



HEARING PREPARATION

Where are the hearings held?

The hearings are held in the Churchill Building, 10019 - 103 Avenue NW, Edmonton. The date and time of your hearing will be included in your hearing notice. You will receive your notice by regular mail or by email if you filed your appeal online.

How do I prepare for my hearing?

If you are appealing a refused Development Permit you may want to do the following:

1. Consider the reasons the Development Officer gave for refusing your permit and how you will respond to these reasons.
2. Check with neighbouring property owners and be prepared to give the Board their feedback.
3. Submit photographs of the property and surrounding neighbourhood.

If you are appealing someone else's approved Development Permit you may want to do the following:

1. Be prepared to speak to the concerns you listed in your appeal.
2. Check with neighbouring property owners and be prepared to give the Board their feedback.
3. Submit photographs of the property and surrounding neighbourhood.

If you are supporting an approved Development Permit that someone else is appealing you may want to do the following:

1. Consider the concerns listed in the appeal and how you will respond.
2. Check with neighbouring property owners and be prepared to give the Board their feedback.
3. Submit photographs of the property and surrounding neighbourhood.

If you are not in support of a Development Permit that someone else is appealing you may want to do the following:

1. Consider the concerns listed in the appeal and how you will respond.
2. Check with neighbouring property owners and be prepared to give the Board their feedback.
3. Submit photographs of the property and surrounding neighbourhood.

What types of documents need to be submitted for an appeal hearing?

It is important to provide evidence to support your arguments at the hearing. This could include such things as:

- written submissions,
- a petition of support,
- photographs, or,
- other documents that support your position.

Please provide any information by noon the Friday before the hearing to allow the Board time for review. Evidence can be uploaded directly to your file using your PIN number or emailed to the SDAB office. There is no need to bring paper copies of any material that has been submitted electronically before the day of the hearing.

If you bring new information on the day of the hearing, you must provide:

- 8 paper copies of documents for a refused development appeal, Stop Order, or Subdivision Appeal, or
- 10 copies for a versus appeal.

The Board may call for a recess or a postponement in order to review documents submitted at the last minute.

What should be provided in a community consultation?

A community consultation should outline the scope of application with any listed variances. Names, signatures, addresses and room for feedback should be provided for neighbours to sign.

What happens if I don't provide any documents?

The Board can rely on verbal evidence provided by anyone in attendance at the hearing to make its decision. The Board will also consider the applicable bylaws and legislation. The Board may also consider evidence submitted by other people who are affected by the development.

How long is an appeal hearing?

There is no specific length for an appeal hearing. Each hearing is scheduled with time for all parties to be able to provide their information and for the Board to ask questions. However, evidence must be relevant and not repetitive.

Hearings will never start before the scheduled time. They may start after the scheduled time if the previous hearing takes longer than expected.

Hearings can sometimes last more than two hours, especially if the appeal is complex.

What can I expect at a Subdivision and Development Appeal Board hearing?

The SDAB is a quasi-judicial board and hearings are semi-formal. All parties are given the opportunity to present their evidence and arguments. The Board may ask questions for clarification.

When the public portion of a hearing is closed, the Board will deliberate privately. Usually, a verbal indication of the Board's decision will be provided that day. Deliberation can take some time. If parties do not want to wait for their decision, they can call the Administration office the next business day to find out the Board's decision.

Do I have to attend my hearing?

No, but being at your hearing will let you provide important information to the Board and allow them to ask you questions. This helps the Board make an informed decision.

If you can't attend, you may appoint someone to speak on your behalf or have the Board make a decision based on your written appeal submission. In this case you may want to provide additional written information to support your appeal.

Who can speak at the hearing?

The Appellant and/or Respondent can appoint legal counsel, a neighbour, a family member, or a friend to speak on their behalf. In a versus appeal, the Appellant will be the only one to speak in rebuttal.

If you are either the Appellant or Respondent and you would like to speak at the hearing, the Board will first need to determine if you are affected by the proposed development or subdivision. The Board may ask how you feel you are affected by the proposed development and where your property is to decide whether you can speak. If the Board feels you are affected by the proposed development or subdivision, you will be able to speak at a hearing. Affected persons attending the hearing can speak in support of or in opposition to the proposed development.

Do I have to dress up?

You don't have to wear a suit and tie or a dress, but you might want to wear something similar to what you would wear to a job interview.