

**Date** May 28, 2025  
**Author** Shawn Tomlin, CAO  
**Subject** Edgewater Post Office and Credit Union Buildings Decommission

---

### REQUEST

Determine closure date of the post office building and provide direction on decommission and demolition of the post office and credit union buildings.

### OPTIONS

1. THAT the building occupied by the Edgewater Post Office, located at 4828 Selkirk Avenue, Edgewater be permanently closed and decommissioned on October 31, 2025.

and further, that the Edgewater Postmaster be notified that the premises must be vacated by that time.

2. THAT the building occupied by the Edgewater Post Office, located at 4828 Selkirk Avenue, Edgewater, be permanently closed and decommissioned on May 31, 2026, subject to the following conditions:
  - The building be re-inspected in October 2025 by a professional structural engineer to recheck all measure points and provide a report to the RDEK.
  - A satisfactory report submitted by the professional structural engineer permitting occupancy for another six-month period.
  - The roof of the building is to be cleared of snow, not allowing more than 12" of snow to collect on the roof.
  - Notify RDEK staff immediately if there are any sudden changes in the building, such as, but not limited to,
    - cracks getting larger or new cracks appearing.
    - walls obviously moving out of plumb.
    - stucco falling off walls.
    - strange noises.
    - excessive snow loading (greater than 12").

and further, that the Edgewater Postmaster be notified that the premises must be vacated by that time.

3. THAT the Credit Union building located at 5759 Sinclair Avenue in Edgewater be formally closed and decommissioned.
4. THAT the Post Office and Credit Union buildings located at 4828 Selkirk Avenue and 5759 Sinclair Avenue in Edgewater be demolished immediately following the closure of the Edgewater Post Office building.
5. THAT the Post Office and Credit Union buildings located at 4828 Selkirk Avenue and 5759 Sinclair Avenue in Edgewater remain in a decommissioned status while the RDEK seeks partners to collaborate on a rental housing development project, and the buildings be demolished as part of site preparation.

## RECOMMENDATION

Options 2, 3, and 5

## BACKGROUND

The old Edgewater Improvement District office building, now more commonly known as the Edgewater Post Office, has seen significant deterioration over the last several years, including failing footings due to settlement. In 2022, an assessment was completed by a structural engineer and reported that the building has significant settlement and structural issues. To continue the short-term occupation of the post office building there has been repairs and varying monitoring systems in place to keep the building safe. As per the report from the structural engineer, the building must be decommissioned due to structural concerns and safety risks. The parts of the building that housed a community library and a shop area that was used by the RDEK Utilities department have had use discontinued and have been closed to access since the structural assessment in 2022.

The latest structural inspection was conducted in April 2025 and the next inspection would be required in October, prior to the winter season, if the post office portion of the building is to remain in use for that period.

The old credit union building has not been occupied for several years and the 2022 structural assessment stated that the building is beyond reasonable repair and should be demolished.

## Service Establishment Consideration

The post office has been a central community hub and holds a strong value to residents. The community had expressed support towards construction of a new post office building, and since the 2022 structural assessment, staff have been working on finding a new temporary or permanent location for the post office. After investigation of several alternative options to relocate, it was determined that construction of a new standalone building on the empty teacherage land was likely the best option.

Construction of a new building would require the RDEK to adopt a service establishment bylaw and loan authorization bylaw in order to provide a new service to the community, to construct a building for lease to the post office operator. The *Local Government Act* requires approval by electors by vote and the approval of Inspector of Municipalities before proceeding with bylaw adoption.

The draft service establishment bylaws were forwarded to the Province for initial review and it was at this time the RDEK was advised that the RDEK has no authority to establish a post office service as postal service is a federal undertaking (as established in the Canadian constitution), and also highlighted concerns with the RDEK providing assistance to a business. For absolute certainty, legal opinion was sought, which further highlighted that the RDEK would not be authorized to establish a service to provide a subsidized lease for the post office.

## Community Meeting

On June 3, 2025, a community meeting was held in Edgewater to discuss the process so far in trying to secure a new location for the post office, and the latest information indicating that the RDEK would not be authorized to establish a service in order to fund a building for a post office. Over 100 residents were in attendance, most expressing their passion for maintaining

the post office in the community. Those in attendance at the meeting requested that the Board consider maintaining the building for occupation through one more winter, thereby allowing about a year for the postmaster and the community to work together to find an alternate location to house the post office.

## **ANALYSIS**

### **Decommission and Demolition**

Decommissioning the post office and credit union buildings requires securing the building and property, including plywood over points of ingress, and fencing, along with disconnecting utilities. Municipal Insurance Association of BC (MIABC) has also recommended installing signage around the property to clearly convey that the buildings are not safe for occupancy. In addition, MIABC recommends checking on the vacant buildings once a week. A casual check will ensure all access points are secure and that there are no signs of trespassing. Regular monitoring can help maintain the security and safety of the property.

Hazardous material abatement is required if the building is structurally safe to do so. If the building is unsafe to conduct a Hazardous Material Assessment (HMA) or abatement, it can still be demolished, but the scope of the demolition would be much different.

#### **Demolition Credit Union Building**

Demolition of the credit union building will require the hiring of a structural engineer to conduct an updated structural assessment of the credit union building to determine whether a HMA and abatement can be completed safely. The structural assessment is estimated at \$1,000.

#### **Demolition Post Office Building**

Depending on the timing of the demolition, an updated assessment of the post office building, may be required as the latest report confirmed structural integrity for 5-6 months. A further HMA may also be required on the post office building on the roof and drywall as a few items were missing in the initial assessment that would need to be tested prior to abatement. The HMA is estimated at \$3,000.

#### **Demolition Timing**

The demolition process of the buildings could proceed immediately following the permanent closure of the post office building, or the buildings could remain in a decommissioned status while the RDEK seeks partners to collaborate on a rental housing development project within the Edgewater townsite of which the costs associated with the demolition could be included with the disposition of lands.

## **SPECIFIC CONSIDERATIONS**

### **Budget**

The 2025-2029 budget includes \$60,000 for costs associated with the demolition and remediation of the post office and credit union buildings.

The below table reflects anticipated additional budget required for 2025 and 2026 if the post office were to remain open until spring of 2026 to allow additional time for the post office operator and the community find another location for the post office. These amounts are not included in the 2025 – 2029 Financial Plan. The total additional cost per average residential property for 2025/2026 would be \$16.

	2025	2026
Structural Assessment	\$3,600	
Snow Removal *roof must be cleared of snow once accumulation is 1 foot – contingent on hiring a contractor to perform this structural assessment requirement.	\$1,000	\$1,000
Plowing/Sanding	\$1,500	\$1,500
Utilities	\$800	\$1,000
Supplies	\$100	\$100
<b>Total</b>	<b>\$7,000</b>	<b>\$3,600</b>

### Bylaw No. 3254 - Building Regulation

Sections 8.8 and 8.9 of the bylaw require a demolition permit be obtained prior to demolishing a building and to ensure that all services are capped and terminated. It is the responsibility of the owner of land to ensure that, on completion of all demolition procedures, all debris and fill are cleared, and the site is levelled or graded, or made safe if levelling and grading are not possible.

### Priority Projects

The Edgewater Post Office and Properties Usage Plan are included as a Board priority project.

### Land Use / Zoning

The Post Office/Credit Union property is located at the intersection of Selkirk Avenue and Sinclair Street in Edgewater and comprises of seven parcels of land. Land use approvals will be required to change the zoning and OCP designations for the property to permit development.