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February 17, 2026

Kanchan Ghadge, Project Manager, Planning  
Planning Services  
Infrastructure, Development and Environment  
City of Guelph  
1 Carden Street  
Guelph, ON N1H 3A1  
Email: [kanchan.ghagde@guelph.ca](mailto:kanchan.ghagde@guelph.ca)

RE: OZS26-001 - Notice of Complete Application and Public Meeting for a Proposed Official Plan Amendment and Zoning By-law Amendment - 70 Fountain Street East

Canada Post has reviewed the proposal for the above noted Development Application and has determined that the project adheres to the multi-unit policy and will be serviced by developer/owner installed Lock Box Assembly.

*Multi-unit buildings and complexes (residential and commercial) with a common lobby, common indoor or sheltered space, require a centralized lock box assembly which is to be provided by, installed by, and maintained by the developer/owner at the owner's expense. **Per Federal Requirement, Buildings with 100 units or more MUST have a rear loading Lock Box Assembly with dedicated secure mail room.***

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

There will be no more than one mail delivery point to each unique address assigned by the Municipality.

Any existing postal coding may not apply, the owner/developer should contact Canada Post to verify postal codes for the project.

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 the description of the project change, please provide an updated plan for us to assess the impact of the change on mail service.

Canada Post appreciates the opportunity to comment on the above noted application and looks forward to working with you in the future.

If you require any further information or have any questions or concerns, please contact the undersigned.

Regards,

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