



# Intermunicipal Subdivision and Development Appeal Board

## Appeal Hearing Process

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 in the audience 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:
  - first, Administration
  - then the Appellant
  - then other parties
- 9) The Chair will provide closing direction.
  - The Board's review and decision will be issued in writing within 15 days following the hearing.

The decision will be posted to the Town's website once it's prepared. If you wish to receive a copy of the decision, it is important for you to enter your name and mailing address on the sign-in sheet on the table at the entry to the hearing room.

*\* 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:**

- ✓ The purpose of the appeal hearing is for the Appellant and the affected parties to provide the Board with information in relation to the appeal.
- ✓ The Board must base its decision on planning merits.
- ✓ Affected persons will be given an opportunity to speak.
- ✓ Please offer all participants a respectful hearing by directing all comments through the Chair.
- ✓ The Board requests that all comments be of proper decorum and succinct;
  - ☞ 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.

**During the COVID-19 pandemic**, the Board and the Clerk, as always, will do their very best to ensure a fair appeal hearing is held. However, during the pandemic, appeals will be held online using a meeting platform made available by the Town of Black Diamond, and as such, some of the normal processes may require to be altered to accommodate the online meeting style. If you have any questions about participating in an appeal hearing in this time, please be sure to contact the Clerk to raise your question or concern.

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