

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 99-2024

BEING a By-Law to adopt Policy Number PW 001-2024, the Mailbox Policy, for the Township of North Stormont.

WHEARAS 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 *Municipal Act, 2001*, c. 25 s. 224 provides that the township and a local board shall adopt policies with respect to certain matters;

AND WHEREAS the Council of the Corporation of the Township of North Stormont is desirous of establishing appropriate and consistent action for damaged private mailboxes.

NOW THEREFORE, the Council of the Corporation of the Township of North Stormont enacts as follows:

1. That the attached Mailbox Policy attached hereto as Schedule "A" forming part of this By-law be approved.
2. That this By-law shall come into full force and effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 17th day of December 2024.



François Landry, Mayor



Craig Calder, CAO/Clerk



POLICY MANUAL	Policy No. PW 001-2024
Township of North Stormont	Effective: December 17 2024
Subject: Mailbox Policy	Department: Public Works

1. Purpose

This policy is intended to establish appropriate and consistent action when private mailboxes located within the Township of North Stormont road allowances are damaged or impacted by vehicles undertaking winter maintenance activities on behalf of the Township. These guidelines will ensure clear communication and fair resolution for affected residents.

2. Scope

This policy outlines guidelines for mailbox installation to avoid interference with snow removal, the process for residents to report damage, and the municipality's responsibilities in addressing complaints.

3. Policy Statement

The municipality aims to minimize mailbox damage during snow removal operations, though some damage may occur due the nature of these activities. Mailboxes and posts can be affected by the operation of snowplows in two ways:

- 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.
- If, in the sole discretion of the Public Works Department, damage is caused by direct contact between the snowplow wing or any other part of the snowplow and the mailbox, the mailbox shall be repaired and/or replaced.

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4. Responsibilities

Municipal Employees are responsible for conducting snow removal in a manner that minimizes damage to mailboxes, while ensuring public safety and effective snow clearance.

Residents are responsible for ensuring that mailboxes are properly installed in accordance with the Municipal guidelines outlined in this Policy, and for maintaining their mailboxes and supports. Any damage incurred to mailboxes during snow removal operations must be reported to the Township in a timely manner.

5. Mailbox Installation Guidelines

- Mailboxes should be installed a minimum of 60 inches from the edge of the driving surface
- Mailbox height should be 42-48 inches from the ground to the bottom of the mailbox.
- Post material shall be a maximum 100 x 100mm (4x4") square or 100mm diameter wooden post or other material as deemed suitable by the Township
- Mailboxes should be securely mounted to withstand normal winter conditions
- Residents are responsible for maintaining the driving surface in front of the mailbox used for mail delivery
- Mailboxes and support posts should be maintained and kept in good condition

6. Reporting Damage

Residents must report mailbox damage to the Township within 48 hours of the snow event by contacting the municipal office via phone or email. Details should include:

- Civic address
- Nature of the damage
- Any relevant photos

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7. Investigation and Resolution

Upon receiving a damage report, the municipality will investigate the claim to determine the cause of the damage. If the investigation confirms that the damage resulted from direct contact with any part of the snowplow, it is the Township's sole discretion as to whether the damage can be repaired or replacement with new materials is warranted.

- Any mailbox 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.
- Where replacement of a mailbox is warranted, it shall be replaced with a new regulation metal mailbox and wooden post. Installation shall be in accordance with Canada Post height requirements and the installation guidelines noted above.

8. Limitations

The municipality is not liable for:

- Mailbox damage due to conditions beyond control (e.g., ice buildup, heavy snow).
- Mailboxes that do not conform to installation guidelines.
- Any incidental damages that occur outside of snow removal operations.

The Township will provide no compensation whatsoever if the resident wishes to install a different style of mailbox as referred to in Section 7.

9. Appeals Process

Residents may appeal the municipality's decision regarding mailbox damage by submitting a written request to the municipal office within 14 days of the initial decision. Appeals will be reviewed by the CAO.

10. Review and Revisions

This policy will be reviewed annually and revised as needed based on feedback from residents and municipal staff.