

**Ministry of Government and  
Consumer Services**

**Ministère des Services  
gouvernementaux et des Services aux  
consommateurs**



ServiceOntario

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Central Production and  
Verification Services Branch

Direction des services centraux de  
production et de vérification

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March 22, 2016

**Mr. Bertrand Duclos, Heritage Outreach Consultant  
Municipal Heritage Committees & Assistants  
c/o Culture Services Unit  
Ministry of Tourism, Culture and Sport  
401 Bay Street, Suite 1700  
Toronto, Ontario  
M7A 0A7**

Dear Mr. Duclos:

In reply to your recent request made on behalf of Municipal Heritage Committees and their assistants, permission is hereby granted to examine closed parcel registers, copies of documents originally registered in paper and copies of plans in the registry office in the Province of Ontario subject to the terms and conditions set out therein.

You represent and warrant that the above-named organization is a non-profit organization, and, the information obtained will be used only for research of a non-commercial historical nature.

Permission to investigate land registry office records does not include the supply of copies of records, for which, you must pay the requisite photocopy charge. Also, please be advised that a statutory fee is required to access current parcel registers and documents through the automated system.

Land registration documents and records you access may be subject to copyright, license and other rights and interests. You may not further use, reproduce, post, modify or distribute any records without first seeking the appropriate consents or licenses.

A search of the historical abstract index records must not be done during peak periods of operations. You should consult with the on-site Operations Manager who will identify those peak periods.

Solicitors and title searchers and other land professionals who must make a title search in order to complete a land transaction, must be given priority with respect to the records. Where title records being searched are required by such persons, those books must be given up upon request.

In order to limit the demands on the land registry office staff, the number of records to be viewed, copied or produced in one day may be limited at the discretion of the Operations Manager.

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All individuals, using this Letter of Authority, must identify themselves to the Land Registry Office Operations Manager, present a copy of this letter and make known to the staff the particular project on which they are working. Use of this permission letter by you, any representatives or members of your organization is evidence of agreement to these terms by those persons.

Through a copy of this letter, I am advising the Operations Manager that I have approved your request as noted above. Please contact the Operations Manager in the land registry office to arrange convenient dates and times. This authorization will be in effect up to March 31, 2017 and is subject to revocation in the sole discretion of the Ministry.

Yours sincerely,



Denis Blais  
(A) Director  
Central Production and Verification Services Branch

Cc: Nadine Rhodd, A/Director, Central Region, Retail Offices Branch  
Louise Larocque, Director, North Region, Retail Offices Branch  
Tara Meagher, Director, Southwest Region, Retail Offices Branch  
Christine Levin, A/Director, Southeast Region, Retail Offices Branch