



Special Council Agenda

The agenda for the **Special Meeting of Council** to be held in the **Council Chambers** of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia on Thursday, August 9, 2012 commencing at 7:30 p.m.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. PLANNING

- | | |
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| (a) Excerpt from the Minutes of the Public Hearing held on June 25, 2012 | Page 2 |
| (b) Related Staff Report dated May 22, 2012 | Page 11 |
| (c) Related Staff Report dated June 18, 2012 | Page 16 |

All items are background information for consideration of adoption of Zoning Amending Bylaw 5298-2012-5050(81)

4. BYLAW FOR ADOPTION

- | | |
|---|----------|
| (a) Zoning Amending Bylaw 5298-2012-5050(81) (R12-016 – District of Mission) – a bylaw to remove “Pharmacy” and “Medical Clinic” uses from the Core Commercial Downtown One Zone (CCD1) | Adoption |
|---|----------|

5. ADJOURNMENT

Excerpt from the Minutes of the Public Hearing held on June 25, 2012

PH12/077
JUNE 25/12

Zoning Amending Bylaw 5298-2012-5050(81) (R12-016 – District of Mission)

Barclay Pitkethly, Deputy Director of Planning, provided information regarding District of Mission Zoning Amending Bylaw 5298-2012-5050(81) (R12-016 – District of Mission) which proposes to amend District of Mission Zoning Bylaw 5050-2009 by:

- a) Deleting from Section 901, Part B. Permitted Uses, Paragraph 1., Subparagraph k: Retail, the following use:
 - xi. *“Pharmacy”*

and
- b) Deleting from Section 901, Part B. Permitted Uses, Paragraph 1., Subparagraph h: Service, the following use:
 - v. *“Medical Clinic”*

The purpose of the proposed amendment is to remove two uses from the Core Commercial Downtown One (CCD1) zone; Pharmacy and Medical Clinic.

The Deputy Chief Administrative Officer stated that the following comments were received:

1. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at 11227 Wilson Street in support of the application;
2. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at 33564 Balsam Avenue in support of the application;
3. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at 18 – 32849 Egglestone Avenue in support of the application;
4. Letter from Ron Leger dated June 22, 2012 in support of the application;
5. Letter from Doug Leskun of Leskun & Son Accounting dated June 22, 2012 in support of the application;
6. Letter from Elyssa Lockhart, President, of the Mission Regional Chamber of Commerce dated June 25, 2012 in support of the application.
7. Letter from the Mission Downtown Business Association dated June 20, 2012 for Mrs. Lilah Warren at 7236 Timberlake Street in support of the application;
8. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual from Rumbleseat Restorations in support of the application;
9. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at 32851 6th Avenue in support of the application;
10. Letter from the Mission Downtown Business Association dated June 20, 2012 for N Favero at 33483 7th Avenue in support of the application;
11. Letter from the Mission Downtown Business Association dated June 20, 2012 for Joanne Long at 9960 Wilson Street in support of the application;
12. Letter from the Mission Downtown Business Association dated June 20, 2012 for J. Kimber at 32851 6th Avenue in support of the application;
13. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual from the Dollar Store at 3321 1st Avenue in support of the application;

14. Letter from the Mission Downtown Business Association dated June 20, 2012 for T. Walsh at 205 – 33123 1st Avenue in support of the application;
15. Letter from the Mission Downtown Business Association dated June 20, 2012 for Kathy York at #205 – 33123 1st in support of the application;
16. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual from Swing Optical in support of the application;
17. Letter from the Mission Downtown Business Association dated June 20, 2012 for M. Cividino at 32949 12th Avenue, in support of the application;
18. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at Bruce Avenue in support of the application;
19. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at 33232 1stAvenue in support of the application;
20. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual at the Fields Store in support of the application;
21. Letter from the Mission Downtown Business Association dated June 20, 2012 for K. Makovic at 33221 1st Avenue in support of the application;
22. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at 33645 Graham Ct. in support of the application;
23. Letter from the Mission Downtown Business Association dated June 20, 2012 for the business at 33262 1st Avenue in support of the application;
24. Letter from the Mission Downtown Business Association dated June 20, 2012 for the business at 33262 1st Avenue in support of the application;
25. Letter from the Mission Downtown Business Association dated June 20, 2012 for K Moneau at 24385 105th Avenue, Maple Ridge in support of the application;
26. Letter from the Mission Downtown Business Association dated June 20, 2012 for Fairbairn at 33731 Knight Avenue in support of the application;
27. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual from Magnolias on Main at 33253 1st Avenue in support of the application;
28. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at 33167C Railway Avenue in support of the application;
29. Letter from the Mission Downtown Business Association dated June 20, 2012 however the signature and address are illegible in support of the application;
30. Letter from the Mission Downtown Business Association dated June 20, 2012 for C. Gummer at 7771 Grand Street in support of the application;
31. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at #2 – 33231 1st Avenue in support of the application;
32. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at 32846 14th Avenue in support of the application;
33. Letter from the Mission Downtown Business Association dated June 20, 2012 for P. Rersky at #8 – 9267 Shook Road in support of the application;

