



"WALASEK, Andrew"
<andrew.walasek@canadapost.ca>
04/10/2015 07:40 AM

To "dbrown@fort-frances.com" <dbrown@fort-frances.com>
cc "klawson@fort-frances.com" <klawson@fort-frances.com>, "mmccaig@fort-frances.com" <mmccaig@fort-frances.com>
bcc
Subject RE: Health and Safety Notification 1 - 3rd Ave., Fort Frances, ON

Good morning Mr. Brown.

The administration of a national postal service, which is both a national and international obligation, is the responsibility of the Government of Canada. In order to meet this obligation, Parliament has enacted the *Canada Post Corporation Act* which establishes Canada Post as a Federal Crown Corporation, an agent of Her Majesty the Queen, to administer Canada's postal service on its behalf.

Section 3 of the *Mail Receptacles Regulations* SOR/83-743, promulgated pursuant to the *Canada Post Corporation Act*, provides authority for Canada Post to install Community Mailboxes (CMBs) on municipality-owned property. It provides as follows:

3. [Canada Post] may install, erect or relocate or cause to be installed, erected or relocated in any public place, including public roadway, any receptacle or device to be used for the collection, delivery or storage of mail.

While Canada Post has the exclusive jurisdiction over postal services in Canada and has the legal authority under the *Canada Post Corporation Act* and its Regulations to install devices for the delivery of mail in any public place, including a public roadway, we also work closely with municipal planning departments to determine suitable CMB locations based on factors such as safety, accessibility, and proximity. Having said that, Canada Post has never in its history paid any fees associated with its street furniture (including in the 30 plus years it has installed Community Mailboxes) to any municipality anywhere in Canada. It could not possibly do so and remain in operation, nor is there any legal authority for such fees.

Regards,
Andrew

Andrew Walasek
Manager, Municipal Engagement
Government Affairs
Canada Post Corporation
613-734-9317

From: dbrown@fort-frances.com [mailto:dbrown@fort-frances.com]
Sent: Thursday, April 09, 2015 3:36 PM
To: WALASEK, Andrew
Cc: klawson@fort-frances.com; mmccaig@fort-frances.com
Subject: RE: Health and Safety Notification 1 - 3rd Ave., Fort Frances, ON

Hi Andrew, where do I send the \$ 100 invoice per month fee to use the Town's ROW to locate your community mail boxes? Please provide contact information. Thanks

Doug Brown, P. Eng.
Operations & Facilities Manager
320 Portage Avenue, Fort Frances, Ontario
Town of Fort Frances
Work #-807-274-9893 Ext. 306
Cell # 807-275-9755

"WALASEK, Andrew" <
andrew.walasek@canadapost.postescanada.ca>

04/09/2015 01:08 PM

"dbrown@fort-frances.com" <dbrown@fort-frances.com>, "
To: klawson@fort-frances.com" <klawson@fort-frances.com>, "
mmccaig@fort-frances.com" <mmccaig@fort-frances.com>
cc
Subject: RE: Health and Safety Notification 1 - 3rd Ave., Fort Frances, ON
ct



From anywhere... to anyone

Health and Safety Complaint – Notification 2
Letter Carrier Route 8, Fort Frances, ON

April 8, 2015

Mr. Roy Avis
Mayor
Town of Fort Frances
320 Portage Ave.
Fort Frances, ON P9A 3P9

**RE: Mail delivery to 205A, 205B, 205C, 209, 211, 217A, 217B, 223, 225, 233 237 3rd Street W.,
Fort Frances**

Dear Mayor Avis,

Further to the letter of November 27, 2014, I am writing to update you on the health and safety concern Canada Post has received from a delivery agent in Fort Frances.

This safety issue was raised last November on 12 addresses located between 205 and 237 3rd Street in Fort Frances. The safety issue was due to the increased traffic volumes and the lack of sidewalks in the area. Customers continued to receive door-to-door delivery while the assessment was taking place.

As a result of the assessment, 12 customers will be transitioned into community mailboxes located just off 3rd St. W. I shall advise once the delivery implementation date is known.

In the meantime if you have any questions, please feel free to contact me at 613-734-9317.

