



TOWNSHIP OF LAURENTIAN VALLEY

POLICY MANUAL

POLICY #:	PW-02	NAME:	Rural Mailbox Policy
DEPARTMENT:	Public Works	SECTION:	-
EFFECTIVE DATE:	February 4, 2014	LAST REVISION DATE:	New Policy
APPROVAL MOTION #:	CC14-02-027	COVERAGE:	Residents
RATIFICATION DATE:	February 18, 2014		

POLICY STATEMENT

The Township of Laurentian Valley recognizes the importance of rural mail delivery and the need to ensure that rural mailboxes are constructed and maintained to ensure the continued delivery of mail to rural residents of the Township. This policy is intended to establish appropriate and consistent action when private mailboxes located on Municipal road allowances are damaged or impacted by vehicles or equipment undertaking maintenance activities on behalf of the Township such as snow plowing operations, road grading or roadside mowing. This policy only applies to mailboxes located on roadways under the jurisdiction of the Township of Laurentian Valley.

PROCEDURE

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 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 Township's 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 Township 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. For further information on the proper installation of a rural mailbox, property owners are asked to contact Canada Post.

Repair or Replacement Mailbox Materials

The Township does not stipulate the type of materials or method of construction for rural mailboxes which are installed by the resident. 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. 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.

Where replacement of a mailbox is warranted it shall be replaced by the Municipality 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 and offset requirements. 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.