34. Letter from the Mission Downtown Business Association dated June 20, 2012 for S. Smith at Tim Hortons in support of the application;
35. Letter from the Mission Downtown Business Association dated June 20, 2012 for Tanya at the Fields Store in support of the application;
36. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual at the Cottage in support of the application;
37. Letter from the Mission Downtown Business Association dated June 20, 2012 for S. Gravelle at the Cottage in support of the application;
38. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual at What's On magazines Craig Poole Lane in support of the application;
39. Letter from the Mission Downtown Business Association dated June 20, 2012 for Karly Atkinson at 33231 1st Avenue/Goody Too Shoes in support of the application;
40. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at #8 – 33251 1st Avenue in support of the application;
41. Letter from the Mission Downtown Business Association dated June 20, 2012 for the residents at 33253 1st Avenue in support of the application;
42. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at #1 – 33231 1st Avenue in support of the application;
43. Letter from the Mission Downtown Business Association dated June 20, 2012 for Jane Donatelli at 9479 Hayward Street in support of the application;
44. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at 9479 Hayward Street in support of the application;
45. Letter from the Mission Downtown Business Association dated June 20, 2012 for Helen Leary at 211 – 7554 Briskham Street in support of the application;
46. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual at Belles Sports at 33089 First Avenue in support of the application;
47. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual at Vesper Board Shop at 33061 1st Avenue in support of the application;
48. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual at Stan the Leatherman at 33083 First Avenue in support of the application;
49. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual at Crown Jewellery at 33075 1st Avenue in support of the application;
50. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at #1 – 33225 1st Avenue in support of the application;
51. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual at Crown Jewellery at 33075 1st Avenue in support of the application;

52. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual from Pro Tech Lock & Safe in support of the application;
53. Letter from the Mission Downtown Business Association dated June 20, 2012 for Karen Kwapp in support of the application;
54. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual at the Sweet Spot at 33507 1st Avenue in support of the application;
55. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at 33070 Dewdney Trunk Road in support of the application;
56. Email from Elyssa L. Lockhard, Lockhart Law Corporation dated June 25, 2012 in support of the application;
57. Letter from the Mission Downtown Business Association dated June 20, 2012 for Vicki Loomes at 33175 North Railway Avenue, Mission, in support of the application;
58. Letter from the Mission Downtown Business Association dated June 20, 2012 for Eric Karer from Wentings Cylce, in support of the application;
59. Letter from the Mission Downtown Business Association dated June 20, 2012 for Vicki Loomes at 33175 North Railway Avenue, Mission, in support of the application;
60. Letter from the Mission Downtown Business Association dated June 20, 2012 for 33219 North Railway Avenue, Mission, in support of the application;
61. Letter from the Mission Downtown Business Association dated June 20, 2012 for Randa Cushnie in support of the application;
62. Letter from the Mission Downtown Business Association dated June 20, 2012 for Valerie Larundt in support of the application;
63. Letter from the Mission Downtown Business Association dated June 20, 2012 for the resident at 7531 Wren Street in support of the application;
64. Letter from the Mission Downtown Business Association dated June 20, 2012 for Brittany in support of the application;
65. Letter from the Mission Downtown Business Association dated June 20, 2012 for a resident at 33175 North Railway Avenue, Mission, in support of the application;
66. Letter from the Mission Downtown Business Association dated June 20, 2012 for a resident at 33166 B 1st Avenue, in support of the application;
67. Letter from the Mission Downtown Business Association dated June 20, 2012 for Lyndon Balisky at 33166 B 1st Avenue, in support of the application;
68. Letter from the Mission Downtown Business Association dated June 20, 2012 for a resident at 33123 1st Avenue, in support of the application;
69. Letter from the Mission Downtown Business Association dated June 20, 2012 for a resident at 32399 Badger Avenue, in support of the application;

