

**COMMUNITY SERVICES DIVISION
OPEN SESSION REPORT**

TO: Mayor and members of Council
FROM: Stacey Forfar, General Manager of Community Services
DATE: September 9, 2024
SUBJECT: 1111-1115 Confederation Street - OPA No. 7 and ZBA 4-2024

Recommendation

It is recommended:

1. That Sarnia City Council approves Official Plan Amendment No. 7 to add a site and area-specific policy to the Prestige Employment Designation to permit retail as a primary permitted use on the subject lands municipally addressed as 1115 Confederation Street; and
2. That Sarnia City Council adopts the By-law to implement Official Plan Amendment No. 7 and authorizes the Mayor and Clerk to sign the said By-law; and
3. That Sarnia City Council approve Rezoning Application No. 4-2024-85 of 2002 to amend the existing Light Industrial 1-4 (LI1-4) site zoning to add retailing as a primary permitted use; and
4. That Sarnia City Council adopts the By-law to implement Rezoning Application No. 4-2024-85 of 2002 and authorizes the Mayor and Clerk to sign the said By-law.

Executive Summary

The above-noted applications are to amend the City's Official Plan and Zoning By-Law to permit "retail" as a primary permitted use. The applicant proposes developing the remaining south section of the property with a new office building and a retail store.

The proposed development would provide additional retail space in the south section of the city and a range of consumer products to the area's residents and industrial workers.

The subject property is located at the southeast intersection of Vanier Road and Confederation Street. Staff believe that the proposed use would complement the mix of uses available to area residents and workers in the surrounding industrial operations.

If approved, the owner will be required to enter into a Site Plan Control Agreement and obtain a building permit to facilitate the proposed development.

Staff recommends approval of these applications, as the proposal would be consistent with the Provincial Policy Statement, generally conforms to the County and City Official Plans, and would constitute good planning.

Background

Applications	OPA #7 and ZBA 4-2024-85 of 2002
Owner:	Longo Holdings Inc.
Applicant & Agent:	Monteith Brown Planning Consultants c/o Jay McGuffin
Location:	1111 & 1115 Confederation Street
Area of Lands:	1.06 Ha (2.64 acres)
Roads:	Confederation Street - Arterial County Road - 26.2m ROW Vanier Road – Local City Road
Public Meeting:	September 9 th , 2024

Proposal

On July 23rd, 2024, the applicant submitted complete applications to:

- a. Official Plan Amendment #7 (OPA#7)- amend the City of Sarnia Official Plan to add a site and area-specific policy to the Prestige Employment Designation to permit retail as a primary permitted use on the subject lands municipally addressed as 1115 Confederation Street; and
- b. Zoning By-law Amendment (4-2024-85 of 2002) - amend the existing Light Industrial 1-4 (LI1-4) site zoning to add retail as a primary permitted use.

The requested OPA would reinstate a “retail” use as a permitted use on the subject lands. The purpose of the ZBA is to permit a larger stand-alone retail facility on the southern section of the existing site. The applicant indicated that the Owner has already secured a retail user for the site and is prepared to develop the site at the earliest opportunity.

Staff note that the proposed office use is already permitted as-of-right under the present Official Plan and current Zoning By-law.

In support of these applications, the applicant has submitted the following:

a) Planning Justification Report

The Planning Justification Report was submitted to provide an overview of the permitted uses, demonstrate consistency with the Provincial Policy Statement (PPS), conformity to the County and City Official Plans and proposed land use regulations, and

b) Draft Site Plan Drawing

The draft Site Plan Drawing was submitted to provide an overview of the site's proposed development as it would be on the property. If these applications are approved, the site will be developed under an approved site plan control agreement.

All information submitted with these applications is available online under Active Planning Applications at <https://www.speakupsarnia.ca/1115-confederation-street>.

Site and Surrounding Area

The subject property is located on the south side of Confederation Street (County Road 25), east of Indian Road, at the southeast intersection of Confederation Street and Vanier Road. It has three existing restaurants: McDonald's, KFC, and Swan Pizza.

The surrounding land uses as shown on Attachment 2 are:

Direction	Existing Zoning	Existing Use
North	Urban Residential 1	The Good Shepherd's Lodge, the Salvation Army, the under development OAHs Mixed Use Housing Development, and low-density residential uses are further north and northwest.
East	Light Industrial 1-28	A variety of commercial and restaurant uses.
South	Light Industrial 1	A variety of light-industrial uses.
West	Light Industrial 1	The Beer Store and, further west, an automobile dealership (Sarnia Nissan).

History

The land was historically occupied by a Rona/Cashway Hardware (warehouse) Store for over 30 years before the Owner acquired it.