Sincerely,

Andrew Walasek
Manager, Municipal Engagement
Government Affairs
Canada Post Corporation
613-734-9317



Report

To: Mayor and Council
 From: Faye Flatt, Municipal Planner
 Date: 22 January 2015
 Re: Canada Post Request for Community Mail Box – Cornwall Avenue

TOWN OF FORT FRANCES
 PLANNING & DEVELOPMENT DIVISION
 Municipal Planner Report #2015-04

This report contains information and a recommendation relative to a request by Canada Post Corporation (CPC) to install a community mailbox in the road allowance south of Third St. W on Cornwall Avenue referred to the Planning & Development Executive Committee (PDEC) with input from the Operations & Facilities Executive Committee (OFEC). The request, prompted as a result of a CPC health and safety concern, is attached for reference.

A site inspection showed the concern, specifically the lack of sidewalk on the south side of Third St. W requiring the delivery personnel, in winter, to walk on the street in order to deliver to residents west of the mill office and east of the cemetery. Photos of the area are attached for reference.

PDEC considered and supported the request at its meeting held January 19th with no concerns expressed other than the installation should not generate any cost to the Town nor work for town forces. It was noted that there are currently two other locations within the municipality where CPC has a mailbox for area residents and the area is maintained by CPC contract.

In addition to the recommendation by PDEC that the request be supported provided it does not generate any cost nor additional work to the Town, OFEC also recommends that a fee of \$100 (plus all applicable taxes) be charged to CPC. A copy of the OFEC report is attached for reference.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Faye Flatt', with a stylized flourish at the end.

N. Faye Flatt, AMCT, ACST, CPT
 Municipal Planner

COUNCIL APPROVAL OF THIS REPORT WILL: Approve the request of Canada Post Corporation to install a Community Mail Box south of Third St. W. in the road allowance of Cornwall Avenue as recommended by PDEC on the condition that a fee of \$100 (plus applicable taxes) per month be paid to the Town of Fort Frances by Canada Post Corporation as recommended by OFEC



From anywhere... to anyone

JAN - 8 - 2015

Dear Mayor and Town Council,

I would like to formally request, on behalf of Canada Post Corporation, authorization to install a Community Mail Box (CMB) on the property between 205 and the historical site at 165 3rd St W. The detailed sketch is attached to show the exact location.

The reason for the request and the change in delivery mode is due to a health and safety problem report that was submitted by the delivery agent.

The report suggested that the traffic density was too high on this block of road to allow the LC to safely walk on the road to deliver to each address. The LC is forced to walk on the road in the absence of a sidewalk per Canada Post policy.

Upon receipt of the safety problem report Canada Post conducted a detailed audit. There are threshold holds based on the width of the lanes and number of cars present in the lane during a 15 minute period.

In this specific case with a lane width between 4 and 4.5 meters and the maximum posted speed limit of 50km the maximum number of cars present in the lane is 50. The results of the audit showed 80 cars. This is well above the maximum.

At this point Canada Post started a search for alternate methods of delivery. Including relocating customers to PO boxes located in the local post office at 301 Scott Street. This was dismissed very quickly as it was deemed too disruptive. The other option considered and decided on was to move the customers into a CMB. The goal is to have the CMB in the most convenient, and least disruptive location possible.

After having the Delivery Planning Officer fly in to survey the surrounding area we came up with this location specified above and detailed in the drawing attached.

Canada Post has been made aware of a potential dangers scenario. Canada Post is aware of this issue and we are required to search for ways to minimize or eliminate the danger. While changing the delivery method to CMB is not our only option, it is the least disruptive to our customers and your constituents.

