Frequently Asked Questions:

- What is the purpose/mission of the board?
- How much time can I expect to spend, as a member?
- What is expected of me, as a member?
- How is the board set up?
- What does the board do?
- When does the board meet?
- Do I get paid?
- How long am I a member?
- How do I apply to become a member of the board?
- How long does the selection process take?
- How can I tell if I am eligible to apply, or not?
- What qualifications do I need to apply?
- Will there be training?

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Mission  (Back to top)

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.

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Goal  (Back to top)

- To act as a quasi-judicial board and conduct impartial and fair hearings and deliver timely decisions.
Structure  (Back to top)

- The SDAB is composed of up to 30 members who sit in panels of three members.

Meeting Times  (Back to top)

- The SDAB generally has one to two panels running every Wednesday and Thursday throughout the year, starting at 9 am and often finishing late in the afternoon. There may be hearings on a Tuesday or Friday, as required. The Board may have between 16 and 20 hearing days a month. In response to COVID-19, hearings are currently being run through video conferences.
- 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  (Back to top)

Members:

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

Appointment Term  (Back to top)

- 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]*

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To Apply  (Back to top)

Applicants are required to complete the online application questions 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  (Back to top)

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:

- January 17, 2021 – Posting Expires
- February 26, 2021 - Applicant Shortlisting
- March 2, 3 or 4, 2021 – Skills Assessment
- March 25, 2021 - Applicant Interviews
- April 6, 2021 - Appointments made by City Council

Ineligibility  (Back to top)

- Employees of the City of Edmonton cannot be Members.

Training  (Back to top)

- Compulsory training provided by the province is provided for all Board members. Training is tentatively scheduled for April 12-15, 2021.
Member Qualifications  (Back to top)

- 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:
  - 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 that are legally defensible
- The ability to speak in public and communicate effectively with parties to the appeal
- Proven ability to act with integrity and 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 knowledge of Webex and Google Meet video conference programs and proficiency in Google Mail; Google Drive and Google Documents
- Must sign and abide by the SDAB Code of Ethics*

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