



# The Corporation of the Town of Tecumseh

## POLICY MANUAL

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<b>POLICY NUMBER:</b> 86	<b>EFFECTIVE DATE:</b> January 27, 2015
<b>SUPERCEDES:</b>	<b>APPROVAL:</b> RCM-23/15
<b>SUBJECT: Rural Mailbox Policy</b>	

### PURPOSE:

- 1.1 The purpose of this policy is:
  - a. To establish guidelines for the installation of rural Mailboxes on rural Highways maintained by the Town.
  - b. To establish criteria regarding Mailbox replacement due to damage from the Town's Winter Control Operations.

### DEFINITIONS:

- 2.1 **Highway:** includes a common, roadway and public highway, street, road, avenue, parkway, lane, driveway, square, place, bridge, viaduct, or trestle designated or intended for, or used by the general public for the passage of Vehicles.
- 2.2 **Mailbox:** means a privately owned mail receiving facility and mail dispatching facility designed for outdoor use in a rural area.
- 2.3 **Roadway:** means the part of the Highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the Shoulder, and where a Highway includes two or more separate Roadways, the term "Roadway" refers to any one Roadway separately and not to all of the Roadways collectively.
- 2.4 **Shoulder:** means that portion of the Highway lying adjacent to the Roadway which is improved with granular or paved surface and is not intended for the passage of vehicular traffic.

2.6 **Town:** refers to The Corporation of the Town of Tecumseh.

2.7 **Winter Control Operations:** as defined in the Winter Control Policy, Policy Number 36/02.

### **SCOPE:**

3.1 This Policy shall apply to Mailboxes located on rural municipal Highways that have been damaged as a result of Winter Control Operations performed by the Town.

### **CONTENT:**

#### 4.1 Mailbox Installation Specifications

- a. All Mailboxes shall meet Canada Post standards and shall be erected as per Canada Post specifications. Refer to attached Schedule A.
- b. The Mailbox posts shall not consist of material stronger than a 0.15 meter (6 inch) diameter wooden post or a 0.05 meter (2 inch) diameter standard wall steel pipe.
- c. Mailbox posts must be located 0.6 meters (2.0 feet) from the edge of the Shoulder. In circumstances where the Mailbox post cannot be located 0.6 metres from the edge of the Shoulder, due to the Roadway configuration, the property owner must consult the Manager, Roads & Fleet. Refer to attached Schedule B.
- d. The Town reserves the right to have a Mailbox relocated if it is considered to obstruct traffic or snow removal operations.

#### 4.2 Mailbox Damage and Replacement

- a. The Town will not be responsible for any damage to Mailboxes caused by snow removal equipment if the Mailbox installation is not consistent with the standards and specifications outlined within this Policy.
  - b. In cases where snow removal equipment damages a Mailbox that has been installed in accordance with the standards and specifications outlined within this Policy, the Town will:
    - i. Repair or replace the damaged mailbox, as weather and manpower permit. The replacement Mailbox, if required, will be a standard metal rural mailbox fastened to a 100 mm wooden post; or
    - ii. Provide the property owner with a cheque in the amount of \$75 based on the cash equivalent of the replacement Mailbox noted above.
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- c. If a Mailbox is repeatedly damaged by the Town's snow removal equipment, the Town will provide an alternate Mailbox installation location to the property owner. Should the property owner fail to relocate the mailbox as recommended, the Town will not be responsible for further damage.
  
  - d. For the purpose of this Policy, damage is described as the plow or truck physically hitting the Mailbox and post. Damage associated with thrown snow from Winter Control Operations will not be repaired. It is the Owner's responsibility to ensure the Mailbox is installed and maintained such that it can withstand the conditions of rural Winter Control Operations.
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## SCHEDULE A

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-83-743/page-4.html?texthighlight=provided+delivery+service+provide+mail+area+12#s-12>.

### Government of Canada Department of Justice

#### Mail Receptacles Regulations (SOR/83-743)

Regulations are current to 2014-10-27 and last amended on 2011-01-17.

**12.** Where mail delivery service is provided in any area and

(a) any householder or the owner of any apartment building or business premises fails to provide for the reception of mail in accordance with these Regulations, or

(b) the mail receiving facility or the means of access to it at any private house, apartment building or business premises in that area becomes unsuitable or unsafe for the reception of mail,

the Corporation shall send a notice to the householder or the owner of and each tenant in the apartment building or business premises stating that if provision is not made for the reception of mail in accordance with these Regulations, mail shall not be delivered to that address but shall be left with the local postmaster to be collected by the addressee thereof.

