

TORONTO MUNICIPAL CODE  
CHAPTER 103, HERITAGE

**Chapter 103**

**HERITAGE**

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<sup>1</sup> Editor's Note: The Toronto Historical Museum Board and the Community Museum Management Boards were dissolved and Article 1 was deleted April 13, 2011 by By-law 491-2011.

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**[History: Adopted by the Council of the City of Toronto as indicated in article histories.  
Amendments noted where applicable.]**

**General References**

Auditor General - See Ch. 169, Art. VI.

General Manager of Economic Development and Culture - See Ch. 169, Art. VIII.

Fees and charges - See Ch. 441.

*City of Toronto Act, 1997 (No. 1)* - See S.O. 1997, c. 2.

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**ARTICLE I**  
**(Reserved)<sup>2</sup>**

**§§ 103-1. - 103-3. (Reserved)**

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<sup>2</sup> Editor's Note: The Toronto Historical Museum Board and the Community Museum Management Boards were dissolved and Article 1, including Schedule A, was deleted April 13, 2011 by By-law 491-2011.

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ARTICLE II  
**Heritage Toronto**  
[Adopted 1999-11-25 by By-law 794-1999<sup>3</sup>]

**§ 103-4. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

DESIGNATED FUNDS - Funds designated by a donor for a specific purpose.<sup>4</sup> [Added 2004-10-28 by By-law 885-2004]

GENERAL MANAGER - The City's General Manager of Economic Development and Culture. [Added 2005-05-19 by By-law 441-2005]

HERITAGE TORONTO - The Toronto Historical Board.

MEMBER - A person appointed to the Board by Council. [Added 2004-10-28 by By-law 885-2004]

TORONTO PRESERVATION BOARD - The Toronto Municipal Heritage Committee and its Community Preservation Panels. [Amended 2004-10-28 by By-law 885-2004]<sup>5</sup>

UNDESIGNATED FUNDS - Operating funds allocated through the City's budget process or donated by members of the public for a non-specific purpose to be used for the general operations of Heritage Toronto. [Added 2004-10-28 by By-law 885-2004]

**§ 103-5. Name of Board.**

The Toronto Historical Board shall be known as "Heritage Toronto" as continued under section 72 of the *City of Toronto Act, 1997 (No. 2)*.

**§ 103-6. Responsibilities.**

Heritage Toronto shall be a local board and a body corporate having the following responsibilities:

- A. Provide advice from a community perspective to the City, civic organizations and members of the public regarding heritage issues. [Amended 2004-10-28 by By-law 885-2004]
- B. Promote and educate the public regarding heritage issues. [Amended 2004-10-28 by By-law 885-2004]

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<sup>3</sup> Editor's Note: This by-law was passed under the authority of section 72 of the *City of Toronto Act, 1997 (No. 2)*, S.O. 1997, c. 26.

<sup>4</sup> Editor's Note: The definition of "Commissioner," which previously preceded this definition, was repealed May 19, 2005 by By-law 441-2005.

<sup>5</sup> Editor's Note: The Toronto Historical Museum Board and the Community Museum Management Boards were dissolved and Article 1, including Schedule A, was deleted April 13, 2011 by By-law 491-2011. The definitions of "Museum Board" and "Museum Management Board", which previously preceded this definition, were deleted as a result.

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- C. (Reserved)<sup>6</sup>
- D. Ensure that any privately donated funds received are applied to the specific purpose designated by the donor.
- E. Establish and manage publicity and public programs, including awards programs, respecting city-wide heritage issues and to otherwise promote public awareness of the City's heritage.
- F. Serve as a liaison with the heritage community and promote public awareness of the City's heritage resources. **[Amended 2004-10-28 by By-law 885-2004]**
- G. Serve as a focal point for volunteer sector groups.
- H. Assist and advise in the development of the Heritage Master Plan.
- I. Carry out such other duties relating to the City's history and development as the Council may assign.

**§ 103-7. Membership; term; reappointment; vacancies; removal.**

**[Amended 2000-10-05 by By-law 869-2000; 2004-10-28 by By-law 885-2004]**

- A. Heritage Toronto shall be composed of up to 27 members, who shall be appointed by City Council and nominated as follows:
  - (1) Two members nominated by each community council from the Preservation Panels or interested citizens. **[Amended 2011-04-13 by By-law 491-2011<sup>7</sup>]**
  - (2) One member nominated by the Toronto Historical Association.
  - (3) One member nominated by the Aboriginal community.
  - (4) Two members of City Council.
  - (5) Fifteen citizen members.
- B. The persons appointed as members of Heritage Toronto shall hold office for a term consistent with the City's "Policy on Citizen Appointments to City of Toronto Agencies, Boards and Commissions and External Special-Purpose Bodies."
- C. Members shall be eligible for reappointment.
- D. In the case of a vacancy for any cause, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

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<sup>6</sup> Editor's Note: Former § 103-6C, as amended, which included as a responsibility of Heritage Toronto the organization and carrying out of fundraising drives, was repealed December 4, 2009 by By-law 1191-2009.

<sup>7</sup> Editor's Note: The nominating process previously included the Toronto Historical Museum Board. The Museum Board was dissolved April 13, 2011 by By-law 491-2011.

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- E. A member shall cease to be a member of Heritage Toronto if absent from three successive meetings of the Board without being authorized to do so by a resolution of Heritage Toronto entered upon its minutes.

**§ 103-8. Remuneration.**

The members of Heritage Toronto shall serve without remuneration.

**§ 103-9. Open meetings; quorum.**

- A. All ordinary meetings of Heritage Toronto shall be open, and no person shall be excluded from a meeting except for improper conduct.
- B. A quorum shall consist of a simple majority of the members, excluding City Councillors who are members.

**§ 103-10. Minutes; records.**

Heritage Toronto shall keep minutes of its meetings and shall keep all papers and documents pertaining to the business of the Board, and all books, documents and files kept by Heritage Toronto shall be open to the inspection of the members of Council or of any other person or persons appointed for that purpose by Council.

**§ 103-11. Officers; committees.**

**[Amended 2004-10-28 by By-law 885-2004]**

- A. Heritage Toronto shall, as soon as possible after the first meeting in each term, elect a Chair and other officers as determined by the Board.
- B. Heritage Toronto may establish committees to enlist public support for the work of Heritage Toronto.