The 2014 City of Sarnia Official Plan (SOP) permitted retail uses on the subject lands through the site and area-specific policy No. 45. However, this policy was not carried forward in the current SOP for the subject lands.

The owner has since developed three (3) restaurants on the northern section of the property in two phases under approved Site Plan Control Agreements. The Owner is now proposing to develop the southern portion of the subject lands with a multi-use development consisting of a 1,060m² (11,425 sq. ft) retail building and a 476.64m² (5,130 sq. ft) office building. The proposed development would proceed under an amending Site Plan Development Control Agreement if approved.

Policy Framework

Provincial Policy Statement

The province recently announced the new Provincial Planning Statement (PPS, 2024) will come into effect on October 20, 2024. This section includes a review of the existing Provincial Policy Statement (PPS, 2020) and the pending PPS, 2024.

Provincial Policy Statement, 2020

The Provincial Policy Statement (PPS, 2020) provides policy direction on matters of provincial interest related to land use planning and development. Decisions made by approval authorities shall be consistent with the policies found in the PPS.

The PPS policies state that settlement areas shall be the focus of growth and development. Land use patterns in settlement areas shall be based on densities, and a mix of land uses that efficiently use land and resources and are appropriate for and efficiently use infrastructure.

Redevelopment shall be done in a manner that is compatible with its surroundings and avoids land use patterns that may cause environmental or public health and safety concerns. (Policies 1.3 and 1.4)

Within this context, Sections 1.1.3.4 & 1.1.3.6, states that "Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form that while avoiding or mitigating risks to public health and safety; and that 'new development should occur adjacent to the existing built-up area and shall have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.' The PPS requires that infrastructure, transportation, public service facilities and land use considerations be coordinated and integrated at all stages of the planning process.

The commercial corridor along Confederation Street also provides a buffer between the existing and planned industrial uses to the south and the existing sensitive residential uses to the north. Section 1.2.6.2 of the PPS states that planning authorities shall protect the long-term viability of existing or planned industrial, manufacturing or other uses that are vulnerable to encroachment by ensuring that the planning and development of proposed adjacent sensitive land uses are only permitted if the following are demonstrated in accordance with provincial guidelines, standards and procedures:

- a) there is an identified need for the proposed use;
- b) alternative locations for the proposed use have been evaluated and there are no reasonable alternative locations;
- c) adverse effects to the proposed sensitive land use are minimized and mitigated; and
- d) potential impacts to industrial, manufacturing or other uses are minimized and mitigated.

Provincial Planning Statement, 2024

The Provincial Planning Statement (PPS, 2024) will become effective on October 20, 2024. Any decisions made on or after that date should be consistent with it.

Section 2.8 Employment of the PPS, 2024 supports a modern economy (2.8.1) by promoting economic development and competitiveness—section 2.8.2, established policies for Employment Areas, subsection 3(b) prohibits residential uses, commercial uses, public service facilities and other institutional uses; and 3(c) prohibits retail and office uses that are not associated with the primary employment use.

These changes are supported by changes to the Planning Act related to employment areas that will become effective on October 20, 2024. Subsections 1.1 and 1.2, where the prohibited uses may continue provided the use was lawfully established on the parcel of land before October 20, 2024.

The province is currently consulting on transition rules related to PPS 2024 before it takes effect ([Consideration of transition of land use planning matters to facilitate the introduction of a new policy statement issued under the Planning Act. | Environmental Registry of Ontario](#)).

Staff has reviewed the proposed development for consistency with the PPS; no concerns have been identified.

County of Lambton Official Plan (CLOP)

The CLOP provides a regional framework for managing growth. As part of their growth strategy, each area of the County contains a land use designation that identifies areas that are appropriate for development.

The subject land forms part of the built-up area of Sarnia that is designated 'Urban Centre'. This land use designation provides for a wide range of land uses, including industrial and commercial land uses.

The CLOP also contains policies that promote a diversity of available sites and locations to facilitate economic activity, provided that it is compatible with existing development and there is minimized disruption to adjacent uses.

The subject lands are located within the Urban Centre designation on Map 1 which reflects the extents of the Sarnia settlement area and the site is located within the urban boundary of the City.

The proposed use is supported by the following policies:

New development will be located to ensure the maximum use of existing and future public facilities and services (subsection 2.1.6);

Development strategy of the Plan seeks to ensure the continued viability of existing industrial areas (Chapter 3);

Redevelopment of former industrial and commercial (brownfield) and former institutional (blue field) sites and buildings is encouraged (subsection 3.10.1);

This Plan encourages the identification of economic trends and emerging sectors that are key to the County's economic future and the identification and provision of the designated lands, services, infrastructure, workforce, and economic environment needed to attract such economic growth to the County (subsection 5.4.1);

The County will work with local municipalities to ensure that the physical needs of businesses are addressed, which includes ensuring that a diversity of zoned and serviced sites are available to support a range of industrial and service activities (subsection 5.4.2); and

The County encourages development, redevelopment, repurposing, rehabilitation and/or remediation of underused industrial sites (subsection 5.5.2)

The applicant has proposed to redevelop the lands to reinstate retail use as a permitted use to build a large stand-alone retail facility on the southern section of the existing site. The development will back onto existing light industrial uses.

