

THE CORPORATION OF THE TOWNSHIP OF RAMARA

BYLAW NO. 2005.68

**BEING A BYLAW TO REGULATE THE PLACEMENT
OF RURAL MAIL BOXES ON TOWNSHIP ROADS**

WHEREAS the Municipal Act S.O. 2001, Chapter 25, Section 27, Subsection 1, confers on Municipalities the authority to pass bylaws in respect of a highway it has jurisdiction over;

AND WHEREAS it is deemed expedient to regulate the placement of Mail Boxes upon any public highway which forms part of the Township of Ramara roads system;

NOW THEREFORE be it resolved that the Council of the Corporation of the Township of Ramara hereby enacts the following:

Section 1 – NEW INSTALLATIONS

- 1.1 All persons requiring a rural mail box shall obtain a Mail Box Location Permit from the Township if the mail box is to be located on a public highway under the jurisdiction of the Township.
- 1.2 All persons requiring a Mail Box Location Permit shall obtain the permit from the Manager of Municipal Works or his designate in a form as set out in Schedule “A” together with the conditions of the permit as set out in Schedule “B” prior to erecting the subject mail box.
- 1.3 The location of the rural mail box shall be on the side of the public highway as determined by the Manager of Municipal Works.
- 1.4 The standards for the rural mail box shall be the Postal Standards for Rural Mail Boxes as presented by Canada Post and the Conditions for Rural Mail Box Placement as set out in Schedule “B” to this Bylaw.
- 1.5 The fees for a Mail Box Location Permit shall be as set out in the Township’s Fees and Charges Bylaw.

Section 2 – MAINTENANCE OF EXISTING MAIL BOXES

- 2.1 All rural mail boxes located on public highways under the jurisdiction of the Township shall be maintained by the mail box owner at the owner’s expense to the standards as set out in paragraphs 2, 3 and 4 of Schedule “B” to this bylaw.

- 2.2 Damage to rural mail boxes by Township forces will be repaired if, in the opinion of the Manager of Municipal Works or his designate, the damage resulted from an act of carelessness on the part of the Township provided the rural mail box had been maintained as required by this bylaw.
- 2.3 Repair of the rural mail box shall be limited to the cost of a standard mail box, cantilever arm and wooden post.

Section 3 – RELOCATION OF EXISTING MAIL BOXES

- 3.1 The Township may by resolution of Council move any rural mail box that existed prior to the passing of this bylaw to a location on the public highway as determined by the Manager of Municipal Works.
- 3.2 The Manager of Municipal Works shall in his/her determination consider the safety of the owner of the mail box and the operations of the Municipal Works fleet in maintaining the public highway.
- 3.3 The Township shall cover the cost of relocating the mail box and shall from time to time budget monies in the annual spending estimates for such work at an amount and level of service that Council deems necessary.
- 3.4 The relocated rural mail box shall conform to the minimum standard as described in this bylaw.

Section 4 – ENFORCEMENT

- 4.1 No person shall erect a rural mail box without obtaining a Mail Box Location Permit as required by this bylaw.
- 4.2 No person shall leave a rural mail box cantilever arm and post owned by that person in a state of disrepair and shall maintain the box, arm and post as required by this bylaw.
- 4.3 Every person who contravenes the provisions of this bylaw is guilty of an offense and upon conviction is liable to a fine or penalty as provided by the Provincial Offences Act.
- 4.4 This bylaw shall be enforced by the Township Bylaw Enforcement Officer.


Section 5 – SCHEDULES TO BYLAW

- 5.1 Schedules "A" - Application for Rural Mail Box Location Permit, Schedule "B" – Conditions of Rural Mail Box Placement and Schedule "C" – Offences and Set Fines attached hereto shall be and does form part of this bylaw.

Section 6 – ENACTMENT

- 6.1 This bylaw shall come into force and take effect on the date of passage except that Schedule "C", Short Form Wording and Set Fines shall come into force and take effect on the date the Schedule is approved by the Chief Justice of Ontario.

BYLAW READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 25TH DAY OF JULY, 2005.


