THE CORPORATION OF THE CITY OF MISSISSAUGA

Municipal Address
By-law 0030-2011

(Amended by By-law 0188-2023)

WHEREAS section 8(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended ("*Municipal Act, 2001*"), provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

AND WHEREAS section 11 (2) 6 of the *Municipal Act, 2001* provides that a municipality may pass by-laws for the health, safety and well being of persons;

AND WHEREAS section 11 (2) 8 of the *Municipal Act, 2001* provides that a municipality may pass by-laws for the protection of persons and property;

AND WHEREAS section 11 (3) 1. of the *Municipal Act, 2001* provides that a municipality may pass by-laws for highways;

AND WHEREAS section 11 (3) 7. of the *Municipal Act, 2001* provides that a municipality may pass by-laws for structures, including fences and signs;

AND WHEREAS section 116 (2) of the *Municipal Act, 2001* provides that where a municipality has established a centralized communication system for emergency services it may at any reasonable time enter onto land to affix numbers on buildings or erect signs setting out numbers on land;

AND WHEREAS section 23.2 of the *Municipal Act, 2001* provides that a municipality may delegate some of its powers under the *Municipal Act, 2001* to an employee of the municipality;

AND WHEREAS Council is of the opinion that the act of assigning municipal address numbers to Buildings and properties is a power of a minor nature;

AND WHEREAS section 227 of the *Municipal Act, 2001* provides that it is the role of officers and employees of the municipality to implement Council decisions and establish practices and procedures to implement those decisions;

AND WHEREAS section 429 (1) of the *Municipal Act, 2001* provides that a municipality may establish a system of fines for a by-law passed under the *Municipal Act, 2001*;

AND WHEREAS section 446 (1) of the *Municipal Act, 2001* provides that where a person fails to do something that is required under a by-law, the municipality may undertake to do the thing required at the person's expense and the costs may be collected in same manner as property taxes;

AND WHEREAS The Council of The Corporation of the City of Mississauga desires to repeal and replace the Building Numbering By-law 265-91, as amended, with this By-law;

NOW THEREFORE the Council of The Corporation of the City of Mississauga **ENACTS** as follows:

PART I - DEFINITIONS

1. In this by-law:

"Building" means a structure, or any part thereof, occupying an area greater than ten square meters consisting of a wall, roof and floor, or any one or more of them, or a structure system servicing the function thereof, including all the works, fixtures and service systems appurtenant thereto and may include an addition to an existing Building**.** For the purposes of this By-law a Building is limited to a residential, commercial or industrial building that requires a Municipal Address Number and does not include structures that are over 10 square meters in size that are normally ancillary to a Building such as sheds, car ports or such other similar structures;

"City" means The Corporation of the City of Mississauga;

"Commissioner" means the Commissioner appointed by City Council with administrative responsibility for the City's Information Technology Division and includes their designate; (0188-2023)

"Construct" means to do anything in the erection, installation, extension, or material alteration, or repair of a Building and includes the installation of a Building unit fabricated or moved from elsewhere;

"Internal Private Road" means any internal road within a property's limits which is intended to give access to Buildings or units on the property and includes all driveways, rights of way, fire access routes which are used for such purposes. This definition shall not include public highways;

"Multiple Unit Complex" means a property that has more than one Municipal Address Number;

"Municipal Address Number" means the number used for the purpose of identifying a Building or property on a particular Street and may include a letter or number used to identify a unit, suite, Building or property;

"Officer" means a municipal law enforcement officer, as appointed by Council.

"Owner" includes the registered owner, condominium corporation, assessed owner, occupant, tenant, person for the time being managing or receiving the rent of the property whether on his own account or as an agent or trustee or on account of any other person; and

"Street" means any public highway as defined in Section 26 of the *Municipal Act, 2001* and for the purposes of this By-law shall include any private street or private lane but does not include an Internal Private Road.

PART II – MUNICIPAL ADDRESS NUMBER REQUIRED

2. (1) No person shall Construct or cause to be Constructed a Building unless the Owner obtains a Municipal Address Number for the Building from the Commissioner.

(2) Subsection 2(1) does not apply to the Construction of an addition to a Building if the Municipal Address Number is displayed on the existing Building so as to be clearly visible from the Street.

(3) Every Building within the City shall have assigned to it a Municipal Address Number provided under this By-law or previously provided by the City before this By-law was enacted.

(4) Every Owner of a Building shall ensure that the Building has affixed to it the Municipal Address Number provided under this By-law or previously provided by the City before this By-law was enacted.

(5) No person shall affix or permit to be affixed to any Building or property any Municipal Address Number other than the Municipal Address Number provided under this By-law or previously provided by the City before this By-law was enacted.

(6) Every Owner of a Building, at the request of the City in writing, shall remove from a Building or property any Municipal Address Number that was not provided under this By-law or provided by the City before this By-law was enacted.

(7) Where a Municipal Address Number is removed pursuant to Subsection 2(6) and a Municipal Address Number has not been assigned to the Building or property, the Commissioner may assign a Municipal Address Number for the Building or property and the Owner shall promptly affix the Municipal Address Number to the Building or property in accordance with this By-law.

