

THE CORPORATION OF THE TOWNSHIP OF STONE MILLS

BY-LAW NO. 245-2004-PW

**POLICY FOR PRIVATE MAIL BOXES LOCATED
ON THE TOWNSHIP OF STONE MILLS ROAD ALLOWANCES**

PURPOSE OF THE POLICY

This policy is intended to establish appropriate and consistent action when private mail boxes located on the Township of Stone Mills road allowances are damaged or impacted by vehicles undertaking maintenance activities on behalf of the Township of Stone Mills such as grading or ditching. More often however such impact arises as a result of snow plowing operations.

DAMAGE TO MAILBOXES

Mailboxes can be affected by the operation of a snowplow in two ways. Mailboxes which are not ruggedly constructed or are not securely affixed to their post or cantilever arm may be damaged or dislodged by the direct weight and force of snow thrown from the plow. The Township of Stone Mills bears no liability for such damage or impact and is only responsible to advise the mailbox owner of this policy's limitation should an inquiry be made.

If however the damage should result from the snow plow wing or any other part of the snow plow vehicle coming into contact with the mailbox, the mailbox shall be repaired and/or replaced with a new metal mailbox which meets the standard as established by Canada Post and supported by a wooden post. It shall be at the Municipalities discretion as to whether the damage can be repaired or replacement with new materials is warranted.

Damage to a mailbox resulting from contact with a vehicle undertaking maintenance activities other than snowplowing shall be repaired or replaced in the same manner as described above.

LOCATION OF MAILBOX

Mailboxes must be located within the Municipalities road allowance to facilitate efficient service by the Canada Post mail delivery contractor. Contractors are required to reach and service the mailbox without leaving their vehicle or being an impediment to other traffic. Of necessity, this requirement places all mailboxes in close proximity to the area which must be cleared by the snow plow. Accordingly, the mailbox post should be located at the rounding of the shoulder area so that the opening of the mailbox is at the outside edge of the shoulder or, in a curb situation, the opening to the mailbox is to be located at the back edge of the curb. The bottom of the box should be 105 cm (42") above the roadway.

REPLACEMENT MAILBOX MATERIALS

The Township of Stone Mills does not stipulate the type of materials or method of construction for rural mailboxes which are installed by the resident. However the resident shall adhere to by-law No.244-2004-PW which restricts materials that could cause safety hazards for public travel. Any mailboxes damaged by a snow plow which are repairable will be repaired in a manner which is consistent with the type of materials or method of construction. Where replacement of a mailbox is warranted it shall be replaced by the Municipalities road authority with a new regulation metal mailbox and a maximum 15 cm (6") round or square wooden post. Installation shall be in accordance with Canada Post height requirements as described in "LOCATION" ABOVE. If the mailbox identified the resident's name or the civic address number than self adhering letters or numbers shall be provided to the resident for affixing to the new mailbox.