**§ 103-12. Frequency of meetings.**

**[Amended 2000-10-05 by By-law 869-2000; 2004-10-28 by By-law 885-2004]**

The Board shall meet at least six times in every calendar year and at any other time at the request of the Chair or a majority of the Board members.

**§ 103-13. Budget; annual report.**

**[Amended 2002-11-28 by By-law 1076-2002; 2004-10-28 by By-law 885-2004]**

- A. Heritage Toronto shall submit an annual budget of its estimated revenues and expenditures in a form satisfactory to the Deputy City Manager and Chief Financial Officer, and, when money is provided by Council, the Deputy City Manager and Chief Financial Officer shall pay out the money as Heritage Toronto may from time to time require. **[Amended 2005-05-19 by By-law 441-2005]**

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- B. Immediately after the end of each year, Heritage Toronto shall submit its annual report to Council through the Economic Development and Parks Committee, including a complete audited and certified financial statement of its affairs, with a revenue and expense account, balance sheet and profit and loss statement, including private donations and the terms upon which any private donations were given during the preceding year.
- C. Quarterly variance reports shall be submitted to the City to explain any deviations from the approved budget.
- D. The City's external auditor shall be the Auditor of Heritage Toronto, and all books, documents, transactions, minutes and accounts of Heritage Toronto shall at all times be open to his or her inspection.
- E. The cost of the audit shall be borne by Heritage Toronto.
- F. A copy of the audited statements shall be forwarded to the Audit Committee, the Deputy City Manager and Chief Financial Officer, the Auditor General and the General Manager. **[Amended 2005-05-19 by By-law 441-2005]**
- G. Any designated funds shall be used by Heritage Toronto for the purpose specified by the donor.
- H. Heritage Toronto shall manage its operations within available financial resources and shall not incur a deficit on designated funds.
- I. In the event that Heritage Toronto incurs a deficit on undesignated funds, Council may require Heritage Toronto to adjust its operating budget, programs and activities to ensure that revenues and expenditures are financially sustainable.
- J. The City shall be responsible for the net operating deficits of Heritage Toronto.
- K. Heritage Toronto shall pay all net revenue from undesignated funds to the City.
- L. Any funds that are not designated shall be deemed to be undesignated funds.

**§ 103-14. Legal obligations; management of property.**

- A. Heritage Toronto shall not at any time act in a manner that is contrary to or inconsistent with any legal obligation of the City.
- B. Heritage Toronto shall not accept any donations of real property without the prior approval of Council which shall include the approval of the use and disposition of the property. **[Amended 2004-10-28 by By-law 885-2004]**
- C. The net proceeds of any real property transaction shall be retained by Heritage Toronto. **[Added 2004-10-28 by By-law 885-2004]**
- D. Heritage Toronto shall adopt policies respecting sponsorships, naming rights and honourific names which are consistent with the policies adopted by Council. **[Added 2011-12-01 by By-law 1374-2011]**

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**§ 103-15. Conflicting provisions; conflicts of interest.**

- A. To the extent of any conflict between this article and any by-laws of the former municipalities, this article prevails.
- B. To the extent of any conflict between this article and Article III, Preservation Board; Community Local Architectural Conservation Advisory Committee Panels, Article III prevails. **[Amended 2011-04-13 by By-law 491-2011]<sup>8</sup>**
- C. No member of Heritage Toronto nor any member of Council shall have any contract with Heritage Toronto or be monetarily interested, directly or indirectly, in any contract or work relating to the operations or functions of the Board.

ARTICLE III  
**Preservation Board; Community Preservation Panels**  
**[Adopted 2001-01-06 by By-law 380-2001<sup>9</sup>]**

**§ 103-16. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

ACT - The *Ontario Heritage Act*, R.S.O. 1990, c. O.18.

BOARD - The Toronto Preservation Board established under § 103-17A.<sup>10</sup>

CHIEF PLANNER - The City's Chief Planner and Executive Director, City Planning Division.  
**[Added 2008-10-30 by By-law 1144-2008]**

COMMUNITY COUNCIL - A committee of Council established under section 7 of the *City of Toronto Act, 1997 (No. 1)*.

HERITAGE EASEMENTS OR COVENANTS - An easement agreement or covenant between the City of Toronto and owners of real property, or interests in real property, for the conservation of buildings of historic or architectural value or interest.<sup>11</sup>

HERITAGE PROPERTIES - Properties which are of historic or architectural value or interest.

INVENTORY OF HERITAGE PROPERTIES - A list which identifies the City's built cultural heritage. **[Added 2008-10-30 by By-law 1144-2008]**

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<sup>8</sup> Editor's Note: § 103-15B previously referenced Article I. Article I was deleted April 13, 2011 by By-law 491-2011.

<sup>9</sup> Editor's Note: This by-law was passed under the authority of section 28 of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18. This by-law also repealed former Art. III, Preservation Board; Community Local Architectural Conservation Advisory Committee Panels, adopted November 25, 1999 by By-law 795-1999, as amended.

<sup>10</sup> Editor's Note: The definition of "Commissioner," which previously followed this definition, was repealed May 19, 2005 by By-law 441-2005.

<sup>11</sup> Editor's Note: The definition of "General Manager," added May 19, 2005 by By-law 441-2005, which preceded this definition, was repealed October 30, 2008 by By-law 1144-2008.



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LISTED - Listed on the City of Toronto's Inventory of Heritage Properties, and "listing" has a corresponding meaning.<sup>12</sup>

PANEL - A community preservation panel established under § 103-18A.

PROPERTY - Real property and includes all buildings and structures thereon. [**Amended 2005-05-19 by By-law 441-2005**]

STAFF - Employees of the City of Toronto.

