

September 2, 2025

**To:** Etobicoke York Community Council  
**From:** Director, Permits & Enforcement, Transportation Services  
**Re:** 2 Buttonwood Avenue, Encroachment – Motion Memorandum  
**Wards:** Ward 5, York South-Weston

Transportation Services has been requested by a local councillor to provide recommended wording for recommendations they plan to present in a motion to Etobicoke York Community Council. Staff request that this memorandum accompany the member's submission.

## Summary

- Staff **support** the draft recommendations provided below
- Staff **do not support** the draft recommendations provided below
- Staff do not have sufficient data and/or time to determine if the draft recommendations provided below can be supported by staff, at this time.

## Draft Recommendations

Pylon signs are not permitted as encroachments under Municipal Code Chapter 743. Transportation Services has confirmed that no comments were received from Traffic Operations, Operations and Maintenance, and no objections were raised by Toronto Water, Toronto Building or the Street Furniture unit. The applicant has also obtained signoffs from the Toronto Public Utilities Coordinating Committee and the Toronto and Region Conservation Authority.

1. Etobicoke York Community Council direct the General Manager of Transportation Services to negotiate and enter into an encroachment agreement with the property owner of the premises municipally known as 170 Emmett Avenue, which contains the facility referred to as West Park Healthcare Centre, which would allow for the use of a portion of the public right of way on the northwest corner of the intersection of Emmett Avenue and Eglinton Avenue West, for one illuminated electronic static ground sign, the encroachment agreement to contain all of the following conditions, and such other terms and conditions which the General Manager, Transportation Services or the City Solicitor may deem necessary in the interest of the City:

- a. The property owner of 170 Emmett Avenue indemnifies the City from and against all actions, suits, claims or demands and from all loss, costs, damages, and expenses

that may result from such permission granted; and from the use of the public right of way for the erection or display of a sign;

- b. The property owner of 170 Emmett Avenue must ensure that all electrical wiring and connections for the illuminated sign comply with the Ontario Electrical Safety Code, including maintaining the minimum clearance between the sign's nearest boundary and any overhead electrical conductors as specified by the Ontario Building Code;
- c. The property owner of 170 Emmett Avenue must submit a compliance report, signed by a qualified professional, verifying adherence to item (b) to Permits and Enforcement following the installation of the sign;
- d. The property owner of 170 Emmett Avenue must maintain the sign at their own expense in a good state of repair and in a condition deemed satisfactory by the General Manager of Transportation Services and must not make any additions or modifications to the encroachment beyond what is permitted under the terms of the encroachment agreement;
- e. The property owner of 170 Emmett Avenue accepts such additional conditions as the City Solicitor or the General Manager of Transportation Services may deem necessary in the interest of the City;
- f. The property owner of 170 Emmett Avenue must remove the sign upon receiving written notice from the General Manager, Transportation Services to do so;
- g. The property owner of 170 Emmett Avenue agrees to provide and maintain sufficient clear sight lines to the vehicular traffic, pedestrians, cyclists walking or riding from vehicles on Emmett Avenue making southbound right onto Eglinton Avenue West as deemed necessary by the General Manager, Transportation Services, in their sole and absolute discretion;
- h. The property owner of 170 Emmett Avenue shall ensure that the encroachment agreement with the City of Toronto is registered on-title of all relevant properties, at the sole expense of the property owner of 170 Emmett Avenue;
- i. The property owner of 170 Emmett Avenue obtains signoff from the Toronto Public Utilities Coordinating Committee, Urban Forestry, Metrolinx, the Toronto Regional Conservation Authority and Transportation Services' Street Furniture unit;
- j. The property owner of 170 Emmett Avenue shall submit stamped sign drawings, prepared by a Professional Engineer licenced in the Province of Ontario, to Transportation Services;
- k. The property owner of 170 Emmett Avenue shall agree that the City and/or utility companies may remove the encroachment at any time in order to install or maintain services within the affected public right of way with no obligation to replace them;
- l. The property owner of 170 Emmett Avenue shall apply to the appropriate City Official for the required sign permits applicable to the sign under Municipal Code Chapter 694,

