

**UNITED COUNTIES OF LEEDS AND GRENVILLE  
COUNTY ROADS DEPARTMENT  
POLICY STATEMENT**

**1. SUBJECT: Private Mailboxes on County Roads**

**Background:**

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 but no special legislation exists relating to the regulation of these mailboxes. Since the mailboxes are located on municipal road property, the municipality having jurisdiction over the road may make and enforce regulations regarding their operations.

Rural mailboxes may not be correctly located, may not be sufficiently strong to withstand normal snowplowing operations, or may have deteriorated to the condition where they are not capable of withstanding the weight of snow thrown up by normal snowplowing operations.

During normal winter control operations, private mailboxes may be dislodged or damaged by County Roads Department snowplows.

**2. POLICY:**

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

- a) 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 100 cm (40 inches) above the level of the shoulder to permit the passage of the plow wing below the box.

No mail post shall be located closer than 5.0 metres (16' - 6") to the centre of the road. This set-back is required to allow the snowplow 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.

- b) 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 snowplow during normal operations.

It is hereby acknowledged that many mailboxes now on the market do not conform to this criteria and are not suitable for installation on County Roads unless reinforced or mounted from an overhead arm by means of a suspension device. A sketch showing a recommended method of installation will be provided by the County Roads Department on request.

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

**2. POLICY: (Cont'd)**

- c) 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 wing and the mailbox 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 County 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.
- d) 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 sideroad entrance. No wooden mounting post shall exceed 200 mm (8 inches) in its maximum dimension and no steel or other metal post shall exceed 75 mm (3 inches) in its maximum dimension. This precludes the use of steel "I" beams, railway rails, telephone poles or other such mounting posts.
- e) No novelty installation shall be made on the road for the purpose of erecting a mailbox which, in the opinion of the County Engineer, 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.

**3. 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 observed violation and shall be given fourteen (14) days in which to correct the problem. Thereafter, the County Roads Department shall remove the defective installation without further notice to the Owner if the installation is in violation of Section (a), (d), or (e). 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 snow storm in the area of mailboxes

Approved by the County Road System Committee by resolution dated January 16, 1992.