



## Here's what you need to know about withdrawing a matter from the Conservation Review Board (CRB)

### How is a CRB case closed?

A CRB case is closed when:

- All parties withdraw their objection or application in writing without the need for a hearing;
- The municipal council or Minister withdraws its original Notice of the decision made under the *Ontario Heritage Act*; or
- A CRB hearing is held and the report with recommendations is sent to the municipal council or the Minister.

### How do I withdraw before the case is closed?

If you no longer want to be a party to a CRB matter, you must send a written notice of withdrawal of your objection or application to the CRB and the clerk of the municipality or Minister (as the case may be). Once a withdrawal request is received, the CRB will send a letter of confirmation of the withdrawal to you and all other parties. You will no longer be involved in the matter. If you are the property owner and the proceeding is continued by other parties, you will be kept informed of the status of the proceeding.

### If I withdraw, will the CRB matter continue?

If you are the only objecting party or the applicant, your role in the proceeding ends once you withdraw. Whether a proceeding continues depends on the nature of the issue before the CRB. If there are other objecting parties, or the CRB is required to provide recommendations to the municipality or Minister, the matter may continue.

### 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](http://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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