Signs, General or Chapter 693, Signs, Election or Temporary, Article 6, Vehicular Destination Signs, Neighbourhood and Business Area Identification Signs and Construction Hoarding Signs, as may be applicable;

- m. The property owner of 170 Emmett Avenue shall ensure that no sign is erected until permits for the sign are obtained from the appropriate City Officials; and,
- n. The property owner of 170 Emmett Avenue shall ensure that the sign is only erected, displayed and maintained in accordance with the requirements of sign permits issued; and provisions of Chapter 694, or Chapter 693, Article 6, as may be applicable;
- o. The encroachment agreement is fully executed prior to any permits being issued for the sign; and,
- p. The property owner of 170 Emmett Avenue pays all applicable fees related to the permitting of the sign and the preparation of the encroachment agreement, and in relation to the provision of the permission granted for the private use of the public right of way.


**Cost**

There is no cost to the City as a result of adopting this motion. The property owner(s) are responsible to pay all costs associated with the ongoing maintenance of the encroachment.

**Contact**

Elio Capizzano, Manager, Permits & Enforcement, Transportation Services, 416-392-7878, [Elio.Capizzano@toronto.ca](mailto:Elio.Capizzano@toronto.ca)

# Attachment 1 – West Park Health Centre Sign



**West Park Healthcare Centre**  
 82 Bloorwood Ave. Toronto  
 West Park Health Care Centre  
 430 Eile Don Construction  
 Account Manager: Jennifer V. Wendell D.  
 Project Manager: Jennifer V. Wendell D.

Approved By:  APPROVED  
 AS NOTED  
 RE-DESIGN

Date: \_\_\_\_\_

Approved on site (if not indicated on the document): \_\_\_\_\_

Drawn: \_\_\_\_\_ Date: \_\_\_\_\_ Checked: \_\_\_\_\_

GL: July 10, 2023 GL

Rev. No. \_\_\_\_\_ Date: Oct 13, 2023 By: \_\_\_\_\_

The design, specifications and fabrication of this sign shall be the responsibility of the client. The client shall provide all necessary information and materials to the manufacturer. The manufacturer shall be responsible for the installation of the sign. The manufacturer shall be responsible for the maintenance of the sign.

