection 3(i):

3(i) Between the hours of 9 a.m. to 5 p.m. local time inclusive, on Monday to Friday, except for statutory holidays, from November 1<sup>st</sup> of each year to March 31<sup>st</sup> of the succeeding year, on that side of any highway assigned even building numbers in the Municipality’s building numbering bylaw, unless permitted by a traffic control device;

(b) Deleting Section 11 and replacing it with:

The exception in paragraph 10(c) does not apply if Section 3(h) of this bylaw prohibits parking at the applicable time or location

GIVEN FIRST, SECOND AND THIRD READING this 4<sup>th</sup> day of March, 2014.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2014.

---

Nancy Wilhelm-Morden, Mayor

---

Shannon Story, Corporate Officer

---

I HEREBY CERTIFY that this  
is a true copy of “Parking and Traffic  
Amendment Bylaw No. 2041, 2014”



The Mayor & Council  
RMOW  
4325 Blackcomb Way  
Whistler BC VON 1B4

RECEIVED

May - 3 2014

24.2.2014

Dear Nancy,

Recently published in The Pique, I am hoping the Council will devote consideration to the proposal below.

**HIGHWAYS CONNECT, BUT  
THEY ALSO DIVIDE**

Four lanes wide, Highway 99 has long been a barrier to overcome for the hundreds of residents of Whistler Cay Heights who walk, or cycle to the village or Marketplace each day.

Pedestrians and cyclists are particularly numerous in this neighbourhood, as it is one of the few in the valley not served by transit. This non-motorized traffic is naturally funnelled onto Whistler Cay Drive, then across the 99 onto a footpath through the Village Park (between the Lagoons and Sunpath). It is likely the heaviest, unsanctioned foot traffic across the 99 at any point in the valley.

A pedestrian-activated signal at Whistler Cay Drive would make the crossing safer, but presumably most drivers would prefer to continue to slalom around us rather than being obliged to stop at yet another red light along the 99 (so far as I know, despite our numbers, we jaywalkers have served only as gates, not as moguls or speed bumps for motorists).

Instead I believe a pedestrian overpass, similar to the one at Nordic Estates (but hopefully prettier), would be the ideal solution for both the motorist and us. Not only would a bridge here contribute to the convenience and safety of our neighbourhood's current pedestrian and cyclist contingent, but the structure would also constitute an effective environmental measure. (It would serve) to stimulate even more of my neighbours, especially those with small children, to leave their cars at home for their journey to the Marketplace, the village and even the lifts (the overpass would be an eight-minute walk in ski boots to the Village Gondola).

In the long run the bridge may even serve to recruit more local residents to establish themselves in Whistler Cay Heights, both as renters and as home owners, in order to enjoy the benefits of a healthy car-free or car-light lifestyle.

I believe the overpass would also bear symbolic value, as a signal to both locals and visitors that Whistler is serious about endorsing non-motorized transportation.

The less we drive, and the more we walk or pedal, the less we contribute to greenhouse gases that melt glaciers and turn snow to rain.

Sincerely,  
Thomas J. DeMarco

Thomas J. DeMarco, M.D.  
#201 - 4380 Lorimer Rd.  
Whistler, BC VON 1B4

Tomataalkmd@yahoo.com  
604 967-1943

Thomas DeMarco

Whistler



RECEIVED  
MAR 10 2014

CITY OF BURNABY  
OFFICE OF THE MAYOR  
DEREK R. CORRIGAN  
MAYOR

2014 March 04

File: 03300-02

Mayor and Council  
Resort Municipality of Whistler  
4325 Blackcomb Way  
Whistler, BC V0N 1B4

Dear Mayor and Council:

**Subject: Community Impacts of the Proposal to Eliminate Home Mail Delivery Service by the Canada Post Corporation**  
(Item No. 01, Manager's Reports, Council 2014 February 17)

Burnaby City Council, at the Open Council meeting held on 2014 February 17, received a report from the Director of Planning and Building regarding the Community Impacts of the Proposal to Eliminate Home Mail Delivery Service by the Canada Post Corporation and adopted the following recommendations contained therein, AS AMENDED:

1. THAT Council, through the Office of the Mayor, write to the Federal Government and the Canada Post Corporation, through the federal Minister of Transportation, to express its opposition to the current proposal to replace home mail delivery service with community mailboxes and request immediate review and amendment of the Canada Post Corporation's '5-Point Action Plan,' as outlined in this report, to:
  - a) require full and meaningful public consultation and engagement with municipalities in order to review all options in order to preserve continued home mail delivery service in Canada's urban centres;
  - b) ensure that any new mail delivery service proposal provides for the continued security of citizens' private information and property;
  - c) ensure that all proposals related to home mail delivery provide for the necessary safety and protection of seniors and persons with mobility restrictions;
  - d) address specific issues related to the impact of any proposed home mail delivery changes to existing federal, provincial and local government

