



SCHEDULE 'A' To By-Law 23-67
Township of Elizabethtown-Kitley
Rural Mailbox Policy

POLICY STATEMENT:

The Public Works Department continually strives to work in a safe and efficient manner. Mailboxes not in compliance with location standards, that are insufficiently installed, or have deteriorated to the condition where they are incapable of withstanding the weight of the snow thrown during normal snowplowing operations may sustain damage during normal snowplowing operations. Mailboxes damaged due to poor material, condition or installation conditions, or improper installment locations will not be replaced by the Township and are the sole responsibility of the individual mailbox owner.

PURPOSE

This policy is to address the location, condition, strength, damage, and type of post permitted on rural roadside mailboxes as well as, the recommended method of installation of the posts on the Township's right of way.

The intent is to create a policy that is fair, establishes criteria regarding mailbox installation, addresses the safety concerns of the motoring public, and replacement of mailboxes due to damage from the Township's plow operation and/or any other Township vehicle while undertaking maintenance operation.

POLICY

Snowplow truck operators are instructed to plow the road shoulder as closely as possible to the mailbox post to clear the snow from the road shoulder. On occasion, the clearing distance can be misjudged, resulting in damage to a mailbox or post.

The Township will replace a mailbox and/or mail post if there is obvious evidence it was physically struck by the plow. If the box is bent, the Municipality will straighten it. If the box is beyond repair, the Municipality will provide a replacement.

The Township will replace a post if the post appears to be in good shape prior to being struck. If the post prior to being struck appears old and rotten, the Municipality will not provide a replacement.

The Township is not responsible for mailboxes or posts that have been knocked down or damaged from snow coming off the plow.

On a **County** road, the [United Counties of Leeds and Grenville](#) is responsible for plowing and mailbox repair or replacement and should be contacted directly should this occur.

MAILBOX LOCATION

1. All Mailboxes shall meet all applicable Canada Post Standards. Further details can be found at the following website link.

https://www.canadapost-postescanada.ca/cpo/mc/assets/pdf/personal/rmb_guidelines_e.pdf

2. Rural mailboxes shall be installed on the right-hand side of the road according to the delivery contractor's travel. The box shall be erected at the rounding of the shoulder such that the opening of the mailbox is at the outside edge of the shoulder. The bottom of the box shall not be less than 105 cm (42 inches) above the shoulder to allow the passage of the plow wing below the mailbox.
3. The mailbox and post shall be sufficiently sturdy to withstand normal snowplowing operations. This means the mailbox must be capable of withstanding the force of snow, packed snow and ice thrown up by the snowplow during normal operations.
4. If a mailbox is repeatedly damaged as a result of physical contact (3 Township documented cases), the Township may recommend an alternate location for the mailbox. The Township's responsibility for further damage will cease if the recommended re-location of the mailbox does not occur. The property owner will be responsible for contacting Canada Post to ensure they are in agreement with the proposed new location. If the proposed location does not meet Canada Post's location requirements, the owner is responsible for contacting the Township to discuss further options.
5. No Mailbox shall be located closer than 5.0 metre (16 ft 6 inches) to the centre of the road. This setback is required to allow the snowplow wing to pass the post without the truck being forced to cross the centre line of the road. On narrow roads this may require the post to be set back further from the edge of the shoulder and the mailbox to be suspended from an overhead arm.

REPAIR AND REPLACEMENT

Replacement mailboxes shall be a standard (45 cm x 17.5 cm) weather resistant, steel, rural type mailbox. If the damaged mailbox is a more elaborate design, the Township will reimburse the property owner the cost of a standard mailbox

Mailbox damage sustained as a result of direct contact with a Township vehicle undertaking maintenance activities, other than snowplowing, shall be repaired or replaced in the same manner as described above.

LIABILITY

The Municipality will replace or repair mailboxes and mountings if, upon investigation from the Public Works Department, it is determined the damage resulted from an act of carelessness on part of the Municipality.

Damaged mailboxes and posts shall be replaced as weather and manpower permits. Winter control services on roadways will remain the priority.

Notwithstanding liability, the Municipality may replace or repair damaged mailboxes where it may constitute a hardship for the owner to do so because of age or infirmity.

The Municipality accepts no responsibility for improperly erected mailboxes.

The Township WILL NOT be responsible for mailbox damage in the following circumstances:

1. Damage to any mailbox constructed contrary to this policy.
2. Damage to any mailbox struck by snow or ice during normal snowplowing operations.
3. Damage to any mailbox that is not sufficiently sturdy to withstand normal snowplowing operations.
4. Damage to any mailbox by vandalism.

IMPLEMENTATION

Elizabethtown-Kitley Township and contracted Snowplow Operators shall drive to minimize damage to mailboxes by:

1. Reducing speed in built-up areas where mailboxes are more frequent.
2. Leaving adequate space between the snowplow wing and the mailbox.
3. Reducing the amount of “winging back” (the distance snow is thrown from a plow).
4. Reporting any known damage at the end of each shift.