**§ 103-17. Toronto Preservation Board.**

- A. A municipal heritage committee to be known as the "Toronto Preservation Board" (the "Board") is hereby established. [**Amended 2008-10-30 by By-law 1144-2008**]
- B. Composition; qualifications.
- (1) The Board shall consist of the Chair or designate of each panel, seven citizens to be appointed by Council and up to three members of Council. [**Amended 2004-03-03 by By-law 178-2004**]
  - (2) The citizens appointed shall possess special interests or knowledge that will assist the Board in fulfilling its responsibilities, such as expertise in architecture, archaeology, planning, landscape architecture, local history, natural heritage, land development and law.
  - (3) The members shall hold office until their successors are appointed.
  - (4) Where a vacancy occurs for any reason, Council shall appoint a person qualified to be a member, who shall hold office for the remainder of the term for which his or her predecessor was appointed.
  - (5) Despite § 103-17B(3), a member who is absent for three consecutive meetings without reasonable excuse may be subject to removal from office. [**Added 2008-10-30 by By-law 1144-2008**]
- C. The Board shall, with the assistance of staff, advise and assist Council on all matters relating to Parts IV and V of the Act, including:
- (1) Designation of individual heritage properties and heritage conservation districts and inclusion of properties on the Inventory of Heritage Properties; [**Amended 2008-10-30 by By-law 1144-2008**]
  - (2) Applications to alter, demolish or remove properties included on the Inventory of Heritage Properties; [**Amended 2008-10-30 by By-law 1144-2008**]
  - (3) Applications to repeal by-laws which designate individual properties as heritage properties;

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<sup>12</sup> Editor's Note: The definition of "natural heritage," which previously followed this definition, was repealed October 30, 2008 by By-law 1144-2008.

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- (4) Authorizing entering into heritage easements or covenants;
  - (5) The Inventory of Heritage Properties; **[Amended 2008-10-30 by By-law 1144-2008]**
  - (6) The criteria and process for inclusion of properties on the Inventory of Heritage Properties; **[Amended 2008-10-30 by By-law 1144-2008]**
  - (7) Cultural heritage landscape issues respecting properties on the Inventory of Heritage Properties; **[Amended 2008-10-30 by By-law 1144-2008]**
  - (8) Grants for the preservation of heritage properties; and
  - (9) Such other duties relating to heritage preservation issues as may be assigned to it by Council.
- D. The Board shall advise Council through the City's Planning and Growth Management Committee or its successor committee on City-wide heritage preservation matters set out in this article and through community councils on local heritage issues. **[Amended 2005-09-30 by By-law 856-2005; 2008-10-30 by By-law 1144-2008]**
- E. Budget proposal; operating expenditures.
- (1) The Board shall submit, at a time satisfactory to the Chief Planner, an annual budget proposal. **[Amended 2005-05-19 by By-law 441-2005; 2008-10-30 by By-law 1144-2008]**
  - (2) The Board shall not make or incur liability for any operating expenditure.
- F. The persons appointed to the Board, with the exception of members of Council, shall hold office for a maximum of two consecutive terms. **[Amended 2008-10-30 by By-law 1144-2008]**
- G. Organization; meetings.
- (1) The Board shall, as soon as possible after the first meeting in each term, elect a Chair and Vice Chair.
  - (2) The Board shall meet at least 10 times in every calendar year and, in addition, at any time at the request of a majority of the members of the Board or at the call of the Chair.
  - (3) Minutes and records.
    - (a) The Board shall keep proper minutes and records of its meetings and shall keep all papers and documents pertaining to the business of the Board, and all books, documents and files kept by the Board shall be open to the inspection of the members of Council or of any other person or persons appointed for that purpose by Council.
    - (b) The Board shall forward true copies of the minutes and records to all members of the Board, the City Clerk and the Chief Planner as soon as possible after each meeting. **[Amended 2005-05-19 by By-law 441-2005; 2008-10-30 by By-law 1144-2008]**

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- (4) A majority of the members of the Board, excluding members of Council, constitutes a quorum of the Board.
- H. The Board shall ensure that programs operated by the Board comply with City policies including access, equity and anti-racism.

**§ 103-18. Community Preservation Panels.**

- A. A community preservation panel is hereby established for each area represented by a community council.
- B. Composition.
  - (1) Each panel shall consist of a minimum of five and a maximum of 15 citizen members and a maximum of two Councillors at the discretion of community council.  
**[Amended 2008-10-30 by By-law 1144-2008]**
  - (2) The panel members shall be nominated by community council.
  - (3) Panel members shall possess special interests or knowledge that will assist the panel in fulfilling its responsibilities. **[Added 2008-10-30 by By-law 1144-2008]**
- C. Within its geographical area, each panel may:
  - (1) Recommend properties within the local community which should be considered by the Board for inclusion on the Inventory of Heritage Properties; **[Amended 2008-10-30 by By-law 1144-2008]**
  - (2) Monitor heritage properties, including those properties at risk, for review and discussion by the Board; **[Amended 2008-10-30 by By-law 1144-2008]**
  - (3) Research into properties being proposed for inclusion on the Inventory of Heritage Properties, public programs and other preservation-related issues; **[Amended 2008-10-30 by By-law 1144-2008]**
  - (4) Provide for public awareness and promotion of issues relating to heritage properties, in co-operation with Heritage Toronto and other heritage groups, as required; **[Amended 2008-10-30 by By-law 1144-2008]**
  - (5) Promote neighbourhood heritage and history;
  - (6) Arrange to erect plaques or markers, or both, on community sites of local interest;
  - (7) Provide for local community activities recognizing the efforts of citizens to protect, preserve or promote heritage properties;
  - (8) Co-ordinate related heritage activities with local museums, societies, the Toronto District School Board and similar organizations within the community (responsibility shared with the Board);
  - (9) Advocate, in co-operation with Heritage Toronto and other community heritage organizations, as required;

