



DELIVERY PLANNING  
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 416-262-2394  
[CANADAPOST.CA](http://CANADAPOST.CA)

January 4, 2021

City of Vaughan – Planning Department

To: **Eugene Fera, Senior Planner, Development Planning**

Reference: File: **DA.20.060** Related Files: **Z.20.037 & PAC.20.049**  
**Part of Block 1, Plan 65M-3696 and Part 3, 7 – Plan 65R-38270**  
**8960 Jane Street**

Canada Post Corporation appreciates the opportunity to comment on the above noted application and it is requested that the developer be notified of the following:

In order to provide mail service to Phase 2 (Block C) the 28 storey mix use apartment building development totaling 313 residential units with commercial unit(s) on the ground floor, Canada Post requests that the owner/developer comply with the following conditions:

- ⇒ The owner/developer will provide the building with its own centralized mail receiving facility. This lock-box assembly must be **rear-loaded**, adjacent to the main entrance and maintained by the owner/developer in order for Canada Post to provide mail service to the tenants/residents of this project. **For any building where there are more than 100 units, a secure, rear-fed mailroom must be provided.**
- ⇒ The owner/developer agrees to provide Canada Post with access to any locked doors between the street and the lock-boxes via the Canada Post Crown lock and key system. This encompasses, if applicable, the installation of a Canada Post lock in the building's lobby intercom and the purchase of a deadbolt for the mailroom door that is a model which can be retro-fitted with a Canada Post deadbolt cylinder.

As per our National Delivery Policy, **street level residences and/or retail/commercial and/or non-residential use units will also receive mail delivery at centralized locations, not directly to their door.**

For example: If there is a common indoor entrance or connection extra mail compartments can be provided to accommodate these units in the main mailbox panel. If these units are not part of the condo/building then a separate centralized mail receiving facility/box can be set up by the developer at an alternative location.

The specifications can be found in our Delivery Standards Manual, which can be downloaded from this link: [https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual\\_en.pdf](https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual_en.pdf)

**As the project nears completion, it is requested that the Developer contact me directly for Postal Code(s) as existing postal coding will not apply and new postal codes will be issued for this development. I am also requesting the developer/owner contact me during the design stage of the above project, to discuss a suitable mailbox/mailroom location.**

***Canada Post further requests the owner/developer be notified of the following:***

1. There will be no more than one mail delivery point to each unique address assigned by the Municipality.
2. Any existing postal coding may not apply, the owner/developer should contact Canada Post to verify postal codes for the project.
3. The complete guide to Canada Post's Delivery Standards can be found at:  
[https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual\\_en.pdf](https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual_en.pdf)

Should you require further information, please do not hesitate to contact me at the above telephone number or mailing address.

Regards,

*Lorraine Farquharson*

**Lorraine Farquharson**

Delivery Services Officer | Delivery Planning – GTA