

Authority: Works Committee Report No. 5, Clause No. 9, adopted as amended, by City of Toronto Council on November 23, 24 and 25, 1999; Works Committee Report No. 16, Clause No. 1, adopted as amended, by City of Toronto Council on October 3, 4 and 5, 2000, and Works Committee Report No. 7, Clause No. 6, as adopted by City of Toronto Council on June 18, 19 and 20, 2002
Enacted by Council: October 3, 2002

CITY OF TORONTO

BY-LAW No. 722-2002

To adopt a new City of Toronto Municipal Code Chapter 598, Numbering of Properties, to provide for the numbering of properties within the City of Toronto.

WHEREAS City Council has directed that a uniform by-law be established for the assignment and affixing of municipal numbers to properties within the City of Toronto, including the establishment of standards for the affixing of municipal numbers; and

WHEREAS City Council has directed that uniform service charges be established for address changes and the establishment of new addresses within the City of Toronto; and

WHEREAS City Council has also directed that that the penalty for contravention of the provisions of the by-law be suspended for two years from the date of enactment to provide for an orderly transition to the new regulations; and

WHEREAS this by-law is passed under the authority of paragraphs 112 and 113 of section 210, section 220.1 and section 320 of the *Municipal Act*, R.S.O. 1990, c. M.45; and

WHEREAS this by-law shall continue after January 1, 2003 under the authority of paragraphs 1, 2 and 7 of section 11, section 116, section 391 and section 427 of the *Municipal Act, 2001*, S.O. 2001, c. 25;

The Council of the City of Toronto HEREBY ENACTS as follows:

1. The City of Toronto Municipal Code is amended by adding the following as a new Chapter 598, Numbering of Properties.

Chapter 598

NUMBERING OF PROPERTIES

§ 598-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

ASSESSMENT CORPORATION – The Municipal Property Assessment Corporation established under the *Assessment Act* for the purpose of creating, administering, maintaining and up-dating the Assessment Roll.

ASSESSMENT ROLL – The Provincial tax assessment roll as established and maintained under the *Assessment Act*.

COMMISSIONER – The Commissioner of Works and the Emergency Services or his or her designate.

PROPERTY – Buildings and lots along any public highway, beach, park, reserve or any other property considered by Council to be necessary to number, and shall include private streets and lanes within the geographic boundaries of the area formerly under the jurisdiction of The Corporation of the City of Toronto and, commencing January 1, 2003, all other private streets and lanes.

STREET – A “highway” as defined in subsection 1(1) of the Municipal Act.

§ 598-2. Official record of numbers and highways.

- A. The “ One Address Repository” component of the City’s corporate data base, as amended from time to time, is the official record of the municipal numbers of properties within the City.
- B. The property data maps, as amended from time to time, are the official record of highways within the City.
- C. The Commissioner shall have due regard to lot configurations for the property as identified under the applicable land registry system and the assessment roll.

§ 598-3. Assignment of numbers

- A. The Commissioner is authorized to assign to any property the municipal number appearing in the official record as the proper municipal number for the property.
- B. Where a new building is erected, the Commissioner shall assign to the building a municipal number conforming to the municipal numbers of the other properties on the street, beach, park or reserve according to the official record.
- C. No person shall affix or permit to be affixed to any property any municipal number other than the municipal number appearing in the official record as advised by the Commissioner.

§ 598-4. Renumbering by Commissioner; service charges

- A. Whenever it becomes necessary to have the municipal numbers changed on any street, or portion of a street, the Commissioner may, with the authorization of Council, renumber the buildings or lots along the street or portion of a street by requiring the owners or occupants of properties to remove the old municipal numbers and affix new municipal numbers to the properties in compliance with the requirements of this chapter.

- B. Where a request is received from the owner or occupant of a property for a new municipal address for any property, a service charge for the processing of the application shall be charged in the amount of \$300.00, plus G.S.T., for the first address and \$29.00, plus G.S.T., for each additional address required for the property.
- C. Despite Subsection B, where a request is received from the owner or occupant of a property to change the municipal address for any property as a result of a land severance/consolidation, rezoning application, development review or building permit application, a service charge for the processing of the application shall be charged in the amount of \$115.00, plus G.S.T., for the first address and \$29.00, plus G.S.T., for each additional address.
- D. The charges set out in Subsections B and C shall automatically increase on the first day of January of each year after the coming into force of this chapter by the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) for the Toronto Census Metropolitan Area, published by Statistics Canada, for the twelve-month period ending on October 1 in the year immediately preceding the year of the rate increase.
- E. The charges set out in Subsections B and C shall not apply to:
- (1) Address changes as a result of the renaming of a street;
 - (2) Address changes initiated by the Commissioner in order to improve the administration and delivery of City services; or
 - (3) Internal numbering schemes for condominium units which do not have direct access to a street.

