

Administrative Amendments to Toronto Municipal Code Chapter 598 and Chapter 441 (No New Fees or Fee Increases)

Date: April 23, 2026

To: General Government Committee

From: Chief Engineer and Executive Director, Engineering and Construction Services

Wards: All

SUMMARY

The purpose of this report is to recommend administrative amendments to select sections of Municipal Code Chapter 598, 'Numbering of Properties'; and Municipal Code Chapter 441, 'Fees and Charges', Appendix C, Schedule 1-Engineering and Construction Services.

The recommended changes are intended to clarify and harmonize the two by-laws. They do not involve a change in policy or fees in either Chapter 598 or Chapter 441.

The sections to be updated in Chapter 598 refer to a service request from owners or occupants of properties in Toronto requesting a new or change in a municipal address number. This service is delivered by the Land & Property Surveys (LPS) unit within the Engineering and Construction Services (ECS) Division.

The existing description of this service in Chapter 598 is outdated. The proposed amendments re-word the service description to align with the corresponding fee items in Chapter 441 and reflect current practice.

The proposed amendments to Chapter 441 are limited to re-wording service descriptions to maintain consistency with the updates being made to Chapter 598 and to accurately reference the unit responsible for delivering the services.

RECOMMENDATIONS

The Chief Engineer and Executive Director recommends that:

1. City Council amend Municipal Code Chapter 598, 'Numbering of Properties', section 598-4 B, C and D as follows, and in accordance with Attachment 1:

a. Amend the title of Section 598-4 to include a 'New' municipal address and 'number'.

b. Amend Section 598-4-B to reflect a 'change' request to a property's municipal address number and remove the fees, replacing with reference to 'Chapter 441-Appendix C-Schedule 1' for the fees for this type of service request.

c. Amend Section 598-4 C to reflect a service request for a 'New' municipal address number and remove the fees, replacing with reference to 'Chapter 441-Appendix C-Schedule 1' for the fees for this type of service request, and remove the specified reasons for a change.

d. Delete Section 598-4 D that describes annual inflationary increase, as this is covered by Chapter 441.

2. City Council amend Municipal Code Chapter 441, 'Fees and Charges', section 441-Appendix C- Schedule 1, References 9,10,14,17 and 18 as follows, and in accordance with Attachment 2:

a. In Reference 9, under 'Service' column, update the name of the unit to Land & Property Surveys to reflect the unit responsible for these services; under 'Fee Description' column, remove reasons for requesting new municipal address to align with the change being made to Chapter 598-4 C; and under 'Fee Basis' and 'Fee' columns add the word 'address' to 'number' so it reads 'municipal address number', and indicate plus HST to align with Chapter 598-4.

b. In Reference 10, under 'Service' column, update the name of the unit to Land & Property Surveys to reflect the unit responsible for these services; under 'Fee Description' column, add 'address' to 'number' so it reads 'municipal address number' and indicate plus HST to align with Chapter 598-4.

c. In References 14,17 and 18, under 'Service' column, update the name of the unit to Land & Property Surveys to reflect the unit responsible for these services and indicate plus HST to align with City financial practices.

FINANCIAL IMPACT

There are no financial implications arising from adoption of recommendations in this report. The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

At its meeting on June 18, 19 and 20, 2002, City Council adopted [Report No.7, Clause No. 6 Establishment of Uniform Service Charges for Street Address Changes](#), which

recommended the establishment of a harmonized service charge for processing requests for street address changes as a result of property-owner requests, land severance/consolidation or building construction and renovation.

At its meeting on September 25, 26 and 27, 2006, City Council adopted Report No. 7, Clause No. 5, [By-law No. 1056-2006](#), which repealed and replaced the former Municipal Code Chapter 441, Fees, with a new Chapter 441, Fees and Charges to consolidate City-wide fees and charges into one by-law.

COMMENTS

Chapter 598 is a by-law that establishes how the City assigns and changes municipal property address numbers and sets requirements that property owners/occupants must comply with regarding their municipal address numbers. Chapter 441 is the authoritative by-law that establishes and authorizes the City to charge and update fees annually for user fees, permits and service fees across various municipal divisions.

Over time, the description of the services in Chapter 598 no longer reflected current practice, necessitating updates to modernize the wording, update the description of the services to change or create a new municipal address number and make clear reference to the fee structure set out in Chapter 441.

A) Modifying Chapter 598-4 B & C to re-word the request type, remove outdated applicable fees and reference the existing, updated fee items noted in Chapter 441, 'Fees and Charges', Appendix C, Schedule 1.

