



POLICY & PROCEDURE MANUAL

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| SECTION | Public Works | EFFECTIVE DATE | January 22, 2019 |
| SUB-SECTION | Roads | REVISION DATE | |
| SUBJECT | Resident-owned Mailboxes | | |
| APPROVAL | Town of Grand Valley Resolution # 2019-01-35 | | |

PURPOSE

To provide transparency to Grand Valley residents on requirements for resident-owned mailboxes placed in the Right of Way (ROW).

This policy has no jurisdiction over the positioning of Canada Post Community Mailboxes.

POLICY

Location of Mailboxes

The mailbox and post must be located so that no part of the box or mounting protrudes towards the roadway beyond the shoulder rounding. The bottom of the box must be between 107 cm to 114 cm above the roadway.

Design

Design regulations are necessary to reduce the hazard created by mailboxes and mountings of certain design. The decision as to the acceptability of design is at the discretion of the Public Works Superintendent. Canada Post guidelines and requirements are also to be followed.

Posts should be wooden posts that have a maximum diameter of 15 cm and maximum height of between 107 cm and 114 cm from the ground.

Any designs that vary from a simple post and box configuration will only be permitted if they do not constitute a traffic or snow removal hazard. It is recommended that residents inspect their wooden posts annually to ensure that there is no rot within the wood.

Liability

Due to the large amount of snowfall experienced throughout Grand Valley, mailboxes may get damaged or pushed from their mounting positions during the snow plow season.

Policy – Resident-owned Mailboxes

The Town will only repair or replace mailboxes and mountings if, in the opinion of the Public Works Superintendent, damage resulted from an act of carelessness on the part of the Town. An example of carelessness would be the striking of the box or post by a Town plow when the box was clearly visible.

The mailbox or post will not be replaced if damage is caused when the plow operator cannot see the mailbox due to snow accumulation not being cleared at least one car length on both sides and in front of the mailbox.

The replacement cost provided by the Town will be limited to the cost of a standard box and/or post.

If it is determined that snow from the wing of the plow damaged a mailbox, it is not the Town's responsibility and the Town will not replace it. Residents should ensure that their mailbox is securely fastened and in a good state of repair.

Enforcement

The Town will notify owners of mailboxes that are not in compliance with this policy. The owner will have three months from time of written notification to rectify the situation at their own expense.

The Town has the option at the end of the three-month period of either removing the offending mailbox or taking the necessary legal steps to have it removed.

EVALUATION

The Policy will be reviewed from time to time, as deemed necessary.