**WSISIGN**  
SIGNATURES LTD.

**KING**  
SIGNATURES LTD.

www.wsisign.com  
www.kingsign.com

1000 Highway 70, Suite 201, Oakville, ON L6M 4Y2  
 TEL: 905-847-7000 FAX: 905-847-7008

Job No: **227250**  
 Scale: \_\_\_\_\_

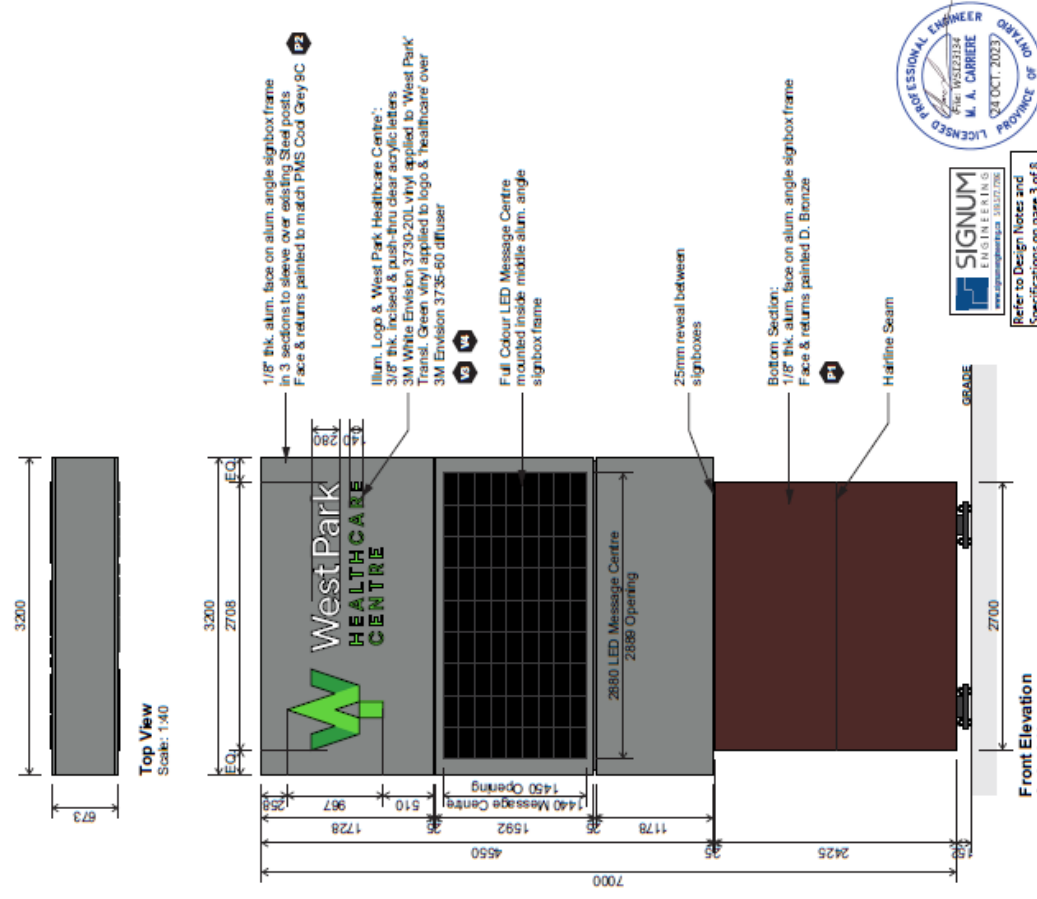
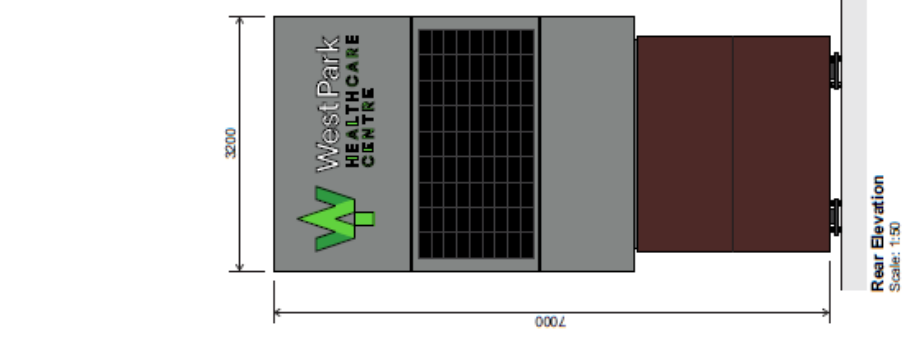
Project Name: **West Park - 227250 - EXT-3**

AS NOTED  
 When Price is 11% X 17% and Blue Maximum 1 inch  
 Sign Type: \_\_\_\_\_