- obligations related to the statutory notification of property owners and citizens;
- e) remove the discretion of the Federal Government under the Canada Post Corporation Act to utilize City-owned property for any community mailbox program in urban centres, without the direct consultation and approval of local governments.
2. THAT Council endorse the resolution for submission to the 2014 Lower Mainland Local Government Association (LMLGA) Annual General Meeting and Union of BC Municipalities (UBCM) Convention, as outlined in Section 4.0 of this report, and to the Federation of Canadian Municipalities (FCM).
3. THAT a copy of this report be sent to:
- Burnaby MLA's and MP's;
  - The Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development;
  - BC Chief Electoral Officer - Mr. Keith Archer, Elections BC;
  - All Members of the Lower Mainland Local Government Association (LMLGA), the Union of BC Municipalities (UBCM) and Metro Vancouver;
  - Federation of Canadian Municipalities;
  - Canadian Union of Postal Workers (CUPW) – National Office (377 Bank Street, Ottawa, Ontario K2P 1Y3, and CUPW- Pacific Region (999 Carnarvon Street, New Westminster, B.C. V3M 1G2).
4. THAT this report be forwarded to the Social Issues Committee, Traffic Safety Committee, Environment Committee and the Mayor's Task Force on Graffiti, Voices of Burnaby Seniors and the Seniors Centres in Burnaby for information.

In accordance with the recommendation no. 3, a copy of the report is *enclosed* for your information.

Very truly yours,



Derek R. Corrigan  
MAYOR

Meeting 2014 February 17

**COUNCIL REPORT****TO:** CITY MANAGER **DATE:** 2014 February 11**FROM:** DIRECTOR PLANNING AND BUILDING **FILE:** 2125 20  
*Reference:* UBCM**SUBJECT:** **COMMUNITY IMPACTS OF THE PROPOSAL TO ELIMINATE HOME MAIL DELIVERY SERVICE BY THE CANADA POST CORPORATION****PURPOSE:** To outline the City's opposition to the proposal to eliminate Home Mail Delivery Service by the Federal Government and the Canada Post Corporation.**RECOMMENDATIONS:**

1. **THAT** Council, through the Office of the Mayor, write to the Federal Government and the Canada Post Corporation, through the federal Minister of Transportation, to express its opposition to the current proposal to replace home mail delivery service with community mailboxes and request immediate review and amendment of the Canada Post Corporation's '5-Point Action Plan,' as outlined in this report, to:
  - a) require full and meaningful public consultation and engagement with municipalities in order to review all options in order to preserve continued home mail delivery service in Canada's urban centres;
  - b) ensure that any new mail delivery service proposal provides for the continued security of citizens' private information and property;
  - c) ensure that all proposals related to home mail delivery provide for the necessary safety and protection of seniors and persons with mobility restrictions;
  - d) address specific issues related to the impact of any proposed home mail delivery changes to existing federal, provincial and local government obligations related to the statutory notification of property owners and citizens;
  - e) remove the discretion of the Federal Government under the Canada Post Corporation Act to utilize City-owned property for any community mailbox program in urban centres, without the direct consultation and approval of local governments.
2. **THAT** Council endorse the resolution for submission to the 2014 Lower Mainland Local Government Association (LMLGA) Annual General Meeting and Union of BC Municipalities (UBCM) Convention, as outlined in Section 4.0 of this report.

To: City Manager  
From: Director Planning and Building  
Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
2014 February 11.....Page 2

3. **THAT** a copy of this report be sent to:

- Burnaby MLA's and MP's;
- The Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development;
- BC Chief Electoral Officer - Mr. Keith Archer, Elections BC;
- All Members of the Lower Mainland Local Government Association (LMLGA), the Union of BC Municipalities (UBCM) and Metro Vancouver;
- Federation of Canadian Municipalities;
- Canadian Union of Postal Workers (CUPW) – National Office (377 Bank Street, Ottawa, Ontario K2P 1Y3, and CUPW- Pacific Region (999 Carnarvon Street, New Westminster, B.C. V3M 1G2).

4. **THAT** this report be forwarded to the Social Issues Committee; Traffic Safety Committee; Environment Committee and the Mayor's Task Force on Graffiti for information.

## **REPORT**

### **1.0 INTRODUCTION**

At its meeting on 2014 January 27 under 'New Business', Council requested staff to prepare a report outlining the issues and implications of the recently announced Canada Post service changes. Canada Post has developed a proposal that would eliminate the existing home mail delivery service for urban centers, which would cause significant impacts and issues for Canadian communities and citizens.

