



Canada Post Community Mailbox (CMB) Siting

Canada Post installs CMB sites that meet the standards for both location selection and construction, while considering the needs of the communities they serve.

Guiding Principles

Customer-first approach: Sites must be central to the customers they serve. While there is no fixed distance that a customer must be from a CMB, the service area should be reasonable, and the site should be integrated with the neighbourhood. Customers typically will not be required to pass another site to reach theirs, and their mailing address will remain the same.

Balance: We consider customer convenience, operational efficiency, and cost (e.g. site installation, ongoing maintenance and snow removal) when selecting locations.

Key Considerations

We choose sites in compliance with AASHTO's and TAC's design guides and apply the *Clear Zone* concept. Sites must also be barrier-free and universally accessible. When selecting site locations, Canada Post will consider:

- How traffic flow and sightlines for nearby roads or driveways are affected
- How pedestrians and users with cars (including delivery agents) will access the site
- Distance from which the equipment can be set back from the travelled portion of the road
- Distances from existing infrastructure (e.g. streetlights, utility boxes/poles, hydrants, trees)
- Posted speed limits and traffic volumes
- Local by-laws
- Snow clearance

Site locations and setbacks are determined in consultation with the local municipality.

Siting Preferences

Canada Post prioritizes locations with preferred characteristics and may avoid those with less suitable features:

Preferred	Avoided
Along the side of corner lots	Along the front of a house – sites should not be obtrusive
At or near parks or other public spaces	In front of schools, school loading zones, bike lanes and crosswalks
In proximity to existing street lighting	“No Stopping” zones
Where walkways and sidewalks are present	Within cul-de-sacs (unless the site will exclusively serve residents living in that cul-de-sac)
Near existing Canada Post street furniture	Sites must not be placed within the right-of-way of oil & gas pipelines, railroads, and transmission lines

Private Property Locations

Note also that CMBs can be installed on private property (e.g. parking lots, mini-malls, commercial parks) with property owner permission and a signed *License to Occupy* agreement.