

# The Township Of Adjala-Tosorontio

## **MAILBOX POLICY**

1.0 Canada Post delivers mail to its rural customers by the use of rural mailboxes erected on the shoulders of various roads. Canada Post establishes standards for the erection of mailboxes but no special legislation exists relating to the regulation of these boxes. Since the mailboxes are located on municipal road property, the municipality having jurisdiction over the road may make and enforce regulations regarding their operations.

2.0 Rural mailboxes may not be correctly located or sufficiently strong enough to withstand normal snowplowing operations, or may have deteriorated to the condition where they are not capable of withstanding the weight of snow thrown up by normal snowplowing operations. In these cases the Municipality is not responsible for damages.

3.0 All owners of mailboxes located on municipal roads constructed with posts of unusual or unique designs should be aware that the Municipality will not be responsible for damages, however it may be caused. All mailboxes that do not comply with this policy and are damaged during winter maintenance operations are not the responsibility of the municipality.

4.0 All owners of mailboxes on Municipal roads constructed with materials stronger than a 6" diameter cedar post or a 2" diameter standard wall steel pipe at ground level be advised of their liability if damage occurs to plow equipment if the encroachment is struck by a plow. If your mailbox is not in compliance, it is recommended a standard support be installed.

5.0 All new installation, including relocation of existing mailboxes should be constructed so that:

5.1 All mailboxes have 42" of clearance from the ground elevation in accordance with postal regulations;

5.2 The support post is to be installed so that the front edge of the mailbox is at or behind the shoulder rounding. On narrow roads this may require the post to be set back further from the edge of the shoulder. This set back is required to allow the snowplow wing to pass the post without the truck being forced to cross the centerline of the road;

5.3 That no wooden post under 4 "square or over 6" round diameters be

acceptable;

- 5.4 All mailboxes should be visually inspected by the owner before freeze up for rot and that all compliances are met.
- 5.5 The Municipality on request will provide a sketch showing the recommended location for installation.
- 5.6 It is the responsibility of the mailbox owner to ensure that their installation conforms to these requirements.

6.0 Snowplow operators are instructed to plow the road shoulder as closely as possible to the mailbox post in order to clear the snow off the shoulder. On occasion the clearance distance between the wing and the mailbox post is misjudged and damage is caused to the mailbox or post.

- 6.1 Such damage is readily identified by examination. If these circumstances occur, it is logged and reported to the department head. The Municipality shall as a courtesy and without acknowledging any liability whatsoever, repair the damage at its own expense including a **standard mailbox and or post** if repair is not feasible to the one that was damaged. Repairs will be done when road conditions improve and are convenient for the works crew to attend the property.

- 6.2 A temporary installation may be performed until conditions allow other wise.

7.0 It is the responsibility of the mailbox owner to ensure clear access to the mailbox in all seasons and not the responsibility of the Municipality

8.0 No mailbox or mounting post shall be so massive as to constitute an unnecessary hazard to a vehicle leaving the travelled portion of the road and coming in collision with the installation. No mailbox shall be so intrusive as to obstruct vision around a curve or from a driveway or side road entrance. No mailbox shall obstruct traffic or road maintenance operations.

