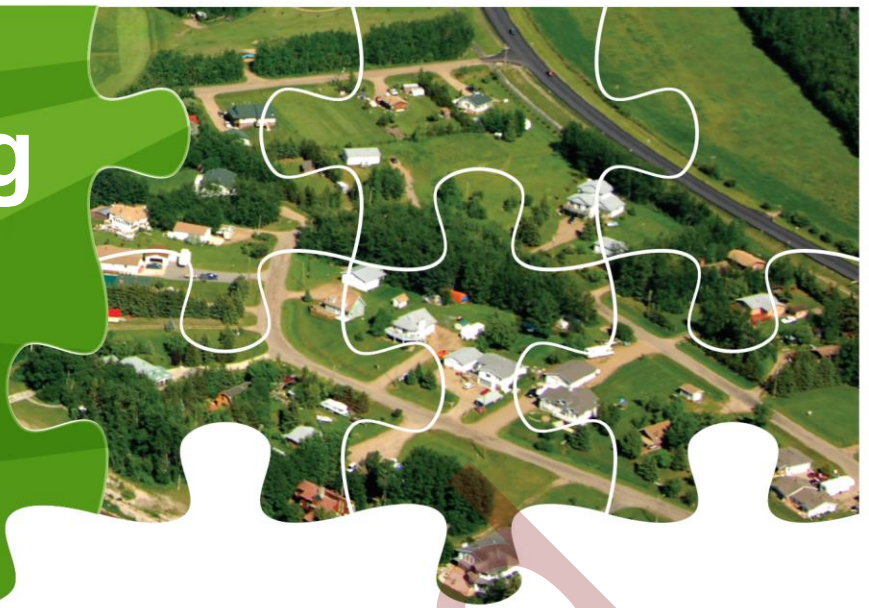


SDAB Hearing Procedures



The SDAB hearing process should fulfill the requirements of the *Municipal Government Act* and the SDAB's duty of fairness to participants in the process, while enabling a SDAB to make a decision based on the relevant evidence and considerations.

Hearings generally follow the format laid out below. However, a SDAB has the flexibility to change the typical hearing format in order to ensure a fair and efficient hearing.

1. Introduction by the Chairperson

The Chairperson will outline the hearing process, and the parties' roles in the process. The Chairperson will ask the Clerk to read the appeal. (See *Appendix 3 to SDAB Training Manual*)

2. Subdivision/Development Authority's Presentation

The Subdivision or Development Authority will describe its decision.

3. Applicant's Presentation

Where the appeal involves an application for subdivision or development, the applicant will describe his or her proposal and make his or her presentation.

4. Appellant's Presentation

The appellant, if different than the applicant, will make his or her presentation.

5. Presentations from Affected Persons

The Board will hear first from persons in favour of the appeal then from persons opposed to the appeal. The Clerk will read into the record any written submissions received from affected persons.

The Board will have the opportunity to ask questions of clarification, directed through the Chairperson, after each presenter. The appellant and other participants in the hearing may also ask questions of one another; these questions should generally be directed through the Chairperson.

6. Summation and Closing Comments

This is an opportunity for brief summaries and closing remarks, and for any participant to address an issue that was raised after their presentation.

7. Close of the Hearing

The presiding Chairperson will conclude the hearing when all issues have been dealt with. The Chairperson of the SDAB should advise those in attendance that a written decision with reasons will be released within 15 days of the close of the hearing.

Although the SDAB is required to conduct a public hearing, it may deliberate and make its decisions in meetings closed to the public.

A SDAB may decide to verbally announce its decision prior to releasing its written decision and reasons. However, a SDAB's decision is not final and binding on the parties until the written decision and reasons are issued.