In response to Council's request, this report outlines the context and implications of the decision by the Federal Government to proceed with the plan advocated by the Canada Post Corporation. Specifically, this report details issues identified related to the lack of the required public process and consultation; security of private information and property; service for seniors and persons with mobility restrictions; statutory obligations related to legislated government notification to citizens and property owners; and the appropriateness and impact of existing Canada Post powers related to the use of municipally-owned property.

In light of the significant and direct impacts the proposal presents, this report highlights specific concerns for the City and its residents, including the safety of our most vulnerable citizens. In response, this report calls for the immediate review of the proposal to cancel home delivery in

To: City Manager  
From: Director Planning and Building  
Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
2014 February 11.....Page 3

urban centres to ensure full public consultation and actions to protect the interests of all Canadians.

## 2.0 BACKGROUND

Canada Post is a Crown Corporation, operating under the Canada Post Corporation Act, and overseen by the Federal Minister of Transportation – the Honourable Lisa Raitt. It is governed by a Board of 11 individuals, including the Chairperson and the President and Chief Executive Officer. All directors, other than the previously mentioned two positions, are appointed by the Minister for a term of up to four years, which can be renewed.

The Chairperson and President and CEO are appointed by the Governor in Council<sup>1</sup> for an appropriate term. The current Chairperson of Canada Post is Mr. Marc A. Courtois and the President and CEO is Mr. Deepak Chopra.

On 2013 December 11, Canada Post announced its '5-Point Action Plan'<sup>2</sup>. The plan's five main components are:

- **Community mailboxes:** Over the next five years, Canada Post will phase out home delivery to urban centers, to be replaced by community mailboxes. The plan states that this change will not affect the two thirds of residential addresses that currently receive their mail through community mailboxes, grouped or lobby mailboxes (i.e. high density residential buildings such as apartment towers or seniors homes), or rural mailboxes.
- **Tiered Pricing:** Beginning 2014 March 31, pending regulatory approval, stamp purchases in booklets or coils will cost \$0.85 per stamp. Individual stamp purchases, not in booklets or coils, will cost \$1 each.
- **Postal Franchises:** Canada Post will expand its retail network and open more franchised postal outlets in stores, while retaining corporate (Canada Post owned) post offices.
- **Operational Changes:** Operations will be centralized and/or streamlined with technology (i.e. more centralized warehouses, with mail sorter equipment).
- **Labour Restructuring:** Canada Post expects to eliminate 6,000 – 8,000 jobs partially through retirement (the 'Plan' states that 15,000 employees are expected to retire in the next 5 years). Pension plan adjustments will also be considered.

On 2014 January 29, Canada Post released a statement outlining that affected postal walks in densely populated urban areas will be the last stage for implementation in the 5-year process, given the acknowledged complexity of siting large community mailboxes installations in these environments. Canada Post is expected to announce which communities will be subject to the installation of community mailboxes and cancellation of home delivery service by the end of February, 2014.

---

<sup>1</sup> The Governor in Council (GIC) appointments process is a core function of the Senior Personnel Secretariat in the Privy Council Office, on behalf of the Prime Minister and his Office.

<sup>2</sup> For a full copy of the 'Plan', please visit: [https://www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5\\_en.pdf](https://www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5_en.pdf)

To: City Manager  
From: Director Planning and Building  
Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
2014 February 11.....Page 4

The local governments of Vancouver, Victoria, Saanich, New Westminster, Medicine Hat, Montreal, Sault Ste. Marie and Ottawa and the Union of Nova Scotia Municipalities have all passed motions, directed to Canada Post through the Federation of Canadian Municipalities (FCM), and/or released statements outlining their opposition or stating their concerns with the approach and requesting more information.<sup>3</sup>

The Official Opposition – the Federal New Democratic Party (NDP), and the Federal Liberal Party have both expressed their concerns regarding the ‘5 Point Action Plan’. The Liberal Party has filed several ‘Access to Information and Privacy’ requests through the Treasury Board of Canada, for documents of communication between Transport Canada, the Privy Council office and Canada Post.

On 2014 January 28, MP Olivia Chow of the Federal NDP tabled an opposition motion in the House of Commons regarding the Canada Post service changes. According to the motion, should this implementation move forward, Canada would be the only country, among the G7 nations<sup>4</sup>, not to have any level of door-to-door mail delivery service within its urban centres.

