



Here's what you need to know about the CRB process

The Conservation Review Board (CRB) is an adjudicative tribunal that hears disputes on matters relating to the protection of properties considered to hold cultural heritage value or interest to a municipality or to the Minister of Tourism, Culture, and Sport (the Minister), as defined by the Ontario Heritage Act (the Act).

What is the CRB process?

The CRB process begins when an objection or application is received by a local municipality or the Minister and is referred to the CRB. The CRB will contact those identified with an interest, known as “parties”, to determine the issues for a hearing. Parties are encouraged to settle issues, with the assistance of the CRB. If the matter cannot be settled, then the CRB will hold a public hearing. After the hearing, the CRB will submit a Recommendation Report to the municipal council or to the Minister, copying all parties who participated in the hearing. The CRB will close its file on the matter after issuing its Recommendation Report.

What is the difference between an Objection and an Application?

Under some sections of the Act, any person can **object to** a decision made by a municipal council or the Minister in respect of a proposed heritage designation on a property. Your written objection must be submitted before the deadline (typically 30 days from the date of the decision) to the municipal clerk or the Minister, depending on which section of the Act is involved. Your objection is then referred to the CRB for a hearing. For example, when a municipality issues a Notice of Intention to Designate a property under the Act, any person can file an objection which is then referred to the CRB.

In other sections of the Act, only the property owner can **apply** for a CRB hearing if they disagree with a decision or would like to revisit a past decision made by a municipal council or the Minister. Your written application is referred to the CRB to hear evidence from all parties and make formal recommendations. For example, an owner of a property protected under the Act can apply to have the municipality repeal (remove) the by-law protecting the property. If the municipality refuses the application, the property owner can then apply to the CRB.

If you have any questions about what section of the Act applies to your objection/application, contact your local municipality or the Ministry of Tourism, Culture and Sport for more information.

How do I submit an Objection or Application under the Act?

Once the municipal council or the Minister gives Notice of a decision, you can submit a written objection or application to the clerk of the municipality or to the Minister, depending on which section of the Act is involved. The objection/application should outline your concerns about the decision and must be submitted before the deadline.

Where can I get more information?

For further information please refer to the **CRB's Rules of Practice and Procedure**, or call the CRB office at (416) 212-6349 or toll free 1-866-448-2248.

Please Note

This information sheet is not intended as a substitute for legal or other advice, and in providing this information, the Conservation Review Board assumes no responsibility for any errors or omissions, and shall not be liable for any reliance placed on this information sheet. Additional information, including the CRB Rules of Practice and Procedure, is available at **www.elto.gov.on.ca**.



The **Environment and Land Tribunals Ontario (ELTO)** includes the Assessment Review Board, Board of Negotiation, Conservation Review Board, Environmental Review Tribunal, Ontario Municipal Board, Niagara Escarpment Hearing Office, and the Office of Consolidated Hearings. The Tribunals operate under specific legislative requirements and share resources and best practices. The Conservation Review Board processes appeals under the Ontario Heritage Act concerning cultural heritage properties, archaeological resources, and archaeological licensing. For more information contact:

Environment and Land Tribunals Ontario

Conservation Review Board

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