



Intermunicipal Subdivision and Development Appeal Board

Appeal Hearing Process

When attending a Subdivision and Development Appeal Board Hearing it is important that you sign in on the sheet provided so that your attendance can be recorded for the Record.

The hearing process will be as follows:

- 1) Administration will make a presentation first –
 - there will be an opportunity for the Board to ask questions of clarification
- 2) The Appellant will then make a presentation -
 - there will be an opportunity for the Board to ask questions of clarification
- 3) The Board will then hear from those affected persons in the audience:
 - first, those in favour of the appeal, then
 - those opposed to the appeal
- 4) The Clerk will read into the record any written submissions received
- 5) The hearing may then **Recess*** for a few minutes, if deemed necessary by the Chair
- 6) Upon reconvening, there will be an opportunity for the Board to ask questions of clarification
- 7) Any person who has presented will then be given an opportunity to ask questions for clarification, through the Chair, of other persons who have presented
- 8) **Brief** summaries or closing comments will follow, in the order of:
 - Administration
 - Appellant
 - other parties
- 9) The Chair will provide closing direction.
 - The Board's Decision will be issued in writing within 15 days following the hearing.

The Decision will be posted to the Town's website once it is prepared.

** The Chair may call a Recess at any time, at their discretion, or at the request of the Board.*

There are a few tips to remember when taking part in an SDAB appeal hearing:

- ✓ All presenters (the Appellant, Applicant, Affected Persons) must make their presentations to the Board when recognized by the Chair.
- ✓ The Board is present to hear the evidence given and to render their written Decision.
- ✓ The purpose of the appeal hearing is for the Appellant and the affected parties to provide the Board with evidence in relation to the appeal. The evidence given may be opposed or in favour of the Appeal.
- ✓ The Board must base its decision on relevant planning considerations.
- ✓ Affected persons will be given an opportunity to speak.
- ✓ Please offer all participants a respectful hearing by directing all comments through the Chair when recognized by the Chair.
- ✓ The Board requests that all comments be respectful and brief;
 - 👉 if another person has already made a point, simply state that you agree with the point.
- ✓ If any presenter is referring to:
 - 👉 any written document, such as a map, photograph, report or statement; or
 - 👉 a digital presentation, such as a video, slideshow or PowerPoint

a copy of those documents must be left with the Board. In the case of a digital document, it may be printed in its entirety, or a digital copy may be provided to the Clerk instead.

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