(8) It is the sole responsibility of the Owner of a Building or property to obtain, affix and maintain a Municipal Address Number in compliance with the provisions of this By-law.

PART III – ORDER TO REMOVE AND AFFIX MUNICIPAL ADDRESS NUMBER

3. (1) Where the Owner of a Building or property does not remove a Municipal Address Number in accordance with Subsection 2(6), an Officer may serve the Owner with an order requiring the Owner to remove the Municipal Address Number in accordance with the requirements of this By-law and the order shall specify the time allowed for compliance.

(2) Where the Owner of a Building or property does not affix the Municipal Address Number in accordance with Subsection 2(4), an Officer may serve the Owner with an order requiring the Owner to affix the Municipal Address Number in accordance with the requirements of this By-law and the order shall specify the time allowed for compliance.

(3) The order requirements under Subsection 3(1) and (2) may be combined in one order where applicable.

(4) If an Owner fails to comply with an order made under Subsections 3 (1), (2) or (3) the City may remove or affix or cause to be removed or affixed the Municipal Address Number on the Building or property, as the case may be, and the City may recover all expenses incurred in carrying out this work by adding the costs to the tax roll of the property and collecting them in the same manner as property taxes.

PART IV – DELEGATION OF AUTHORITY

4. (1) Subject to the provisions of this By-law, the Commissioner is delegated the authority to carry out any one, or more, of the following:

(a) assign Municipal Address Numbers under this By-law,

(b) change Municipal Address Numbers under this By-law, except in the case of a Multiple Unit Complex or a semi-detached house, and

(c) assign temporary Municipal Address Numbers until such time as permanent Municipal Address Numbers may be assigned under this By-law.

(2) The Commissioner shall not assign or change a Municipal Address Number unless he or she is satisfied that:

(a) the proposed Municipal Address Number or change in Municipal Address Number of Buildings, properties or units is in compliance with the City's Corporate Policy and Procedure, regarding the Assignment of Municipal Addresses, as may be amended from time to time; and

(b) the applicable fee(s) as set out in the Transportation and Works Fees and Charges By-law No. 352-10, as amended, or its successor, have been paid by the Owner of the Building, property or unit.

(3) Any changes to existing Municipal Address Numbers for Multiple Unit Complexes or semi-detached houses must be approved by City Council.

PART V – AFFIXING MUNICIPAL ADDRESS NUMBERS TO BUILDINGS

5. (1) The Owner of a residential Building other than an apartment Building, having direct municipal frontage on a Street, shall firmly affix to and maintain on the front of the Building the Municipal Address Number which shall be at least 4 inches (100 millimetres) high and shall be located so as to be clearly visible from the Street onto which the Building has its main access. If the residential Building is set back to such an extent, or is otherwise located on the property so that the Municipal Address Number is not clearly visible from the Street onto which the Building has its main access, the Municipal Address Number must also be displayed on a permanent sign of durable material. The Municipal Address Number on the sign shall be at least 4 inches (100 millimetres) high. The sign must be placed and maintained on the property near the Street adjacent to the main access to the Building so that the Municipal Address Number is clearly visible from the Street.

(2) The Owner of a townhouse complex that has one or more main points of access and where the Building or Buildings front onto an Internal Private Road(s) shall:

(a) firmly affix to and maintain on the front of the individual units, of the Building or Buildings, the unit number which shall be at least 4 inches (100 millimetres) high, and shall be located so as to be clearly visible from the Internal Private Road on which the unit has its access; and

(b) at the point(s) of access where the Internal Private Road(s) intersects the Street(s) the Owner is to place and maintain a permanent sign(s) constructed of durable material, displaying the Municipal Address Number(s) of the Building or Buildings in the complex and the range of unit numbers. Where there are two or more Internal Private Roads within the complex the sign(s) is to contain a map that depicts the layout of the Internal Private Roads, the layout of the Buildings and the unit numbers contained in each Building. The numbers shall be at least 4 inches (100 millimetres) high and the sign(s) is to be located so as to be clearly visible from the Street.

(3) The Owner of a commercial, industrial, public, institutional or apartment Building shall firmly affix to and maintain on the front of the Building the Municipal Address Number which shall be at least 6 inches (150 millimetres) high, and shall be located so as to be clearly visible from the Street on which the Building has its main access. If the Building is set back to such an extent, or is otherwise located on the property so that the Municipal Address Number is not clearly visible from the Street onto which the Building has its main access, the Municipal Address Number must also be displayed on a permanent sign made of durable material. The Municipal Address Number displayed on the sign shall be at least 6 inches (150 millimetres) high. The sign shall be placed and maintained on the property near the Street next to the main access to the Building so that the Municipal Address Number is clearly visible from the Street.

(4) In Buildings that have internal unit or suite numbers and where access is by a common hallway the Owner is to display and maintain directional numbering, in the hallway, near the main entrance door so that the units can be easily located. Where Buildings have two or more floors the Owner is to display and maintain directional numbering and the numbers are to be located so as be clearly visible from the elevator. The numbering is to be impressed or marked on a durable material and be of contrasting background, the numbers shall be at least 2 inches (50 millimetres) high.

