
Gt5Policy: **Mailbox Policy**
Main Contact: **Roads Superintendent**
Last Revision: **July 2019**

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Policy Statement

Whitewater Region has jurisdiction over their municipal right-of-way. In order to ensure delivery of services, including both winter and summer maintenance of roadways (i.e. snow plowing, grading), the Township has developed a policy regarding the installation, location, and maintenance of mailboxes.

Purpose

This policy has been developed to ensure that service delivery can be completed in an efficient manner that limits damage to private mailboxes.

The Township may make and enforce standards regarding the installation, location and maintenance of mailboxes located on municipal road allowances.

Definitions

A municipal “**road allowance**” is a width of land owned by the Township for the purposes of constructing a roadway for vehicular traffic. Municipalities can set the width of the road allowance; however, they are typically 20.1m (66 ft) in width.

Policy Requirements

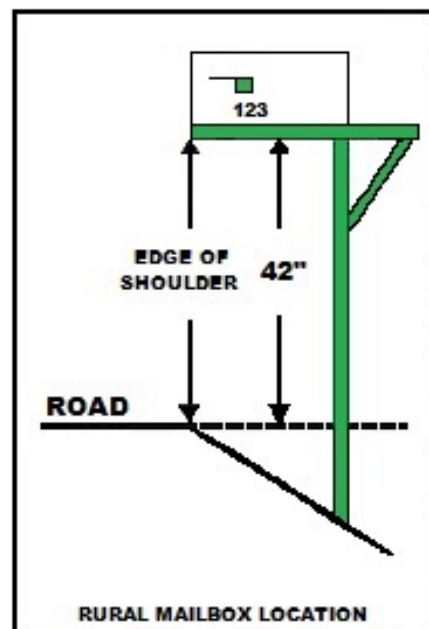
1.0 Installation

All new installation, inclusive of rebuilt locations, shall be constructed so that:

- 1.1 Mailboxes must have 42" of clearance from the ground elevation in accordance with postal regulations.
- 1.2 The support post is to be installed in the shoulder rounding unless 16 ft. 6 in (5 metres) minimum clear distance from the centerline is available at a point on the shoulder (from a two-lane road only).
- 1.3 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.
- 1.4 No wooden post less than 4 inches (< 4") square is acceptable.
- 1.5 No metal post greater than 2 inches (> 2") diameter is acceptable.
- 1.6 It shall be the owner of the mailboxes responsibility to ensure that their installation conforms to this requirement.

2.0 Maintenance

- 2.1 It is the responsibility of owners to visually inspect all mailboxes before freeze up for rot and to ensure that all compliances are met.
- 2.2 This sketch illustrates an acceptable installation allowing room for the snowplow wing to pass:



3.0 Compliance and Location

The following outlines the Townships standards related to damages and/or replacement:

- 3.1 All mailboxes that do not comply with this policy and are damaged during winter maintenance operations are not the responsibility of the Township.
- 3.2 Rural mailboxes not correctly located or not sufficiently strong enough to withstand normal snowplowing operations, or that have deteriorated to the condition where they are not capable of withstanding the weight of snow, or ice, thrown up by normal snowplowing operations, are the responsibility of the owner, and shall not be replaced by the Township if damaged.
- 3.3 All mailboxes constructed with posts of unusual or unique designs are the responsibility of the owner. The Township will not be responsible for damage however it may be caused.
- 3.4 All owners of mailboxes on municipal road allowances constructed with materials stronger than a 6" diameter cedar post or a 2" diameter standard wall steel pipe at ground level, with recommendation that they install a standard support, be advised of their liability if damage occurs to plow equipment if the encroachment is struck by a plow.
- 3.5 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.
- 3.6 No mailbox shall be so intrusive as to obstruct vision around a curve or from a driveway or side road entrance.

4.0 Damaged Mailbox

- 4.1 The owner should check to see if the mailbox was struck by the snowplow, looking at the edge of the snow bank relative to where the mailbox was located. Check the mailbox and post to see if there are marks left by the wing.
- 4.2 If the snowplow wing hit the mailbox, the owner should take some photographs of the snow bank and mailbox. Contact the municipal office and provide as many details as possible (i.e. time, date, address, name, contact number). A staff member will come and visit at the first available opportunity (during business hours).
- 4.3 If the snow/ice coming off the plow caused the damage to the mailbox, the owner will have to repair it. It is recommended that repairs be completed as soon as possible in order to minimize mail delivery interruptions. Temporary measures may be required due to weather conditions.

5.0 Snowplowing Operations

- 5.1 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.
- 5.2 Such damage is readily identified by examination. If these circumstances occur, it is logged and reported to the department head, and the Township 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.
- 5.3 Repairs are only made for damage caused by the truck/plow striking the mailbox. Repairs are not made to damaged mailboxes if that damage occurred due to heavy slush, flying snow or debris from plowing operations.
- 5.4 Repairs will be done at a time that the storm is completely cleaned up and traffic is able to move freely. A temporary installation may be performed until conditions allow otherwise.

Monitoring

The Director of Public Works shall be responsible for receiving complaints and/or concerns related to this policy.

Authority

Pursuant to the *Municipal Act, 2001, s. 30*, a highway is owned by the municipality that has jurisdiction over it subject to any rights reserved by a person who dedicated the highway or any interest in the land held by any other person.

Contact

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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Mailbox Policy	July, 2019	New policy	2019-09-1204