

May 6, 2025

File: 90B-5

Municipal Members of the Chinook Intermunicipal  
Subdivision and Development Appeal Board  
and ORRSC SDAB Clerk Service Members  
**Sent via Email**

To Whom It May Concern:

**RE: New Processes for Subdivision and Development Appeal Submissions**

In recent years, we have observed a growing number and complexity in local Subdivision and Development Appeal Board hearings, including a wider range of issues and legal representation for various parties. To better support our members, we regularly review our subdivision and development appeal processes with the goal of enhancing efficiencies, ensuring organizational continuity, and maintaining legislative consistency.

**Effective immediately, the Oldman River Regional Services Commission (ORRSC) requests that all appeals related to development, subdivision, and stop orders, within the jurisdiction of the local Subdivision and Development Appeal Board, be submitted via email to: [appeals@orrsc.com](mailto:appeals@orrsc.com).**

Additionally, we have developed a **Notice of Appeal Form and Checklist** (attached), which we kindly ask all members to complete and submit along with their appeal, either by emailing it to [appeals@orrsc.com](mailto:appeals@orrsc.com) or an ORRSC Board Clerk, if assigned. This form is fillable and designed to provide a clear and concise overview of the appeal and ensure that all necessary information and required documents from the municipality are included. Please save a copy of this form in your files for future use.

We believe that implementing this form along with the centralized email submission process will help streamline the appeals procedure, ensuring that all required documentation reaches the Board Clerk in a timely and organized manner. **It is crucial that the Board Clerk receives the complete appeal and relevant documents as soon as possible, ideally within 24 hours of receipt of the appeal.**

Should you have any questions please do not hesitate to reach out to us at 403-329-1344.

Thank you,



Steve Harty  
Acting Chief Administrative Officer