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- (10) Undertake such other duties relating to heritage preservation issues as may be assigned to it by Council;
  - (11) Report to the Toronto Preservation Board. [**Added 2008-10-30 by By-law 1144-2008**]
- D. The persons appointed to a panel, except for members of Council, shall hold office for a maximum of two consecutive terms. [**Amended 2008-10-30 by By-law 1144-2008**<sup>13</sup>]
- E. Despite § 103-18D, a citizen member of a panel who served during the 2004-2006 term may serve for more than two consecutive terms. [**Added 2008-10-30 by By-law 1144-2008**]
- F. Organization; meetings; quorum.
- (1) Each panel shall, as soon as possible after the first meeting in each term, elect a Chair and Vice Chair.
  - (2) Each panel shall meet at least six times in every calendar year and, in addition, at any time at the request of a majority of the members of the panel or at the call of the Chair.
  - (3) Minutes and records.
    - (a) Each panel shall keep proper minutes and records of its meetings and shall keep all papers and documents pertaining to the business of the panel, and all books, documents and files kept by each panel shall be open to the inspection of the members of Council or of any other person or persons appointed for that purpose by Council.
    - (b) Each panel shall forward true copies of the minutes and records to all members of the panel, the City Clerk and the Chief Planner as soon as possible after each meeting. [**Amended 2005-05-19 by By-law 441-2005; 2008-10-30 by By-law 1144-2008**]
  - (4) Where a vacancy occurs for any reason, community council shall recommend appointing a person qualified to be a member, who shall hold office for the remainder of the term for which his or her predecessor was appointed. [**Amended 2003-07-24 by By-law 674-2003**]
  - (5) Members shall hold office until their successors are appointed.
  - (6) A majority of the members of a panel, excluding members of Council, constitutes a quorum of the panel.
  - (7) Despite § 103-18F(5), a member who is absent for three consecutive meetings without reasonable excuse may be subject to removal from office. [**Added 2008-10-30 by By-law 1144-2008**]

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<sup>13</sup> Editor's Note: This by-law also repealed former § 103-18D, which required that each panel report to the local community council, with certain exceptions, and redesignated former § 103-18E as § 103-18D.

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- G. The panels shall ensure that programs operated by each panel comply with City policies respecting access, equity and anti-racism.

**§ 103-19. Conflicting provisions.**

To the extent of any conflict between this article and any by-laws of the former municipalities, this article prevails.

ARTICLE IV  
**Heritage Permits in Heritage Conservation Districts**  
**[Adopted 2001-12-06 by By-law 1005-2001<sup>14</sup>]**

**§ 103-20. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

CHIEF PLANNER AND EXECUTIVE DIRECTOR - The City's Chief Planner and Executive Director, City Planning Division. **[Added 2009-08-06 by By-law 665-2009]**

GUIDELINES - Guidelines adopted by Council or the council of a former municipality to assist in the preservation of the historic and architectural character of a heritage conservation district.<sup>15</sup>

HERITAGE CONSERVATION DISTRICT - A heritage conservation district established under Part V of the *Ontario Heritage Act*.

HERITAGE PERMIT - A permit issued by or on behalf of Council under section 42 of the *Ontario Heritage Act*. **[Amended 2009-08-06 by By-law 665-2009]**

**§ 103-21. Application for permit; permits deemed to be issued.**

- A. Any person wishing to erect, demolish, or remove a building or structure located in a heritage conservation district, or to alter the external portions of such a building or structure, shall submit an application in writing on a form prescribed by the Chief Planner and Executive Director and shall supply any other information relating to the application as required by the Chief Planner and Executive Director. **[Amended 2005-05-19 by By-law 441-2005; 2009-08-06 by By-law 665-2009]**
- B. Despite Subsection A, an application shall be deemed to have been made for work described in Subsection C.
- C. A heritage permit is deemed to be issued for the following alterations to the external portions of a building or structure located in a heritage conservation district:
- (1) Painting of wood, stucco or metal finishes.

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<sup>14</sup> Editor's Note: This by-law was passed under the authority of section 102.1 of the *Municipal Act*, R.S.O. 1990, c. M.45.

<sup>15</sup> Editor's Note: The definition of "Commissioner," which previously preceded this definition, was repealed May 19, 2005 by By-law 441-2005. The definition of "General Manager," which also previously preceded this definition and was added May 19, 2005 by By-law 441-2005, was repealed August 6, 2009 by By-law 665-2009.

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- (2) Repair of existing features, including roofs, wall cladding, dormers, cresting, cupolas, cornices, brackets, columns, balustrades, porches and steps, entrances, windows, foundations, and decorative wood, metal, stone or terra cotta, provided that the same type of materials are used.
- (3) Installation of eavestroughs.
- (4) Weatherproofing, including installation of removable storm windows and doors, caulking, and weatherstripping.
- (5) Installation of exterior lights.
- (6) An alteration that is not visible from a street.

**§ 103-22. Compatibility with guidelines.**

- A. The Chief Planner and Executive Director shall issue a heritage permit on behalf of Council if the work proposed in an application received under § 103-21A is compatible with the guidelines that apply in the heritage conservation district in which the work is proposed to be undertaken. **[Amended 2005-05-19 by By-law 441-2005; 2009-08-06 by By-law 665-2009]**
- B. Despite Subsection A, Council shall retain all powers and authority under Part V of the *Ontario Heritage Act*, and at any time prior to the issuance of a heritage permit, the ward councillor may, in writing, request the Chief Planner and Executive Director to submit a permit application to the appropriate community council and to Council for consideration. **[Amended 2005-05-19 by By-law 441-2005; 2009-08-06 by By-law 665-2009]**
- C. A permit issued under Subsection A shall be issued subject to the following conditions:
  - (1) That the permit holder not make any material change to a plan, specification, document or other information that forms the basis on which the permit was issued without making a further application under § 103-21A.
  - (2) That the permit holder carry out the work in accordance with the plans, specifications, documents and any other information that form the basis on which the permit was issued.
- D. If the work proposed in an application is not compatible with the guidelines that apply in the heritage conservation district in which the work is proposed to be undertaken, the Chief Planner and Executive Director shall submit the application to the appropriate community council and to Council for consideration. **[Amended 2005-05-19 by By-law 441-2005; 2009-08-06 by By-law 665-2009]**
- E. This section shall not apply to alterations for which a heritage permit is deemed to be issued under § 103-21C.

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**§ 103-22.1. Extension of time limits.**

**[Added 2009-08-06 by By-law 665-2009]**

The Chief Planner and Executive Director is authorized to agree to the extension of any time limit within which Council must make a decision on an application under Part V of the *Ontario Heritage Act* provided that:

- A. The applicant is in agreement with the extension.
- B. The local councillor has been consulted.

