



2 Vacancies – 2017-18 Term

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 with running 4 hearing rooms a week 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 C575A]

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 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 dates:

- February 5, 2017 - Posting Expires
- March 23, 2017 - Applicant Short Listing
- March 27 & 28, 2017 - Skills Assessment
- April 5, 2017 - Applicant Interviews
- April 11, 2017 - 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.