**Main Entrance ID**  
**QTY:(1)**

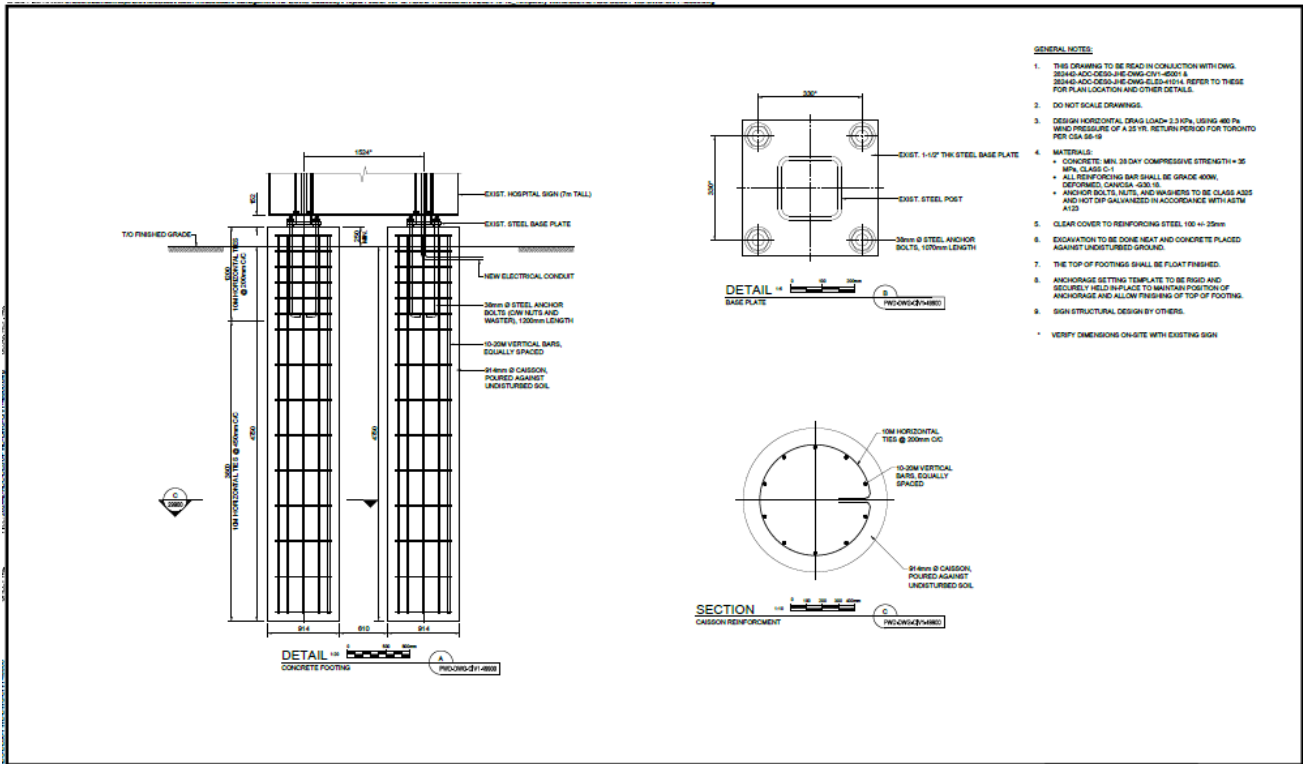
**NOTE:**  
 • All measurements and site conditions are to be confirmed prior to fabrication and installation

ISSUED FOR: Client Review DATE: Oct. 17, 2023



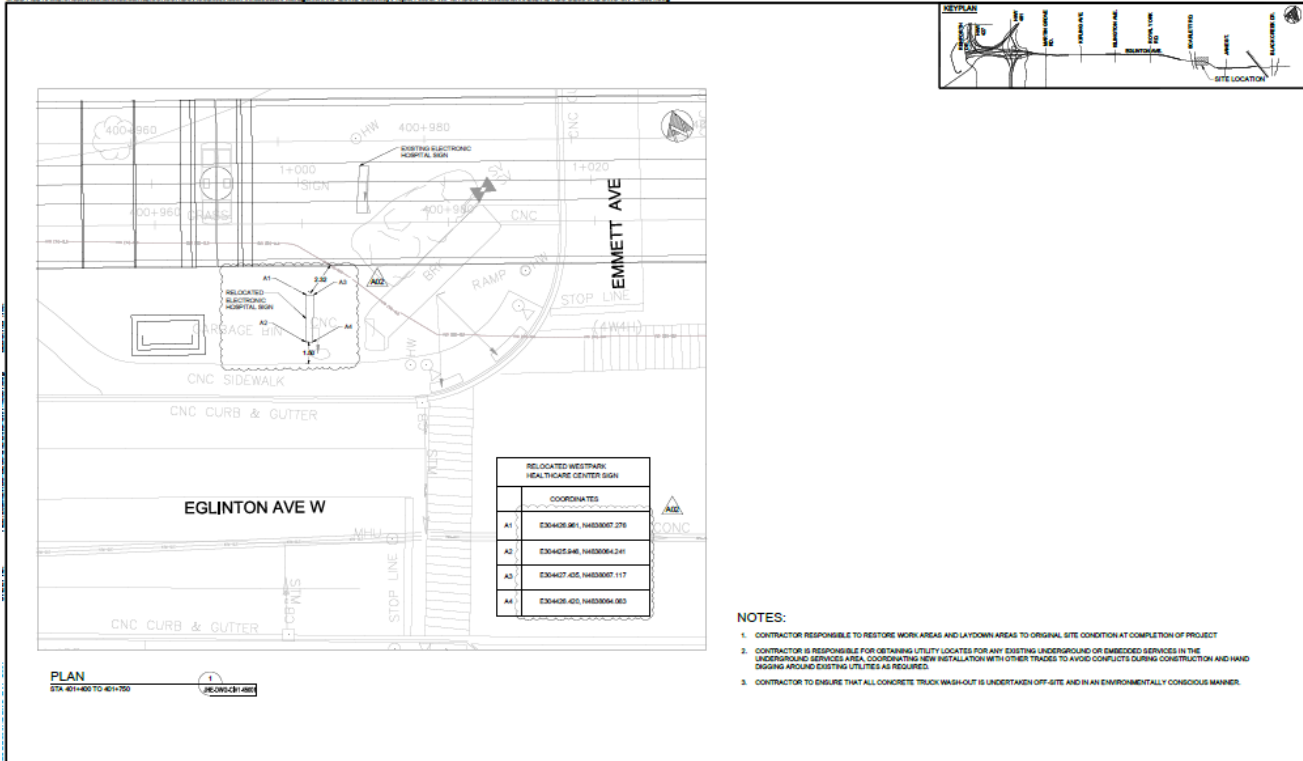
Refer to Design Notes and Specifications on page 3 of 8.

