

December 21, 2023.

Alex Singbush, MCIP, RPP  
Manager of Development Approvals  
City of Greater Sudbury  
PO Box 5000 Stn. A.  
200 Bradly Street  
Sudbury ON P3A 5P3

Reference: File # 780-6/89019—Moonglo East Subdivision

Dear Mr. Singbush,

Thank you for contacting Canada Post regarding plans for a new subdivision in the City of Greater Sudbury.

Please see Canada Post's feedback regarding the proposal, below.

**Service type and location**

1. Canada Post will provide mail delivery service to the subdivision through centralized Community Mail Boxes (CMBs).
2. Given the number of lots (93) in the subdivision, we have determined that a minimum of 6 CMB(s) will be installed on a minimum of 2 different locations site(s).
3. I will need to identify the locations as per lot numbers and street names once they are assigned; please inform me as soon as they are.

**Municipal requirements**

1. Please update our office if the project description changes so that we may determine the impact (if any).
2. Should this subdivision application be approved, please provide notification of the new civic addresses as soon as possible.

**Developer timeline and installation**

1. Please provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin. Finally, please provide the expected installation date(s) for the CMB(s).

**Please see Appendix A for any additional requirements for this developer.**

*Regards,*

*RAY THERIAULT*

Ray Theriault  
Delivery Services Officer | Delivery Planning  
613-793-2293  
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## **Appendix A**

### **Additional Developer Requirements:**

- The developer will consult with Canada Post to determine suitable permanent locations for the Community Mail Boxes. The developer will then indicate these locations on the appropriate servicing plans.
- The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
- The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mail Box. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mail Box.
- The developer will provide a suitable and safe temporary site for a Community Mail Box until curbs, sidewalks and final grading are completed at the permanent Community Mail Box locations. Canada Post will provide mail delivery to new residents as soon as the homes are occupied.
- The developer agrees to provide the following for each Community Mail Box site and to include these requirements on the appropriate servicing plans:
  - Any required walkway across the boulevard, per municipal standards
  - Any required curb depressions for wheelchair access, with an opening of at least two meters (consult Canada Post for detailed specifications)