For these reasons, we are of the opinion that the proposal conforms to the policies in the County of Lambton OP.

City of Sarnia Official Plan (CSOP)

General Overview

Building on the County policies, the CSOP policies provide more detailed guidance that reflects local circumstances by directing development to more appropriate locations. The Plan allows the municipality to respond to changing circumstances over time and to manage change in a way that ensures Sarnia's reputation as a Successful City that is a desirable place to live, work, play, and to invest in (s.1.1).

The subject land is in a 'Settlement Area' and is designated as an Existing Employment Area on Schedule '1' (City Structure Plan). Confederation Street is designated as a 26.2 metre County Arterial Road on Schedule '6' Roads Plan.

Growth Management in the Settlement Area

City Growth Management policies in the Official Plan recognize that some urban areas have a greater capacity to accommodate change.

These areas are in the Successful City objectives, which support well-managed growth in a well-defined network of mixed-use centres and corridors within the defined Settlement Area Boundary based on the following policies:

- i. *Maintain the Settlement Area Boundary and reinforce existing land use patterns;*
- ii. *Promote compact development patterns that are integrated and sustainable over the long term;*

The policies also encourage growth by allowing for the "intensification of the Existing Employment Areas within the Built-Up Area, where appropriate (s.4.3(c)iii).

"Prestige Employment Area" Designation

The subject lands are designated Prestige Employment on Schedule '2' in the City's OP. The Prestige Employment Designation generally applies to lands having prime exposure along a Provincial Highway, a County Road, or Arterial or Collector Roads.

This land use designation permits a wide range of industrial uses, including research and development facilities, office uses, warehousing and distribution centres and manufacturing, processing and assembly operations in wholly enclosed buildings.

The Prestige Employment Designation also permits other uses that specifically support the Prestige Employment uses, including the limited sales of products manufactured, processed, or assembled on the premises, as well as parking facilities at grade and/or in structures.

Ancillary uses that specifically support Prestige Employment uses, such as hotels, banquet facilities, convention centres, assembly halls, recreation facilities, restaurants, personal service establishments and convenience retail uses, are permitted. Permitted ancillary uses shall be located in accordance with the following criteria:

- iii. *The site has frontage onto an Arterial or Collector Road; and,*
- iv. *The ancillary use will not compromise the ability of the nearby Employment Area uses to operate.*

There are, however, several uses which are specifically prohibited in this designation, one of which is "major retail uses" uses (s. 3.4.1.2 d)).

As outlined earlier, the subject lands were previously subject to Site & Area Specific Policy Area #41 in the 2014 CSOP, which permitted "retail" as a primary permitted use. This use was not carried over to the CSOP, 2022, because retail uses were not permitted in the Zoning By-law and not supported by the Prestige Employment Designation policies of the CSOP, 2022. No retail existing on the site at the time of the Official Plan update.

The applicant's submitted Planning Justification Report provides a detailed rationale for permitting the proposed retail use. Staff analysis of this rationale is discussed further in this report.

Zoning

As noted above, the property is currently zoned Light Industrial 1-4 (LI1-4) in Zoning By-law 85 of 2002, which permits a wide range of uses, including Building supply establishments, Bulk retail sales establishments and Bulk sales establishments.

This site-specific zone, however, does not permit retail, which is defined in the Zoning By-law No 85 of 2002 as:

"RETAIL" shall mean the sale of goods, wares, merchandise, substances and articles to the final consumer or end user.

Therefore, a site-specific zoning change is required to permit the use on the site.

Municipal Plan Review

The Planning Section of the City's Community Services Division also comments on behalf of the Ministries of Agriculture, Food & Rural Affairs, Environment Conservation and Parks, Municipal Affairs and Housing, Natural Resources and Forestry, and Transportation because the city is responsible for considering provincial interests in the review of land use planning applications.

Staff has reviewed this application considering the mandates of the above provincial ministries. No issues or concerns have been identified.

Comments

The applicant's proposal is for a site-specific area policy for the subject lands to permit retail as a primary use. The Planning Rationale states that the site and area-specific policy will enable the owner to proceed with the third and final phase of the development of the lands, thereby completing the overall development of the land. In reviewing this development proposal, it is necessary to ensure that the proposed development does not adversely impact the surrounding lands and would rather support the existing uses in the surrounding area.