70. Letter from the Mission Downtown Business Association dated June 20, 2012 for a resident at 31953 Lapwing Crescent, Mission, in support of the application;
71. Letter from the Mission Downtown Business Association dated June 20, 2012 for C. Delorme from Scotiabank in support of the application;
72. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual from Scotiabank in support of the application;
73. Letter from the Mission Downtown Business Association dated June 20, 2012 for Chris Calverley from Scotiabank in support of the application;
74. Letter from the Mission Downtown Business Association dated June 20, 2012 for a resident at 33516 Balsam Avenue, Mission, in support of the application;
75. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual of Scotiabank in support of the application;
76. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual from Scotiabank in support of the application;
77. Letter from the Mission Downtown Business Association dated June 20, 2012 for Carla Arsenault from Scotiabank in support of the application;
78. Letter from the Mission Downtown Business Association dated June 20, 2012 for an individual from Scotiabank in support of the application;

Janet Chalmers asked the following questions:

1. Has any of Council met with the applicant?

Mayor Adlem responded that the applicant is the District of Mission.

2. Has this proposal come forward as a result of an application by Mr. Sambandam to open Life Pharmacy Inc. which is a pharmacy and drug dispensary in downtown Mission?

The Deputy Chief Administrative Officer responded that there was an incomplete application made prior to May 22, 2012 and Council was advised of the incomplete application by staff.

3. She noted that rumours circulated that the pharmacy would include methodone, legalized marijuana and needle exchange clinics and she asked if any member of Council has spoken directly with the owners of the property about their application.

Mayor Adlem noted that staff has spoken with the applicant and the applicant has not made any attempt to speak with the Mayor or Council.

4. She noted that one of the rumours was that the owners of Life Pharmacy has a clinic in Maple Ridge and that it is highly successful.

Mayor Adlem responded that Council is not presently prepared to approve anything new that is not currently in the downtown area until the Revitalization Plan comes before them. Staff has been asked to bring the plan to Council by December 31, 2012 so they can proceed with the revitalization of downtown. The zoning amendment is being brought forward because Council is putting downtown

revitalization as a priority. The response from the business community fully supports this amendment.

The Deputy Chief Administrative Officer responded that Council initiated this change and a Public Hearing is to listen to the comments from the public regarding the amendments.

5. She noted that as a resident of downtown she would like have a pharmacy with a dispensary. She stated that the current Council has been progressive in bringing business in Mission but now is limiting new business downtown until the Downtown Revitalization Plan is in place is a contradiction.

Mayor Adlem responded that they will do what is best for Mission's downtown.

6. Why is Council acting on this now and if is it a reaction to rumours on what services the business will provide. She asked how the vacancies in the downtown business area will be filled if new business must wait until the new Downtown Revitalization Plan is in place.

Mayor Adlem had no response.

Dr. Balisky noted that the Downtown Business Association supports the amending bylaw and a downtown revitalization plan.

Ronda Cushnie, Executive Director of the Downtown Business Association supports this application.

Steve Yap supports the rezoning application and downtown revitalization. He noted that once the Downtown Revitalization Plan has been approved and Life Pharmacy would like to pursue their business opportunity downtown, they should schedule meetings with the Downtown Business Association and Council to discuss their proposed business.

Kathy Mackovic supports the zoning amendment.

Angela Morrow from Uncommon Threads supports the amendment.

Satnam Singh Grewal from Swing Optical and supports the zoning amendment.

Carlo Billinger from Rex Cox Menswear supports the amending bylaw and moving forward with a Downtown Revitalization Plan. He noted that many years ago Pharmasave was a business in the downtown area and it distributed methadone and there were a lot of problems in the area due to this distribution.

The Mayor thanked Mr. Billinger for all his business contribution in the downtown area.

Anne Harper supports the zoning amending bylaw and moving forward with the downtown revitalization.

Michelle Favero, Manager of the Mission Chamber of Commerce supports the application but expressed concerns that there is a restriction on business. The Chamber asked that rather than restrict use of "pharmacy" an addendum to size be amended to allow a full service pharmacy with retail space of a minimum of 5,000 sq. ft. This would allow interest from outside businesses to put an anchor store downtown prior to the approval of the downtown revitalization plan.