ARTICLE V

**Heritage Permits for Designated Property**  
**[Adopted 2005-10-28 by By-law 929-2005<sup>16</sup>]**

**§ 103-23. Application; alterations.**

- A. Any person wishing to alter, renovate, restore or erect a building or structure or to alter a heritage landscape on a property designated under Part IV of the *Ontario Heritage Act* shall submit an application in writing to the Chief Planner and Executive Director, City Planning Division and shall provide the following information:
  - (1) The name, address, telephone number, fax number and e-mail address of the owner or the owner's authorized representative;
  - (2) A site plan or sketch showing the location of the proposed work on the property;
  - (3) A statement of the proposed scope of work;
  - (4) Drawings of the proposed work showing materials, dimensions and extent of the work;
  - (5) Written specifications for the proposed work;
  - (6) Photographs showing the existing building or landscape condition;
  - (7) Documentation pertaining to the proposal, including archival photographs, pictures or plans of similarly styled buildings in the community; and
  - (8) A signed statement by the owner authorizing the application.

**§ 103-24. Application; demolition.**

- A. Any person wishing to demolish or remove a building or structure on a property that is designated under Part IV of the *Ontario Heritage Act* shall submit an application in writing to the Chief Planner and Executive Director, City Planning Division and shall supply the following information:

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<sup>16</sup> Editor's Note: This by-law was passed under the authority of Part IV of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18.

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- (1) The name, address, telephone number, fax number and e-mail address of the owner or the owner's authorized representative;
- (2) A site plan or sketch showing the location of the proposed demolition or removal;
- (3) Photographs showing the existing building condition including front and side elevations;
- (4) A building condition assessment of the building or structure proposed to be demolished or removed; and
- (5) A signed statement by the owner authorizing the application.

**§ 103-25. Approval by Council.**

Approval by Council is required for:

- A. An application to alter, renovate restore or erect a building, structure or heritage landscape on property designated under Part IV of the *Ontario Heritage Act*;
- B. An application to alter, renovate or restore any feature included in the reasons for designation in a designation by-law; and
- C. An application for demolition or removal of a building or structure on property designated under Part IV of the *Ontario Heritage Act*.

**§ 103-26. Powers and duties of Chief Planner and Executive Director.**

Despite § 103-25 the Chief Planner and Executive Director shall review or cause to be reviewed all applications under this article and is authorized to:

- A. Approve applications for minor repairs, alterations and improvements that maintain the heritage character of the property provided that:
  - (1) The local councillor has been consulted; and
  - (2) The alterations do not require the removal or alteration of architecturally significant portions of the building or structure; and
  - (3) The work is compatible with:
    - (a) Guidelines adopted by Council to assist in the preservation of heritage property;
    - (b) Guidelines for heritage conservation issued by the Ontario Minister of Culture and the Government of Canada;
    - (c) Parks Canada Standards and Guidelines for the Conservation of Historic places in Canada and provided that:
  - (4) The alterations, additions and changes to exterior elevations and features are not visible from a public right-of way or public park.



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- (5) The work is replacement where repair is not feasible and the replacement work utilizes the same types of materials as the original exterior heritage fabric.
  - (6) The façade or building restorations is consistent with historic documentation.
  - (7) The alterations address accessibility, life safety, mechanical and other applicable Building Code requirements.
- B. Approve applications for minor repairs, alterations and improvements where the owner has entered into a heritage easement agreement provided that the proposed alterations are:
- (1) Consistent with § 103-26A(1) to (7).
  - (2) Specified as permitted alterations in the heritage easement agreement.
  - (3) Consistent with any conservation plan or guidelines specified in the heritage easement agreement.
- C. Upon receipt of a completed application under § 103-23 serve a notice of receipt of application on the owner. **[Amended 2009-08-06 by By-law 665-2009]**
- D. Agree to the extension of any time limit within which Council must make a decision on an application under Part IV of the *Ontario Heritage Act* provided that: **[Added 2009-08-06 by By-law 665-2009]**
- (1) The applicant is in agreement with the extension.
  - (2) The local councillor has been consulted.

**§ 103-27. Permits deemed to be issued.**

- A. Despite §§ 103-25 and 103-26 an application shall be deemed to have been made for work described in Subsection B.
- B. A permit is deemed to be issued for the following alterations to the external portions of a building or structure located on property designated under Part IV of the *Ontario Heritage Act*.
- (1) Painting of wood, metal finishes or existing painted or new stucco in a colour that is complimentary to the architecture of the building or structure.
  - (2) Repair of existing features, including roofs, wall cladding, dormers, cresting, cupolas, cornices, brackets, columns, balustrades, porches and steps, entrances, windows, foundations, and decorative wood, metal, stone or terra cotta, provided that the same type of materials are used.
  - (3) Installation or repair of eavestroughs.
  - (4) Weatherproofing, including installation of removable storm windows and doors, caulking and weatherstripping.
  - (5) Installation of exterior lights provided that they are not affixed to any features that are included in the reasons for designation.

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- (6) Routine landscape maintenance that does not affect the integrity of the landscape as specified in the reasons for designation.

**§ 103-28. Conditions.**

- A. All permits shall be subject to the following conditions:
- (1) All work shall be carried out in accordance with the plans, specifications, documents and any other information that forms the basis upon which a permit is issued.
  - (2) Any material change to the plans, specifications, documents or other information that forms the basis upon which a permit is issued shall require a further application.
  - (3) The permit holder shall advise Heritage Preservation Services upon completion of the work.
  - (4) Such other terms and conditions as the Chief Planner and Executive Director deems necessary to maintain the heritage character of the property.
- B. Despite anything in this article, Council shall retain all authority under Part IV of the *Ontario Heritage Act* and at any time prior to the issuance of a permit the local Councillor may request in writing that the Chief Planner and Executive Director submit the heritage permit application to the appropriate community council and Council for consideration.
- C. This section does not apply to alterations for which a permit is deemed to be issued under § 103-27.

ARTICLE VI

**Inspectors**

**[Adopted 2005-10-28 by By-law 929-2005<sup>17</sup>]**

**§ 103-29. Appointment of Inspectors.**

- A. Persons holding the following positions are authorized to carry out inspections of property designated or proposed to be designated under Parts IV and V of the *Ontario Heritage Act*:
- (1) Manager, Heritage Preservation Services.
  - (2) Heritage Co-ordinators.
  - (3) Preservation Officers.
  - (4) Preservation Assistants.
- B. The persons authorized to carry out inspections under § 103-29A may be accompanied by a person who has special or expert knowledge in relation to the property. **[Added 2010-08-27 by By-law 1138-2010]**

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<sup>17</sup> Editor's Note: This by-law was passed under the authority of Part IV of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18.

