



Environment and Land Tribunals Ontario
Conservation Review Board
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Conservation Review Board Checklist of Materials Required for a S.32(17) Objection to a Municipality's Intention to Repeal a Designation Bylaw

Statutory Requirements and Board Rules/Procedures

The Clerk of the Municipality must provide the following to the CRB Case Coordinator before a hearing process can be scheduled:

- Affidavit that notice of council's intention to accept the application to repeal the bylaw or part thereof was served on the owner of the property and on the Heritage Trust.
- Certified copy of the Notice of Intention to Repeal a Designation Bylaw, as issued by Municipal Council or approval authority
- Affidavit that the Notice of Intention to Repeal was given public notice according to the provisions of the Act, accompanied by a copy of the newspaper and/or website Notice, whichever is permitted under the Act, clearly displaying the notice date(s)
- Confirmation that the Notice of Objection was filed within 30 days after the date of publication of the Notice of Intention to Repeal in a newspaper and/or website, whichever is permitted under the Act
- Affidavit by the municipality confirming the legal ownership on Title of the property
- Certified copy of the by-law designating the property under s. 29. Part IV, of the Act, including any statement of cultural heritage value or interest and description of the heritage attributes of the property.
- The background report used to draft the designation bylaw, if available.