

**Ontario Heritage Act – Designating a Heritage Property (Part IV, Sections 29-34.4)**

The following table has been prepared to demonstrate the process of designating a heritage property from start to finish. Staff note that the *Ontario Heritage Act* requires a Designation By-law to be approved within 120 days of issuing a Notice of Intention to Designate. Staff estimate that each property will take about 4.5 months to designate each property, assuming there are no objections or appeals.

<b>Step in Process</b>	<b>Subcommittee Approval</b>
<b>1. Prepare Designation Documents</b> Time to complete: TBD	
Prepare statements of significance	The statement of significance for every property
Send statements of significance and background reports to owners, then confirm owner's interest in designation	
Prepare draft Designation By-law	The template for the Designation By-laws
<b>2. Report to Council to Recommend Designating a Property</b> Time to complete: 1 month	
Prepare recommendation report for Council	
Present recommendation report to Council for approval to continue designation process	
<b>3. Prepare + Circulate Notice of Intention to Designate</b> Time to complete: 1 month	
Prepare Notice of Intention to Designate	The template for the Notices of Intention to Designate
Publish Notice of Intention to Designate in newspaper	
Serve owner with the Notice of Intention to Designate (30-day objection period)	
<b>4. Approval of Designation By-law</b> Time to complete: 2 months	
Prepare Council report for approval of By-law to Designate	
Present By-law to Designate to Council for approval	
Send approved Designation By-law to the owner (30-day appeal period)	
<b>5. Prepare + Circulate Notice of Passing</b> Time to complete: 15 days	
Prepare Notice of Passing	The template for the Notices of Passing
Publish Notice of Passing in newspaper	
<b>6. Register Designation By-law on Title</b> Time to complete: TBD	
Register the By-law on title	
Update the municipal register	
Send the Designation By-law to Heritage Trust Registrar	