



INFORMATION REPORT
TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

www.newmarket.ca
info@newmarket.ca
905.895.5193

March 26, 2015

REPORT – INFORMATION REPORT # 2015-10

TO: Mayor and Members of Council
SLT/OLT

SUBJECT: Canada Post Switchover to Community Mailboxes

ORIGIN: Development & Infrastructure Services

COMMENTS

The purpose of this Information Report is to update members of Council and SLT/OLT on the work that staff has been undertaking with Canada Post related to the proposed community mailbox locations.

In accordance with the Procedure By-law, any Member of Council may request this Information Report be placed on an upcoming Committee of the Whole agenda for discussion.

Staff has provided both high-level, as well as detailed, comments on the proposed community mailbox locations

Early in the process, staff provided high-level comments for Canada Post's consideration when siting the community mailboxes. Staff's memorandum to Canada Post is attached as Appendix "A" to this Information Report and deals with the following matters:

- Traffic/Pedestrian Safety
- Utility Coordination
- Grading/Engineering Standards
- Low Impact Development (LID) opportunities
- Garbage/Recycling
- Anti-Graffiti techniques
- Appropriateness of mailboxes adjacent to Town parks
- Coordination of mailbox installation with Town projects

More recently staff met with Canada Post, at which time updated mailbox locations were provided to the Town. This updated information was subsequently forwarded to members of Council through a Memorandum from the Assistant Director of Planning. Staff has undertaken a review of

the updated information and has provided comments to Canada Post on the specific locations. Nineteen locations of concern have been identified as outlined in Appendix "B".

Locations shown in red relate to catchment issues whereby the actual catchment requires residents to cross minor collector roads with daily volumes of 3,000 or more and with potential speed issues. These are the locations that will probably create the most 'post-installation' issues.

The locations in purple are locations that would appear to have sight line issues.

The locations in green are those that may require correction or follow-up (for example where a mailbox appears to be shown in a front yard as opposed to side yard).

Further changes to the proposed mailbox locations may be required to ensure there are no conflicts with municipal/hydro infrastructure

Staff has provided infrastructure location drawings to Canada Post to review in relation to the proposed mailbox locations. Staff has also forwarded the proposed locations to Newmarket-Tay Hydro for its review and comment, and further changes to some of the proposed mailbox locations may be required following these two analyses.

Canada Post has been provided with the Town's list of Registered Accessory Dwelling Units (ADUs)

To ensure that registered two-unit dwellings continue to receive mail to the individual units, staff has provided Canada Post with the Town's list of Registered Accessory Dwelling Units. Staff has been advised that where Canada Post has previously delivered mail to two legal units, it will provide separate mail boxes in the new community mailboxes.

Canada Post is currently meeting with residents and businesses

Staff has been advised that Canada Post is currently contacting residents and businesses that can be expected to have a community mailbox located adjacent to their property. Canada Post has asked that any customer concerns be directed to the Canada Post provided phone number (1-844-454-3009) so each inquiry can be assigned a Ticket Number for each customer for future reference.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

Working with Canada Post to identify sites that are as unobtrusive as possible while meeting other goals such as accessibility, traffic and personal safety, etc., supports the *Well-respected* (e.g. partnerships and co-operation) and the *Living well* (e.g. safety and security) branches of the Community Strategic Plan.

HUMAN RESOURCE CONSIDERATIONS

Not applicable to this Information Report.

BUDGET IMPACT

There are no Capital or Operating Budget impacts associated with this Information Report.

CONTACT

For more information on this report, contact R. Nethery, Director of Planning & Building Services (rnethery@newmarket.ca), 905-953-5321, ext. 2451.



