



**DEVELOPMENT  
APPEALS BOARD**

**Annual General Meeting  
Tuesday, January 16, 2024  
5:30 PM**

**via Videoconference (MS Teams)**



**Agenda – Annual General Meeting  
Development Appeals Board  
Tuesday, January 16, 2024**

**Appointment of Chairperson and Vice-Chairperson**

**Approval of Public Agenda**

**Adoption of Minutes**

Minutes of the Annual General Meeting held on January 10, 2023

**City Clerk's Reports**

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

**Recommendation**

That the Development Appeals Board:

- 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
- 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;
- 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;



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- 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;
- Appoint the Vice-Chairperson and another Board member to the Nominating Subcommittee as outlined under the Discussion section of this report; and
- 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.

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.

**Adjournment**