On 2014 January 29, Canada Post CEO Mr. D. Chopra, through the FCM, released a statement to Canadian local governments. This statement outlined that Canada Post will investigate ‘alternative approaches’ for persons with disabilities, seniors and others who would find travelling to a community mailbox an unacceptable hardship. The release also stated that many businesses will continue to have their mail delivered directly to their premises – specifically businesses in well-established commercial centres and those receiving a large volume of mail. However, some other businesses in more isolated areas, excepting those served by rural mailboxes, may be affected. These details were also included in the nation-wide Canada Post news statement of the same date referenced above.

### **3.0 COMMUNITY ISSUES**

This section outlines the identified major issues, concerns and impacts of the proposal by Canada Post to eliminate home delivery service, as identified by staff as part of the analysis of the ‘5 Point Action Plan’, accompanying press releases and limited background information made available by Canada Post. These identified issues and impacts will affect both Burnaby and other local governments across the country.

#### **3.1 Lack of Consultation with the Public and Key Stakeholders**

Of significant concern with regard to the Canada Post proposal has been the overall lack of consultation regarding this important postal service issue with the public and key stakeholders,

---

<sup>3</sup> This list may not be complete, as additional local governments may have issued statements or passed motions since the time this report was written.

<sup>4</sup> The ‘G7’ is the current ‘wealthiest countries’ by measure of national net wealth – the United States, Japan, France, Germany, Italy, U.K. and Canada.

To: City Manager  
From: Director Planning and Building  
Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
2014 February 11.....Page 5

including local governments. From the limited available information it has been determined that the consultation completed to date has been advanced without benefit of the general public being provided with information of the specific proposals presented for implementation.

### *Public Consultation*

Canada Post maintains that their consultation process focussed on engaging with members of the public and the business community. According to the limited information being released by Canada Post, the corporation contends that it conducted a 5-month public consultation process from April – August, 2013. This ‘consultation process’ included a 2013 April 24 news release, an online forum available for discussion through the Canada Post website, signage in post offices and franchise outlets, information on printed postal receipts, and participation of Canada Post leaders in over 40 talk and call-in shows. In addition, Canada Post maintains that it held 46 community forums with invited representatives from different sectors (e.g. business) and neighbourhoods with different types of delivery service. In the Lower Mainland, these conversations occurred in Vancouver and Coquitlam.

Generally, however, staff would conclude that the process undertaken for this consultation process does not meet the basic threshold required for either public engagement or consultation for an issue of such national importance and scope. Given the implications of the changes proposed, a wider and more sustained discussion should have included presentation of facts and issues, followed with specific options that reflected public feedback and concerns. Additionally, the general public should have been provided an opportunity to participate in the process and attend public information meetings. At a basic level, the Canada Post Corporation’s claim of wide public consultation and engagement is not well supported, as it was too broad, high-level, severely limited direct public involvement and did not disclose the true intent of the wide-spread and important changes being contemplated for immediate implementation.

### *Stakeholder Consultation – Local Government*

Local governments, as a key stakeholder, would be most directly impacted by these proposed changes in terms of the proposal’s impact on residents, corporate services, urban form and land-use policies. Canada Post maintains that as part of its consultation process that it met directly with the Mayors and senior administrative officials of six local governments. It is noted that the information provided by Canada Post does not identify the six communities or the range of issues that were reviewed or if any of the known technical aspects related to the proposal were advanced for review. The size, location and nature of the communities has also not been disclosed by Canada Post.

Again, given the importance of the issues being advanced, the lack of engagement with Canada’s local governments, or their regional or national organizations, erodes confidence that the stakeholder review process was in any sense complete or comprehensive. As British Columbia’s third largest City, Burnaby should have had an opportunity to review the proposals being advanced and to participate in a technical review to analyze and comment on specific proposals.



To: City Manager  
From: Director Planning and Building  
Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation

2014 February 11.....Page 6

As outlined, to the City's knowledge, no urban municipality, or agency representing Canadian cities, was specifically engaged on the issues of replacing home delivery services with community mailboxes.

Given the implications of the Canada Post proposal to all urban municipalities and their citizens, staff are of the opinion that a more sustained and substantive consultation process with local governments prior to the service delivery changes being decided upon and announced would have been of benefit in identifying and determining issues and impacts of these service changes, including possible remediation approaches.

*It is therefore proposed that Council advance its opposition to the proposal on the basis of the lack of wide public and local government review, and request the Federal Government require full and meaningful public consultation and engagement with municipalities, in order to review all options related to preserve continued home mail delivery in Canada's urban centres.*

### 3.2 Mail Security

Another immediate and important concern with the proposal to eliminate home-delivery service is the high level of crime and vandalism experienced at existing community mailboxes. While Canada Post maintains that it locates community mailboxes in areas of natural surveillance, community mailboxes are more prone to many security concerns regardless of their location. The most serious concern is theft of mail through vandalism and breaking locks and access points to community mailboxes. The design and quality of the Canada Post community mailboxes have proven not to be secure and have left citizens' property vulnerable to theft. Additionally, mailboxes are a target of vandalism through graffiti and damage.