Staff has reviewed the applicant's proposal within the context of the PPS, County Plan and City Plan to determine if the proposed additional development of a primary retail use is appropriate at the subject location. Consideration has been given to the following questions:

1. Is the request to re-establish a retail use as a primary permitted use appropriate for the subject location?; and
2. Can the current road infrastructure and site accommodate the required amenities to support the retail use and other existing uses on the property?

Is the request to re-establish a retail use as a primary permitted use appropriate for the subject location?

The site is located in a Prestige Employment land-use corridor along the south side of Confederation Street. The Confederation Street corridor is dominated by commercial uses on both the north and south sides of the street between Indian and Murphy Roads. Developments on the north side of the street act as a buffer for the residential uses to the north, while the developments along the south side of the street act as a buffer from the light industrial uses further to the south. The north side of Confederation Street is, however, designated as a "Mixed-Use Area" while the south side is designated as a "Prestige Employment Area" (Attachment 3).

City records indicate that the subject property was previously used as a retail warehouse facility (RONA /Cashway) for a number of years until the establishment was closed, and the owner acquired it and demolished the buildings. Retail as permitted use was however retained as a site-specific use on the property in recognition of the retail function of the previous commercial business. This use was however removed when the CSOP, 2022 was approved.

While the CSOP recognizes that historically, the lands along the south side of Confederation Street have been used for commercial operations, the area has always been recognized as an important light industrial area given its proximity to the CN Rail main transportation corridor and the potential negative impact this transportation corridor would have on non-industrial operations. The lands were, therefore, reserved as a buffer between the industrial operation to the south and commercial and residential uses along the north side of Confederation Street.

While there has historically been commercial growth along this section of Confederation Street, it is anticipated in this area; the land cannot remain vacant and/or unused at the expense of waiting for the appropriate light industrial use to be established on the site. The owner has indicated that he has a prospective tenant who is prepared to lease the property for retailing and would like to obtain these approvals to accommodate this transaction. The redevelopment of the land for the proposed use would also integrate with the other existing commercial operations on the site and would fit into the owner's development concept for the property.

As the planned corridor for this section of Confederation Street is no longer contiguous in nature, the subject property may be inherently different, as it is detached and distinguishable from the adjacent Light Industrial uses to the south.

The proposed development would be in character with the other existing commercial uses along the south side of Confederation Street, as it would be more connected to the patterns of land use, building use, and type to the east and west of the site in addition to the existing and planning residential and mixed-use developments to the north.

Can the current road infrastructure and site accommodate the required amenities to support the retail use and other existing uses on the property?

The subject property is at the intersection of Vanier Road (a local city road) and Confederation Street - a 26.2m wide County Arterial Road. The property fronts onto Vanier Road, from which the main access will be provided.

A Transportation Impact Study done when the existing restaurants were proposed indicated that Confederation Street can adequately accommodate future traffic conditions; however, traffic signals would be required at the intersection to accommodate the flow of traffic when the subject property is fully built out.

The County of Lambton Public Works Department has provided comments on the Traffic Impact Study, including the requirement for the owner to help cover the traffic signal cost when this final phase of the site development is proposed. The owner was informed of these financial obligations to help offset the cost of this traffic signal during the previous two site plan agreements review for the existing restaurants and in the pre-application review, which was done before the submission of these two applications. The County has indicated that their previous comments are not anticipated to impact the Official Plan and Zoning Amendment applications and can be addressed during the site plan approval process.

The proposed development would result in greater use of existing water, sanitary sewer, and road infrastructure in the area. To address the proposed storm, sanitary, and water infrastructure requirement, a functional servicing report would be required (as was done with the previous two restaurant developments) at the site plan review stage.

For these reasons, staff are satisfied that the roads and municipal infrastructure can adequately accommodate the proposed use or can be upgraded as part of the site plan control process.

Concerning the provision of on-site amenities to accommodate the development, staff notes that the existing Light Industrial 1-4 (LI1-4) Site Zone was used to accommodate the previous two restaurant developments on the property. These developments were done under the LI1-4 site zone provisions.

Proposed Zoning Change

The existing Light Industrial 1-4 (LI1-4) Site Specific Zone permits all the uses permitted in the Light Industrial Zone (Section 26.1). The applications propose to rezone the subject lands to a new site-specific Light Industrial 1-* Zone to permit all the uses in the Light Industrial 1 (LI1) Zone in addition to retail use to allow for the development of a large standalone retail store. In addition, the rezoning application proposes zone provisions like the zone provisions in the LI1-4 Site Zone.

