



Development Assessment Steering Committee

Edmonton

Terms of Reference

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1. Purpose of the Committee

The Development Assessment Steering Committee is a cooperative, collaborative, decision making group consisting of representatives from the City of Edmonton and the Building Industry and Land Development Association - Edmonton Metro. It provides a forum where recommendations related to

- the ARA program including the Arterial Roads for Development Bylaw 14380 and the associated Standard;
- the Boundary Assessment Program including the Boundary Assessments Procedure Manual; and
- the Drainage Assessment program including Permanent Area Contributions (PACs)

are developed, discussed and implemented. The Committee, which has oversight over the Development Assessment Working Committee, provides a forum by which issues related to administration of the Development Assessment processes above can be discussed and addressed and allows for development and implementation of efficiencies.

This Terms of Reference document should be reviewed annually at the beginning of each year when the Committee Chair alternates as per Section 3 b. of this document.

2. Scope

The Committee's responsibilities will include, but are not limited to, the review and execution of the Arterial Roads for Development Bylaw and associated Standard, the Boundary Assessments Procedure Manual, and the development of recommendations to the Corporate Leadership Team, BILD Board and City Council as appropriate.

3. Membership

a. The Committee shall consist of members for the City of Edmonton and the Development Industry (as represented by BILD) .

b. The Chair of the Committee shall have a term of one year and alternate between the City and the Development Industry.

c. The Committee shall consist of seven permanent representatives, three from the City and four from the Development Industry. Additional members at large or technical support staff may participate as required.

d. Permanent City representation shall consist of the:

- General Supervisor of Subdivision Planning, Urban Planning and Economy;
- General Supervisor of Development Servicing Agreements, Urban Planning and Economy; and
- Finance Director, Business Financial Analytics,

or their delegates.

e. The Development Industry representation shall consist of land developers appointed by the BILD Board. An effort shall be made to provide balanced representation from a cross section of development types.

f. BILD will maintain a list of designates who can attend on behalf of an existing member should a member not be able to attend a certain meeting or should there not be enough voting members present in the event there is a conflict of interest. When a designate is required, standing members will coordinate a designate to attend from the current list of DAWC members. If none of the DAWC members are able to attend, then a designate from the list of additional designate members will be asked to attend.

g. In the event that quorum cannot be reached in spite of best efforts, at the discretion of the meeting attendees the meeting can proceed and voting can

be done afterwards via email. Quorum is defined as least two voting City members and two voting BILD members.

h. In the event that a member misses greater than (the lesser of 30% or 3 total) of the meetings within a calendar year, their membership will be reviewed as part of the annual terms of reference review and the committee may ask BILD to nominate a new member capable of meeting the attendance requirements of membership.

i. All members of the committee, their designates, and the Director of Subdivision and Development Coordination will receive a copy of these Terms of Reference.

4. Meetings

a. The Committee shall meet a minimum of four (4) times per year. Additional meetings may be held as needed.

b. Meetings will be held in person with a hybrid option available if necessary. A boardroom at City offices will be made available for the meeting.

c. The Committee shall strive to make decisions by consensus. In the event a vote is necessary, a simple majority is required, however no more than one of the three City representatives shall oppose and at least two of the four developer representatives must be in support.

d. The City shall provide administrative support for the Committee.

5. Committee Roles and Responsibilities

As a whole, the Committee is responsible for:

a. Developing and reviewing potential amendments to the Arterial Roads for Development Bylaw 14380 and the associated Standard and the Boundary Assessments Procedure Manual;

b. Developing solutions to manage the various Development Assessment funds;

- c. Reviewing the City and Development Industry roles with respect to the administration of the ARA Bylaw;
- d. Reviewing the rate calculation methodologies, associated administrative processes, and approval of the various annual ARA rates;
- e. Determining the infrastructure costs that are eligible for cost recovery; and
- f. Determining criteria required for third party land purchasing in cases where recovery of actual costs is being requested rather than limited to the various Development Assessment rates, similar to what is in place for City provision of land purchasing.

6. Member Roles and Responsibilities

City Committee members are responsible for:

- a. Providing communication to Senior Management and Council as necessary;
- b. Providing administrative support to the Steering Committee; and
- c. Taking forward Bylaw and Policy Amendments to Council.

Development Industry Committee members are responsible for:

- a. Advising City members of decisions made at committee that require formal communication to industry through BILD; and
- b. Providing support and resources to facilitate Steering Committee and Working Committee efforts.

APPENDIX A

2025 Development Assessment Steering Committee Members

Dan Yeung - Subdivision and Development Coordination - Chair

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Luciano Salvador - Rohit Group - Member

luciano.salvador@rohitgroup.com

Kelly Sizer - Subdivision and Development Coordination - Member

kelly.sizer@edmonton.ca

Bonnie Bryks - Financial Services - Member

bonnie.bryks@edmonton.ca

Kevin Backus - Anthem Properties- Member

kbackus@anthemproperties.com

Katrina Rowe - Cantiro Communities - Member

krowe@cantiro.ca

Kraig Radke - Qualico Communities - Member

kradtke@qualico.com

Additional Designate Members:

Otto Hedges - NAC Developments

ohedges@nacland.com

Peter Tsoukalas - Brookfield Residential

peter.tsoukalas@brookfieldrp.com

2025 Development Assessment Working Committee Members

Stephen Musselwhite - Brookfield Residential - Chair

Stephen.Musselwhite@brookfieldpropertiesdevelopment.com

Andrea Chmilar - Subdivision and Development Coordination - Member

Andrea.Chmilar@edmonton.ca

Elise Shillington - Cantiro - Member

EShillington@cantiro.ca

Clayton Komick - Qualico Communities - Member

CKomick@qualico.com

Ahsan Karim - Subdivision and Development Coordination - Member

ahsanul.karim@edmonton.ca