

Subdivision & Development Appeal Board Process

The Subdivision and Development Appeal Board (SDAB) hears appeals about decisions made by The Summer Village and provides a decision based on evidence presented. It is an independent quasi-judicial board, making impartial decisions applying the principles of justice and procedural fairness.

ISSUE OF DECISION	Permit or Application is Approved or Denied
FILING AN APPEAL	<p>Determine if you are within the deadline to submit an appeal (21 days)</p> <p>Obtain an appeal form online at: www.sylvansummervillages.ca</p> <p>File the appeal form at the Summer Village office or by email to tmusseau@sylvansummervillages.ca and pay the \$400 appeal fee</p>
HEARING SCHEDULED	Within 30 days of receipt of appeal
HEARING NOTIFICATION	Notification will be sent out to appellant/applicant and affected parties with hearing date, time, and location (minimum 5 days advance notice)
BUILD YOUR SUBMISSION	Gather all documentary or photographic evidence and a summary of testimonial evidence
SUBMIT EVIDENCE	Submit evidence prior to the specified deadline at the Summer Village office or by email to: tmusseau@sylvansummervillages.ca
REVIEW AGENDA PACKAGE	Affected parties will receive a copy of the agenda package and it will be available to view at: www.sylvansummervillages.ca
ATTEND THE HEARING	Be prepared to present your case or have a representative present for you (open to the public)
DELIBERATION	The Board will take into consideration all evidence presented in a closed session (not open to the public)
DECISION	A Notice of Decision will be handed down in writing within 15 days of the hearing being closed

For more information regarding the Subdivision and Development Appeal Board:

Phone: (403) 887-2822

Email: tmusseau@sylvansummervillages.ca