

## FREQUENTLY ASKED QUESTIONS

### HOW DO I APPEAL TO THE BOARD?

Complete the appeal application and submit appeal fee online <https://capps.saskatoon.ca/development-appeals/> or complete the application form, make a written request, or complete the Notice of Appeal provided with the order to remedy contravention, and submit it to the Secretary of the Development Appeals Board, City Clerk's Office within 30 days of the date of the notice of issuance or refusal to issue a development permit, or from the date of issuance of the Order to Remedy Contravention.

### WHEN WILL MY APPEAL BE HEARD?

A public hearing will be held within 30 days of the receipt of the appeal application. The Applicant will be provided hearing information by registered mail. Notice is also provided to the property owner and neighbouring properties within a radius of 75 metres.

### DO I NEED TO ATTEND THE HEARING?

Persons who file an appeal are encouraged to make a verbal presentation to the Board. If desired, parties may have someone, or an agent, speak on their behalf. If you do not attend or are not represented, the Board may proceed with the hearing and make its decision based on the material submitted.

### 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?

Following the hearing the Board will deliberate in private the outcome of the appeal. The Board must render its written decision, with reasons within 30 days of the date of the hearing. The Board's decision is not final until it is signed and issued.

### CAN I APPEAL THE DECISION OF THE DEVELOPMENT APPEALS BOARD?

The Development Appeals Board decision may be appealed to the Saskatchewan Municipal Board within 30 days after the date of receipt of the Record of Decision. Information on how to appeal to the SMB will be contained in the written decision.

In accordance with Section 24 of *The Local Authority Freedom of Information and Protection of Privacy Act*, the personal information collected on this form will be used for administration by the Appeal Board. If you have any questions relating to the collection and use of this information, please contact the City Clerk's Office at 306-975-3240.