

Guidelines for Submissions and Presentations to the Review Board

The Review Board is established pursuant to s.7.6 of *The Heritage Property Act* to hear matters related to the designation of heritage property and other matters set out in this Act.

Written submissions and oral presentation provide the members of the Review Board with information necessary to fully evaluate the subject of the review and make their observations and recommendations. Presenters of written submissions may also make oral presentations at the public hearing, though this is not required. Individuals or organizations may register to make oral presentations at the hearing without having previously submitted a written submission.

A. Written Submissions

1. Written submissions are required for the information of the Review Board and will be provided to both the proponent and the objector.
2. The deadline for written submissions is **5pm on February 25**. Submissions may be submitted to the Review Board Secretary either as a printed document or digitally in a PDF or Word-compatible format.
3. Written submissions must include full and complete information and may be as lengthy or as brief as necessary to present the basis for the opinions and viewpoints of the submitter. Related information in the form of appendices may be included.
4. Submissions must include full name of submitter, organization(s) represented (if applicable), and address and telephone number of submitter.
5. Submissions are to be made to:
Krista Liggett, Review Board Secretary
Ministry of Parks, Culture and Sport
2nd Floor, 3211 Albert Street
Regina, Saskatchewan S4S 5W6
Email: krista.liggett@gov.sk.ca

B. Oral Presentations

1. Oral presentations are made during the public hearing called to evaluate the subject of the review.
2. Persons wishing to make an oral presentation will be asked to register online (link provided below) by **March 7, 2022**, and to provide their full name, name of the organization(s) represented (if applicable), and their address and telephone number. Website:
<https://www.saskatchewan.ca/residents/parks-culture-heritage-and-sport/heritage-conservation-and-commemoration/heritage-properties/review-board>
3. Due to time constraints, oral presentations should be kept brief – a maximum of fifteen (15) minutes will be allowed for the municipality, for the proponent (if not the municipality) and for each formal objector (plus a maximum of five (5) minutes for the proponent's rebuttal). Additional presenters may have a maximum of ten (10) minutes. A presentation may be made by an individual representing themselves, or, by one or more individuals representing an organization/agency. Each individual or organization/agency will be allowed a single presentation.
4. The order of presentation will be:
 - a. Municipality
 - b. Proponent(s) (if not the municipality or province)
 - c. Objector(s) (those having formally objected to the proposal under review as per the requirements of the *Heritage Property Act*)
 - d. Proponent(s) – in rebuttal (if desired)
 - e. Other presenters (in order registered).
5. The Review Board will endeavour to hear presentations from all those who register to present but may have to restrict the number of presentations to fit within the time limits set out for the hearing.
6. Presenters of written submissions should present the key points of the submission rather than reading the entire written submission.
7. Only Review Board members will have the opportunity to directly question presenters.
8. Oral presentations will be recorded as a record of the hearing.