

# Subdivision & Development Appeal Board

2024-2025 Term - Recruitment Profile

Up to 4 Vacancies

The logo for the City of Edmonton, featuring the word "Edmonton" in a white serif font on a dark blue background.

## Purpose and Goal

The purpose of the [Subdivision and Development Appeal Board](#) (SDAB) is to hear appeals as required by the *Municipal Government Act* from persons affected by a decision of the Development Authority or the Subdivision Authority (i.e. City of Edmonton Development Officers and Planners).

The goal of SDAB is to act as a quasi-judicial board and conduct impartial and fair hearings and deliver timely decisions.

## Structure

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

## Meeting Times

The SDAB generally has one to two panels running every Wednesday and Thursday throughout the year, starting at 9 a.m. and often finishing late in the afternoon. There may be hearings on a Tuesday or Friday, as required. The Board may have between six and 16 hearing days a month.

Board members are scheduled for hearings on a rotational and availability basis. Member participation in the Board's professional development sessions, which occur before and during the hearing season, is also required.

## Remuneration

- \$170, up to and including 4 Hours in any day
- \$320, for 4 to 8 Hours in any day
- \$470, over 8 Hours in any day

## Appointment Term

- SDAB members are appointed for one-year terms (from May 1 to April 30), renewable to a maximum of nine consecutive years.
- Civic agency members eligible for reappointment will be evaluated as per [Procedure C575D, Agencies, Boards, Committees and Commissions](#).

## To Apply

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- Edmonton City Council values the diverse voices of citizens in local governance and commits to appointing individuals that are reflective of the population of the City and that have been recruited through a fair, equitable and inclusive process.
- Applicants must complete the online application questions and attach a current resume that includes the names of three references (with phone and email details), who will be contacted for shortlisted candidates.
- We strive to provide reasonable access and accommodations throughout the application and selection process. To request an accommodation, please contact 780-496-8178 or [civic.agencies@edmonton.ca](mailto:civic.agencies@edmonton.ca).

## Application Process Timeline

The Urban Planning Committee serves as the Selection Committee for SDAB Members. It is anticipated that selection processes will take place on the following dates:

- January 14, 2024 - Posting closes
- March 6, 2024 - Applicant Shortlisting
- March 12, 13, 14, 2024 - SDAB skills assessment
- April 16, 2024 - Applicant Interviews
- April 23, 2024 - Appointments made by City Council

## Ineligibility

Employees of the City of Edmonton cannot be members.

## Training

Compulsory training provided by the province is required for all Board members. Mandatory SDAB training for new members is tentatively scheduled for June 3-6, 2024.

## Member Qualifications

- An interest in land development within the City of Edmonton.
- Awareness of the concerns for the interest of property owners, developers and other parties affected by the development.
- Expertise in at least one of the following areas and/or have served on other quasi-judicial boards:
  - legal;
  - architecture;
  - development;

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- engineering and/or construction; and
  - urban planning.
- 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 write, in plain language, legally defensible and complex decisions along with reasons for the decision.
- The ability to commit to the required time on a year round basis.
- Excellent listening, analytical and reasoning skills.
- 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 legislation; statutory plans such as the Municipal Development Plan and Area Structure Plans; Zoning Bylaw; and case law.
- Computer knowledge of Google Meet video conference program and proficiency in Gmail; Google Drive and Google Documents.
- Must sign and abide by the [SDAB Code of Ethics](#)