The current version of Chapter 598-4 B & C indicates a fixed service fee for each new municipal number request and a request for a change in municipal number address, respectively. This Chapter was authorized by City Council in June 2002. Since then, Chapter 441, Fees and Charges was created and the fees for a new or change in municipal number address were included in Appendix C- Schedule 1 and are updated annually through the budget process. Therefore, staff are recommending the removal of the specified fees in Chapter 598-4 and replacing them with reference to Chapter 441- Appendix C- Schedule 1 to be consistent and accurate with the latest fee schedule for this service type.

Additionally, Chapter 598-4 C contains a series of reasons why a property-owner would request a change in or a new municipal number. This does not change the value of the fees and is unnecessary and potentially confusing. Therefore, to make this notion clear, staff are recommending the deletion of specific reasons in favor of simpler language that charges the established fee for a municipal number change request made for any reason.

B) Remove Chapter 598-4 D that describes an outdated process of how and when the previous specified fees in B. and C. were updated.

Chapter 598-4 D describes how the fees were previously updated to consider inflation using Statistics Canada's All Items Index of the Consumer Price Index for the Toronto

Census Metropolitan Area for the twelve-month period ending on October 1 in the year immediately preceding the year of the rate increase. However, because Chapter 441-Appendix C- Schedule 1 fees are now updated through the budget process, Chapter 598-4 D is no longer required or reflective of the current procedure used in the budget process and can be deleted.

C) Modify Chapter 441-Appendix C-Schedule 1- 9 & 10 to include the LPS unit in the 'Service' name to indicate the group in ECS that oversees this service type, align the service description updated in Chapter 598-4 B & C.

The fees for the services in Chapter 598 are set out in Chapter 441-Appendix C- Schedule 1-9 & 10 and are updated annually to reflect changes in fees determined through the budget process. The amendments recommended in this report would update the description of the fees to align with the recommended changes to Chapter 598 and update the reference to the Division unit responsible for these service fee items.

CONTACT

Tony Rodrigues, Manager, Land & Property Surveys, Engineering & Construction Services Division, Telephone: 416-396-7140, Newmail: Tony.F.Rodrigues@toronto.ca

SIGNATURE

Jennifer Graham-Harkness, P.Eng
Chief Engineer & Executive Director

ATTACHMENTS

Attachment 1: Proposed Amendments to Municipal Code Chapter 598, Numbering of Properties

Attachment 2: Proposed Amendments to Municipal Code Chapter 441, Fees and Charges

Attachment 1: Proposed Amendments to Municipal Code Chapter 598, Numbering of Properties

§ 598-4. New or Change of municipal address number by Deputy City Manager; service charges. [Amended 2005-06-16 by By-law 584-2005]

A. Whenever it becomes necessary to have the municipal address numbers changed on any street, or portion of a street, the Deputy City Manager 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 address numbers and affix new municipal address 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 to change a municipal address number, a service fee plus HST shall be charged as defined in Chapter 441-Appendix C-Schedule 1.

C. Where a request is received from the owner or occupant of a property to request a new municipal address number, a service fee plus HST shall be charged as defined in Chapter 441-Appendix C-Schedule 1.

D. [DELETED]

Attachment 2: Proposed Amendments to Municipal Code Chapter 441, Fees and Charges

Chapter 441-Appendix C- Schedule 1-Item 9,10, 14,17,18:

Ref No.	I Service	II Fee Description	III Category	IV Fee Basis	V Fee	VI Annual Adj.
9	Land & Property Surveys - Fees - Municipal Address Number	Request for new municipal address number	Full Cost Recovery	Flat fee for assignment / re-assignment of first two address numbers; then fee per each additional address number assigned	\$983.39+ HST for first two address numbers \$70.25 + HST for each additional address number	Yes
10	Land & Property Surveys Fees- Municipal Address Number	Changing municipal address number	Full Cost Recovery	Per change	\$519.70 + HST	Yes
14	Land & Property Surveys-Record Search	Record search for status of easement compliance	Full Cost Recovery	Per property	Flat fee of \$232.36 + HST per property. Should a field investigation be warranted the flat fee will be increased to \$432.64 + HST per property.	Yes
17	Land & Property Surveys- Survey Notes	Land and property survey field notes of City's boundary surveys are provided to land surveyors in private practice. This fee is linked to and should be combined with "Survey Plans"	Full Cost Recovery	Per registered plan of subdivision	\$55.52 + HST	Yes
18	Land & Property Surveys- Survey Plans	Land and property survey plans created by or for the City of Toronto. This fee is linked to and should be combined with "Survey Notes"	Full Cost Recovery	Per map	\$55.52 + HST	Yes