SOR/86-105, s. 3(F); SOR/2000-199, s. 14(F).

**13.** (1) Subject to subsection (2), where any householder or the owner of any apartment building or business premises does not make provision for the reception of mail in accordance with these Regulations within the period specified in the notice, mail shall not be delivered to that address but shall be left with the local postmaster to be collected by the addressee thereof.

(2) In the circumstances referred to in paragraph 12(b) mail delivery service may be continued to the address to which the notice referred to in that section is sent until the termination of the period specified in the notice for rectification of the unsuitable or unsafe mail receiving facility or means of access to it.

**14.** In the case of an office complex that contains a mail box assembly and a mail room, where items of mail that are too large to be delivered through a mail box in a mail box assembly or the delivery of which requires that the addressee or the recognized representative of an addressee be contacted personally by the post office representative, those items shall be delivered

(a) through a dutch door from the mail room; or

(b) in such other manner as may be authorized by the local postmaster.

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**PART IV  
RURAL MAIL BOXES**

**15.** Mail may be delivered by means of deposit in rural mail boxes and mailable matter may be collected from rural mail boxes where the rural mail box is

- (a) constructed in accordance with the specifications set out in Schedule VI;
- (b) placed outdoors at a location on a rural mail route approved by the local postmaster; and
- (c) located, erected and identified as required by section 16.

**16.** A rural mail box shall be

- (a) located along the right hand side of the road according to the courier's line of travel in a position where the courier can reach and service it from his vehicle without impeding pedestrian or vehicular traffic;
  - (b) erected so that
    - o (i) the box is securely attached to a fixed post or cantilever arm,
    - o (ii) the bottom of the box is approximately 100 cm above the roadway,
    - o (iii) the box does not obstruct or obscure other boxes located nearby, and
    - o (iv) the box allows the ready delivery or collection of mail; and
  - (c) identified by having the following information printed in permanent lettering not less than 2.5 cm high on the side of the box or on a plate securely attached to the box and placed so as to be visible to the courier as they approach the box while driving on the right-hand side of the road according to their line of travel:
    - o (i) if civic addressing has been implemented in the municipality and the relevant post office, the civic address or the civic address and the boxholder's name, and
    - o (ii) if civic addressing has not been implemented in the municipality, the boxholder's name or a specific Canada Post designator in lieu of the boxholder's name, as arranged with the local postmaster.
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**SCHEDULE VI**  
*(s. 15)*  
**SPECIFICATIONS FOR RURAL MAIL BOXES**

**DESIGN**

**1.** Every rural mail box shall be designed in such a manner that the name plate or the space reserved for the name of the boxholder is not obscured by the signal device.

**MATERIALS**

- 2.** The material used for a rural mail box shall
- (a) be sufficiently sturdy to bear the weight of the box and contents without distortion; and
  - (b) be sufficiently weatherproof to enable it to withstand the climate in which it is used.

**BOX DIMENSIONS**

- 3.** The minimum interior dimensions of a rural mail box shall be
- (a) 45 cm in length by 17.5 cm in width by 17.5 cm in height, in the case of a rectangular box; and
  - (b) 45 cm in length by 25 cm in diameter, in the case of a cylindrical box.

**BOX OPENING**

- 4.** Every rural mail box shall be equipped with a door that
- (a) is located in the front of the box;
  - (b) cannot be secured with a lock;
  - (c) has a minimum effective opening of
    - (i) 17.5 cm in width and 17.5 cm in height, if the opening is rectangular, or
    - (ii) 25 cm in diameter, if the opening is round;
  - (d) is capable of remaining in the open position while mail is being deposited or withdrawn and shall be a tight fit and self-sealing when closed;
  - (e) has a handle, lip, flange or other similar aid for opening it; and
  - (f) is constructed of a material sturdy enough to withstand normal every day handling.

**SIGNAL DEVICE**

- **5.** (1) Every rural mail box shall be equipped with a signal device that may be rendered visible above the box and that, when it is so visible, will indicate from a distance, either to the courier or the householder, that mail has been delivered or deposited in the box for pickup.

- (2) The signal device referred to in subsection (1) shall be
  - (a) located on the right hand side when facing the box from the front; and
  - (b) affixed so that it does not impede vehicular or pedestrian traffic.
- (3) The actuating mechanism of the signal device shall not in any way interfere with the interior of the box.

#### MOUNTING

**6.** The mounting hardware for a rural mail box shall be such as to be flush with the bottom of the interior of the box.

SOR/98-558, s. 7(F);  
SOR/2000-199, s. 15(F).

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### SCHEDULE B

