



Title:	Mailbox Encroachment Policy		
Policy Group:	Your Infrastructure and Services	Policy Administrator:	Operations
Resolution No.	CW-184-2022	Policy Number:	OPS-03
Approval Date:	2022-07-14	Revision Date:	2026-07-14

1. Policy Statement

- a) The Municipality and the public mutually acknowledge that all mailboxes on municipally-owned road allowances are encroachments and the encroachments are tolerated based on the requirements of Canada Post and the terms of this policy.

2. Purpose

The purpose of the policy is to govern the installation of mailboxes on municipally-owned road allowances.

3. Scope

- a) This policy applies to the placement of mailboxes on municipally-owned road allowances.

4. Legislative Authority

- a) N/A

5. Definitions

- a) **Municipality** means The Corporation of the County of Prince Edward;
- b) **Mailbox** means is an assembly of a post and box, the requirements for each being established by this policy.

6. General

- a) The Municipality reserves the right to request a relocation any mailbox assembly within the frontage of the property which it is owned by should it

- conflict with the access for a new public roadway, private lane (right of way) or private entrance. The property owner shall be responsible for relocating their mailbox to an appropriate location as approved by the Municipality (to not conflict with access points) and Canada Post.
- b) The Municipality reserves the right to request removal of any mailbox assembly if:
 - i. the post is not made of a breakaway type of material such as a wood post no greater than 6-inch square or in diameter, or a hollow metal post of no greater than 2 inches in diameter; or
 - ii. the box is not metal, plastic or wood, or if the size and construction are larger or heavier than a standard, commercially available 18-inch long metal box.
 - c) Any other material or size for post or box may require inspection, approval, or removal by the Director of Operations or their designate, and the Municipality takes no responsibility for replacement or compensation for other materials or arrangement, regardless of whether it was inspected and/or approved.
 - d) If a mailbox is struck and damaged as a result of road operations and/or maintenance and, in the judgment of the Director of Operations or their designate, was in good condition/repair prior to the incident and in compliance with this policy, the Municipality will replace the damaged unit and install same, unless otherwise agreed to with the property owner.
 - e) The replaced unit will be a wood post of size no greater than nominal 6-inch square or in diameter, and 8 feet in length, and a standard metal box, and only part or parts of the assembly which are damaged will be replaced unless otherwise approved by the Director of Operations or their designate.
 - f) The Municipality does not replace units that are damaged by pushed slush or snow.
 - g) The height of the unit should be based on Canada Post guidelines.
 - h) The location of the mailbox shall be based on the following:
 - i. Any part of the mailbox structure shall not be closer than the outer edge of the shoulder or 4.0 meters from the centerline of the travelled road, whichever is greater, for rural roads
 - ii. Any part of the mailbox structure shall be beyond the back of curb where barrier curbs delineate the traveled road.

- i) If, in the event a road is reconstructed resulting in a change in elevation which renders an existing mailbox out of compliance with Canada Post guidelines or this policy, it will be the responsibility of the property owner to make necessary horizontal or vertical adjustments to the mailbox.
- j) If the unit is installed contrary to this policy the Municipality accepts no responsibility for damage no matter how it is caused.

7. Responsibility and Implementation

- a) Approval and any changes to this Policy is the responsibility of Council.
- b) The Director of Operations or designate shall be responsible for the application of the policy.

8. Documentation and Forms

- a) N/A