



Policies & Procedures Manual

Section: 4.0 Public Works
Policy: Mailbox Policy
By-Law: 2001-3

Date: February, 2000
Pages: 2
Revision: January 22, 2001

Coverage: This policy shall govern the placement of type of materials to be used and responsibility for mailboxes.

Policy Statement: Safe winter maintenance operations for Township employees, safety for the traveling public and limited damage to Township property shall be improved by decreasing the possibility of impact with a mailbox.

Legislative Authority: N/A

Contents: *Location*

The ratepayer shall erect the post and mailbox so that the bottom of the box is a minimum of 1.05 metres above the shoulder of the road. The face of the box shall be in line with the edge of the shoulder and ditch line, or not less than 1.5 metres from the edge of the pavement or traveled portion of the roadway.

Posts

Only wooden posts shall be used to support rural mailboxes located on the Township's road allowance. Posts shall have a top with a maximum diameter of 150 mm (6 inches) or be a maximum 6 X 6 square.

Mailboxes

It is recommended that mailboxes be made of steel or aluminum, as plastic becomes more susceptible to breakage during cold weather conditions.

Responsibility

The Township shall make every endeavour not to make direct contact when performing maintenance activities near and around any mailbox. However, the Township is not responsible for any damage that may occur to a mailbox when performing their daily maintenance operations (i.e. snowplowing).

Rural mailbox customers are responsible to repair any damages to their mailboxes.