Therefore it is proposed that the existing LI1-4 Site Zone be amended to add “retail” as defined in the zoning by-law as an additional permitted use instead of replacing it.

Conclusion

The subject proposal seeks to amend the City of Sarnia Official Plan and Zoning By-law to enable the continued development of the property, including adding a major retail facility and office building to the rear (south side) of the existing commercial restaurants. These applications are supported by a Concept Plan, which is contained in the Planning Justification Report.

Staff supports the conclusion in the planning rationale that supports the proposed development. It has been demonstrated that the subject applications are consistent with the development trend of this community area. In addition, the proposal is “consistent with” the Provincial Policy Statement and the County’s Official Plan.

The proposed development would provide ancillary uses supportive of the residents and employment land uses in the area.

Based on the evaluation noted above, staff believes that the subject applications represent good planning and recommends that they be approved.

Consultation

On August 7th, 2024, the proposal was circulated to various City Departments and outside agencies for their comment. The comments received are attached to this report as Attachment 5. There are no objections to the proposal.

The proposal was also circulated to all landowners within 120m (397 ft.) of the subject land, and notification was placed in the Civic Corner. A billboard-type Notice Sign was erected on the property. No objections were received as of the date of the drafting of this report.

Financial Implications

None.

Reviewed by:

Stacey Forfar
General Manager of Community
Services

Approved by:

Chris Carter
Chief Administrative Officer

This report was prepared by Max Williams, Planner II and reviewed by Eric Hyatt, Manager of Planning & Development Services.

Attachments:

- Attachment 1 – Area/Context Map
- Attachment 2 – Existing Land Use Map
- Attachment 3 – Official Plan Land Use Map
- Attachment 4 – Notification Area Map
- Attachment 5 – Department/Agency Correspondence

