

INTRODUCTION

The Development Appeals Board consists of 5 members appointed by City Council. The Board is to adjudicate appeals under the provisions of *The Planning and Development Act, 2007* dealing with minor variances, demolition control districts, architectural control districts, misapplication of the Zoning Bylaw in issuing a development permit, refusal to issue a development permit because it would contravene the Zoning Bylaw, refusal of subdivision application, and any of the conditions of a Zoning Order issued on the property.

HOW DO I APPEAL TO THE BOARD?

A Notice of Appeal can be made by completion of an application form provided by the Community Services Department, by written request, or by completion of the Notice of Appeal provided with the Order to Remedy Contravention. The Notice of appeal should contain the address of the subject property, name and address of the appellant, nature of infraction, reason for appeal, and grounds for appeal [addressing Section 221(d) of *The Planning and Development Act, 2007*]. Your Notice of Appeal must be received by the Secretary of the Development Appeals Board, City Clerk's Office, City Hall, within **30 days** after the date on which the Development Permit was issued or denied, or from the date of the issuance of the Order to Remedy Contravention.

WHEN WILL MY APPEAL BE HEARD?

Your appeal must be heard by the Board within 30 days of receipt of your Notice of Appeal, or at the first or second regularly scheduled meeting following receipt of the Appeal Notice. You will be notified by **registered mail** of the location, date and time. It is important that you pick up your registered mail.

DO I NEED TO ATTEND THE HEARING?

If you do not wish to attend the hearing, you may send someone to represent you. If you do not attend or are not represented, the Board may proceed with the hearing and make its decision based on your written Notice of Appeal and the information provided by the City's representative.

WHAT HAPPENS AT A HEARING?

The Board members and parties to the appeal will be introduced. Anyone giving evidence before the Board will be asked to affirm that the evidence being presented is the truth. You will be asked to explain the situation to the Board. The City's representative will then be given an opportunity to make its case to the Board. There will be an opportunity for questions from both you and the City's representative. Board members may also have questions of both you and the City's representative. The Board will

allow you the opportunity to make any closing statements.

IS THERE ANYTHING ELSE I SHOULD KNOW ABOUT?

Notes are taken by the Secretary of the Board during your hearing and are for the Board's use only.

If you wish to have any part of the hearing recorded or wish to have a transcript of the hearing for your own purposes, you must submit your request in writing to the Secretary of the Board at least 2 days prior to the date of the hearing. The Secretary of the Board will arrange for a certified court reporter to attend the hearing and you will be responsible for any recording or transcription fees. Unless there is a formal Order by the Chair of the Board, no one is allowed to make any recordings of any kind or photograph any portion of the proceedings.

WHEN WILL THE BOARD MAKE ITS DECISION?

The Board will make its decision after the hearing. The Board must render a formal written decision, with reasons, within 30 days of the date of the hearing; however, an attempt is made to provide a decision within 7 working days of the appeal hearing. The written decision must be provided to you by **registered mail** within 10 days of the date of the decision. The Board's written decision is not final for 30 days following the date of decision. This is to allow time for any of the parties to appeal the decision.

CAN I APPEAL THE DECISION OF THE DEVELOPMENT APPEALS BOARD?

The Minister, the Council, the applicant or any other person may appeal to the Saskatchewan Municipal Board within 20 days after the date of receipt of the Record of Decision of the Development Appeals Board. Information on how to appeal to the Saskatchewan Municipal Board will be contained in the written decision which you receive from the Development Appeals Board.

For additional information please call (306)975-8002

Note: This is an information sheet only and has no legislative sanction. For legislative certainty, consult *The Planning and Development Act, 2007*.