Mission

- The Subdivision and Development Appeal Board’s (SDAB) purpose is to hear those appeals as required by the Municipal Government Act from persons affected by a decision of the Development Authority and the Subdivision Authority.

Goals

- To act as a quasi-judicial board and conduct impartial, fair and timely hearings.

Structure

- The SDAB is comprised of up to 30 members who sit in panels of up to five members and no less than three members.

Meeting Times

- The Subdivision and Development Appeal Board generally has two hearing rooms running every Wednesday and Thursday throughout the year, starting at 9 a.m. and often finishing in the evening. There may be hearings on a Tuesday or Friday, as required. The Board may have between 16 and 20 hearing days a month.
- Board members are scheduled for hearings on a rotational basis and availability.
- Member participation in the Board’s professional development program is required, which occurs throughout the year.

Remuneration

- Members:  
  - $170, up to 4 Hours
  - $320, 4 to 8 Hours
  - $470, over 8 Hours

Appointment Term:

- One-year terms, (from May 1 to April 30) renewable to a maximum of nine consecutive years.
- City of Edmonton Volunteer Management practices include an annual evaluation of board members. [City Policy C575C]

To Apply:

- Applicants are required to complete the online Taleo application, and attach a current resume plus three written letters of reference (with phone contacts) and a sample of your decision-writing skills. (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess.)
Application Process Timeline:

Urban Planning Committee of Council serves as the Selection Committee for SDAB members. It is anticipated that selection processes will take place on the following (Tentative) dates:

- February 4, 2018 - Posting Expires
- March 13, 2018 - Applicant Short Listing
- March 15 & 19, 2018 - Skills Assessment
- April 6, 2018 - Applicant Interviews
- April 10, 2018 - Appointments made by City Council

Ineligibility

- Employees of the City of Edmonton cannot be Members

Member’s Qualifications

- A keen interest in development within the City of Edmonton.
- Concerns for the interest of property owners, the developer and other parties affected by the development.
- Expertise in one of the following areas and/or have served on other quasi-judicial boards:
  - community representation or knowledge of community standards;
  - architecture;
  - legal;
  - engineering/construction;
  - urban planning;
  - management/administration.
- An understanding of quasi-judicial function and role of members of a tribunal;
- An understanding of principles of administrative law and natural justice;
- The ability to commit the required time on a year round basis;
- Excellent analytical and reasoning skills;
- The ability to write, in plain language, the decision and reasons for the decision;
- The ability to speak in public and communicate effectively with parties to the appeal;
- Proven ability to act with integrity and organize, read, understand and apply complex plans; Municipal Government Act and other pertinent Acts; statutory plans such as the Municipal Development Plan and Area Structure Plans; Zoning Bylaw; and case law
- Computer competency in Microsoft Word
- Must sign and abide by the Code of Ethics

Training

Compulsory training is provided for all Board members.