

Bulletin #2024-26

MUNICIPAL AND NORTHERN RELATIONS

Important Notice to Chief Administrative Officers

CANADA POST SERVICE DISRUPTION

Municipal and Northern Relations is aware that there is a disruption in services provided by Canada Post. Information is included below for municipalities that may need to send mail to, or receive mail from, the Province of Manitoba during the disruption. During the disruption, municipalities are encouraged to send mail electronically, where possible.

Municipalities will also wish to consider the effects of a service disruption on their own operations. If you have questions about a specific situation, please do not hesitate to reach out to Municipal and Northern Relations staff.

Sending or Receiving Mail to or from Manitoba

Municipalities will be able to continue to send and receive essential mail to and from the Manitoba government. Manitoba's Material Distribution Agency (MDA) will be operating 25 mail distribution and drop-off centres throughout Manitoba for essential government mail.

Information for municipalities and the public about these distribution centres, including contact information and which community is served by which distribution centre, is included as an attachment to this bulletin. Please note that these distribution centres will only process essential mail going to, or coming from, the provincial government.

Municipalities should not bring non-essential mail to a distribution centre, as non-essential mail brought to these centres will be held, and then sent through Canada Post.

Receiving Essential Mail

Essential mail that will continue to be sent from Manitoba through these distribution centres include cheques (for municipalities and the public) and Court or other legal/regulatory Orders. Other items deemed to be essential by Manitoba will also be sent through these centres.

Municipal staff collecting mail from a distribution centre should be prepared to **provide photo ID and should have an authorization letter on municipal letterhead.**

Sending Essential Mail

For municipalities sending mail to Manitoba, only essential mail should be brought to a distribution centre. If you are sending essential mail to Manitoba, **the mail must be clearly marked as essential.** Essential mail to Manitoba would be cheques or other payments, or reports or documents required by legislation or as part of a legislated process. For example:

- Audited financial statements (from auditors)
- Regulatory submissions (to the Municipal Finance Officer, Municipal Board, Public Utilities Board, etc.)
- Other legislated submissions to Manitoba - e.g. notices of proposed road closings, planning notices and bylaws, etc.