WILLIAM DUFFY, MAYOR


RICHARD P. BATES, CLERK

SCHEDULE "A" TO BYLAW 2005.68

TOWNSHIP OF RAMARA

APPLICATION FOR RURAL MAIL BOX LOCATION PERMIT

TO BE FILLED OUT BY APPLICANT/OWNER

Name: _____ Roll # _____

Municipal Address: _____

Concession: _____ Lot: _____ Plan: _____ Lot: _____

NOTE: THE PROPERTY OWNER MUST MARK THE PROPOSED BOX LOCATION CLEARLY WITH A STAKE FOR INSPECTION PURPOSES

THE PROPERTY OWNER AGREES TO COMPLY WITH THE REQUIREMENTS OF THE MUNICIPALITY WITH REGARDS TO THE CONDITIONS OF MAIL BOX PLACEMENT.

It is understood that all works will be constructed, altered, maintained, or operated at the expense of the undersigned. The issuance of a Permit by the Township does not relieve the holder of the responsibility of complying with relevant municipal bylaws. In consideration of any permit issued in respect of this application, we, the applicant/owner for ourselves, our heirs, executors, administrators, successors and assigns, hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless, the Township of Ramara as represented by the Manager of Municipal Works or his designate, from and against all loss, cost, changes, damages, whatsoever to which may be put or which the Township may suffer or sustain or for which the Township may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.

