

**Environment and Land Tribunals
Ontario**

Conservation Review Board

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Toronto ON M5G 1E5

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**Tribunaux de l'environnement et de
l'aménagement du territoire Ontario**

Commission des biens culturels

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Toronto ON M5G 1E5

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**Checklist of materials to be submitted by the Ministry of Tourism, Culture and Sport to the
Conservation Review Board (CRB)**

**Proceedings under section 49(2) of the *Ontario Heritage Act*
Archaeological licence – Minister's proposal to refuse to issue or renew, or to suspend or
revoke, a license**

The Ministry must provide the following documents/information to the CRB before the hearing process can begin. Please provide only **one** copy of each document, numbered and labelled in the order outlined below.

1. Notice requiring a hearing

- A copy of the notice from the applicant or licensee requiring a hearing.

2. Application

- A copy of the application for issuance/renewal of a licence (where applicable).

3. Licence

- A copy of the licence (where applicable).

4. Affidavit

- Affidavit by the Ministry confirming:
 1. the Notice of Proposal for refusal, revocation or suspension (with written reasons) was served on the applicant or licensee, the date & method of service, with a copy of the document(s) served; and,
 2. the notice requiring a hearing was filed by the applicant or licensee within 15 days after the Notice of Proposal was served on the applicant or licensee.

5. Report

- Any staff reports/recommendations prepared in relation to the issuance, renewal, suspension or revocation of the license in this matter.

6. List

- A list of all parties and their legal representatives, including their mailing address, telephone number and e-mail address.
- A list of any other persons that have requested to be notified of this matter, including their mailing address (and telephone number and email address, if available).

7. Other information

- Any other documents or information relevant to this matter.

An electronic (in PDF format) and paper copy of these materials should be filed with the CRB. The PDF should be emailed to conservation.review.board@ontario.ca. The paper copy should be delivered to the Conservation Review Board at 655 Bay Street, Suite 1500, Toronto, ON, M5G 1E5.