§ 598-5. Recording of numbers in assessment roll

The Commissioner shall immediately report the assignment or renumbering of municipal numbers under §§ 598-3 or 598-4 to the Assessment Corporation for the purpose of updating the assessment roll.

§ 598-6. Requirement to affix numbers

- A. The owner or occupant of a property shall affix, maintain or cause to be affixed and maintained, as required by this chapter, the appropriate municipal number for the property at a conspicuous, clearly visible location facing the street providing primary access to the property, and shall remove or cause to be removed any inaccurate or non-complying numbers.
- B. In the case of single family residential properties, municipal numbers shall be of a minimum size depending on the distance of the setback from the curb or, if there is no curb, the edge of that portion of the roadway used for vehicular traffic on the street providing primary access to the building or lot as follows:

Maximum Setback (metres)	Minimum Size (metres)
15	0.10
22.5	0.15
30	0.20
45	0.30
60	0.80

C. In the case of commercial, industrial or multi-unit residential properties, municipal numbers shall:

- (1) Be of a minimum size depending on the distance of the setback from the curb or, if there is no curb, the edge of that portion of the roadway used for vehicular traffic on the street providing primary access to the building or lot as follows:

Maximum Setback (metres)	Minimum Size (metres)
15	0.20
22.5	0.30
30	0.40
45	0.60
60	0.80

- (2) Be placed on or in proximity to existing light fixtures.

- (3) Upon the sale of a property or commencement of occupation by a sole tenant of a commercial or industrial property, be illuminated by the new owner or occupant through the installation of appropriate illumination so as to render them clearly visible to the satisfaction of the Commissioner.

D. The Commissioner may alter the minimum size of a municipal number required under this chapter and require directional signage when site constraints would compromise the dispatch of emergency services to a property requiring a municipal number.

E. No person shall, after the date this by-law comes into force, affix or permit to be affixed to any property a municipal number which does not comply with the requirements of this chapter.

§ 598-7. Commissioner may affix numbers; recovery of expenses.

A. Where an owner or occupant of a property has not complied with the requirements of §§ 598-3, 598-4A or 598-6, the Commissioner shall serve the owner or occupant with notice of failure to comply with the requirements of this chapter and, where the deficiency has not been remedied within 30 days of receipt of the notice by the owner or occupant, the Commissioner may affix the municipal numbers to the property as required under this chapter and shall charge the owner or occupant of the property the expense incident to the numbering of the property.

- B. The expense of affixing numbers under Subsection A shall be charged according to the schedule contained in Subsection C, plus interest, and may be collected in the same manner as taxes and, if paid by the occupant, subject to any agreement between the occupant and the owner of the property, may be deducted from any rent payable by the occupant to the owner.
- C. The expenses incident to the affixing of numbers under Subsection A shall be determined as follows:
- | | |
|------------------|----------|
| Materials - | \$15.00 |
| Installation - | \$75.00 |
| Administration - | \$25.00 |
| | |
| Total Cost - | \$115.00 |
- D. The total cost payable under Subsection C shall be calculated separately for each set of numbers as required in the opinion of the Commissioner to be affixed to a property, and shall automatically increase on the first day of January of each year after the coming into force of this chapter by the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) for the Toronto Census Metropolitan Area, published by Statistics Canada, for the twelve-month period ending on October 1 in the year immediately preceding the year of the rate increase.

§ 598-8. Offences.

Any person who contravenes any provision of this chapter is guilty of an offence.

§ 598-9. Commencement of offence provision.

Section 598-8 of this chapter shall come into force 2 years after the date this chapter is enacted by Council.

2. The following are repealed:
- A. Chapter 246, Numbering of Buildings, of the Municipal Code of the former Corporation of the City of Toronto.
- B. Chapter 179, Numbering of Buildings, of the Municipal Code of the former Corporation of the City of Etobicoke.
- C. Borough of East York By-law No. 400, being “A By-law to provide for numbering buildings and lots along highways”.
- D. City of North York By-law No. 31490, being “A By-law to provide for the numbering of buildings and lots on public highways within the City of North York and to repeal By-law No. 16682”.

E. Section 25 of City of York By-law No. 11633, being “A By-law respecting streets”.

F. City of York Municipal Code Chapter 820, NUMBERING – BUILDING - LOT.

ENACTED AND PASSED this 3rd day of October, A.D. 2002.

CASE OOTES,
Deputy Mayor

ULLI S. WATKISS
City Clerk

(Corporate Seal)