COUNCIL POLICY

SUBJECT:	SUPERMAILBOX LOCATION POLICIES	DATE : April 3, 1989	
		Revised:	

This policy establishes the guidelines for location of Canada Post supermailboxes within the District of Saanich. There are four sections:

- A)
- Traffic safety considerations Improvements and maintenance B)
- Number of boxes C)
- General conditions D)

A) Traffic Safety Considerations

	The purpose establishes the guidelines for location of Canada Post supermailboxes from a traffic safety standpoint:			
	<u>lt</u>	<u>em</u>	Minimum Clearance from Face of Box	
1.	Cul-de	e-sac Island Curbs	1.5 metres from curb	
2.	Intersection Traffic Control:			
	a)	Uncontrolled - (Absence of any signs or signals)	20 metres from intersection point of adjacent corner curb alignments.	
	b)	Stop or Yield Signs	One block back from Stop or Yield signs at intersections with major streets	
			20 metres back from Stop or Yield signs at intersections with collector or residential streets.	
	c)	Traffic Signals	Two blocks from traffic signals.	
3.	Driveway		3 metres from edge of driveways.	
4.	Street Curbs/Road Edges		*3 metres from street curbs.	
			*4 metres from edge of pavement without curbs.	

5.	Sidewalk	0.5 metres from back of sidewalks, however, this clearance must not reduce the Condition #4 clearances.
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6. Major Streets No supermailboxes shall be located on major streets.

B) <u>Improvements and Maintenance</u>

The purpose of this section is to identify Canada Post improvements and maintenance requirements at supermailbox locations.

	<u>Item</u>	<u>Requirement</u>
1.	Sidewalk	Pedestrian/Handicap access to face of supermailbox from street, must be provided and constructed in accordance with the Municipal Standard Engineering Specifications and the Province of British Columbia Building Code.
2.	Clean Up	Major clean-up twice a year and minor clean-up on demand.
3.	Landscaping	Screen impact of supermailboxes adjacent to residential developments as required.
4.	Maintenance	Refuse in proximity of supermailboxes to be collected on a regular basis. The frequency of this refuse collection shall be increased as required to resolve any litter problems.

C) Number of Boxes

The purpose of this section is to limit the number of boxes at supermailbox locations.

Street Classification	Number
Residential	38
Collector	38

^{*}If clearance causes encroachment into private property, this location is not suitable for supermailboxes.

Major

None permitted.

D) General Conditions

- 1. Canada Post is to accept responsibility for the resolution of any concerns that may arise during and upon completion of their supermailboxes. Where boxes are to be located in existing subdivisions, the location shall be marked with a coloured 2 x 2 wooden hub. Prior to the installation of a supermailbox, Canada Post will submit to the Municipality site plans showing details of the proposed supermailbox locations and other features that may affect the acceptability of their proposed installation. The Municipality will review these plans and offer comments to Canada Post concerning utility locations and conformance with this policy.
- 2. Canada Post is to accept responsibility for ensuring that all Municipal, B.C. Hydro, B.C. Telephone and Cablevision utilities and services either above or below ground are not damaged and acceptably cleared during the installation of their supermailboxes.
- 3. Any sloped developed through the installation of supermailboxes must be stable and landscaped. Retaining walls may be necessary to provide this stability, and the design of these walls must be in accordance with the Municipal Standard Engineering Specifications.
- 4. Canada Post is to supply supermailbox location information for all new subdivisions during the initial stages of the subdivision layout. Where a box is to be located in a new subdivision, its location shall be coordinated through the consulting engineer of the development. The developer shall arrange for the box location to be clearly marked with a 1.5 m x 100 mm x 100 mm post, complete with Canada Post identification including the message AFuture Location of Community Mailbox@. This post must be erected, prior to acceptance of the subdivision, by the Municipality.
- 5. Some of the preferred locations for supermailboxes are adjacent to Parks, Schools, Walkways, Government-owned property and Common Private Property Lines.
- 6. AMini-park@ supermailboxes will be considered in new subdivision areas only. Special designs will be required.

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