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ARTICLE VII

**Heritage Property Tax Rebate Program**

[Adopted 2005-15-07 by By-law 1043-2005; amended 2015-04-02 by By-law 357-2015<sup>18</sup>]

**§ 103-30. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

ACT - means the *Ontario Heritage Act*, R.S.O. 1990, c. O.18.

ADDITIONAL ELIGIBILITY CRITERIA - means the criteria as set out in § 103-32 that must be met in order for a property to qualify as an eligible heritage property.

APPLICANT - means an owner or a person authorized by an owner to submit a heritage property tax rebate application on behalf of the owner.

APPLICATION PROCESS - means the two step process, inclusive of a project proposal and heritage property tax rebate application, in accordance with § 103-34.

CONTRIBUTING RESOURCE - means a property or feature within a heritage conservation district that is deemed to contribute to the cultural heritage value and character of the district, as identified in the heritage conservation district plan.

ELIGIBLE HERITAGE PROPERTY - means a property or portion of a property that:

- A. Is designated under Part IV of the Act or Part V of the Act; and
- B. Complies with the additional eligibility criteria set out in § 103-32; and
- C. Is subject to:
  - (1) A heritage easement agreement with the City under section 37 of the Act; or
  - (2) A heritage easement agreement with the Ontario Heritage Trust under section 22 of the Act; or
  - (3) A maintenance and conservation agreement with the City under section 334 of the *City of Toronto Act*.

ELIGIBLE COSTS - means costs that are:

- A. Incurred by an owner for the undertaking of eligible maintenance and conservation work and approved by the manager in a statement of authorized eligible expenses; and

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<sup>18</sup> Editor's Note: By-law 357-2015 repealed and replaced Art. VII, in its entirety.

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- B. Equivalent to no less than 20 percent of the property tax for the eligible heritage property in the year for which a heritage property tax rebate is applied for.

ELIGIBLE MAINTENANCE AND CONSERVATION WORK - means work approved in a statement of authorized eligible expenses that is required to repair, restore, preserve, rehabilitate and stabilize the identified heritage attributes of an eligible heritage property as well as any of the following structural elements that support or protect identified heritage attributes: exterior walls and facades, roofs, foundations, chimneys, exterior stairs, windows and doors, in accordance with § 103-33. **[Amended 2017-03-09 by By-law 252-2017]**

GROSS FLOOR AREA - means the sum of the total area of each floor level, above and below the ground, measured from the exterior of the main wall of each floor level of a building or structure.

HERITAGE ATTRIBUTES - means those portions of an eligible heritage property that contribute to its cultural heritage value or interest, and that are identified in:

- A. A designation by-law under Part IV of the Act; or
- B. A heritage easement agreement; or
- C. A maintenance and conservation agreement; or
- D. A heritage conservation district plan under Part V of the Act.

HERITAGE CONSERVATION DISTRICT - means a geographically defined area designated under Part V of the Act.

HERITAGE EASEMENT AGREEMENT - means a registered agreement entered into under section 22 or section 37 of the Act.

HERITAGE PERMIT - means:

- A. A permit issued by Council under section 42 of the Act; or
- B. The consent of Council given under section 33(1) of the Act.

HERITAGE PROPERTY TAX REBATE APPLICATION - means the second step in the application process as set out in § 103-34.3.

HERITAGE PROPERTY TAX REBATE - means a property tax rebate in respect of an eligible heritage property issued in accordance with this article.

MANAGER - means the manager of Heritage Preservation Services.

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**MAINTENANCE AND CONSERVATION AGREEMENT** - means a registered agreement for the maintenance and conservation of eligible heritage properties under section 334(2)(c) of the *City of Toronto Act*.

**OWNER** - means the registered owner of an eligible heritage property.

**PROJECT PROPOSAL** - means the first step of the application process as set out in § 103-34.

**PROPERTY TAX** - means the annual taxes levied on a property for municipal and school purposes that are attributable to the eligible heritage property, and the land used in connection with the eligible heritage property, as determined by the City.

**STANDARDS AND GUIDELINES FOR THE CONSERVATION OF HISTORIC PLACES IN CANADA** - means the Standards and Guidelines for the Conservation of Historic Places in Canada as adopted by Council and as amended from time to time.

**STATEMENT OF AUTHORIZED ELIGIBLE EXPENSES** - means a statement issued by the manager in accordance with § 103-34.1.

**§ 103-31. Heritage property tax rebate.**

- A. The heritage property tax rebate in respect of an eligible heritage property designated under Part IV of the Act shall be a maximum annual rebate of 40 percent of the property tax within an application year subject to:
- (1) A maximum rebate of 50 percent of the eligible costs; and
  - (2) An annual cap of \$500,000 or such other amount as may be approved by Council through the annual budget process for the City Planning Division.
- B. The heritage property tax rebate in respect of an eligible heritage property designated under Part V of the Act shall be a maximum rebate of 40 percent of the property tax subject to:
- (1) A maximum rebate of 50 percent of the eligible costs;
  - (2) An annual cap of \$50,000 or such other amount as may be approved by Council through the annual budget process for the City Planning Division; and
  - (3) A maximum availability of two consecutive years within the term of a five year maintenance and conservation agreement.

**§ 103-32. Additional eligibility criteria.**

In order for a property to qualify as an eligible heritage property the following additional eligibility criteria must be met:

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- A. A property designated under Part IV of the Act must be a commercial or industrial class property as prescribed under the *Assessment Act*, R.S.O. 1990, c. A.31, with a minimum of 50 percent of the current value assessment applied to the calculation of commercial or industrial taxes.
- B. A property designated under Part V of the Act must be a contributing resource within the commercial or industrial class as prescribed under the *Assessment Act*, with a minimum of 50 percent of the current value assessment applied to the calculation of commercial or industrial taxes.
- C. Eligible maintenance and conservation work undertaken in the year for which a heritage property tax rebate is applied for must be equivalent to no less than 20 percent of the property tax for the eligible heritage property.
- D. The designated property, including all facades facing a street or open space and at least 50 percent of the gross floor area related to or supporting the heritage attributes must be retained. **[Amended 2017-03-09 by By-law 252-2017]**
- E. A building or structure related to or supporting heritage attributes must not have been:
  - (1) Substantially or completely disassembled; or
  - (2) Substantially or completely reconstructed; or
  - (3) Relocated from its original property.
- F. Where an application is related to development, interior or exterior structural alterations, or any alterations affecting the structure or gross floor area of an eligible heritage property: **[Amended 2017-03-09 by By-law 252-2017]**
  - (1) 50 percent of the existing gross floor area related to, or supporting the heritage attributes must be retained; and
  - (2) 50 percent of the existing exterior walls, plus all facades facing a right of way or open space must be retained as exterior walls.
- G. The property must be subject to the payment of taxes and not a payment in lieu of tax.
- H. The property must be in compliance with the heritage easement agreement or maintenance and conservation agreement and all applicable legislation, building and zoning by-laws.
- I. The property must not be subject to any work orders, deficiency notices, outstanding accounts, fines, arrears of taxes, fees or penalties.

