

TOWN OF SMOKY LAKE

Policy Manual

Policy Number

G-10

TITLE SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING

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Legislation Reference: Municipal Government Act Section 606(6)

Date issued

Purpose: To provide a fair Hearing for members of the public before the Subdivision and Development Appeal Board.

Policy Statement and Guidelines:

Notice of a Hearing will be given as required by the MGA. The procedure will be as follows:

1. Record names of all those present.
2. Secretary announces case.
3. Secretary asks each member of the Board if they feel that they should disqualify themselves from hearing the case. The appellant is asked if he has any objection of the membership on the Board hearing his case (after being introduced to them) and reasons.
4. Secretary makes other introductions.
5. Secretary reads letter of appeal.
6. Secretary describes advertisement procedure.
7. Chairman outlines procedure.
8. Call the Development Officer to explain background of appeal.
9. Appellant explains why he has appealed the decision.
10. "Any questions from the Board members?"
11. Is there anyone who wishes to speak in favour of the appeal? Following any speakers the Board members are given an opportunity to ask questions.
12. The Chairman will then ask of those opposed to the appeal. Other objections may come forward. Followed by questions from the Board members.

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Policy Statement and Guidelines continued:

13. The Chairman may ask, if there is any rebuttal. Remarks here should be only correct or reflect points made earlier.
14. Any comments received from agencies.
15. The Board members may ask further questions.
16. Appellant has last word.
17. The Chairman then asks if it was a fair Hearing. The Chairman would then sum up the Public Hearing explaining that a written decision will be made within fifteen(15) days.
18. The Chairman declares the Hearing closed.
19. The Chairman then goes into camera. The Board may meet following the Hearing or later (if more information is requested).
20. Decision is made in written form complete with reasons, and must be signed by the Chairman (within fifteen (15) days).

	DATE	RESOLUTION NUMBER
Approved	Nov 13/97	442/97
Amended		
Amended		

Chief Administrative Officer

Chief Elected Official