



CANADA POST
2701 RIVERSIDE DR SUITE N1040
OTTAWA ON K1A 0B1
CANADAPOST.CA

POSTES CANADA
2701 PROM RIVERSIDE BUREAU N1040
OTTAWA ON K1A 0B1
POSTESCANADA.CA

March 2025

Supplemental allowance for postmaster-provided premises

Dear colleague,

The collective agreement for CPAA-represented employees states that Canada Post will provide a supplemental allowance to postmasters who operate a post office in a non-corporate owned or a leased premise.

To be eligible:

- You operate a post office in a residential building; or
- You do not operate another business or engage in other employment on the same premises as the post office.

AND

- You have provided commercial (or equivalent) insurance; or
- You were required to use a telephone line that was not provided by Canada Post, or for which you did not receive reimbursement from Canada Post.

Eligible employees may receive up to \$700 for 2024. Canada Post has committed an annual fund of \$450,000 for these reimbursements, and, in the event the total eligible claims exceed that amount, employees will receive a prorated share of the fund.

Eligible employees must submit the enclosed declaration form annually. To submit a claim for the 2024 calendar year, please complete the form and return it by mail or email as indicated on the form. All claims for 2024 must be received by June 30, 2025. Payments will be made by August 31, 2025.

If you have any questions, please contact your local area manager.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Reis'.

John Reis
General Manager, Retail