

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 66-2022
FOR THE YEAR 2022**

***BEING A BY-LAW TO ADOPT A MAILBOX REPLACEMENT POLICY
FOR THE TOWNSHIP OF SOUTH GLENGARRY.***

WHEREAS, the *Municipal Act, 2001*, c.25 S 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act 2001*, c. 25 S. 5(3) provides that the powers of every council are to be exercised by by-law;

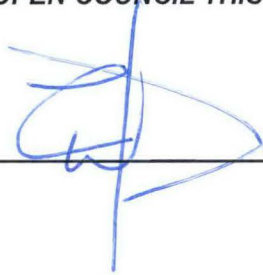
AND WHEREAS the Council of the Township of South Glengarry wishes to adopt a Mailbox Replacement Policy;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY ENACTS AS FOLLOWS:**

1. **THAT** Policy 06-2022, being a Mailbox Replacement Policy, attached hereto as schedule "A" and forming part of this by-law be adopted.
2. **THAT** this by-law shall come into force and take effect on the date of its final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 3RD DAY OF OCTOBER 2022.***

MAYOR:



CLERK:



South Glengarry		<div><div>SOUTH GLENGARRY</div><div>Ontario's Celtic Heartland</div></div>		POLICY	
Policy Number:	06-2022		Review Frequency:	Every Five Years	
Approved By:	Council of the Township of South Glengarry	Date Approved:	October 3, 2022		
		Revision Date:	-		
Subject:	Mailbox Replacement Policy				

1. Purpose of this Policy

1.1. This policy is intended to establish appropriate and consistent action when private mailboxes located within the Township of South Glengarry road allowances are damaged or impacted by vehicles undertaking maintenance activities on behalf of the Township. Maintenance activities may include, but are not limited to snow plowing, grading or ditching work.

2. Damage to Mailbox Units as a Result of Snowplowing and other Maintenance

2.1. Mailboxes and posts can be affected by the operation of a snowplow in two ways.

2.1.1. Mailboxes which are not ruggedly constructed, aged, or are not securely affixed to their post or cantilever arm may be damaged or dislodged by the direct weight and force of snow thrown from the plow. The Township bears no liability for such damage or impact and is only responsible to advise the mailbox owner of this policy's limitation should an inquiry be made.

2.1.2. If however the damage should, in the sole discretion of the Township Infrastructure Services Department (General Manager or Roads Manager), result from the snow plow wing or any other part of the snow plow vehicle coming into direct contact with the mailbox, the mailbox shall be repaired and/or replaced with a new metal mailbox which meets the standard as established by Canada Post and supported by a wooden post. It shall also be at the Townships sole discretion as to whether the damage can be repaired or replacement with new materials is warranted. Damage to a mailbox resulting from contact with a vehicle undertaking maintenance activities other than snowplowing shall be repaired or replaced in the same manner as described above.

3. Location of Mailbox

3.1. Mailboxes must be located within the Township road allowance to facilitate efficient service by Canada Post mail delivery contractor. Contractors are required to reach and service the mailbox without leaving their vehicle or being an impediment to other traffic. Of necessity, this requirement places all mailboxes near the area which must be cleared by the snowplows. Accordingly, the mailbox post should be located at the rounding of the shoulder area so that the opening of the mailbox is at the outside edge of the shoulder or, in a curbed area, the opening to the mailbox is to be located at the back edge of the curb.

3.2. The Canada Post Rural Mailbox Guidelines provide specifications for the placement of rural mailboxes. In addition to Canada Post's requirements, the following dimensions shall be adhered to for the installation of all rural mailboxes on Township roads:

- Bottom of the mailbox shall be 1.07-1.14 m (42" - 45") above the roadway

- Mailbox post shall be a minimum of 5.0 m (16'-6") from the centerline of the road
- Post material shall be a maximum 100 x 100mm (4"x4") square or 100mm diameter wooden post or other material as deemed suitable by the Township

3.3. Any improperly installed mailbox which physically struck by a plow or other maintenance vehicle as described above will not be replaced by the Township.

4. Replacement Mailbox Materials

- 4.1. The Township does not stipulate the type of materials or method of construction of rural mailboxes which are installed by the resident. Any mailbox unit damaged by contact with a snowplow which is repairable will be repaired in a manner which is consistent with the type of materials or method of construction. Once repaired, the mailbox will be considered 'like-new' and treated in accordance with this policy.
- 4.2. Where replacement of a mailbox is warranted, it shall be replaced with a new regulation metal mailbox and post. Installation shall be in accordance with the Canada Post height requirements as described in "LOCATION" above. If the mailbox identified the resident's name or the civic address number, then self-adhering letters or numbers shall be provided to the resident for affixing to the new mailbox. The Township will provide no compensation whatsoever if the resident wishes to install a different style of mailbox.
- 4.3. All repairs and replacements will be completed at the earliest possible time considering road maintenance operations, inclement weather, and ground frost.