

Subdivision & Development Appeal Board

2023-2024 Term - Recruitment Profile

2 Vacancies

Edmonton

Frequently Asked Questions

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Purpose and Goal [\(Back to top\)](#)

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 and 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 [\(Back to top\)](#)

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 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.

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Remuneration [\(Back to top\)](#)

- \$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 [\(Back to top\)](#)

- 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 [\(Back to top\)](#)

- 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 are to 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. If you would like to request an accommodation at any stage of the process, please contact 780-442-4395 or civic.agencies@edmonton.ca.

Application Process Timeline [\(Back to top\)](#)

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

- January 15, 2023 - Posting closes
- March 7, 2023 - Applicant shortlisting
- March 14, 15, 16, 2023 - SDAB skills assessment
- April 19, 2023 - Applicant interviews
- April 25, 2023 - Appointments made by City Council

Ineligibility [\(Back to top\)](#)

Employees of the City of Edmonton cannot be members.

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Training [\(Back to top\)](#)

Compulsory training provided by the province is required for all Board members. Mandatory SDAB training for new members is scheduled for May 8-11, 2023.

Member Qualifications [\(Back to top\)](#)

- A keen interest in land development within the City of Edmonton.
- Awareness of the concerns for the interest of property owners, the developer 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:
 - architecture;
 - legal;
 - engineering and/or construction;
 - urban planning; and
 - management and/or 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 to the required time on a year round basis.
- Excellent listening, 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 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](#)