Attachment 1

OFFICIAL PLAN AMENDMENT NO. #7
REZONING APPLICATION NO. #4-2024-85 of 2002

1111-1115 Confederation Street



AREA CONTEXT MAP



 Subject Lands

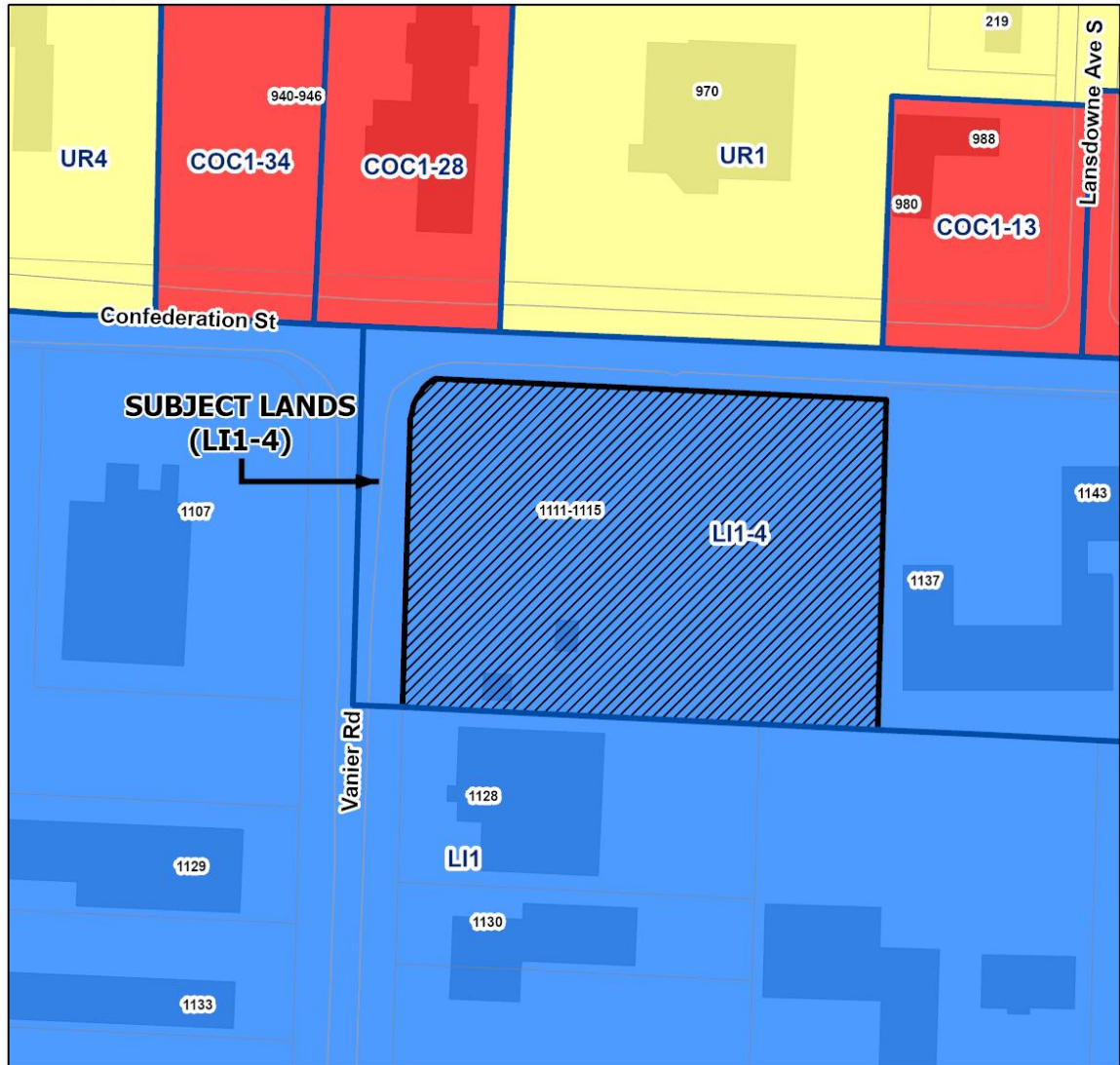
SOURCE:
COUNTY OF LAMBTON, 2024
CITY OF SARNIA, 2024

PREPARED BY:
CITY OF SARNIA CSD DEPARTMENT
JULY 2024

Attachment 2

OFFICIAL PLAN AMENDMENT NO. #7 REZONING APPLICATION NO. #4-2024-85 of 2002

1111-1115 Confederation Street



 SUBJECT LANDS

 ZONING DESIGNATIONS

PREPARED BY:
CITY OF SARNIA CSD DEPARTMENT
JULY 2024

SOURCE:
COUNTY OF LAMBTON, 2024
CITY OF SARNIA, 2024

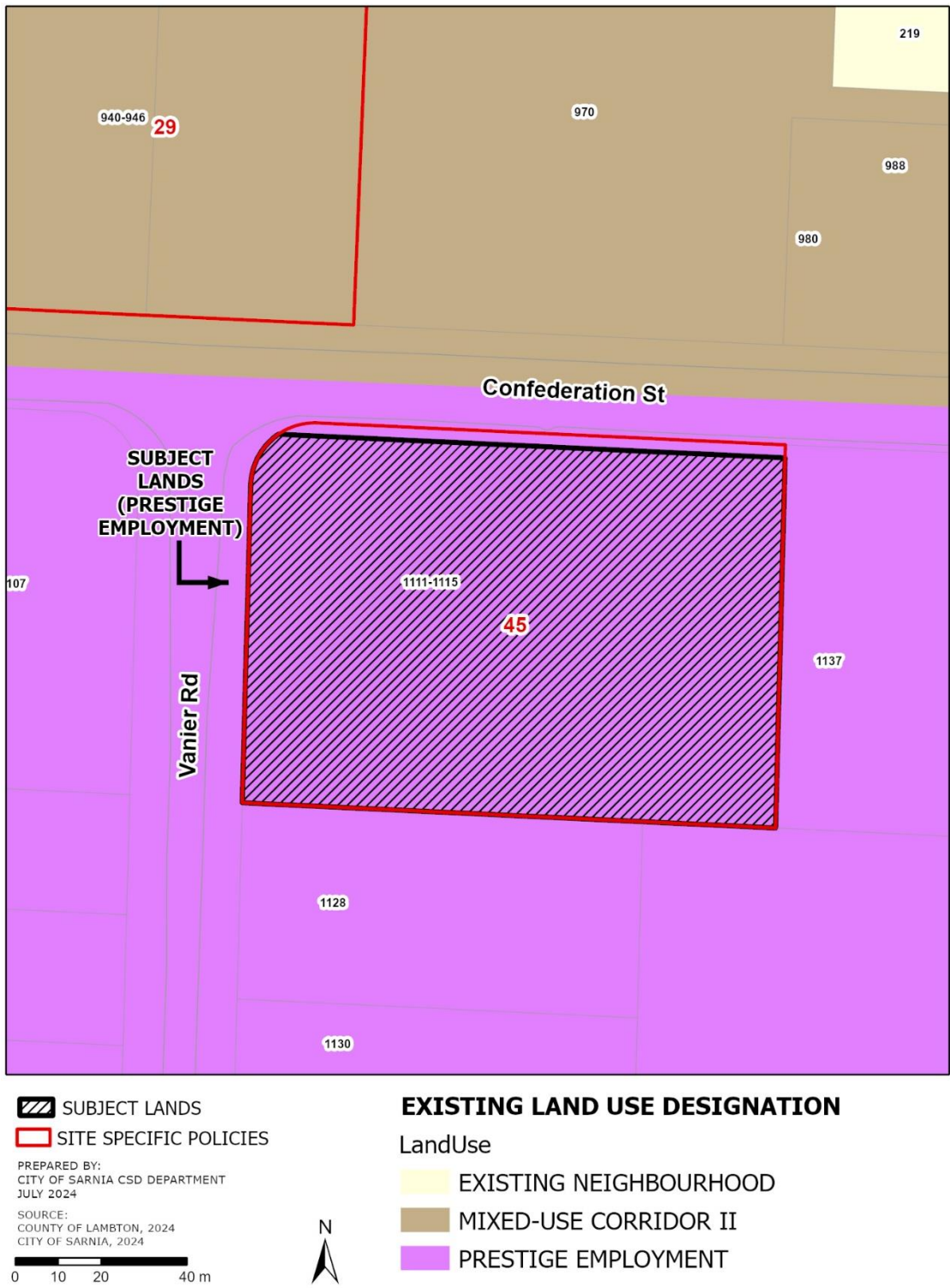
0 25 50 m



ZONING CATEGORIES

 RESIDENTIAL
 COMMERCIAL
 INDUSTRIAL

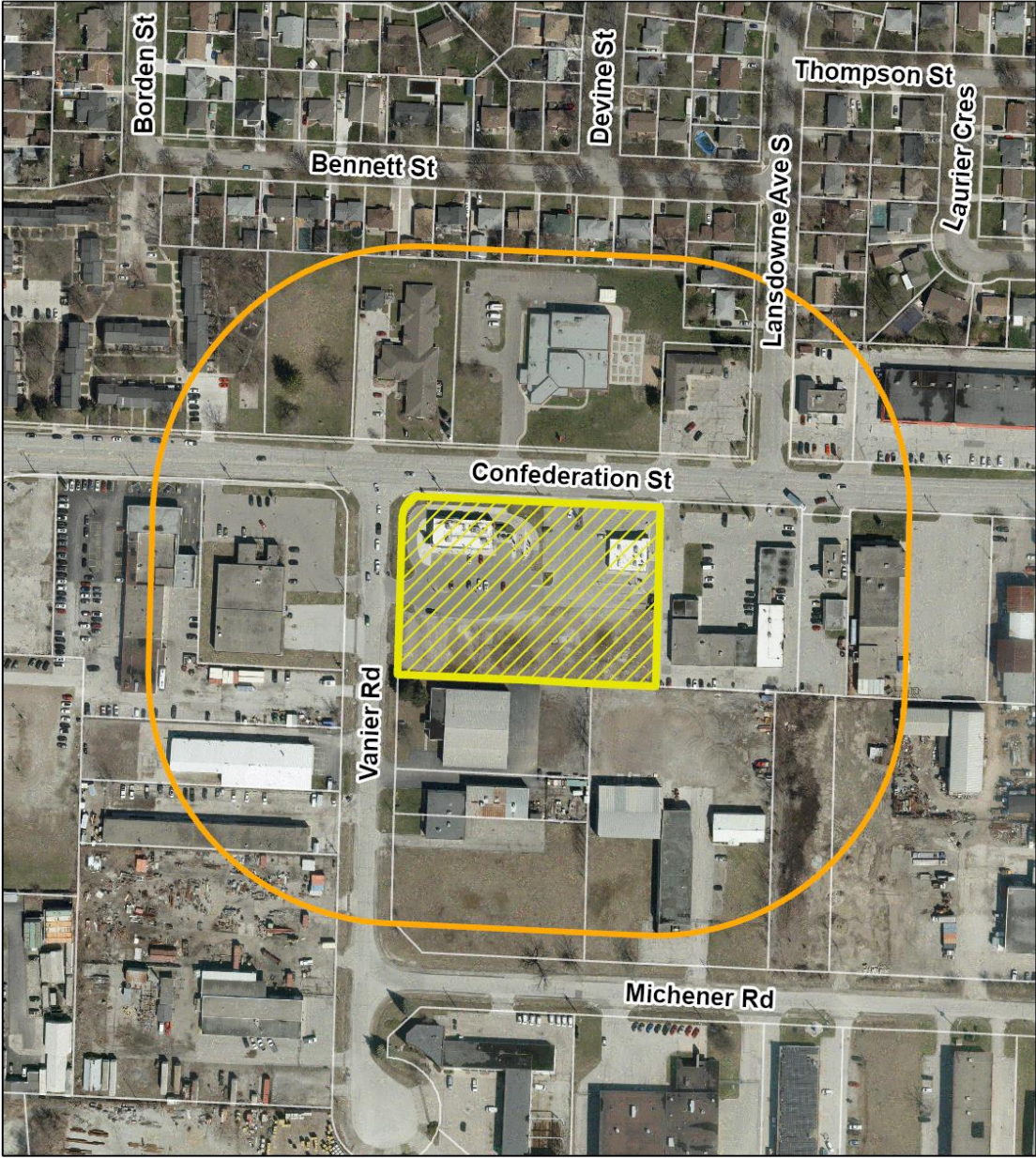
Attachment 3



Attachment 4

**OFFICIAL PLAN AMENDMENT NO. #7
REZONING APPLICATION NO. #4-2024-85 of 2002**

1111-1115 Confederation Street



 Notification_Area

0 25 50 75 100 m

SOURCE:
COUNTY OF LAMBTON, 2024
CITY OF SARNIA, 2024

PREPARED BY:
CITY OF SARNIA CSD DEPARTMENT
JULY 2024

Attachment 5

County Official Plan

We can confirm that the development concept conforms to the County of Lambton Official Plan, therefore we have no concerns.

Corrine Nauta. Dipl. M.A., Dipl. M.M., CBCO
Chief Building Official
Manager, Building Services
Manager, Planning & Development Services - Interim
The Corporation of the County of Lambton

Good afternoon, Max.

County Public Works has no comments on the provided OPA#7 and ZBLA 4-2024-85 of 2002 for the property at 1111-1115 Confederation Street (County Road 25).

Public Works previously provided comment on Pre-Application 21-2024 (May 14, 2024) and will provide further review through the Site Plan Agreement process in due course.

Anything else you require, please let me know.

Thanks

Greg

Greg Botting A.Sc.T.