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- J. Where a property is eligible for a property tax rebate under any other City program, the amount of any such rebates received by the owner shall be deducted from the property tax prior to the calculation of the heritage property tax rebate.

**§ 103-33. Eligible maintenance and conservation work.**

Eligible maintenance and conservation work must be approved in a statement of authorized eligible expenses under § 103-34.1 prior to commencement of the work and subject to Schedule A of this chapter, includes the following: **[Amended 2017-03-09 by By-law 252-2017]**

- A. Work required to repair, restore and preserve an eligible heritage property.
- B. Restoration of lost historic features of an eligible heritage property where sufficient documentary evidence exists to replace the lost features with new elements that match the lost features in form, materials, and detailing.
- C. Engineering or architectural drawings and studies focused on conservation, provided that such studies are required to direct the eligible maintenance and conservation work and provided that the related eligible maintenance and conservation work is undertaken and completed to the satisfaction of the manager.

**§ 103-33.1. Compliance with plans, standards and guidelines.**

- A. Eligible maintenance and conservation work must be consistent with the *Standards and Guidelines for the Conservation of Historic Places in Canada* (2010) and must comply with all additional requirements of the heritage property tax program as set out in this article.
- B. Where an eligible heritage property is within a heritage conservation district, eligible maintenance and conservation work must be in compliance with the in-force heritage conservation district plan and associated guidelines.

**§ 103-33.2. Excluded work.**

**[Amended 2017-03-09 by By-law 252-2017]**

Eligible maintenance and conservation work does not include:

- A. The types of work set out in Schedule A.
- B. Any work resulting from the types of work set out in Schedule A.
- C. Any work commenced prior to the issuance of a statement of authorized eligible expenses in accordance with § 103-34.1.

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**§ 103-34. Application process, step one; project proposal.**

An owner or applicant wishing to apply for a heritage property tax rebate shall submit the following information to the satisfaction of the manager by August 31 in the calendar year in which the proposed work will be completed:

- A. A completed project proposal form and supporting documents including:
- (1) Name, address, telephone number, fax number and e-mail address of the owner and applicant;
  - (2) Municipal address of the eligible heritage property;
  - (3) Total current value assessment of the eligible heritage property for the taxation year to which the application applies, including confirmation that a minimum of 50 percent of the current value assessment is applied to the calculation of commercial or industrial taxes;
  - (4) Total property tax levied on the property for the taxation year to which the application applies and a copy of the most recent tax bill for the property;
  - (5) A copy of any registered heritage easement agreement or maintenance and conservation agreement or a letter requesting approval to enter into a heritage easement agreement or maintenance and conservation agreement;
  - (6) Photographs of the eligible heritage property in its current state;
  - (7) A scope of work for the proposed eligible maintenance and conservation work;
  - (8) Detailed specifications of all proposed eligible maintenance and conservation work;
  - (9) Complete architectural plans and elevations for proposed eligible maintenance and conservation work that involves development, interior or exterior structural alterations, or any alterations affecting the structure or gross floor area of the eligible heritage property, documenting compliance with § 103-32F;
  - (10) Detailed cost estimates for all proposed eligible maintenance and conservation work, detailed by each specialized trade and/or type of work.

**§ 103-34.1. Approval of project proposal; statement of authorized eligible expenses.**

Upon approval of a project proposal by the manager, the manager will issue a statement of authorized eligible expenses indicating what proposed work and material costs constitute eligible maintenance and conservation work and eligible costs.



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**§ 103-34.2. Completion of project proposal.**

- A. All eligible maintenance and conservation work must be completed in accordance with the statement of authorized eligible expenses, the requirements of the Act, including the obtaining of all required building permits, the heritage easement agreement or maintenance and conservation agreement, and all other requirements of the heritage property tax rebate program as provided for in this article, to the satisfaction of the manager.
- B. In the event that the eligible maintenance and conservation work cannot be completed as approved in the statement of authorized eligible expenses, provided that the eligible maintenance and conservation work has not commenced, the manager may issue a revised statement of authorized eligible expenses based on the submission of a revised scope of work to the satisfaction of the manager.

**§ 103-34.3. Application; step two; heritage property tax rebate application; approval.**

Upon completion of the eligible maintenance and conservation work in accordance with § 103-34.2, an owner or applicant wishing to apply for a heritage property tax rebate shall submit the following information to the satisfaction of the manager, no later than the last day of February in the year following the year for which the owner is requesting a heritage property tax rebate:

- A. A completed heritage property tax rebate form.
- B. If not previously submitted, a copy of the heritage easement agreement or maintenance and conservation agreement, or an acknowledgment that the required heritage easement agreement or maintenance and conservation agreement shall be registered prior to issuance of any heritage property tax rebate.
- C. A copy of the statement of authorized eligible expenses.
- D. A copy of the property tax bill for the year in which the eligible maintenance and conservation work was completed with proof of payment.
- E. Photographs of the eligible heritage property showing the completed eligible maintenance and conservation work.
- F. Invoices for the eligible maintenance and conservation work completed within the previous tax year, marked as paid, with a breakdown of costs by each skilled trade and/or type of work.
- G. A certificate of insurance showing that the eligible heritage property is insured in accordance with the heritage easement agreement or the maintenance and conservation agreement.

