

# Subdivision & Development Appeal Board

2021-2022 Term - Recruitment Profile

2 Vacancies

Edmonton

## Frequently Asked Questions:

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[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?](#)

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[How can I tell if I am eligible to apply, or not?](#)

[What qualifications do I need to apply?](#)

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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.

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## 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.

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## 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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