Assistant Director of Planning



Director of Planning & Building Services



Commissioner of Development &
Infrastructure Services

Appendix “A” – Staff Preliminary Comments (Memorandum Provided to Canada Post)

MEMORANDUM

To: David Kyle, Canada Post

From: Jason Unger, Assistant Director of Planning

Date: February 20, 2015

Re: Canada Post Mailbox Locations – Preliminary Staff Comments

Staff from Development & Infrastructure Services (Planning, Engineering Services, and Public Works Services) and Legislative Services recently met to discuss Canada Post’s switchover to community mailboxes in Newmarket, and we provide the following preliminary comments as they relate to general siting considerations:

Traffic/Pedestrian Safety

- Sight lines – should try to be at least 9m from corners
- Lighting – should have adequate lighting to accommodate evening/night time pickup of mail
- Preferable to have a sidewalk access
- Must be flat and fully accessible
- Must consider sight visibility of adjacent driveways (backing out and blocking the view)
- Residents should not have to cross busy streets to access the mail box
- Mail boxes should not be located in high-traffic and high-incident areas
- No Stopping zones should be avoided

Utility Coordination

- We request that Canada Post produce a diagram with the relevant information for each site to ensure that no utilities or trees are damaged and the mail boxes are located in the appropriate places (i.e. ensure that concrete platforms do not cover manholes, valves, or other utility accesses). To assist with this, the Town will be providing infrastructure location drawings to Canada Post. We also intend to circulate the proposed mailbox locations to the utility providers for coordination of their comments to avoid any possible conflicts.
- Some of the locations marked on the maps provided do not correspond to the location description in the related spreadsheet. Canada Post is requested to revise as necessary and re-circulate to the Town.

Grading/Engineering Standards

- There may be occurrences where the 3.5% fall of the platform drains toward the sidewalk and could pond if the sidewalk is sloped the opposite way. Canada Post is requested to provide an engineering standard with a cross-fall to the sidewalk to avoid this.
- Canada Post to confirm that the engineering standards (eg. the “filler” on the boulevard drawings – drawing “C”) will provide sufficient infiltration so that surface water does not flow towards/onto Town sidewalks.

Low Impact Development (LID)

- Canada Post to identify if/how LID features (e.g. porous pavement) can be incorporated to infiltrate rainwater at the source.

Garbage/Recycling

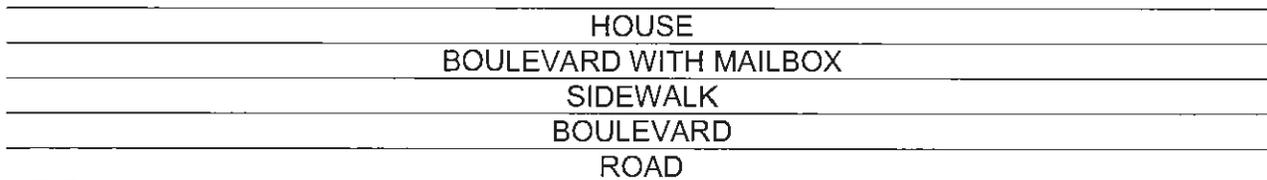
- The Town may be interested in having Canada Post provide garbage/recycling receptacles (either stand-alone or integrated with the mailbox) at the mailbox locations, and we look forward to discussing how this can be implemented.

Anti-Graffiti

- Canada Post to confirm anti-graffiti techniques for the mailboxes

General/Other

- Staff may need to discuss with Council the appropriateness of locating mailboxes adjacent to Town parks
- Opportunities to coordinate the installation of the concrete pads with Town projects should be explored.
- In cases where there is a “road-boulevard-sidewalk-boulevard” scenario, we recommend that where possible the mailbox be placed on the boulevard closest to the house as shown below:



- Opportunities should be explored to locate mail boxes alongside other street furniture
- We need to understand in greater detail Canada Post’s support for public education (e.g. is there an opportunity for Canada Post to place temporary signs at proposed locations?)
- Registered Accessory Dwelling Units (ADUs) require separate mail boxes (“A and B”). Canada Post will need to ensure that there will be sufficient mail boxes in neighbourhoods where there are many registered ADUs.

