



## Subdivision and Development Appeal Board (S/DAB) Hearing

<b>Procedure No.:</b> ADM- 4	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Administrative	<b>Authority:</b> CAO
<b>Effective Date:</b> April 16, 2013	<b>Revision Date:</b>
<b>Review Date:</b> January 2025	<b>Repealed Date:</b>
<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> N/A	
<b>Related Policy Name:</b> N/A	

### Purpose

The Purpose is to develop operating guidelines for the Subdivision and Development Appeal Board (S/DAB) Hearing.

### Operating Guidelines

When hearing a subdivision or development appeal, the S/DAB shall follow the following procedure:

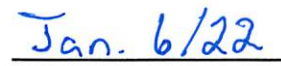
- 1) The Chair will call the hearing to order and describe the hearing procedure and protocols.
- 2) The Chair will ask the Secretary to the S/DAB to provide an overview of the appeal, including the property involved and any relevant material from the Town's files. (Questions from the Board, if any.)
- 3) The Chair will introduce the Board and ask if there are any objections to these persons hearing the appeal from the appellant or other parties directly affected.
- 4) The appellant will be asked to present the appeal details, explaining the reasons for the appeal and the remedy being sought. (Questions from the Board, if any.)
- 5) Persons in support of the appellant will be asked to speak. Written submissions in support of the appeal will also be presented. (Questions from the Board, if any.)



- 6) The development authority will be asked to present its case: the reason the decision was made, and any other pertinent conditions or factors. (Questions from the Board, if any.)
- 7) Persons in support of the development authority's decision will be asked to speak. Written submissions in support of the development authority's decision will also be presented. (Questions from the Board, if any.)
- 8) The Chair will then provide an opportunity for the person(s) making the appeal, not those in support, to make any rebuttal. (Questions from the Board, if any.)
- 9) The Chair will ask the Board members whether or not they require additional information, or if the hearing can be closed. (The Board may choose to recess the hearing to a future date, if necessary.)
- 10) The Chair will then ask the appellant and the development authority to express an opinion as to the fairness of the hearing.
- 11) The Chair closes the hearing.

**Note:** The S/DAB will discuss the appeal and make its decision in closed session. A decision will be made public within 15 days of the conclusion of the hearing.

  
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CHIEF ADMINISTRATIVE OFFICER

  
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DATE