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**§ 103-34.4. Approval of heritage property tax rebate application.**

The manager will issue instructions to Revenue Services to process the heritage property tax rebate upon:

- A. Verification that the eligible maintenance and conservation work has been completed in accordance with the statement of authorized eligible expenses and all additional requirements of the heritage property tax program as set out in this article, to the satisfaction of the manager.
- B. Submission of a copy of the heritage easement agreement or maintenance and conservation agreement with registration particulars if not previously submitted.
- C. Receipt of the owner's acknowledgement in writing that the heritage property tax rebate as determined in accordance with this article is in full satisfaction of the heritage tax rebate for the applicable year.
- D. Submission, if requested, of written confirmation from a qualified heritage consultant that the authorized eligible maintenance and conservation work has been completed in accordance with the requirements of the statement of authorized eligible expenses.  
**[Added 2017-03-09 by By-law 252-2017]**

**§ 103-34.5. Authorization.**

The owner of an eligible heritage property may retain the benefit of any heritage property tax rebate despite the provision of any lease or other agreement relating to the eligible heritage property, or may authorize the City, in writing, to pay the heritage property tax rebate to a lessee of the eligible heritage property.

**§ 103-34.6. Penalties.**

- A. The owner of an eligible heritage property shall repay all or any part of the heritage property tax rebate, as determined by the City, where there are outstanding work orders, municipal fines, arrears of taxes, fees or penalties assessed against the owner.
- B. If the owner of an eligible heritage property who has received a heritage property tax rebate alters, demolishes or removes the eligible heritage property in breach of the requirements of the Act, or breaches the terms of a heritage easement agreement or maintenance and conservation agreement, the owner shall repay all or part of the heritage property tax rebate, as determined by the manager.
- C. The owner of an eligible heritage property shall pay interest on the amount of any repayment required under Subsections A or B at a rate not exceeding the lowest prime rate reported to the Bank of Canada by any of the bank listed in Schedule I of the Bank Act (Canada) calculated from the date the heritage property tax rebate was issued.

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**§ 103-34.7. Delegation.**

The Chief Planner and Executive Director is authorized to negotiate and sign heritage easement agreements and maintenance and conservation agreements entered into for purposes of compliance with the requirements of this article.

**§ 103-34.8. Program in effect.**

The heritage property tax rebate program shall continue at the pleasure of Council and may be terminated at any time, without prior notice.

ARTICLE VIII  
**Listed Properties**  
[Adopted 2006-09-27 by By-law 863-2006]

**§ 103-35. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

INVENTORY OF HERITAGE PROPERTIES - The City's official register of properties that are of cultural heritage value or interest.

LISTED PROPERTIES - Properties included in the Inventory of Heritage Properties that have not been designated but that Council considers to be of cultural heritage value or interest.

**§ 103-36. Application; demolition; listed property.**

- A. Any person wishing to demolish or remove a building or structure on a listed property shall provide at least 60 days' notice of intention to demolish in the prescribed form to the Chief Planner and Executive Director, City Planning Division and shall supply the following information:
- (1) A completed Notice of Intention to Demolish a Listed Building in the prescribed form signed by the owner or the owner's representative, authorized in writing;
  - (2) A site plan or sketch showing the location of the proposed demolition or removal;
  - (3) Photographs showing the existing building condition including front, side and rear elevations.
- B. The sixty-day notice period shall commence upon submission of the information required in § 103-36A to the satisfaction of the Chief Planner and Executive Director, City Planning Division.

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ARTICLE IX  
Delegation

[Adopted 2013-07-19 by By-law 1062-2013]

**§ 103-37. Delegation in effect.**

The authority delegated to the Chief Planner and Executive Director under this article shall be in effect during any period of time where the regular meeting schedule for Council, Community Councils or the Toronto Preservation Board precludes Council from consulting with the Toronto Preservation Board and responding to notices and applications under the *Ontario Heritage Act* within legislated response periods including:

- A. Election periods;
- B. Summer Recess; and
- C. Periods of labour disruption.

**§ 103-38. Delegation; refusal.**

The Chief Planner and Executive Director shall refuse:

- A. Applications to repeal designating by-laws;
- B. Applications to erect, alter or demolish buildings or structures on properties designated under Part IV or Part V of the *Ontario Heritage Act*.

**§ 103-39. Delegation; notice of intention.**

The Chief Planner and Executive Director shall give notice of intention to designate listed properties where a notice of intention to demolish a listed property is received in accordance with § 103-36.

**§ 103-40. Delegation; extension.**

The Chief planner is authorized to agree to an extension of time under subsections 32(3) and 33(5) of the *Ontario Heritage Act*.

**§ 103-41. Notice.**

The City Clerk shall give notice of decisions made by the Chief Planner and Executive Director in accordance with § 162-4.1 of Chapter 162, Notice, Public.

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**§ 103-42. Report.**

The Chief Planner and Executive Director shall report to City Council through the Toronto Preservation Board and Community Councils during the first regularly scheduled meeting cycle following any period of delegation with a list of applications and notices received and decisions made during the period of delegation.

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**SCHEDULE A**  
**[Added 2015-04-02 by By-law 357-2015]**

- A. new construction that is not restoration;
- B. electrical and wiring;
- C. plumbing and sprinklers;
- D. heating, air conditioning and ventilation;
- E. new windows, doors and fixtures except when restoring historic features that are lost, but for which sufficient documentary evidence exists to replace the lost features with new elements that match the lost features in form, materials, and detailing;
- F. carpeting;
- G. window treatments;
- H. furniture or chattels;
- I. decks;
- J. demolition;
- K. building moving;
- L. additions of new features, fixtures or fittings;
- M. waterproofing or underpinning;
- N. landscaping, fencing or paving not associated with the restoration or maintenance of heritage attributes or features;
- O. lighting;
- P. signage;
- Q. financing, acquisition or leasing costs;
- R. upgrades for accessibility, thermal performance or compliance with the *Ontario Building Code*;
- S. development feasibility studies;
- T. heritage studies required as part of an agreement or development application under the *Planning Act*.

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U. Work required by the City of Toronto in accordance with:  
**[Added 2017-03-09 by By-law 252-2017]**

- (1) An agreement under section 37 of the *Planning Act*;
- (2) An existing zoning by-law amendment or required as a condition of zoning by-law approval; or
- (3) Secured in a heritage easement agreement.