According to an investigative report by the Canadian Broadcasting Corporation (CBC), community mailboxes in the Lower Mainland and other urban/suburban areas are particular targets. Burnaby itself is reported to have had several dozen incidents over the past 5 years, including one act of arson, four acts of theft, and several Canada Post mailboxes being over turned and damaged. The number and severity of incidences appear to increase in communities with more community mailboxes already in place. For example, the City of Surrey is reported to have experienced almost 900 incidences over the same period, while the District of Maple Ridge and the City of Langley and District of Langley are reported to have experienced upwards of 400 incidences<sup>5</sup>.

The issue of crime and vandalism of the existing community mailbox program has other widespread impacts that have been demonstrated in a number of recent incidents across Canada. Canada Post does not have the capacity or infrastructure to maintain the existing community mailbox program in order to respond quickly and effectively to repair all of the mailboxes that can be damaged by organized criminal activities. In some instances several community

---

<sup>5</sup> For more information, see the CBC Investigative Report at: <http://www.cbc.ca/news/canada/british-columbia/are-canada-post-s-community-mailboxes-really-safe-1.2460515>.

To: City Manager  
From: Director Planning and Building  
Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
2014 February 11..... Page 7

mailboxes within a city are targeted within a single crime event. The impacts to citizens include the suspension of mail delivery for several weeks to affected communities. In some cases resident's mail would be made available through a Canada Post outlet until repairs can be completed. However, these locations can be located far away from affected neighbourhoods and without the staffing available to effectively serve the public.

The proposal to increase the number of community mailboxes in urban areas will exacerbate the issue of mail theft and impact many more citizens on an ongoing basis. Of specific and serious concern is the vulnerability of community mailboxes to crimes related to identity theft through access to personal information and sensitive mail. Direct theft of cheques, currency, gifts, and parcels has also been reported and associated with community mailboxes. The impact of crime associated with the introduction of community mailboxes on local police detachments through an increase in service calls has not been analyzed or reviewed. Additionally, none of these issues have been fully addressed by Canada Post or included in any public consultation efforts related to the discussion of the proposal to cancel home mail delivery.

*It is therefore proposed that Council advance its opposition to the proposal on the basis of the lack of study and information related to implementation of provisions for theft prevention and mail security, and request the Federal Government ensure that any new mail delivery service proposal provides for the continued security of citizens' private information and property.*

### **3.3 Safety and Access for Seniors and Persons with Mobility Restrictions**

For many senior citizens and persons with mobility restrictions, living in areas currently receiving the home delivery postal service, the proposal to restrict their mail delivery to community mailboxes will represent a significant hardship. For many such persons, it may be difficult or impossible to travel to community mailboxes particularly in inclement weather, if they do not drive, are not in an area well-served by public transit, or have few family members and/or others whom they can ask for assistance.

For some persons with disabilities, there may also be hand-dexterity considerations as keys are required to open each mail slot.<sup>6</sup> Another potential issue is with the height of assigned mail slots. For some persons utilizing a wheelchair or another mobility device, or who have limited upper body movement, they may be unable to reach up significantly to access their mail slot. Finally, for many individuals isolation is also a factor and the 'human connection' of home delivery service provides a much needed and valuable opportunity for daily conversation, interaction and connection to the wider community.

It is of great concern that Canada Post did not identify these important social planning issues as part of any public consultation program for citizens which should have ensured that vulnerable citizens and their issues were adequately addressed as part of the proposed change to the home

---

<sup>6</sup> When persons move into a neighbourhood serviced by a community mailbox, keys to an assigned slot are available for pick-up at a local postal outlet.

To: City Manager  
From: Director Planning and Building  
Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
2014 February 11.....Page 8

delivery service. Subsequent assurances by Canada Post to further study the issue, as outlined in Section 2.0 of this report, further emphasize the lack of planning and consultation that has occurred to date regarding this important issue and does not provide any confidence that the matter would be resolved through a consultative public process.

*It is therefore proposed that Council advance its opposition to the proposal and request the Federal Government ensure that all proposals related to home mail delivery provide for the necessary safety and protection of seniors and persons with mobility restrictions.*

### **3.4 Provincial Statutory Public Notification Procedures**

Of significant concern is the fact that the Canada Post proposal has been advanced without consultation and review with regard to addressing any conflicts with existing B.C. Provincial Statutory Public Notification procedures. While these processes, and any requirements of mail notification through Canada Post, remain the responsibility of the Provincial Government, there are many impacts on local governments and its citizens. These include but are not limited to the Local Government Act, Elections BC and other statutory municipal notifications.

