

POLICY MANUAL	Policy No. 2-13
For the United Counties of Stormont, Dundas & Glengarry	Effective Date: September 15, 2014
Subject: Private mailboxes located within the County Right of Way	Department: Roads

Purpose of this Policy

This policy is intended to establish appropriate and consistent action when private mail boxes located within the United Counties of Stormont, Dundas, and Glengarry road allowances are damaged or impacted by vehicles undertaking maintenance activities on behalf of the County. Maintenance activities may include, but are not limited to snow plowing, grading or ditching work.

Damage to Mailbox Units as a Result of Snowplowing and other Maintenance

Mail boxes and posts can be affected by the operation of a snowplow in two ways. Mailboxes which are not ruggedly constructed, aged, 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 County 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, in the sole discretion of the County Roads Department, result from the snow plow wing or any other part of the snow plow vehicle coming into direct 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 also be at the County's sole 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 County 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 curbed area, the opening to the mailbox is to be located at the back edge of the curb. The following dimensions shall be adhered to for the installation of mailboxes;

- Bottom of the mailbox shall be 1.07-1.14 m (42" - 45") above the roadway.
- Mailbox post shall be a minimum of 5.0 m (16'-6") from the centerline of the road.
- Post material shall be a maximum 100 x 100mm (4x4") square or 100mm diameter wooden post or other material as deemed suitable by the County.

Any improperly installed mailbox which physically struck by a plow or other maintenance vehicle as described above will not be replaced by the County.

Replacement Mailbox Materials

The County does not stipulate the type of materials or method of construction for rural mailboxes which are installed by the resident. Any mailbox unit damaged by contact with a snow plow which is repairable will be repaired in a manner which is consistent with the type of materials or method of construction. Once repaired, the mailbox will be considered 'like-new' and treated in accordance with this policy. Where replacement of a mailbox is warranted it shall be replaced by the County Roads Department at the earliest possible time with a new regulation metal mailbox and 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 then self adhering letters or numbers shall be provided to the resident for affixing to the new mailbox. The County will provide no compensation whatsoever if the resident wishes to install a different style of mailbox.