Public Works Technician
County of Lambton

Hi Max,

The property is located outside of the MTO permit control area, MTO review/permits are not required.

Regards,

Ryan Mentley
Corridor Management Planner
Highway Corridor Management Section
Ministry of Transportation

Good afternoon,

Thank you for circulating us. SCRCA can provide the following comment:

OPA No. 7 and ZBA-04-2024 – 1111 – 1115 Confederation Street

SCRCA has reviewed the subject property and has no concerns with the proposed application.

Kind regards,


Kelsey Oatman
Planning & Regulations Clerk
St. Clair Region Conservation Authority



CANADA POST
2701 RIVERSIDE DRIVE SUITE N0820
OTTAWA ON K1A 0B1
CANADAPOST.CA

POSTES CANADA
2701 PROM RIVERSIDE BUREAU N0820
OTTAWA ON K1A 0B1
POSTESCANADA.CA

Aug 6, 2024

 **Max Williams**
Planner II
City of Sarnia
255 Christina Street North
Sarnia, ON N7T 7N2

Proposed Official Plan Amendment (OPA # 7) and Zoning By-Law Amendment (4-2024-85 of 2002) – **1111-1115 Confederation Sarnia, request for comments**

Canada Post has reviewed the proposal for the above noted official amendments and has determined that the completed project will be serviced by centralized mail delivery provided through Canada Post Community Mail Boxes.

Our centralized delivery policy will apply for any buildings of 3 or more self-contained units with a common indoor area. For these units the owner/developer will be required to install a mail panel and provide access to Canada Post.

Further, in order to provide mail service to this development, Canada Post requests that the owner/developer comply with the following conditions:

- ⇒ The owner/developer will consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.
- ⇒ The Builder/Owner/Developer will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.
