

**Environment and Land Tribunals
Ontario**

Conservation Review Board

655 Bay Street, Suite 1500
Toronto ON M5G 1E5

Telephone: (416) 212-6349
Toll Free: 1-866-448-2248
Fax: (416) 326-6209
Toll Free Fax: 1-877-849-2066
Web Site: www.elto.gov.on.ca

**Tribunaux de l'environnement et de
l'aménagement du territoire Ontario**

Commission des biens culturels

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Toronto ON M5G 1E5

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Checklist of materials to be submitted by the municipality to the Conservation Review Board (CRB)

**Proceedings under section 30.1(6) of the *Ontario Heritage Act*
Objection to a notice of proposal to amend a designating by-law**

The municipality must provide the following documents/information to the CRB before the hearing process can begin. Please provide only **one** copy of each document, numbered and labelled in the order outlined below.

1. Objection

- A copy of the Notice of Objection.

2. Affidavit

- Affidavit by the municipality confirming:
 1. the legal ownership on title of the property (with the Parcel Register report);
 2. the notice of a proposed amendment was served on the legal owner(s) of the property and the date & method of service with a copy of the document(s) served; and,
 3. the Notice of Objection was filed by the owner(s) within 30 days after receiving the notice of the proposed amendment.

3. By-law

- A copy of the by-law that designated the property under section 29 of the *Ontario Heritage Act*, including the statement of cultural heritage value or interest and a description of the heritage attributes of the property.

4. Report

- Any staff reports used to draft the statement of cultural heritage value or interest of the property.
- Any staff reports prepared in relation to the amendment of the designating by-law.

5. Minutes

- An excerpt of the Council/Committee meeting minutes related to the amendment of the designating by-law.

6. Legal description

- The legal description of the subject property.

7. List

- A list of all parties and their legal representatives, including their mailing address, telephone number and e-mail address.

- A list of any other persons that have requested to be notified of this matter, including their mailing address (and telephone number and email address, if available).

8. Other information

- Any other documents or information relevant to this matter.

An electronic (in PDF format) and paper copy of these materials should be filed with the CRB. The PDF should be emailed to conservation.review.board@ontario.ca. The paper copy should be delivered to the Conservation Review Board at 655 Bay Street, Suite 1500, Toronto, ON, M5G 1E5.