

# Recruitment Profile

## Regional Subdivision and Development Appeal Board

### Description and Background:

The Regional Subdivision and Development Appeal Board (SDAB) is a quasi-judicial board that hears appeals on planning decisions for several municipalities across Central Alberta. The SDAB is responsible for conducting impartial, fair and timely hearings.

The SDAB serves the following municipalities:

|                                  |                                  |                                  |
|----------------------------------|----------------------------------|----------------------------------|
| Village of Alix                  | Village of Elnora                | Town of Rimbey                   |
| Village of Beiseker              | Summer Village of Gull Lake      | Summer Village of Rochon Sands   |
| Town of Bentley                  | Summer Village of Itaska Beach   | Town of Rocky Mountain House     |
| Village of Big Valley            | City of Lacombe                  | Summer Village of Silver Beach   |
| Summer Village of Burnstick Lake | Village of Linden                | County of Stettler               |
| Town of Calmar                   | Town of Millet                   | Summer Village of Sundance Beach |
| Village of Carbon                | Town of Olds                     | Town of Three Hills              |
| Village of Caroline              | Summer Village of Parkland Beach | Town of Trochu                   |
| Village of Clive                 | Town of Penhold                  | Summer Village of White Sands    |
| Village of Donalda               | Town of Ponoka                   |                                  |

### Board Structure and Hearings:

The SDAB is made up of 12 members who may be called upon to sit on appeals as panels of 3 or 5 members.

Hearings are scheduled on an as needed basis throughout the calendar year. Hearings typically take place during regular weekday office hours (Monday-Friday, 8:00am- 4:30pm) and can vary in length of time. Occasionally, a hearing may be scheduled for an evening meeting. Hearings can be set up to occur in-person or via electronic methods, such as ZOOM.

Board members are scheduled for hearings based on a rotation and the availability of individual Board members.

### Remuneration:

Board Members are compensated for their time to prepare for hearings, attend hearings, and participate in decision deliberation based on a per diem basis. Members receive \$150 for hearings and

meetings lasting up to 4 hours and \$300 for hearings and meetings lasting more than 4 hours. Mileage to travel to and from hearings is also reimbursed.

Term of Appointment:

Members are appointed to the SDAB for a three (3) year term. Members may be appointed for consecutive terms.

Qualifications:

Interested candidates for the SDAB should meet the following eligibility requirements:

- Be at least 18 years of age and have resided in Central Alberta for more than 2 years;
- Have an interest in land use planning and development matters;
- Be able to understand concerns and interests of property owners, developers and other parties affected by land use planning decisions;
- Have experience, knowledge and skills in one or more of the following: land use and community planning, engineering or construction industry, law and legal profession, or management and administration;
- Have previous experience on a municipal council, municipal committee, community board or quasi-judicial board;
- Understand and be able to apply principles of administrative law and natural justice;
- Able to commit the required time on a year round basis;
- Able to speak in public and communicate effectively with hearing participants and other Board members;
- Possess excellent analytical and reasoning skills;
- Able to read, understand and apply complex legislation, plans and policies;
- Be willing to maintain confidentiality and abide by a code of ethics for Board Members;
- Have the means to participate in both, in-person meetings across Central Alberta, and virtual meetings that require the use of a camera and microphone; and
- Be available to attend a compulsory training session to be scheduled on a weekday from 9:00 am to 4:30 pm. The session date will likely be scheduled for a weekday in April/May 2022.

Preference will be given to applicants that meet all other expectations and reside in one of the participating municipalities.

Applicants must not be a subdivision authority, development authority or a member of a municipal planning commission for any municipality.

Board appointments are conditional upon successful completion of the compulsory training.

How to Apply:

Interested applicants are asked to contact Anika Drost ([anika.drost@pcps.ab.ca](mailto:anika.drost@pcps.ab.ca)) to request the applicable application form. Applications are to be submitted no later than March 14, 2022.