



Environment and Land Tribunals Ontario
Conservation Review Board
655 Bay Street, Suite 1500 Toronto, Ontario M5G 1E5
TEL: (416) 212-6349 or Toll Free: 1-866-448-2248
FAX: (416) 326-6209
www.elto.gov.on.ca

Conservation Review Board Checklist of Materials required for a s.33(7) referral of Council's refusal to give consent to alter a property designated under s.29, Part IV, of the Ontario Heritage Act.

Statutory Requirements and Board Rules/Procedures

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

- Certified copy of the bylaw designating the property under s.29, Part IV, of the Ontario Heritage Act, as issued by the municipal Council or approval authority.
- Affidavit that notice of Council's decision regarding the request for consent to alter a s.29, Part IV, designated property was served on the legal owner(s) of the property and on the Ontario Heritage Trust.
- Confirmation that the application for a hearing was filed within 30 days after the date that notice of Council's decision regarding the request for consent to alter the property was served on the legal owner(s) and the Ontario Heritage Trust.
- Affidavit by the municipality confirming the legal ownership on Title of the property at the date of the referral to the Review Board, and the current contact numbers for the owner(s) and, where applicable, their representative(s).
- Copy of the request under s.33(2) of the Act for consent to alter the property, including the detailed plan and such information provided to Council.
- Copy of any staff reports and/or written comments of the municipal heritage committee, where such a committee exists, relating to the request for consent to alter the property.