Terry Mortimer supports the application but asked if the pharmacy business proposed for downtown could move into another area in Mission other than

downtown. He states that he does not want this type of business in Mission that would attract the wrong type of people. He wanted to know if there are other areas in Mission that this type of business could start.

The Deputy Director of Planning replied that the changes are to the downtown zoning only which is the CCD1 zone. Pharmacy and medical clinics are allowed in other zones in the District of Mission such as the Commercial Highway zones.

The Deputy Chief Administrative Officer noted that staff were directed to bring forward a bylaw amendment for Council's consideration to specifically address the downtown zone due to the Revitalization Plan. Council has not directed staff to consider amending other zones. If another application was brought forward with this type of business in another zone it would move forward.

In response to Mortimer's question, the Deputy Chief Administrative Officer responded that a public hearing would not be required if this type of business was to start their business in an area that allows for it in the zone.

Umesh Raniga is a representative of Life Pharmacy Inc and 0773184 BC Limited who are the owners of the property located at 33133 1st Avenue, Mission. He expressed concern with the allegations in the community that the pharmacy will contain a needle exchange program and marijuana clinic. He noted that the District of Mission has taken a strong position against the application because the pharmacy will be service the marginalized community members using services from the Friendship Centre, Union Gospel Mission. The pharmacy would be prescribing over the counter prescription and no prescription medication. It will contain a diabetic clinic, immunization, vaccination, blood pressure. It is strictly a medical clinic and pharmacy and will not be a methadone clinic or needle exchange program. He noted that the pharmacy will not be doing anything illegal. He asked the following:

1. If the Deputy Chief Administrative Officer stated that the application was made on May 22, 2012

The Deputy Chief Administrative Officer replied that the complete application was on May 22, 2012.

Mr. Raniga noted that the application was submitted on April 17, 2012.

Mayor Adlem replied that the application submitted to the inspections department on April 17, 2012 was an incomplete application.

2. How were the letters that were read by the Deputy Chief Administrative Office solicited and collected?

The Deputy Chief Administrative Officer responded that the letters were handed to the front counter staff in the District of Mission and they are form letters.

3. Is there any way of verifying who signed the letters?

The Deputy Chief Administrative Officer noted that only the individuals that collected the letters could verify that.

4. Does this mean that anyone can sign and collect the letters and the District of Mission cannot verify the individuals that signed the letters?

The Deputy Chief Administrative replied that every public hearing any individual can submit a letter regarding the application.

5. With regard to Council's decision to have the zoning downtown amended, he states that they have had to retain legal counsel and the matter has been filed in the Supreme Court.

Paul Gipps noted that council will not respond to legal affairs.

6. Does Council have roadblocks to businesses that make legitimate applications?

Mayor Adlem called Mr. Raniga out of order.

Councillor Stevens responded that Council is present at the Public Hearing to listen to comments from the community.

Councillor Tillbury asked that when Mr. Raniga bought the building did he attend Municipal Hall prior to this purchase to confirm if this type of business was acceptable in the downtown area.

Dinesh replied that prior to purchasing the building, he attended Municipal Hall on two occasions and spoke with staff about the Zoning Bylaw and confirmed the use was allowed in the downtown area. He was assured that this use was allowed and the subjects on the purchase agreement were removed.

Carlo Billinger noted that the owners of Life Pharmacy did not approach local businesses.

Bill Campbell stated that the Purchase and Sale Contract did note the uses of the Zoning Bylaw and can confirm that the owners did attend the District of Mission on April 17, 2012 and the process to amend the Zoning Bylaw commenced after April 17, 2012.

Peter Bulla stated that Mayor and Council are doing a great job in the community and commented on a community member.

Terry Mortimer commented that all letters received from the public should clearly state the names and addresses and confirm they live in Mission.

The Deputy Chief Administrative Officer responded that the *Community Charter* and *Local Government Act* are strictly adhered to. The *Local Government Act* specifically states that if someone expresses an interest it does not require them to give their name or their address.

Dinesh asked if the letters that were submitted were standard forms that were used to solicit signatures from residents and businesses in Mission.

The Deputy Chief Administrative Officer noted that the letters were standard with a place for a signature and address.

Dinesh stated that the District of Mission application process discourages small businesses.

Dr. Balinsky read the contents of the letter that was signed by many individuals in favour of the Zoning Amending Bylaw. Many of the individuals that signed the form letters are members of the Downtown Business Association, businesses on the outskirts of the downtown area and their employees or customers.

