

**Corporation of the Township of Howick
Rural Mailbox Policy**

This policy shall apply on roadways maintained by the Corporation of the Township of Howick.

Roadways under County or Ontario Ministry of Transportation jurisdiction may have different policies in place.

Installation

1. All mailboxes shall be installed by the owners in a manner as indicated on the attached sketch.
2. Mailbox posts shall not consist of material stronger than a 150 mm (6") diameter cedar post or a 50 mm (2") diameter standard steel pipe.
3. The post shall be set a minimum of 4.9 m (16') from the centerline of the roadway and be at least .6 m (24") outside the travelled portion of a gravel road or .6 m (24") outside the edge of pavement on a paved road.
4. Posts shall not be attached to wheel rims, barrels, etc.
5. The bottom of the box shall be a minimum of 1.2 m (48") above the ground elevation.
6. Provide a level gravel area to allow the Canada Post delivery agent access to the mailbox.

Maintenance

1. The owner of the mailbox is responsible for maintaining the gravel area near the mailbox.
2. The owner of the mailbox is responsible for clearing snow near the mailbox.

Damage Caused by Snow Plows

1. If a mailbox 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 this Rural Mailbox Policy.
2. The municipality will not repair or replace mailboxes damaged by flying snow that was discharged from snowplows.

Other Considerations

- Decorative mailboxes and/or posts should be removed during the winter months (November 1st – April 15th) and replaced with a standard mailbox meeting the installation policy.
- If there are two or more mailboxes in close proximity to each other, consider clustering those mailboxes.
- When reconstructing a road, the Township of Howick will remove all mailboxes and re-install them according to this policy.