(5) Where there are two or more commercial, industrial, public, institutional or apartment Buildings on a property and where one or more of such Buildings cannot be seen from the Street onto which the Buildings have their main access, then the Owner or Owners thereof shall:

(a) affix and maintain the Municipal Address Number, which shall be at least 6 inches (150 millimetres) high, on the front of each Building; and

(b) display the Municipal Address Numbers for all of the Buildings on a permanent sign made of durable material. Each Municipal Address Number on the sign shall be at least 6 inches (150 millimetres) high. The sign shall be placed and maintained on the property near the Street next to the main access to the Buildings so that the Municipal Address Numbers are clearly visible from the Street.

(6) When a commercial or industrial Building is subdivided into individual units, numbers shall be affixed and maintained on the front face of each individual unit. The unit numbers are to be at least 6 inches (150 millimetres) high and shall be located so as to be clearly visible from the Street or Internal Private Road.

(7) When a Building is under Construction and the Owner is unable to comply with the foregoing provisions of this By-law, the Municipal Address Number shall be displayed and maintained on a temporary sign made of a durable material and shall be located on the property so as to be clearly visible from the Street. The sign is to be maintained in good repair so that the number remains legible until the permanent Municipal Address Number can be provided in accordance with other provisions of this By-law.

(8) Where an Owner displays a Street name along with the Municipal Address Number on a Building or property, the Street name must be the name of the Street for which the Municipal Address Number was provided by the Commissioner under this By-law, or previously provided by the City before this By-law was enacted.

(9) Every Owner shall ensure that the Municipal Address Number that is affixed to a Building or property pursuant to this By-law is displayed in the following manner:

(a) where numbers are assigned by displaying them as they are set out in the ten digit Arabic Numerals, specifically the numbers 0, 1, 2 ,3 ,4, 5, 6, 7, 8, 9, and

(b) where letters are assigned by displaying them as they are set out in the Modern English Alphabet, specifically the capital letters A, through to and including Z.

PART VI – MAINTENANCE OF MUNICIPAL ADDRESS NUMBERS

6. (1) Every Owner shall maintain the Municipal Address Number to a Building, property, unit or suite, and any sign, as required under this By-law, in a state of good repair so that the Municipal Address Number or sign is clearly visible from the Street or Internal Private Road or hallway from which it is meant to be visible under the provisions of this By-law.

(2) Where the Owner fails to maintain a Municipal Address Number or sign as set out in Subsection 6(1) an Officer may serve the Owner with an order requiring the Owner to maintain the number or sign in compliance with the requirements of this By-law and the order shall specify the time allowed for compliance.

(3) If the Owner fails to comply with an order served under Subsection 6 (2), the City may perform the required maintenance and the City may recover all expenses incurred in carrying out this work by adding all of the costs to the tax roll to the property and collecting them in the same manner as property taxes.

PART VII – SERVICE

7. (1) Any order served under this By-law is sufficiently served if delivered personally to the Owner or sent by registered mail, addressed to the Owner’s last known municipal address.

(2) When service is made by registered mail the service shall be deemed to be effected on the seventh (7th) day after the date of mailing, unless the Owner on whom service is being made establishes that he did not, acting in good faith, through absence, accident, illness, or other cause beyond his control, receive the notice or order until a later date.

PART VIII – ENFORCEMENT AND PENALTY

8. (1) An Officer acting under this By-law may, at any reasonable time, enter and inspect any property, including all Buildings and structures thereon, to determine any one or both of the following:

(a) whether there is compliance with this By-law; or

(b) whether there is compliance with any order made under this By-law.

(2) Where an Owner fails to comply with an order made under this By-law, the City may at any reasonable time enter upon the property and any Building thereon to carry out the work required by the order.

9. (1) Every person who contravenes any provision of this By-law, or fails to comply with an order issued under this By-law, is guilty of an offence and is liable to a fine, and such other penalties, as provided for in the *Provincial Offences Act*, R. S. O. 1990, c. P.33, and the *Municipal Act, 2001*, as both may be amended from time to time.

(2) In addition to Subsection 9 (1) of this By-law, any person who is charged with an offence under this By-law by the laying of an information under Part III of the *Provincial Offences Act*, and is found guilty of the offence is liable, pursuant to the fine provisions of the *Municipal Act, 2001*, to a fine of no more than $25,000.00.

PART IX – GENERAL

10. The Commissioner shall prescribe all forms necessary to implement this By-law and may amend such forms, from time to time, as the Commissioner deems necessary.

11. A reference to the singular or masculine shall be deemed to refer to the plural or feminine as the context may require.

12. In the event that any particular provision or part of a provision is found to be invalid or unenforceable for any reason, then such provision or part of a provision shall be deemed to be severed and all other provisions of this By-law shall remain in full force and shall be valid and enforceable.

PART X – SHORT TITLE

13. This By-law shall be referred to as the “Municipal Address By-law”.

PART XI - REPEAL

14. By-law 265-91, as amended, is hereby repealed.

ENACTED and PASSED this 23RD day of February, 2011

Signed by Hazel McCallion, Mayor and Crystal Greer, City Clerk