



SDAB Hearing & Written Submission Procedure Subdivision 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.
 - Requests must be given to the SDAB upon filing of the appeal, along with reasons why an in-person hearing is being sought.

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 Subdivision Authority is 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, any adjacent landowner can upload or email their comments or written submissions to the SDAB.
- 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.



**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
edmontonsdab.ca*

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