The above represents staff’s preliminary comments regarding the location and design standards for the mailboxes. Staff is continuing to review the specific proposed locations and we intend to provide further comments to Canada Post in this regard.

It is also understood that in some instances decisions will have to be made on-site to address site-specific conditions/concerns.

Sincerely,

Jason Unger, B.E.S., M.PL., MCIP, RPP
Assistant Director of Planning

Site	Location	Site Type	Special Requirements	CMB Site Location Type	Installation Type Options	Comment
L3Y4002	LONDON RD SIDE OF 17 PORTLAND CRES	Sidewalk Site (rear facing street)		Side Lots	C - Sidewalk - Boulevard	catchment
L3Y4005	ACROSS FROM 43 KINGSTON RD	Sidewalk Site (rear facing street)		Parks/Public Space	C - Sidewalk - Boulevard	catchment
L3Y4036	BESIDE 413 BRISTOL RD	Sidewalk Site (rear facing street)		Side Lots	C - Sidewalk - Boulevard	catchment plus SMV collisions
L3Y4071	Green space beside 235 Queen St	Sidewalk Site (street facing)		Parks/Public Space	B - Sidewalk - Road Facing	catchment
L3Y4072	Queen St Side of 101 Forest Glen Rd	Sidewalk Site (street facing)		Side Lots	B - Sidewalk - Road Facing	catchment
L3Y4088	Parking lot opposite side of 200 Doug Duncan Dr	Curb Site (curb cut needed)		Across the Street	E - Barrier/Vertical Curb	alternative location suggested at meeting
L3Y4092	SUNNYPOINT DR SIDE OF 796 BOTANY HILL CRES	Curb Site (curb cut needed)		Side Lots	E - Barrier/Vertical Curb	sight lines
L3Y4095	Patterson St Side of 671 Mossbank Crt	Curb Site (curb cut needed)	Retaining Walls	Side Lots	E - Barrier/Vertical Curb	sight lines
L3Y4103	PATTERSON ST SIDE OF 696 JACKSON CRT	Sidewalk Site (rear facing street)		Side Lots	C - Sidewalk - Boulevard	sight lines
L3Y4145	SRIGLEY ST SIDE OF 165 CARLSON DR	Sidewalk Site (street facing)		Side Lots	B - Sidewalk - Road Facing	catchment
L3Y4150	Srigley St Side of 17260 Leslie St	Sidewalk Site (street facing)		Side Lots	B - Sidewalk - Road Facing	catchment
L3Y4156	Alexander Rd Side of 846 Sparrow Rd	Sidewalk Site (street facing)		Side Lots	B - Sidewalk - Road Facing	sight lines
L3Y4163	Srigley St Side of 153 Stickwood Crt	Sidewalk Site (rear facing street)		Side Lots	C - Sidewalk - Boulevard	construction - may be better placed
L3Y4164	Queen's Cres Side of 630 Queen St	Curb Site (curb cut needed)		Side Lots	E - Barrier/Vertical Curb	catchment
L3Y4216	Watson Ave Side of 43 Lundy's Lave	Sidewalk Site (street facing)		Side Lots	B - Sidewalk - Road Facing	No location shown on catchment map
L3Y4219	OPPOSITE 67 CHARLES ST	Sidewalk Site (street facing)		Across the Street	B - Sidewalk - Road Facing	catchment
L3Y4225	PARK ON PEARSON ST OPPOSITE 311 PROSPECT ST	Sidewalk Site (street facing)		Side Lots	B - Sidewalk - Road Facing	catchment
L3Y4226	OPPOSITE 359 COTTER ST	Curb Site (curb cut needed)		Parks/Public Space	E - Barrier/Vertical Curb	Location wrong on catchment map
L3Y4269	BESIDE 771 BOTANY HILL CRES	Sidewalk Site (street facing)		Side Lots	B - Sidewalk - Road Facing	this looks like a front yard placement

Red – catchment area concerns

Purple – sight line concerns

Green – correction/follow-up required