

“APPENDIX A”

NORTH CORMAN DISTRICT DEVELOPMENT APPEALS BOARD

INFORMATION SHEET

INTRODUCTION

The North Corman District Development Appeals Board (the Board) consists of six (6) members with one (1) person selected to represent each participating municipality consisting of the R.M. of Corman Park, the Cities of Warman and Martensville and the Towns of Osler, Dalmeny and Langham. The Board adjudicates appeals under the provisions of *The Planning and Development Act, 2007*. Some examples include dealing with misapplication of the Zoning Bylaw in issuing a development permit, refusal to issue a development permit and appealing the conditions of an Order issued on a property.

HOW DO I APPEAL TO THE BOARD?

A Notice of Appeal can be made by submitting an Application Form along with a **non-refundable payment in the amount of \$300.00**. The Notice of Appeal Application Form can also include a letter stating reasons for appeal, supporting facts for each reason and indicate the relief sought.

Your Notice of Appeal must be received by the Secretary of the Board **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 a 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. You will be notified by ordinary mail, personal service or 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 municipality’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 municipality’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 municipality’s representative to each other. Board members may also have questions of both you and the municipality’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 become part of the public record.

If you wish to have any part of the hearing audio 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. The written decision must be provided to you by registered mail or personal service 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 **30 days** after the date of receipt of the Record of Decision of the Board. Information on how to appeal to the Saskatchewan Municipal Board will be contained in the written decision which you receive from the Board.

For additional information please call (306) 242-9303 and ask to speak to the Secretary of the North Corman District Development Appeals Board.

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