

Manager Approved: [Signature]

Date: Aug 12/97

**TOPIC: COMMENCEMENT OF APPEAL BOARD HEARING PROCEDURE**

**PROCEDURE:**

In order to provide individuals attending an Appeal Board Hearing and to provide them with a reasonable level of comfort that the board hearing is established to provide a fair and non prejudiced avenue to be heard therefore at the commencement of each appeal board hearing meeting at which there is not a chosen Chairperson for said meeting the following procedure shall be followed:

1. Meeting shall be held in the meeting room in the basement of Town Hall with the exception of the following meetings
  - i) Council;
  - ii) Committee of Council;
  - iii) Municipal Planning Commission;
  - iv) Other meetings as designated by Municipal Secretary or his designate.
2. Meeting Room in Basement of Town Hall shall be established similar to the diagram attached so as to clearly delineate the separation of the Appeal Board from the staff, consultants and members of the public.
3. A separate speaking position will be designated for anyone wishing to provide input or address the Appeal Board.
4. A Board Member shall call for nominations for Chairperson of the meeting.
5. Once the Chairperson is selected he shall assume control of the meeting.
6. Chairperson shall call the meeting to order and:
  - a) Introduce the members of the Appeal Board;
  - b) Introduce all Town of Redcliff staff or consultants and explain reason for their attendance;
  - c) Request, for the record, names of all members of public in attendance at the meeting and obtain the reason for their attendance and if they wish to participate in the meeting;
  - d) Outline in general terms the agenda to be followed.

RECORDING  
SECRETARY

BOARD / COMMISSION

CONSULTANT/  
STAFF

SPEAKER TABLE

APPELLANT

PUBLIC AT LARGE