

SUBDIVISION & DEVELOPMENT APPEAL BOARD TERMS OF REFERENCE

Purpose	To hear and determine appeals on behalf of the Town in respect to decisions of a Subdivision Authority or Development Authority.
Membership	<ul style="list-style-type: none">• Six (6) public at large representatives (5 regular members and 1 alternate).• Two (2) members of Council.• No person who is an employee of the Town, or a member of the Cochrane Planning Commission, and carries out subdivision or development powers, duties and functions on behalf of the Town may be appointed to the Board.
Authority	<p>The Subdivision & Development Appeal Board will:</p> <ul style="list-style-type: none">• Hear and determine appeals brought to it in respect of an order or decision of a Development Authority;• When hearing an appeal, shall follow the order of appearance set out below unless, in special circumstances, the Board considers that in the interest of fairness, the Board ought to adopt a different order of appearances:<ul style="list-style-type: none">▪ Staff Report;▪ Appellant▪ Those present who are opposed to the Appellant (if the Applicant is the Respondent, the Applicant should lead followed by those who support the Applicant's position);▪ Interested persons who neither support nor oppose the appeal, but wish to make comments; and▪ Response by the Appellant.• Require that the party making the written submission shall present the submission to the Board. If such party is absent from the hearing, the person who makes the report to the Board may present the written submissions.• In arriving at its decision and formulating its reasons, may obtain advice and assistance from the Town's staff, legal advisors and other technical agencies, but assistance from such persons shall not be obtained in any case where the Town has taken a position either for or against an appeal.• Comply with the Town of Cochrane Procedural Bylaw, the Municipal Government Act and any applicable Regulations. <p>The CAO shall appoint a Secretary to the Subdivision & Development Appeal Board, who shall;</p>

- Keep and maintain a file for inspection by the public during all reasonable hours, the following official records:
 - A register of all appeals to the Board and the decisions thereon;
 - A record of the proceedings before the Board, which may be in the form of a summary of the evidence presented at a hearing;
 - Written minutes of all meetings and business transacted by the Board; and
 - Copies of all decisions rendered by the Board.

The CAO may delegate to the Secretary of the Board the authority to sign on its behalf an order, decision, approval notice, or other thing made or given by the Board.

The CAO shall ensure members are provided with an annual orientation / training session and handbook outlining the roles and responsibilities of the Subdivision & Development Appeal Board.

Term

On going

Funding

As authorized by Council during the annual budget cycle.

**Approval
Date**

March 25, 2019 (Resolution #83/03/19)