The proposal to cancel home mail delivery has been advanced without benefit of oversight or any review related to the legal implications regarding a local municipality's responsibility to ensure public notification under the Local Government Act. These laws were originally developed under the basis of existing daily home mail delivery services. For example, notices of a Public Hearing must, as mandated by Section 892 (4)(b) of the Local Government Act, be mailed or otherwise delivered by local governments to all property owners at least 10 days before the hearing date. While Canada Post may maintain that community mailboxes would provide postal service to all residents, many issues remain of concern. Notification may not be deemed to have occurred within the statutory timeframe as property owners would only receive their mail upon collection at a community mailbox, which may not provide timely notification. However, currently home mail service has been deemed to provide legal notification to property owners upon its delivery to a private residence.

Additionally, Burnaby, other local governments and government agencies have not had the opportunity to review and comment on the potential impact of the proposal related to its internal corporate and bylaw practices concerning the legal notification of property owners and residents. This includes taxation notices, bylaw infraction notices, local elections notices and emergency response information and procedures. It is unclear at this point whether the existing notification procedures and stated periods are still adequate or need to be reviewed and updated, based on the current or future mail delivery changes being considered by Canada Post.

Canada Post has also not addressed how it will maintain mail service to hundreds of thousands of citizens that occupy legal and illegal secondary suites, located in single-family homes, duplexes and other building types, which are common in many of the country's urban centres. A high percentage of these citizens may be new immigrants and/or have low incomes. Tenants of private properties, for a variety of reasons (lack of knowledge, language barriers, etc.), may not

To: City Manager  
From: Director Planning and Building  
Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
2014 February 11..... Page 9

have the opportunity, knowledge, or financial ability to make application and maintain their own mailing addresses and community mailboxes under the proposal by Canada Post.<sup>7</sup> Although many tenants now share a common home delivery mailbox and therefore can receive and reasonably safeguard their own mail, this opportunity could be lost through the proposed system of community mailboxes. Concerns include a tenant's mail not being safeguarded, or conveniently available, as their access to mail may effectively be controlled by a property owner, who could maintain sole access to the property's designated community mailbox.

These important issues, which have not been identified or addressed by Canada Post, have many implications for all citizens and communities. The proposed discontinuance of the home mail system in urban areas may lead to the erosion of maintaining accurate mailing address lists and government databases, as tenants may not continue to report their own home mailing addresses as they would lose direct access to Canada Post mail delivery.

Elections BC in part provides voting rights on the presentation of various identifications, which includes providing a residential mailing address. Additionally, Elections BC provides mailed 'Voter Notifications' to residential addresses to provide citizens with the location of their designated polling stations. The proposal by Canada Post to cancel home mail delivery has the potential to take away the right of all citizens to be provided with their rightful enumeration and notification by mail for inclusion and participation in Federal, Provincial, and local elections and/or public referendums. The overall impact of the Canada Post proposals would not only erode the reliability of public notification and citizen enumeration, but could harm the very fabric of Canada's ability to serve and ensure that all citizens have an opportunity to fully participate with the election system, which has to date relied primarily on the home mail delivery system.

Given these important inter-related and complex issues, a full review of the position and responsibility of the senior levels of government needs to be completed and fully addressed in any proposal by Canada Post. As stated, this consultation with key stakeholders would specifically include, but not be limited to, the B.C. Minister for Community, Sport and Cultural Development who oversees the Local Government Act and the Chief Elections Officer who is responsible for Elections BC. This consultation should be undertaken with the full notification to and engagement of all citizens, B.C. municipalities and other impacted government agencies.

*It is therefore proposed that Council request the Federal Government to address specific issues related to the impact of any proposed home mail delivery changes to existing Federal, Provincial, and local government responsibilities related to the statutory notification of property owners and all citizens.*

---

<sup>7</sup> It is noted that the cost of the replacement of lost or stolen Community Mailbox keys is currently \$29.

### 3.5 Location of Community Mailboxes on City-owned property

The proposal to cancel home delivery in favour of community mailboxes by Canada Post poses specific urban land use issues that have not been fully reviewed or addressed and reflect the lack of consultation with local governments that was outlined in Section 3.1 of this report. In dense urban communities, such as Burnaby, the location and placement of the proposed community mailboxes raises a number of important issues and implications for the City. These include increased legal liability for municipalities who would be faced with many new locations on public property for large installations of community mailboxes, which could pose safety hazards for drivers and pedestrians.

