

VIRTUAL HEARING PROCEDURES

The procedures to be followed at virtual public hearings of the Board are as follows:

1. The Chair shall:
 - a) call the meeting to order and declare the hearing open;
 - b) review a few virtual hearing etiquette items;
 - c) ask any individual present at the hearing that has not already registered with the Clerk of the Board to do so, one at a time;
 - d) ask the members of the Board to introduce themselves;
 - e) confirm that there are no objections to any of the Board members hearing the appeal;
 - f) ask the Clerk of the Board to read out the summary of the appeal;
 - g) ask if there are any preliminary issues that need to be addressed by the Board;
 - h) call on Speakers in the following order:
 - a. Approving Authority;
 - b. Applicant (if the Appellant is not the Applicant);
 - c. Appellant(s);
 - d. Presentations by any other affected persons (first those in favour of the appeal and then those in opposition to the appeal)
 - i) determine if a rebuttal is warranted (no new information is permitted – those rebutting may only address points raised by others). Rebuttal is limited to the Approving Authority, Applicant and Appellant(s) only;
2. Written submissions:
 - a) requirements for written submissions are included in the hearing notification and the newspaper and website advertisements;
 - b) all written submissions will be referenced in the record of the hearing unless distributed to all Members. All written submissions, whether read or not, form part of the official record of the hearing.
3. Visual aids such as slides, maps, videos, etc., must be submitted to Appeals@airdrie.ca prior to the hearing as you will not be able to share your screen. These items will become the property of the City of Airdrie as exhibits to the relevant hearing.
4. Persons addressing the Subdivision and Development Appeal Board should:
 - a) give their name and address;
 - b) indicate whether they are speaking on their own behalf or for another person or group;
 - c) direct all information and responses to questions through the Chairman.

* The Board will consider requests for an adjournment of the hearing on a case-by-case basis. Reasons for adjournment may include a request to reconvene the hearing on another date to accommodate the absence of one of the parties to the appeal, to allow time to review evidence being presented or for parties to prepare rebuttal submissions, etc. If you are unable to attend the hearing and are requesting an adjournment, we suggest you send a representative on your behalf as the hearing will proceed that night if the Board chooses to deny the adjournment request.