

## **Schedule A**

Corporation of the Municipality of Grey Highlands  
By-law No. 2019-020

# **Municipality of Grey Highlands Policy**

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**Policy Name: Mailbox and Waste/Recycling Container Policy**

**Policy Number: A09-T-17**

**Department: Transportation & Environmental Services**

**Authority: Director of Transportation & Environmental Services Dept.**

**Effective Date: 2019-03-06**

**Last Modified: [Click here to enter a date.](#)**

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## **1 Purpose**

This policy is intended to establish standards for the installation and maintenance of private mailboxes and waste/recycling containers that are appropriate and consistent with the Canada Post Mailbox Receptacle Regulations SOR/83/743, and the Municipality of Grey Highlands' Mailbox and Waste/Recycling Container Policy and located within the municipal road allowance. The Mailbox and Waste/Recycling Container Policy provides guidelines with regard to actions taken by the Municipality when private mailboxes or waste/recycling containers located within the municipal road allowance are damaged or impacted by vehicles undertaking summer and winter maintenance activities, such as grading, ditching and snow plowing.

## **2 Scope**

**2.1** This Policy applies to all of the Municipality of Grey Highlands.

## **3 Policy**

### **3.1 Location**

Mailboxes and waste/recycling containers must be located within the Municipal road allowance to facilitate efficient mail delivery services and household waste/recycling collection. Of necessity, this requirement places all mailboxes and waste/recycling containers in close proximity to the area which must be cleared by the snow plow.

Canada Post Rural Guidelines stipulate that all mailboxes are to be installed on the right hand side of the road in order to facilitate mail delivery. The

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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. In a curb situation; the opening to the mailbox is to be located at the back edge of the curb. Waste/recycling containers shall not impede any sidewalk or pathway. The waste/recycling containers should be as close as possible to the driveway but far enough from the shoulder of the road so that they do not impede mail delivery, regular road maintenance or create a traffic hazard. At a minimum, snow must be cleared by the owner 3m on each side of the mailbox or waste/recycling container area.

As per the Waste Collection and Mandatory Recycling By-Law No. 2019-003, section 8.6, waste that is stored in a garbage box at the end of a laneway or community or an unmaintained road; a flag system is required to notify the collection contractors if there are materials to be picked up. Dual or two pivot arms that can be swung up and down must be installed on the side of the box when collection is needed. The arms should be at least two inches with one arm painted red for household waste and the other green for recycling collection. Containers placed on or behind a snow bank cannot be collected for safety reasons.

### **3.2 Mailbox Design**

Design regulations are necessary to reduce the hazard created by mailboxes and mountings of certain design. The decision as to acceptability of design is at the discretion of the Transportation and Environmental Services Department.

Canada Post Rural Mailbox Guidelines are to be followed. The mailbox should be strong enough to hold the weight of letters and parcels and that it is waterproof. All rectangular mailboxes must have an opening of at least 17.5 cm in width and height, and an interior of at least 45 cm in length. A cylindrical mailbox must have an opening of at least 25 cm in diameter and an interior of at least 45 cm.

The post shall not be attached to wheel rims, barrels, etc. Wooden support posts shall have a top diameter of 15 cm. No wooden post less than 4 inches in diameter will be acceptable. Steel support posts shall have a diameter of not less than 2 inches.

The bottom of the box should be 107-114 cm above the ground. Residents should ensure that their mailbox is securely fastened and in a good state of repair.

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#### **3.3 Waste/recycling container**

Waste/recycling containers shall be permitted for end of laneway use, to be placed within 2 meters (7 feet) from traveled portion of the roadway, provided same is no more than 102 cm (40 inches) high at the front of the box. If the box has a hinged lid the lid shall be of a weight and so constructed that the collector can easily open the lid for removal of the waste.

#### **3.4 Restrictions**

No novelty installations shall be permitted for the purpose of erecting a mailbox.

Industrial waste boxes shall be permitted.

Parcel delivery boxes shall not be placed within the municipal right-of-way.

#### **3.5 Liability**

Because of the large amount of snowfall experienced throughout the Municipality of Grey Highlands, mailboxes and waste/recycling containers are sometimes damaged or pushed from their mounting positions. The Municipality of Grey Highlands will only repair or replace mailboxes and garbage/waste containers, if in the opinion of the Director of Transportation and Environmental Services, damage resulted from an act of carelessness on the part of the Municipality. If a mailbox or waste/recycling container is physically struck (direct hit) by snow removal equipment, the municipality will repair the existing mailbox or replace it with a standard rural mailbox provided the mailbox was installed according to the Canada Post Rural Mailbox Guidelines. Waste/recycling container damage will be assessed on a case by case basis and will be repaired or replaced upon recommendation by the Director of Transportation and Environmental Services.

Damage to a mailbox or container resulting from contact with a Municipal vehicle undertaking maintenance activities other than snowplowing shall be considered in the same manner as described above.

Mailboxes and waste/recycling containers which are not ruggedly constructed may be damaged or dislodged by the direct weight and force of snow thrown from the plow. The Municipality bears no liability for such damage or impact and is only responsible to advise the property owner of

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this policy's limitation should an inquiry be made. The mailbox, post or waste/recycling container will not be replaced if damage is caused from anything other than contact by the plow itself. The replacement cost will be limited to the cost of a standard metal box, wooden post or wooden waste/recycling container. An example of carelessness would be the striking of the box, post or waste/recycling container by the municipal plow when it was clearly visible. The municipality will not be responsible for replacement of plastic mailboxes.

#### **3.6 Enforcement**

The Municipality will notify owners of mailboxes that are not in compliance with this policy. The owner will have three months from the time of notification to rectify the situation at his or her expense.

The Municipality 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.

## **4 Definitions**

### **4.1 Mailbox**

A private box into which mail is delivered at or opposite to the entrance to a person's property.

### **4.2 Novelty installations**

Include posts and/or mailboxes suspended, erected or constructed of stone, chain link, tire rims or cement.

### **4.3 Waste/recycling container**

A container sometimes referred to as a "Garbage Box" that is usually made of metal, plastic or wood used for the temporary storing of waste and recyclable matter.

## **5 References and Related Documents**

### **5.1 Canada Post Mailbox Container Regulations SOR/83/743**