The power to impose this type of development without municipal approval or consultation is provided by the Federal Government through the Canada Post Corporation Act and the regulations made under this Act including the "Mail Receptacles Regulations"<sup>8</sup>. The broad sweeping power of this imposition on local governments was originally intended to serve the distribution of mail under the current system of a home mail delivery model. The use of this power to implement community mail boxes within densely populated urban places was never contemplated or advanced with any consultation with local government concerning the potential impacts.

It is unclear what process Canada Post intends to implement to locate the new community mailboxes. The dimensions of Canada Post's typical suburban community mailboxes are approximately 1668 mm (5.5 feet) long and 470 – 490 mm (1.7 feet) wide. The proposal for urban community mailboxes are expected to be much larger to accommodate more mailboxes including enough space for package delivery.

Canada Post's current criteria<sup>9</sup> for the placing of community mailboxes in new sub-divisions or other suburban residential developments, states that community mailboxes should be:

- placed a minimum of nine metres from intersection corners;
- not installed at major intersections;
- placed in areas not with heavy traffic volume;
- visible to multiple houses or buildings for natural surveillance;
- installed in proximity to the addresses it serves;
- located adjacent to areas where 'pulling over' into the shoulder or street parking area is allowable 24 hours a day;
- installed near a natural 'entry point' to a neighbourhood or development; and
- installed near existing street lighting fixtures.

---

<sup>8</sup> Specifically, "The Corporation may install, erect or relocate or cause to be installed, erected or relocated in any public place, including a public roadway, any receptacle or device to be used for the collection, delivery or storage of mail." [Canada Post Corporation Act, Mail Receptacles Regulations (SOR/83-743)]

<sup>9</sup> For more information, please visit: [http://www.canadapost.ca/cpo/mr/assets/pdf/business/standardsmanual\\_en.pdf](http://www.canadapost.ca/cpo/mr/assets/pdf/business/standardsmanual_en.pdf)

To: City Manager  
From: Director Planning and Building  
Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
2014 February 11..... Page 11

Currently, Canada Post places its required infrastructure on the City of Burnaby lands without the approval or any consultation with city staff (for the small letter mailboxes or postal carrier mail pick-up boxes). As a result, the Engineering Department would be required to contact Canada Post should any traffic or community issues be identified by staff or citizens. Canada Post currently is not obliged by law or any corporate policies to comply with community concerns regarding the location of its postal boxes. Canada Post has also developed no criteria that would provide guidelines for the implementation of Community mailboxes in dense urban areas, such as Burnaby. These guidelines would presumably also be reflected in an updated "Mail Receptacles Regulations" which would be amended by the Government of Canada.

There is some uncertainty if the proposal could be successfully integrated into some neighbourhoods given the lack of space within the streetscape to accommodate large installations of this type in multiple locations. This will pose difficult choices in locating community mail boxes and may be intrusive and of great inconvenience for many neighbourhoods and citizens. Additionally, it is unclear whether or not the "Mail Receptacles Regulations" provides the legal right for Canada Post to place community mailboxes on any municipal, school district or provincially-owned titled properties which may be included in the definition of the law's use of the term "public place". There are a host of concerns that have been identified related to Burnaby accommodating community mailboxes on City-owned lands which include:

- the availability and suitability of locations for mailboxes to serve all neighbourhoods;
- the ability to serve rapidly expanding residential areas effectively;
- the visual impact of community mailboxes in an urban environment;
- the impact on neighbouring properties and local land uses;
- the need for selective sidewalk and road improvements;
- the need and responsibility for community consultation;
- safety or access concerns (i.e. blocks traffic 'sight lines' or does not leave sufficient sidewalk space for a wheelchair to pass);
- any legal costs or liability from arising injuries or accidents;
- ability for location to accommodate the need for resident street parking;
- traffic volumes, movement and safety around community mailbox locations;
- security and lighting;
- snow and ice removal;
- vehicle access for Canada Post delivery staff;
- vandalism, graffiti and theft; and
- the need for provisions for litter clean-up and garbage removal.

All of these concerns carry with them a new level of municipal responsibility and costs that could become a significant financial burden for Burnaby's taxpayers and other municipalities.

