 <b>Tiny</b> TOWNSHIP OF/CANTON DE		<b>The Corporation of the Township of Tiny Mailbox Policy</b>	
<b>Policy Number:</b> PW-024	<b>Original Date:</b> August 2025	<b>Revision Date:</b>	<b>Page:</b> Page 1 of 8

## Policy Statement:

Canada Post delivers mail to its rural customers by the use of rural mailboxes erected on the shoulders of various roads. Canada Post establishes standards for the erection of mailboxes through the *Mail Receptacles Regulations* under the *Canada Post Corporations Act*. Since the mailboxes are located on municipal road property, the municipality having jurisdiction over the road may make and enforce regulations regarding their operations based on local conditions.

The Township of Tiny's Public Works Crew strive to work in a safe and competent manner, but rural mailboxes that are not correctly located, not sufficiently strong to withstand normal snowplowing operations, or have deteriorated to the condition where they are not capable of withstanding the weight of snow thrown up during normal snowplowing operations may be damaged.

## Purpose:

This policy is to address the location, condition, strength, damage, and type of post permitted of rural mailboxes as well as, the recommended method of installation on the Township's rights of way. The intent is to create a policy that establishes criteria regarding mailbox installation and replacement due to damage from the Township's operation that is fair and addresses the safety concerns of the motoring public.


## Scope:

This policy applies to all private mailboxes on Township Roads.

## Policy:

It shall be the policy of the Township Roads Department that private mailboxes on Township Roads shall be subject to the following provisions:

- a. All mailboxes shall meet all applicable Canada Post Standards.

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- b. Rural delivery mailboxes shall be erected 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 level of the shoulder to permit the passage of the plow wing below the box.


No mailbox shall be located closer than 5.0 metres (16'- 6") to the centre of the road. This setback is required to allow the snowplows wing to pass the post without the truck being forced to cross the centreline 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.

- c. The box shall be sufficiently sturdy to withstand normal snowplowing operations. This means that the mailbox must be capable of withstanding the force of snow, packed snow and ice thrown up by the snowplows during normal operations.

It is hereby acknowledged that many mailboxes now on the market do not conform to these criteria and are not suitable for installation on Township's Roads unless reinforced or mounted from an overhead arm by means of a suspension device. Sketches' showing recommended methods of installation are provided within this document.


It shall be the mailbox owner's responsibility to ensure that their installation conforms to these requirements.

- d. Snowplow truck operators are instructed to plow the road shoulder as closely as possible to the mailbox post in order to clear the snow from the road shoulder. On occasion, the clearance distance between the or mailbox post is misjudged, and damage is caused to the mailbox or post. Such damage is readily identified by examination of the mailbox and post. In these circumstances, the Township Roads Department will, as a courtesy and without acknowledging any liability whatsoever, repair the damage at its own expense including replacement of the mailbox or post if repair is not feasible.

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Mailbox replacements will be carried out as weather conditions and available staffing allow, with priority given to the completion of winter road maintenance. Replacement mailboxes will be standard, medium-sized (19.5" x 10" x 7") rural-style units constructed from weather-resistant copolymer plastic, that meet Canada Post specifications. The Township is not responsible for replacing customized, decorative, or novelty mailboxes; in such cases, only the cost of a standard replacement will be covered.

- e. No mailbox or mounting post shall be so massive as to constitute an unnecessary hazard to a vehicle leaving the travelled portion of the road and coming in collision with the installation. No mailbox shall be so intrusive as to obstruct vision around a curve or from a driveway or side road entrance. No wooden (cedar) mounting post shall exceed 150 mm (6 inches) in its maximum dimension, no wooden pressure treated mounting post shall exceed 100mm (4 inches) X 100 mm (4 inches) in its maximum dimension and no steel or other metal hollow post shall exceed 50 mm (2 inches) in its maximum dimension. This precludes the use of steel "I" beams, railway rails, telephone poles or other such mounting posts.
- f. No novelty installation shall be made on the road for the purpose of erecting a mailbox which, in the opinion of the Township Public Works Manager or designate, constitutes a traffic hazard, a distraction or an obstruction likely to interfere with the free flow of traffic on the road or the clearing of snow from the road. The use of concrete components is prohibited from any mailbox erections.
- g. In locations (common area) where there is more than one mailbox erected along the road, there shall be a minimum separation of 0.3 m (12") between mailboxes for the owners to maintain their mailboxes and not interfere with their neighbours' mailbox.
- h. If a mailbox is repeatedly damaged as a result of physical contact (3 Township documented cases) that the Township will provide written recommendation for an alternate installation location. Township responsibility for further damage will cease, if relocation to the recommended location by the property owner does not occur. The property owner will be responsible to contact Canada Post and receive a letter that they are in agreement with the new location.

