

| Corporate Policies and Procedures                  |                     |                       |  |                           |
|--|---------------------|-----------------------|--|---------------------------|
| <b>DEPARTMENT:</b><br>Public Works and Engineering |                     |                       |  | <b>POLICY #:</b><br>PW-11 |
| <b>POLICY:</b><br>Rural Mailboxes                  |                     |                       |  |                           |
| <b>DATE CREATED:</b><br>January 2009               | <b>REVIEW DATE:</b> | <b>REVISION DATE:</b> | <b>COVERAGE:</b><br>County of Renfrew Right-of-Way | <b>PAGE #:</b><br>1 of 3  |

## POLICY STATEMENT

The County of Renfrew 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 County. The County of Renfrew also acknowledges the need for mailboxes to be constructed and located, so as not to pose an increased safety risk to users of the roadway.

## BACKGROUND

Canada Post is responsible for the delivery of mail to its customers, which in the rural areas typically consists of delivering mail to a rural mailbox, located on the side of the road. Canada Post sets the general standards for the construction and location of the mailbox. The information attached as Appendix I outlines the requirements set out by Canada Post.

The County of Renfrew, as the road authority having jurisdiction over County Roads, may make and enforce policies regarding the placement, construction and maintenance of rural mailboxes placed within the County's Road allowances. Rural mailboxes may not be correctly located or sufficiently strong enough to withstand normal road maintenance operations. Further, improperly constructed and/or located mailboxes may pose an increased safety risk to roadway users.

## PROCEDURES

The following are the requirements for rural mailboxes located on roads under the jurisdiction of the County of Renfrew:

### Mailbox Permits

A permit is not required for the installation of a rural mailbox on roads under the jurisdiction of the County of Renfrew.

### Duties of Mailbox Owners

1. Owners of mailboxes must visually inspect their mailbox before freeze up each year, for rot and compliance to this Policy.
2. Owners of mailboxes constructed with materials stronger than set out in this Policy, will be advised of their liability if damage occurs to snowplow equipment, should the support post be struck by snowplow equipment.

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3. No mailbox or support post shall be so massive as to constitute a hazard to a vehicle leaving the traveled portion of the road and colliding with the mailbox.

No mailbox shall be so intrusive as to obstruct vision around a curve, from a driveway or side road entrance.

### Location of Mailboxes on County Roads

All mailboxes shall be constructed to the following specifications:

1. All mailboxes must have 1.05 metres (42 inches) of clearance from the grade elevation, in accordance with Canada Post regulations and to permit the snowplow wing to safely pass without hitting the mailbox.
2. The mailbox support post is to be installed on the shoulder rounding.
3. If the road is a 2-lane road width, the support post is to be installed 5.0 metres (16 feet, 6 inches) minimum, clear distance from the center of the road.
4. On narrow roads the support post may be required to be set back further from the edge of the shoulder, to permit the snowplow to pass the post without requiring the snowplow truck to cross the centerline of the road to avoid the mailbox.
5. Wooden support posts shall have a top diameter between 10 cm and 15 cm (4 inches and 6 inches). No wooden post less than 10 cm (4 inches) square will be acceptable.
6. Steel support posts shall have a diameter of less than 5 cm (2 inches).
7. It shall be the responsibility of the mailbox owner to ensure that the installation conforms to these requirements.

### Liability for Mailbox Damage

1. All mailboxes located along roads under the jurisdiction of the County of Renfrew are considered to be permissible encroachments and are the sole responsibility of the mailbox owner.
2. All owners of mailboxes constructed of unusual or unique designs will be notified that the mailbox does not comply with this Policy and may be subject to damage by winter snow clearing operations. The County of Renfrew shall not be liable for damage to mailboxes that do not comply with this policy.

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3. The County of Renfrew shall, as a courtesy and without acknowledging any liability whatsoever, replace mailboxes that are damaged as a clear result of a direct impact from a County of Renfrew snowplow or other piece of County owned equipment. Replacement will be completed as soon as conditions permit. A temporary installation may be performed until such time as a permanent installation can be completed.
4. The County of Renfrew will not replace or repair mailboxes damaged by the impact of snow or ice propelled by a plow during the course of winter operations.
5. Replacement of rural mailboxes shall be limited to the installation of a standard basic metal mailbox and wooden post.

[Appendix I - Canada Post Rural Mailbox Guidelines](#)