To: City Manager  
From: Director Planning and Building  
Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
2014 February 11 ..... Page 12

*It is therefore proposed that Council, as part of its opposition to the overall program, request the Federal Government to remove the discretion of the Canada Post Corporation to utilize City-owned property for an expanded community mailbox program for urban centres, without the direct consultation and specific approval of any affected local government.*

#### **4.0 LMLGA AND UBCM RESOLUTION**

In light of the significant, complex, unaddressed issues outlined in this report and that the proposed Canada Post service delivery changes are of considerable scope and affect both Burnaby and other local governments nation-wide, the following resolution has been prepared for Council's consideration. It has been reviewed for submission with the concurrence of the City Solicitor, the Director Engineering, the Director Parks, Recreation and Cultural Services, and the RCMP 'Officer in Charge':

#### ***RESOLUTION: Suspension of Canada Post Home Delivery Service***

**WHEREAS** local governments have a direct interest in the security and stability of Canada's postal system, both in terms of municipal corporate operations and services available to citizens;

**AND WHEREAS** the service delivery changes would directly impact local governments, including in relation to land-use policy, requirements for municipal land and rights-of-ways, infrastructure for paving, lighting, and waste management, and public safety considerations (etc.);

**THEREFORE BE IT RESOLVED** that the Lower Mainland Local Government Association (LMLGA) and the Union of BC Municipalities (UBCM) call on the Federal Government and Canada Post, through the Federation of Canadian Municipalities and other avenues as appropriate, to suspend the Canada Post delivery changes until a sustained, substantive consultation process with local governments and the public is completed and identified issues are addressed.

*It is therefore proposed that Council endorse the resolution for submission to the 2014 Lower Mainland Local Government Association (LMLGA) in order to advance to Annual General Meeting of the Union of BC Municipalities (UBCM) Convention. Further it is proposed that Council advance a copy of this report to all members of Metro Vancouver, the LMLGA and the UBCM for their information.*

#### **5.0 CONCLUSION**

This report provides, for Council's information, a broad overview of the major identified issues and impacts of the proposed Canada Post service delivery changes and its specific implications for the City of Burnaby and other local governments. Although it is acknowledged that this review has been based on limited information released by Canada Post, there remain too many

To: City Manager  
From: Director Planning and Building  
Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
2014 February 11 ..... Page 13

important issues of great concern to local governments and citizens that require immediate response. These issues include the lack of consultation with the public and local governments; mail security, safety and access for seniors and persons with limited mobility; impacts on existing federal, provincial and local government obligations related to statutory notification; and issues associated with the location of community mailboxes in urban areas including the impacts on the operations and legal liabilities for municipalities.

It is therefore proposed that Council, through the Office of the Mayor, write to the Federal Government and the Canada Post Corporation, through the Federal Minister of Transportation, to express its opposition to the current proposal to replace home mail delivery service with community mailboxes and request immediate review and amendment of the Canada Post Corporation's '5-Point Action Plan,' as outlined in this report, to:

- require full and meaningful public consultation and engagement with municipalities in order to review all options in order to preserve continued home mail delivery in Canada's urban centres;
- ensure that any new mail delivery service proposal provides for the continued security of citizens' private information and property;
- ensure that all proposals related to home mail delivery provide for the necessary safety and protection of seniors and persons with mobility restrictions;
- address specific issues related to the impact of any proposed home mail delivery changes to existing federal, provincial and local government obligations related to the statutory notification of property owners and citizens;
- remove the discretion of the Canada Post Corporation to utilize City-owned property for an expanded community mailbox program in urban centres, without the direct consultation and approval of local governments.

These issues are of wide interest to all Canadians and other local governments and warrant the City to advance a resolution to garner the support of the LMLGA and UBCM.

A resolution has been prepared for Council's consideration to seek support from other affected local governments for its concerns regarding the potential impacts of the decision by the Canada Post Corporation. This is for submission to the 2014 Lower Mainland Local Government Association (LMLGA) Annual General Meeting and Union of BC Municipalities (UBCM) Convention, as outlined in Section 4.0 of this report.

It is recommended that a copy of this report be sent to: Burnaby MLA's and MP's; The Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development; BC Chief Electoral Officer - Mr. Keith Archer, Elections BC; all Members of the Lower Mainland Local Government Association (LMLGA) and the Union of BC Municipalities (UBCM); the Federation of Canadian Municipalities; and the Canadian Union of Postal Workers (CUPW) and CUPW- Pacific Region.



**To:** City Manager  
**From:** Director Planning and Building  
**Re:** Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
2014 February 11..... Page 14

A copy of this report is proposed to be forwarded to the Social Issues Committee; Traffic Safety Committee; Environment Committee and the Mayor's Task Force on Graffiti for information.

Lou Pelletier, Director  
PLANNING AND BUILDING

RM/JW:sa:sla

<b>cc:</b>	Deputy City Managers	Fire Chief
	Director Engineering	Chief Building Inspector
	Director Finance	Chief Librarian
	Director Parks, Recreation and Cultural Services	City Solicitor
	OIC – RCMP	Deputy City Clerk

R:\Long Range Clerical\DOCS\JW\Council Reports\2014\Impact of Canada Post Service Changes.docx