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## Implementation:

- a. When a mailbox is not considered to be in conformance with this policy, the owner of the mailbox shall be notified in writing of the non-conformity and shall be given fourteen (14) days in which to correct the problem. Thereafter, the Township Roads Department shall remove the defective installation without further notice to the Owner if the installation is in violation of Section (a), (d), (e) or (f). If the installation is not in conformance with Section (b), no action need be taken except to advise the Owner that the installation is not considered adequate for normal operations and that disruption to their mail service is likely to occur unless corrective action is taken.
- b. Snowplow operators shall drive so as to minimize damage to mailboxes by:
  - reducing speed in built-up areas where mailboxes are most frequent
  - leaving adequate space between the wing and the mailbox
  - reducing the amount of "winging back" after a snowstorm in the area of mailboxes

The municipality reserves the right to require relocation of mailboxes situated where heavy snow accumulations are problematic.

## **The Township will not be responsible for mailbox damage in the following circumstances:**

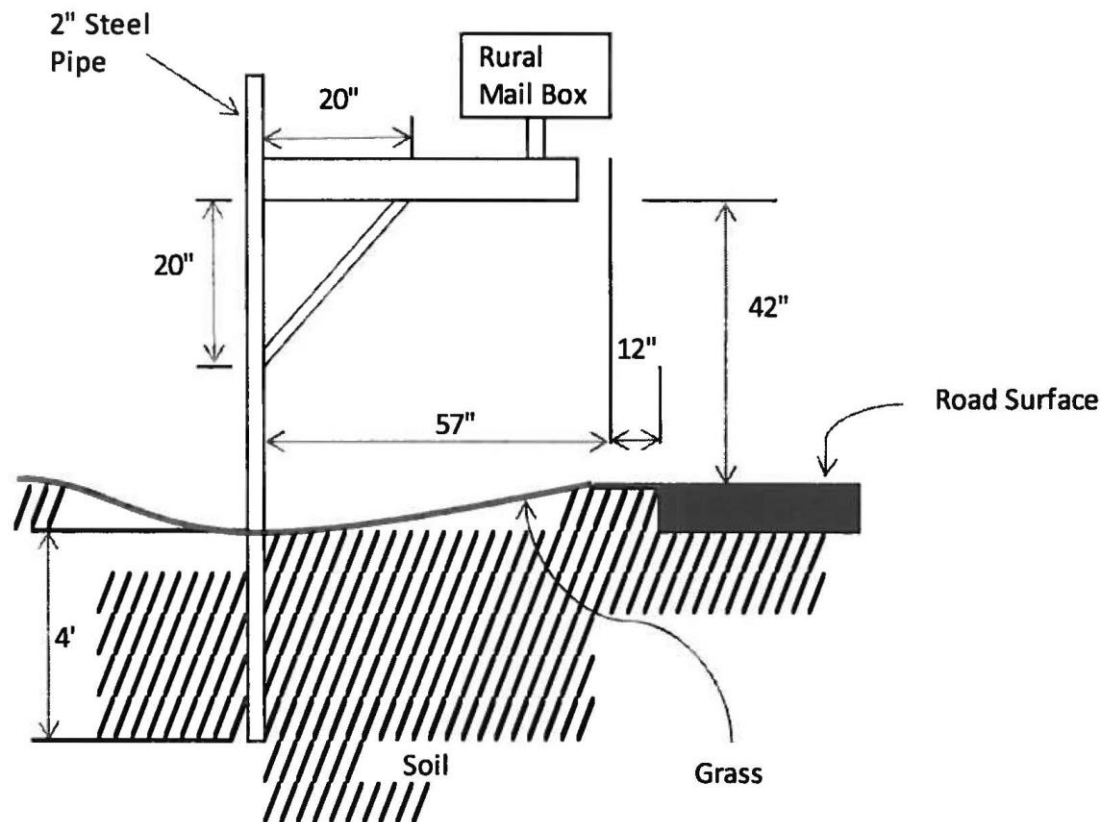
1. Damage to any mailbox constructed contrary to the policy.
2. Damage to any mailbox struck by snow or ice during normal snowplowing operations.
3. Any damage to a mailbox struck by a snowplow, where the box is buried in a snowbank.
4. Damage to any mailbox that isn't sufficiently sturdy to withstand normal snowplowing operations.

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5. Damage to any mailbox that may have deteriorated to the condition where they are not capable of withstanding the weight of the snow thrown up by normal snowplowing operations.
6. Damage to any mailbox by vandalism.

## RECOMMENDED INSTALLATION

### Sketch #1



**Note:** - Drawing not to scale

- Mailbox can be mounted directly on horizontal 2" dia. steel post.
- Mailbox can be mounted over/under as long as the 42" height requirement is met. Use of chains is permitted to erect the mailbox.



