

Ontario Heritage Act - Heritage Conservation Districts (Part V)

A summary of the process of establishing a Heritage Conservation District is below.

The timing of each step will vary based on factors such as the size of the proposed HCD and whether any appeals are received. If appealed, the decision will be made by the Ontario Land Tribunal.

| Steps for establishing a Heritage Conservation District (HCD) |
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| 1. HCD Study |
| Estimated time to complete: approx. 1 year |
| Public engagement and research on the proposed HCD. Once approved, the Study is made publicly available. |
| 2. Preparation of HCD Plan |
| Estimated time to complete: approx. 1 year |
| Consultation with Heritage Committee and public engagement to help draft the Plan. |
| 3. Public Meeting for HCD Plan |
| Notice to be provided a minimum of 20 days prior to Public Meeting |
| Written and oral representations regarding the proposed HCD Plan are received. |
| 4. Written Submissions |
| Time to complete will depend on feedback at Public Meeting |
| Written representations regarding the proposed HCD Plan may be made at any time before the Plan is adopted by by-law. |
| 5. Council Passes By-law |
| Time to complete will depend on feedback at Public Meeting |
| Designates a defined area as an HCD and approval of the HCD adoption plan. |
| 6. Notice of By-law |
| Time to Complete: TBD |
| Notice is to be served to each owner of property in HCD and on Trust. To be published in a manner the Heritage Committee deems appropriate. |
| 7. Appeal Period |
| Time to complete: 30 days after public date of notice of by-law |
| An appeal may be filed with the Ontario Land Tribunal within 30 days of the issuance of the notice of passing. |
| 8. By-law Registration |
| Time to complete will depend on number of properties in HCD |
| Registration of by-law on title of properties in HCD. |

Estimated time to establish an HCD, if no appeals: 2-3 years