

AT REGINA, SASKATCHEWAN, TUESDAY, JANUARY 16, 2024

AT A MEETING OF DEVELOPMENT APPEALS BOARD
HELD IN PUBLIC SESSION, BY VIDEOCONFERENCE

AT 5:30 PM

These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Office of the City Clerk once approved.

Present: Amber Smale, in the Chair
Brandon Hicks
Colleen Huber

Also in Attendance: Council Officer, Janice Hudson

APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSON

The Secretary called the meeting to order and following nomination procedures for the position of Chairperson, Amber Smale was declared Chairperson of the Development Appeals Board for 2024.

(Amber Smale took the Chair.)

Following nomination procedures for the position of Vice-Chairperson, Colleen Huber was declared Vice-Chairperson of the Development Appeals Board for 2024.

APPROVAL OF PUBLIC AGENDA

Colleen Huber moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted.

ADOPTION OF MINUTES

Brandon Hicks moved, AND IT WAS RESOLVED, that the minutes of the Annual General Meeting held on January 10, 2023 be adopted, as circulated.

CITY CLERK'S REPORTS

DAB24-1 2024 Nominating Subcommittee Appointments, Hearing and Meeting
Schedule

Recommendation

That the Development Appeals Board:

1. Approve its 2024 hearing dates to be held at 5:30 p.m. on the following Tuesdays:

March 12	August 13
April 16	September 17
May 14	October 15
June 11	November 12
July 16	December 17

2. Determine decision meeting dates immediately following the scheduled Hearing, adhering to the following criteria:
 - Held within two weeks of the hearing date to prevent a delay in rendering decisions; and
 - Meet the legislated timelines, when feasible, or on an alternate day to be determined by the Secretary, in consultation with the Chairperson;
3. Approve its first meeting or hearing for 2025, as described in the Discussion section of this report, to be held at 5:30 p.m. on Tuesday, January 14, 2025;
4. Direct the Secretary to monitor the number of appeals and the hearing schedule; and consult with the Chairperson to schedule additional hearings and meetings as required;
5. Appoint the Vice-Chairperson and another Board member to the Nominating Subcommittee as outlined under the Discussion section of this report; and
6. Approve its Nominating Subcommittee meeting to be held on October 7, 2024, at 2:00 p.m.

Brandon Hicks moved, AND IT WAS RESOLVED, that the Development Appeals Board:

1. **Approve its 2024 hearing dates to be held at 5:30 p.m. on the following Tuesdays:**

March 12	August 13
April 16	September 10
May 7	October 15
June 11	November 5
July 16	December 10

2. **Determine decision meeting dates immediately following the scheduled Hearing, adhering to the following criteria:**
 - **Held within two weeks of the hearing date to prevent a delay in rendering decisions; and**
 - **Meet the legislated timelines, when feasible, or on an alternate day to be determined by the Secretary, in consultation with the Chairperson;**

3. **Approve its first meeting or hearing for 2025, as described in the Discussion section of this report, to be held at 5:30 p.m. on Tuesday, January 14, 2025;**
4. **Direct the Secretary to monitor the number of appeals and the hearing schedule; and consult with the Chairperson to schedule additional hearings and meetings as required;**
5. **Appoint Amber Smale and Colleen Huber to the Nominating Subcommittee as outlined under the Discussion section of this report; and**
6. **Approve its Nominating Subcommittee meeting to be held on October 7, 2024, at 2:00 p.m.**

DAB24-2 Annual Review of Activity for the Development Appeals Board

Recommendation

That the Development Appeals Board receive and file this report.

Colleen Huber moved, AND IT WAS RESOLVED, that this report be received and filed.

DAB24-3 Annual Review of the Development Appeals Board Policies and Procedures

Recommendation

That the Development Appeals Board:

1. Approve the revised Section 11 of its Policies and Procedures, attached as Appendix B; and
2. Direct the Development Appeal Board Secretary to amend Section 11 of the Development Appeals Board Policy and Procedures to include the revision outlined in Appendix B of this report and distribute an updated document to the members of the Board upon approval.

Brandon Hicks moved, AND IT WAS RESOLVED, that the recommendation contained in the report be concurred in.

ADJOURNMENT

Brandon Hicks moved, AND IT WAS RESOLVED, that the meeting adjourn.

The meeting adjourned at 6:06 p.m.

Chairperson

Secretary