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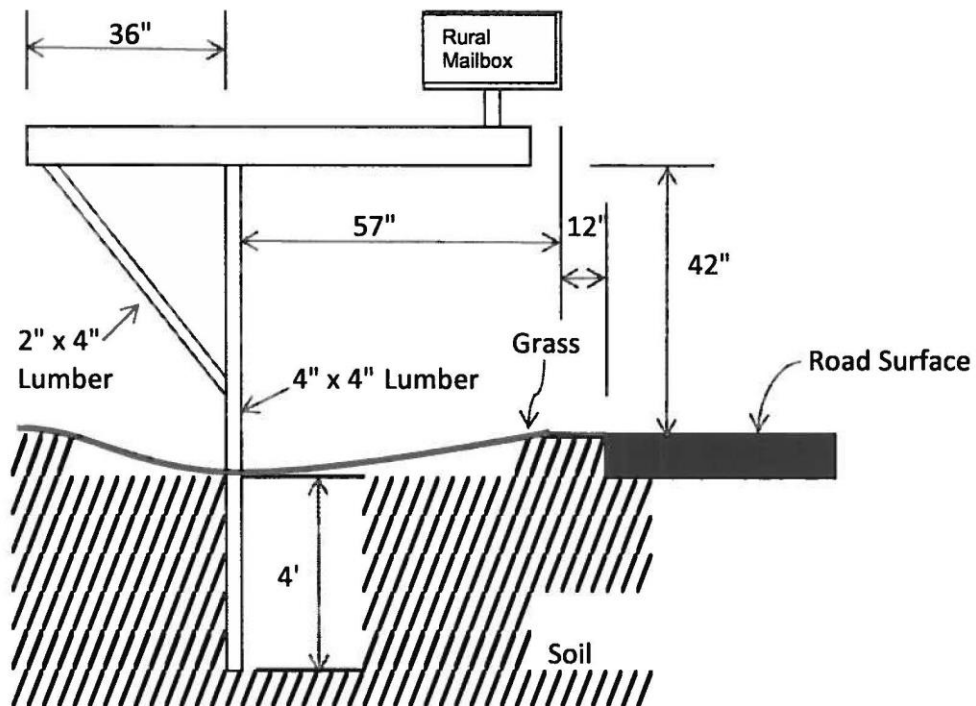
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### Sketch #2



Note: - Drawing not to scale

- Mailbox can be mounted directly on horizontal 2" dia. steel post.
- Mailbox can be mounted over/under as long as the 42" height requirement is met. Use of chains is permitted to erect the mailbox.



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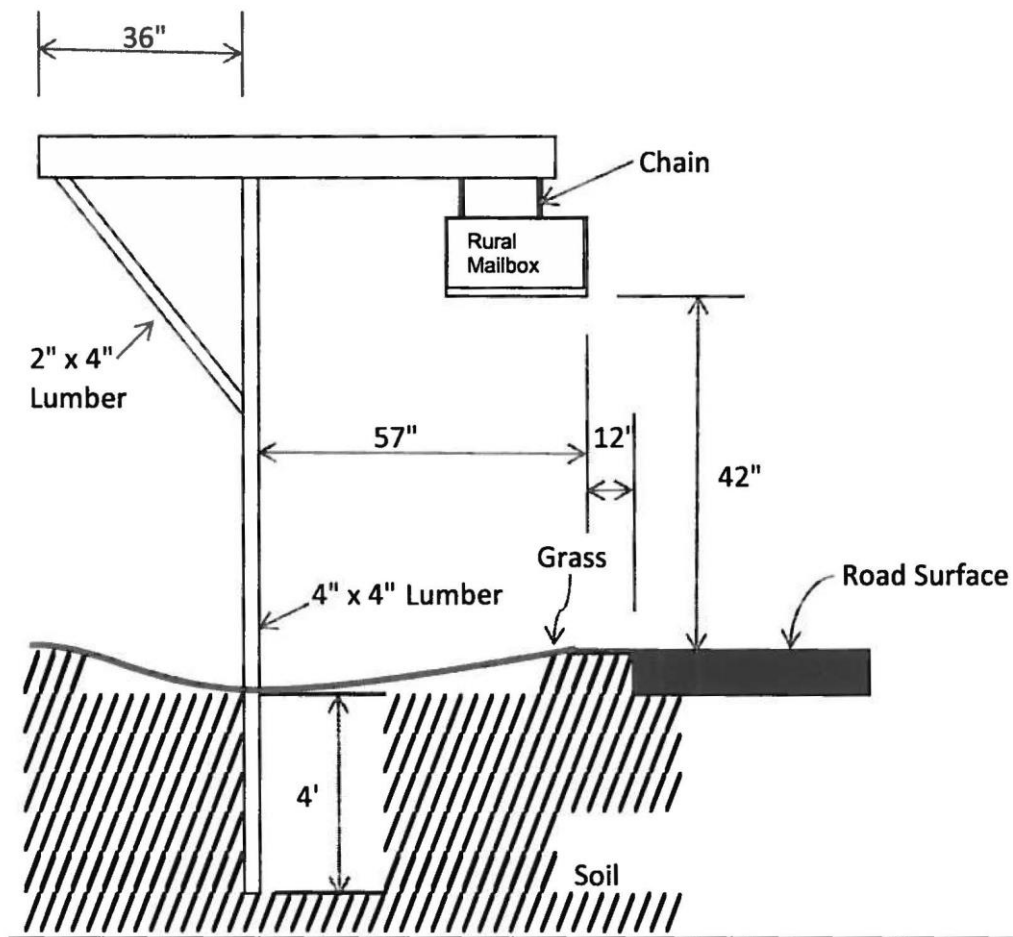
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### Sketch #3



**Note:** - Drawing not to scale  
- Mailbox can be mounted in a similar fashion on a 6" dia. cedar post.  
- 42" height requirement shall be met.