

To: Pearl Nucich, Executive Manager at Mennonite Benevolent Society

From: Ruhani Grewal

Date: June 3, 2015

Subject: *Proposal for Allowing Easy Access to a Canada Post Office for Residents of Mennonite Benevolent Society, Abbotsford*

Introduction

Motivated by concern for the elderly, the Mennonite Benevolent Society (MBS) was established in 1953 in Abbotsford, BC to provide housing and long-term healthcare for seniors. Since that time, generous donations from Society members and financial support from government have all contributed to ongoing development.

The Mennonite Benevolent Society campus includes Menno Hospital and Menno Home. The campus includes various facilities, such as a café, Chapel, pharmacy, grocery store, and hair salon to service all residents at their convenience.

Statement of Problem

The inaccessibility of a post office on site at Mennonite Benevolent Society has resulted in inconvenience for residents. Although most basic day-to-day facilities are present on campus, the lack of a Canada post office requires residents to either seek for assistance from others or travel to the nearest post office. The assistance of others does not provide a confidential experience and travelling is not feasible for those who are incapable of leaving campus.

Proposed Solution

One possible solution to the problem is to build a post office on campus at Mennonite Benevolent Society. The post office can be built at a central location, possibly in the Menno Hospital portion of the society. This will ensure easy access to all residents living in either the home or the hospital.

Scope

To assess the feasibility of building a Canada post office at Menno Place, I plan to follow five areas of inquiry:

1. Where do residents of Mennonite Benevolent Society currently go for post office services?
2. How large is the demand for post office services? – Do we have a majority in favour of the service?
3. What is the procedure of opening an authorized Canada Post office?
4. What does it cost to build a post office?
5. Does the society have sufficient funds to build a post office?

Methods

My primary data sources will include a consultation with Diane Urquhart, Recreation and Volunteer Manager, to determine the current situation with post office services. Also, I will conduct a survey with the residents in order to determine their demand of a post office on site.

Secondary resources will include research from online sources in order to determine the procedure and cost of building a Canada Post office.

My Qualifications

I have been a regular volunteer at Menno Hospital for eight years. I interact with residents during one-on-one visits, daily group activities and on special organized events, such as picnics at the lake. Currently, I am a team leader and a cashier at Fireside Treasures gift shop. Throughout this course of interaction with the residents, I have come to understand their needs and concerns while living at Mennonite Benevolent Society.

Conclusion

Ultimately, a decision is required to better assist the residents with their post office needs. By addressing the five areas of inquiry mentioned earlier, I can determine the possibility of constructing a Canada Post office on site at Mennonite Benevolent Society. With your approval I will begin research immediately.