- ⇒ The owner/developer will install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.
- ⇒ The owner/developer will agree to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of first occupancy.
- ⇒ The owner/developer will communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy.



- ⇒ The owner/developer agrees, prior to offering any of the units for sale, to place a "Display Map" on the wall of the sales office in a place readily available to the public which indicates the location of all Canada Post Community Mailbox site locations, as approved by Canada Post and the City of Sarnia.
- ⇒ The owner/developer agrees to include in all offers of purchase and sale a statement, which advises the prospective new purchaser that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected owners of any established easements granted to Canada Post.
- ⇒ The owner/developer will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any sales with specific clauses in the Purchase offer, on which the owners do a sign off.

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

- 1 The owner/developer of any condominiums will be required to provide signature for a License to Occupy Land agreement and provide winter snow clearance at the Community Mailbox locations
- 2 Enhanced Community Mailbox Sites with roof structures will require additional documentation as per Canada Post Policy
- 3 There will be no more than one mail delivery point to each unique address assigned by the Municipality
- 4 Any existing postal coding may not apply, the owner/developer should contact Canada Post to verify postal codes for the project
- 5 **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

Regards,

Lori Zelenko
Delivery Services Officer
955 Highbury Ave N
London ON N5Y 1A3
lorinda.zelenko@canadapost.ca