



## The Corporation of the Town of Tecumseh

Chief Administrative Officer

**To:** Mayor and Members of Council

**From:** Margaret Misek-Evans, Chief Administrative Officer

**Date to Council:** September 8, 2020

**Report Number:** CAO-2020-07

**Subject:** Postal Code Initiative Tecumseh

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### Recommendations

It is recommended:

**That** Report CAO-2020-07, Postal Code Initiative Tecumseh, **be received**.

### Background

In February, 2018 Council considered Report CAO-2018-03, 'Canada Post Addressing Initiative Tecumseh' and adopted a resolution requesting Canada Post to add the Town of Tecumseh to the Addressing Initiative Schedule for Tecumseh to be the single municipal name for postal mail purposes.

Earlier this year, the Town was approached by Canada Post to commence this process. In meetings with Canada Post representatives and the CAO, Director Information & Communication Services and Mayor McNamara, we sorted through the variety of addresses attached to properties in the municipal boundary of Tecumseh. Many addresses are identified as Windsor, Oldcastle, Maidstone and some even Lakeshore. Discussions focused around how best to meet the needs of residents and businesses in the various communities of Tecumseh, whilst still providing for a primary address identifier of 'Tecumseh'.

### Comments

Administration worked with Canada Post on mapping the various postal codes in Tecumseh that are currently attached to all properties. In order to provide for people and businesses to self-determine an address identifier in the outlying communities of Oldcastle and Maidstone and to provide for a single address in Tecumseh, determinations were made to allow for

'Primary' and 'Secondary' address identifiers. This was confirmed in correspondence from Mayor McNamara as requested by Canada Post (Attachment 2).

Attachment 1 illustrates the resulting options available to residents and businesses throughout the Town. Note that anywhere in the Town, mail addressed to 'Tecumseh' will be delivered to any address as it is either the Primary or Secondary address identifier throughout the municipality.

As shown on Attachment 1, all properties in the former St. Clair Beach, Tecumseh and Tecumseh Hamlet areas will be assigned to the address identifier of "Tecumseh" only. In the area associated with Maidstone addresses, the new options will be "Maidstone" as the Primary address identifier and "Tecumseh" as the Secondary. In the area associated with Oldcastle addresses, the new options will be "Oldcastle" as the Primary address identifier and "Tecumseh" as the Secondary. Therefore, in all cases, if mail is addressed to "Tecumseh" in any community, it will be delivered to the correct property as the postal code will be attached to both Primary and Secondary address identifiers.

This strategy provides for the flexibility for residents and businesses to choose what works best for them, while ensuring mail delivery regardless of which identifier is used. As previously committed, Canada Post will provide a year of free change of address service to affected properties. In summary, the changes in postal code and address identifier are as follows:

- Tecumseh addresses in Wards 1-3 will not have postal code changes, only address identifier change (to Tecumseh) and this will affect 8,690 addresses.
- In the Oldcastle area, there are approximately 200 addresses that require a postal code change in addition to the address identifier changing from Windsor to Oldcastle (Primary) and Tecumseh (Secondary).
- In the Tecumseh Hamlet area, there are approximately 375 addresses requiring postal code changes. The address identifier in this area will be consistently, Tecumseh (no Secondary).
- In the Maidstone area, there will be no change in postal code and the address identifier will be Maidstone (Primary) and Tecumseh (Secondary); this will affect 726 properties.

It is anticipated that Canada Post will start an information campaign later this month to commence notifying residents of the changes. The Town will assist in promoting this information through our website and social media platforms.

## **Consultations**

Information & Communication Services  
Mayor McNamara  
Canada Post

## **Financial Implications**

There are no financial costs to the Town for these changes.

## Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
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- Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
- Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
- Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
- Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
- Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

## Communications

Not applicable

Website       Social Media       News Release       Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

Reviewed by:

Shaun Fuerth, BCS  
Director Information & Communication Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	Canada Post Mailings Primary & Secondary Names
2	Correspondence from Mayor McNamara to Canada Post, July 30, 2020