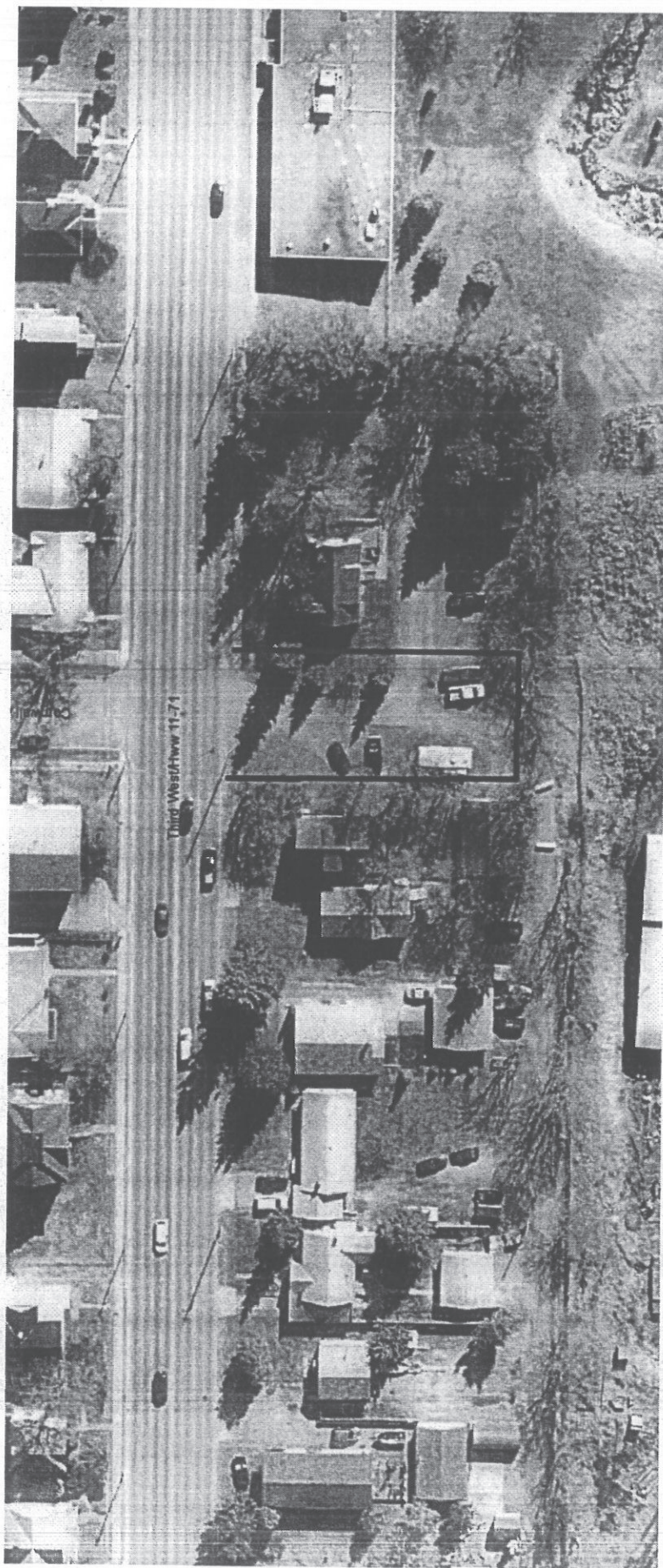
With all this in mind I hope you will accept and approve the installation of the CMB at the location specified in the attached document.

Sincerely,

Chris Ruby
Delivery Planning Officer
Canada Post Corporation

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AERIAL VIEW



Municipal Planner Report 2015-04
Re: Canada Post Corp. Request for Community Mail Box (Cornwall Ave)
23 January 2015
Page 5

WINTER:



SUMMER VIEW



January 15, 2015

Report To: Planning & Development Executive Committee

From: Operations & Facilities Executive Committee

**SUBJECT: Request from Canada Post – for permission to Install a
Community Mail Box on Cornwall Avenue ROW near 205 – 3rd
Street West**

The Operations & Facilities Executive committee was to provide input to the lead executive committee, the Planning & Development Executive committee in regards to granting permission to Canada Post Corporation for the installation of a Community Mail Box within the Cornwall Avenue – Road allowance. The request from Canada Post corporation is outlined in the letter received by the Town on January 8, 2015 from Chris Ruby, Delivery Planning Officer. See attached copy of the letter.

The administration and operational staff of the O & F division have no concerns with the proposed location of the Community Mail Box and it is their understanding that the Town will not perform any additional operational tasks, such as removing the snow windrow in front of the box on a regular basis. This Community Mail box will be similar to the mail box installed along Kaitlyn Drive.

The Operations & Facilities Executive Committee reviewed the request from Canada Post Corporation to install a Community Mail Box within the Cornwall Avenue – Road allowance at the January 21, 2015 O & F Executive committee meeting.

At this time the O & F executive committee can support granting permission to Canada Post Corporation to install a Community Mail Box within the Cornwall Avenue – Road allowance with the understanding that the Town will not incur any additional operational expenses and that a \$100 (plus all applicable taxes) fee per month is charged to Canada Post.

Respectfully submitted,

Paul Ryan, Chairman
Operations & Facilities Executive Committee

2015JanuaryCommunityMailBoxCornwallAvenue

Proposed Site of Canada Post Community Mailbox