Dated: _____

Signature of Property Owner

Date of Issue: _____

Manager of Municipal Works

SCHEDULE "B" TO BYLAW 2005.68

CONDITIONS OF RURAL MAIL BOX PLACEMENT

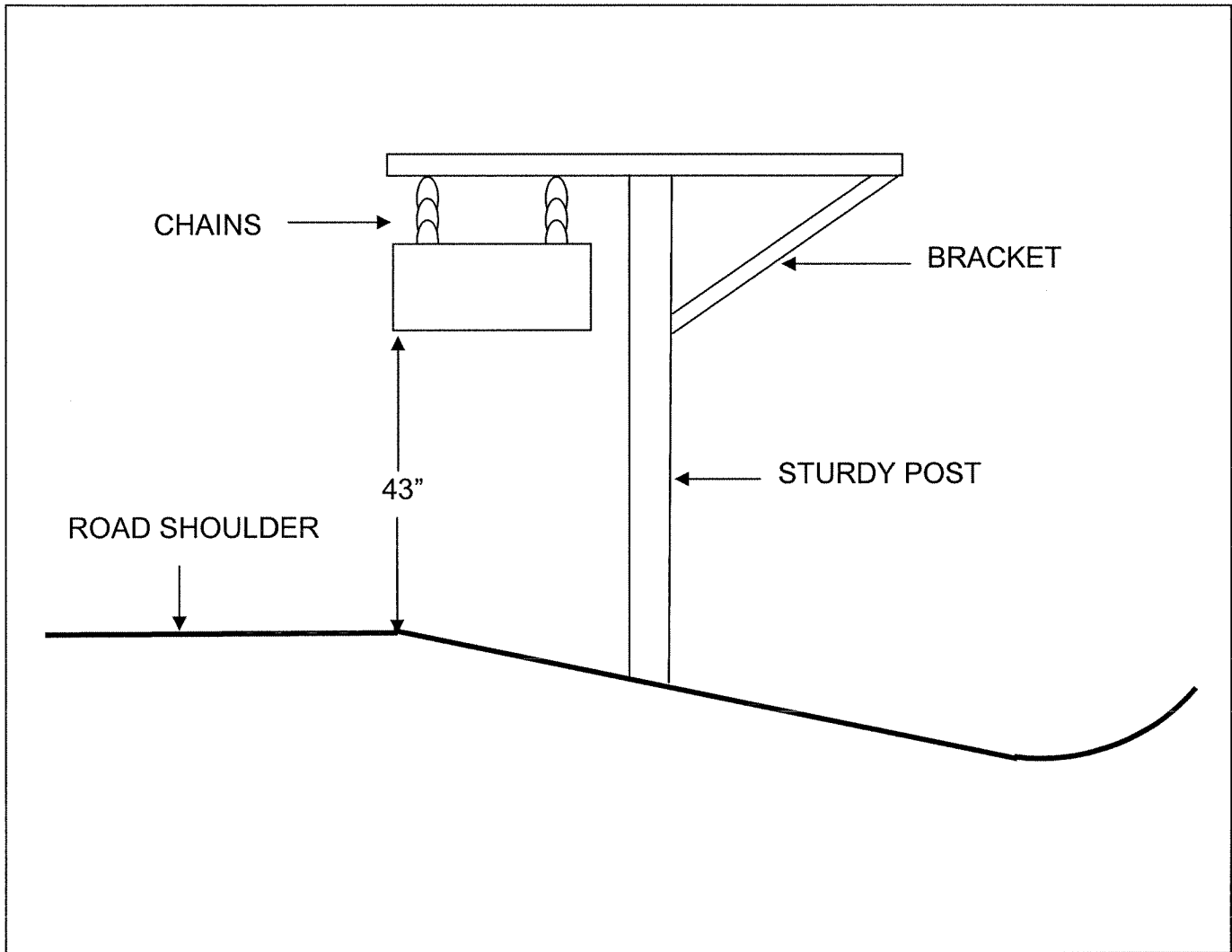
- 1 The said rural mail box shall be located on the same side of the road as existing rural mail boxes, in a position where the courier can reach and service it from his/her vehicle without having an impediment to pedestrian or vehicular traffic, and at a location site that the Manager of Municipal Works or his designate may require.
- 2 The said rural mail box shall be erected, placed, repaired and maintained so that:
 - (a) The box is securely attached to a fixed post or cantilever arm or equivalent so that the mail box does not protrude closer to the road than the rounding of the shoulder, and;
 - (b) The bottom of the box is at least 1.1 metres (3.5 feet) above the roadway, and;
 - (c) The posts (standard wooden post with a maximum 150 mm. diameter or a 50 mm. diameter hollow steel pipe or equivalent) are to be erected, placed, repaired and maintained so that the mail box itself is sitting at the prescribed height, and such posts shall be erected at the rounding of the shoulder area so that the opening to the mail box is at the outside edge of the shoulder, and;
 - (d) The mail box does not obstruct, or obscure other mail boxes nearby, or be an impediment, in itself or in its mountings, to affecting ready delivery or collection of mail or the continued maintenance of Township Roads.
 - (e) A location Sketch is shown as Exhibit "A".
 - (f) Any designs that vary from a simple post and box configuration will only be permitted if they do not constitute a hazard and have been approved by the Manager of Municipal Works. Under no circumstance will masonry structures be permitted.
- 3 The box holder or owner is responsible to keep the mail box level and clear of snow and other obstructions at all times.
- 4 The box holder/owner is responsible for all maintenance and repair, and all mail boxes and supports must be kept in good repair and properly erected at all times so as to help minimize the possibility of becoming a traffic hazard by the nature of its design and construction.

- 5 The Township employee(s), contractor(s), agent(s), owned equipment, rented equipment, leased equipment shall not be responsible for the replacement, maintenance, repair or otherwise to the said mail box and supports as a result of snow removal, maintenance or construction operations by the owner.
- 6 A rural mail box placed, or caused to be placed on a Township Road Allowance is deemed to be a privilege and not a right.
- 7 This Permit, issued by the Township of Ramara under the provisions of Bylaw No. 2005.68 does not relieve the holder of that permit of the responsibility of procuring the permits or licenses required by other authorities under other Acts, Regulations, etc. If during the life of the Permit any Bylaw or Regulations are adopted which affect the privileges herein granted, the said Bylaws or Regulations shall be applicable to this permit from the date on which they came into force.
- 8 This Permit may be cancelled at any time by the Township for breach of the regulations or conditions of the Permit or for such reasons as the Township in its discretion deems proper.

EXHIBIT "A" TO CONDITIONS OF RURAL MAIL BOX PLACEMENT

Postal Standards for Rural Mailboxes

PREFERRED METHOD



SCHEDULE "C" TO BYLAW 2005.68

SHORT FORM WORDING AND SET FINES

Item #	Short Form Wording	Set Fine
1.	Erect a rural mail box without a permit	\$105.00
2.	Failure to maintain a rural mail box	\$105.00