



Here's what you need to know about Affidavits

At some point during the OMB process, you may be asked to produce an affidavit for an OMB proceeding. An affidavit is a written statement of facts and/or evidence that you swear, by oath, is true.

Why do I need an affidavit?

The Board requires that an affidavit of service be provided upon request. Usually, the Board will ask for proof that a notice of motion was served to parties and any other persons directed by the Board.

Who can sign (notarize) my affidavit?

Only some people are authorized to sign an affidavit. Check with your local municipal office as they may have on staff, a person who can sign your affidavit. Someone who is a commissioner or notary public (a person who is by law able to affirm and/or swear to a written statement) may also be able to sign your affidavit.

What information needs to be included in my affidavit?

A sample affidavit of proof of service is available on the OMB website.

Where can I find more information?

For more information please refer to the OMB's *Rules of Practice and Procedure*. They are available at www.omb.gov.on.ca, or by calling (416) 326-6800 or toll free 1-866-887-8820.

Please Note

The information contained in this information sheet is not intended as a substitute for legal or other advice, and in providing this information, the Ontario Municipal Board (OMB) assumes no responsibility for any errors or omissions in this information sheet, and shall not be liable for any reliance placed on the information in this information sheet. Additional information, including the OMB's *Rules of Practice and Procedure*, is available at www.omb.gov.on.ca, or by calling (416) 326-6800 or toll free 1-866-887-8820.



The **Ontario Municipal Board** is an independent adjudicative tribunal established under statute by the Province of Ontario. The Board hears appeals and applications on a wide range of municipal and land-related matters including official plans, zoning by-laws, subdivision plans, consents and minor variances, land compensation, development charges, ward boundaries, and aggregate resources. The Board operates under many different pieces of legislation, including the Planning Act.

Produced by:

Ontario Municipal Board
655 Bay Street, Suite 1500, Toronto, ON M5G 1E5
Tel (416) 326-6800 or toll free 1-866-887-8820