Angela Morrow noted that she did not hear rumours about a marijuana or needle exchange clinic. Both her and her customers signed the letter as they want a safer and more vibrant downtown.

Janet Chalmers supports Council moving forward with the Downtown Revitalization Plan.

Kathy Mackovic supports the rezoning application and council moving forward with a Downtown Revitalization Plan. She does not currently support a pharmacy in the downtown area as there are many pharmacies in the community.

Peter Bulla noted that there was a pharmacy in the downtown area in the past and asked Council to consider this.

Mr. Raniga asked if it is a conflict of interest if members of the Downtown Business Association that practice medicine are collecting letters of support.

Dinesh noted that the Downtown Business Association is promoting the amendment to the Zoning Bylaw to allow a 5,000 sq. ft. pharmacy but small businesses should be supported.

Peter Bulla stated that it is a conflict of interested if a physician is against the pharmacy in the downtown area.

Dr. Bilisky responded from members of the community that he is a doctor of Optometry and he dispenses eye glasses and conducts eye exams.

Satnam Singh Grewal from Swing Optical noted that he only performs sight testing and prescriptions for eye care.

Dinesh notes that the community has spoken and they appear to not want the types of people that the pharmacy would attract. A pharmacy downtown is an important service and would be within walking distance to everyone.

Kathy Makovic responded that individuals are not being excluded but a pharmacy is not needed in the downtown.

Umesh Raniga stated that people are being excluded from attending a small pharmacy close to home.

Hearing no further questions or comments, the Mayor declared the Public Hearing on District of Mission Zoning Amending Bylaw 5298-2012-5050(81) (R12-016 District of Mission) closed.



Planning Department Memorandum

FILE: PRO.DEV.ZON
R12-016

Date: May 22, 2012

To: Chief Administrative Officer

Department: Planning

Proposal: A zone amending bylaw to remove the uses “Pharmacy” and “Medical Clinic” from the Core Commercial Downtown One (CCD1) zone.

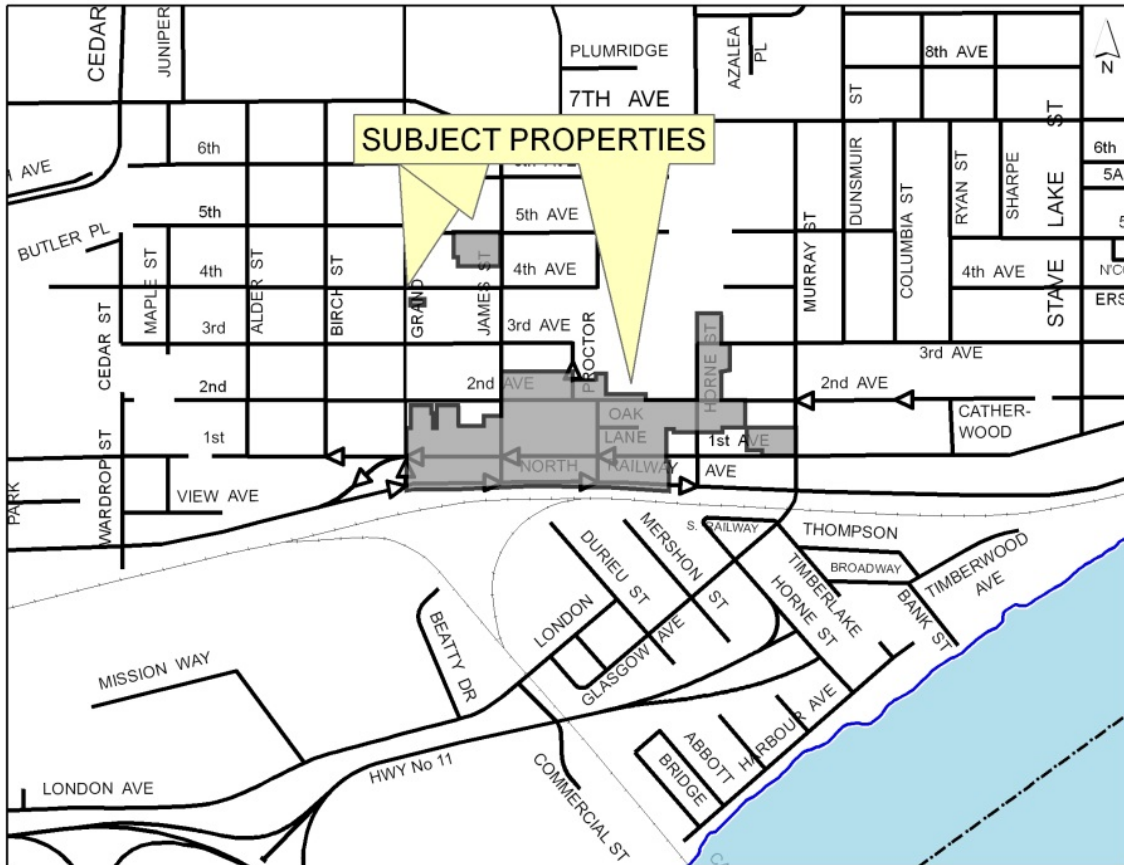
File: R12-016: Text Amendment to Zoning Bylaw 5050-2009

