



## **SDAB Hearing & Written Submission Procedure Development Appeals Effective April 4, 2022**

Under the authority of Section 12 of Bylaw 18307 - Subdivision and Development Appeal Board Bylaw, I hereby establish the Subdivision and Development Appeal Board Hearing & Written Submission Procedure. This procedure sets out the format of SDAB hearings and the deadlines to submit written submissions for SDAB appeal hearings.

### **Hearing Format:**

- Until further notice, SDAB hearings will be heard via video conference.
- Special requests for in-person hearings may be considered upon request by an Appellant or Respondent (Applicant for Development Permit).
  - Requests from the Appellant must be given to the SDAB upon filing of the appeal, along with reasons why an in-person hearing is being sought.
  - Requests from the Respondent must be given to the SDAB within one day of being notified of the appeal, along with reasons why an in-person hearing is being sought.
  - In the event the Appellant and Respondent do not agree on the format of the hearing, the default hearing format will be video conference.

### **Written Submission:**

To ensure fairness to all parties, written materials must be submitted based upon the following disclosure dates:

- Eight business days prior to the scheduled hearing date, the Development Officers are required to provide their written submissions to the SDAB.
- Six business days prior to the scheduled hearing date, the Appellant is required to upload or email written submissions to the SDAB.
- Four business days prior to the scheduled hearing date, the Respondent (if applicable), is required to upload or email their written submissions to the SDAB.
- Four business days prior to the scheduled hearing date, any affected party can upload or email their comments or written submissions to the SDAB.



**EDMONTON  
TRIBUNALS**

*Subdivision &  
Development  
Appeal Board*

*10019 – 103 Avenue NW  
Edmonton, AB T5J 0G9  
P: 780-496-6079 F: 780-577-3537  
[sdab@edmonton.ca](mailto:sdab@edmonton.ca)  
[edmontonsdab.ca](http://edmontonsdab.ca)*

- Two business days prior to the scheduled hearing, the Appellant is required to provide a response in writing to any submissions provided by other parties. This response is to be uploaded or emailed to the SDAB.

Late submissions may not be accepted.

The Board may still proceed with the hearing even in the absence of written submissions or attendance during the hearing.

Rohit Handa  
Chair, Subdivision and Development Appeal Board