

Conservation Review Board

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Commission des biens culturels

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Conservation Review Board Hearing Venue Checklist

- Hearing Room (Court Room Format)-Council Chambers are ideal.
 - CRB Members at the front of the room facing the public. Table with two chairs. Elevated if possible. Bible and gavel placed on the member's table.
 - Witness Box or Table with Chair to the right of the members.
 - Objector(s) and municipality should have separate tables and chairs.
- Members, objectors and the municipality must be provided with water. Bottled or jug of water sufficient.
- Room must be accessible.
- Signage provided to direct the public to the hearing.
- Seating for 20-50 members of the public dependent on public interest.
- Microphones for members and parties, if possible.
- No audio or visual recording devices without permission.
- Separate retiring room for Review Board members to meet before hearing commences and at recesses.

