



Policy #59

Policy Title: Mailbox Policy

Approved by Council on: October 22, 2014

1. Purpose

The Township of Southgate Mailbox Policy #59 is to provide transparency to Southgate residents on requirements for mailboxes placed in the Right of Way (ROW).

2. 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 107 cm to 114 cm above the roadway.

3. 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 Department. Canada Post guidelines requirements are to be followed.

Posts should be the standard wooden posts that have a maximum of 15 cm in diameter and be between 107 cm and 114 cm from the ground. A 5 cm diameter hollow steel pipe may also be used as a post. Any designs that vary from a simple post and box configuration will only be permitted if they do not constitute a traffic hazard. It is recommended that residents inspect the wooden posts annually to ensure that there isn't any rot within the wood.

4. Liability

Due to the large amount of snowfall experienced throughout Southgate, mailboxes frequently are damaged or pushed from their mounting positions.

The Township will only repair or replace mailboxes and mountings, if in the opinion of Southgate Public Works Manager, damage resulted from an act of carelessness on the part of the Township. The mailbox or post will not be replaced if damage is caused from snow blocking the area and not being cleared at least one car length on both sides and in front of the mailbox. The replacement cost will be limited to the cost of a standard box and/or post. An example of carelessness would be the striking of the box or post by a Township plow when the box was clearly visible.

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

5. Enforcement

The Township will notify owners of mailboxes which are not in compliance with this policy. The owner will have three months from time of notification, either verbally or in writing, to rectify the situation at his or her expense.

The Township 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.