



**Title:** MAILBOX POLICY

**Policy No.** 2021-001

**Date:** Adoption: January 2021 by Council Resolution No. 2021-013  
Amendment:

**Subject:** Mailbox Policy

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### **Policy**

To outline the requirements for mailbox installation along Township maintained roads and to clearly define the Township's responsibilities regarding winter damage to mailboxes.

### **Scope**

This policy is applicable to all Township maintained roads.

### **Procedure**

1. All mailboxes shall meet all applicable Canada Post Standards.
2. All new and replacement mailboxes shall be installed by owners in a manner shown on the attached page of drawings and the posts shall consist of material with a strength no greater than a 6 inch (0.15 m) cedar post or a 2 inch (0.05 m) diameter standard wall steel pipe. The bottom of the box shall be 3' 6" (1.05 m) from the ground elevation in accordance with postal regulations. The support post shall be erected in a location which will provide:



- a. a minimum total width of 18 feet (5.49 m) measured from the opposite edge of the travelled portion of the roadway to the front face of the mailbox; and
  - b. a minimum width of 2 feet (0.6 m) measured from the same edge of the travelled portion of the roadway to the front face of the mailbox.
3. All new and replacement mailboxes shall have a section (minimum 1 inch (0.02 m) diameter) of highly reflective material permanently affixed to the mailbox on the side of the approaching traffic.
4. The Township will not be responsible for any damage caused by snow plows to mailboxes or posts which are not consistent with the Township's standards.
5. If, however, a plow comes into physical contact with a mailbox or post which meets the Township's standards and is damaged by the Township during snow removal operations, that post and mailbox of same or similar design will be either repaired or replaced by the Township at the discretion of the Director of Public Works, Parks and Facilities or their designate.
6. If a mailbox is repeatedly damaged as a result of physical contact (Struck 3 times in 2 seasons as documented by the Township), that the Township will provide a written recommendation for an alternate installation location. Township responsibility for further damage will cease, if relocation to the recommended location by the property owner does not occur.
7. The Township will not be responsible for any damage caused by snow or slush coming into contact with a mailbox or post during snow removal operations.
8. In the event that a post exists or is installed which is stronger than a 6 inch diameter cedar post or a 2 inch diameter standard wall steel pipe, the owner of the mailbox and post shall be liable for any and all damage to snow removal equipment which may occur if this encroachment is struck.
9. In the event that a Township road is to be reconstructed, the Township will remove all existing mailboxes along the applicable section of the road. Immediately after construction of the Township road, the Township will



erect all existing mailboxes on either existing or new posts at the discretion of the Township, in accordance with Township standards. If existing mailboxes/posts do not meet Township standards, the property owner is responsible for installing a new mailbox