

# Regional Subdivision and Development Appeal Board

## Recruitment Profile

Number of Vacancies: 12

### Description and Background:

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

Summer Village of Burnstick Lake	Town of Bentley	Village of Alix
Summer Village of Gull Lake	Town of Millet	Village of Caroline
Summer Village of Parkland Beach	Town of Olds	Village of Clive
Summer Village of Rochon Sands	Town of Penhold	Village of Donalda
Summer Village of Sundance Beach	Town of Ponoka	Town of Three Hills
Town of Rocky Mountain House	Town of Rimbey	Town of Trochu

### 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 to 5 members.

Hearings are scheduled on an as needed basis throughout the calendar year. Hearings typically take place during the weekday during regular office hours. Occasionally a hearing may be scheduled for an evening meeting.

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 attend hearings and deliberate on their decision 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. Travel expenses to and from hearings are reimbursed.

Term of Appointment:

Members are appointed to the SDAB for a two (2) or 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 planning and development matters
- Be able to understand concerns and interests of property owners, developers and other parties affected by 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
- Be available to attend the compulsory training session scheduled for Wednesday, January 16, 2019 from 9:00 am to 4:30 pm

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 requested to fill out the application form and send it to the address below no later than **December 7, 2018**.

Parkland Community Planning Services

Unit B, 4730 Ross Street

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