**Front Elevation**  
 Scale: 1:40



- GENERAL NOTES:**
1. THIS DRAWING TO BE READ IN CONJUNCTION WITH DWG. 251443-ADD-0250-248-DWG-CR14-450114 & 251443-ADD-0250-248-DWG-EL23-1014 REFER TO THESE FOR PLAN LOCATION AND OTHER DETAILS.
  2. DO NOT SCALE DRAWINGS.
  3. DESIGN HORIZONTAL DRAG LOAD= 2.3 kPa, USING 400 Pa WIND PRESSURE OF A 25 YR. RETURN PERIOD FOR TORONTO PER CSA S8-10
  4. MATERIALS:
    - CONCRETE: MIN. 28 DAY COMPRESSIVE STRENGTH = 35 MPa, CLASS C-14
    - ALL REINFORCING BAR SHALL BE GRADE 400K, DEFORMED, CAN/CSA G40.21
    - ANCHOR BOLTS, NUTS, AND W/TS SHALL BE TO CLASS A308 AND HOT DIP GALVANIZED IN ACCORDANCE WITH ASTM A153
  5. CLEAR COVER TO REINFORCING STEEL 100 ± 25mm
  6. EXCAVATION TO BE DONE NEAT AND CONCRETE PLACED AGAINST UNDISTURBED GROUND.
  7. THE TOP OF FOOTINGS SHALL BE FLAT FINISHED.
  8. ANCHORAGE SETTING SHALL BE TO BE RIGID AND SECURELY HELD IN PLACE TO MAINTAIN POSITION OF ANCHORAGE AND ALLOW FINISHING OF TOP OF FOOTING.
  9. SIGN STRUCTURAL DESIGN BY OTHERS.
  - VERIFY DIMENSIONS ON-SITE WITH EXISTING SIGN

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NO.	REVISIONS	DATE																
NO.	REVISIONS	DATE																



- NOTES:**
1. CONTRACTOR RESPONSIBLE TO RESTORE WORK AREAS AND LAYOUT AREAS TO ORIGINAL SITE CONDITION AT COMPLETION OF PROJECT
  2. CONTRACTOR IS RESPONSIBLE FOR OBTAINING UTILITY LOCATES FOR ANY EXISTING UNDERGROUND OR ABOVEGROUND SERVICES IN THE UNDERGROUND SERVICES AREA, COORDINATING NEW INSTALLATION WITH OTHER TRADES TO AVOID CONFLICTS DURING CONSTRUCTION AND HAND DIGGING AROUND EXISTING UTILITIES AS REQUIRED
  3. CONTRACTOR TO ENSURE THAT ALL CONCRETE TRUCK WASH-OUT IS UNDERTAKEN OFF-SITE AND IN AN ENVIRONMENTALLY CONSCIOUS MANNER.

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