Applicant: District of Mission

Current OCP Designation: Core Commercial

Current Zoning: Core Commercial Downtown One (CCD1) zone

Location Map



Recommendation:

1. That a bylaw be prepared to amend District of Mission Zoning Bylaw 5050-2009 by:
 - a. Deleting from Section 901, Part B. Permitted Uses, Paragraph 1., Subparagraph k: Retail, the following use:
 - i. "*Pharmacy*"
 and
 - b. Deleting from Section 901, Part B. Permitted Uses, Paragraph 1., Subparagraph h: Service, the following use:
 - i. "*Medical Clinic*"
2. That the bylaw be considered for 1st and 2nd readings at the Regular Council meeting on May 22, 2012; and
3. That following such a reading, the bylaw be forwarded to a Public Hearing on June 25, 2012.

Proposal Overview

The proposal is to remove two uses from the Core Commercial Downtown One (CCD1) zone; Pharmacy and Medical Clinic.

Site Characteristics

The affected sites are all located within the Core Commercial designation of the OCP which includes most of the properties along 1st Avenue, Railway Avenue and 2nd Avenue. The area is commonly known as "Downtown", attached as Appendix 1 – OCP and Zoning Map

Context Statement

At a Council Meeting held May 2, 2012, Council resolved the following:

"That staff be directed to prepare a bylaw to remove the uses of "pharmacy" and "medical clinic" from the list of permitted uses in the Downtown Core Commercial (CCD1) zone."

Planning Analysis

In accordance with a Business Licencing record search, no existing businesses will be affected by the bylaw; therefore no properties will become "legal non-conforming" with the proposed bylaw amendment.

Communication Strategy

- **Bylaw 3612-2003 Land Use Application Procedures and Fees**

Notice of Public Hearing

Where notice of a Public Hearing is required, notification to the owners and occupiers does not apply where 10 or more parcels owned by 10 or more persons are the subject of the bylaw alteration; therefore, no mail out is required for the Public Hearing.

The statutory advertising will be completed as per the Local Government Act and Bylaw 3612-2003, where newspaper advertising will occur for two consecutive issues, not less than 3, and not more than 10 days prior to the Public Hearing date.

- **LAN. 50 Pre-Public Hearing Information Packages**

Information packages for the Public Hearing will include copies of any related documents and reports, as well as copies of all documents that have been provided to Council in respect to the Public Hearing.

Requirements Prior to Adoption of the Zone Amending Bylaw

- Any items that Council may require resulting from the Public Hearing or Council consideration of the application.



(author)
Barclay Pitkethly, MCIP
Deputy Director of Planning



(department head)
Sharon Fletcher, MCIP
Director of Planning

Information Attached to This Report

Appendix 1 – OCP and Zoning Map

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Corporate Administration
Staff Report to Council

DATE: June 18, 2012
TO: Mayor and Council
FROM: Paul Gipps, Deputy Chief Administrative Officer
SUBJECT: 33133 First Avenue Building Permit - Withheld

RECOMMENDATION(S):

No recommendation accompanies this report.

PURPOSE:

Provide Council an update on the status of their May 22, 2012 decision to withhold a building permit for 331331 First Avenue.

BACKGROUND:

On May 22, 2012 Council directed to staff to withhold a building permit for 30 days for the renovation of 33133 First Avenue to create a Pharmacy and Medical Clinic. To date staff have notified the applicants and have withheld the building permit.

In discussions with the Planning Department the zoning bylaw amendment is scheduled for a Public Hearing on June 25, 2012.

COMMUNICATION:

No communication is anticipated at this time.

SIGN-OFFS:

Paul Gipps, Deputy Chief Administrative Officer

Comment by Chief Administrative Officer
Reviewed.