

Subdivision & Development Appeal Board

2026-2027 Term - Recruitment Profile

3 Vacancies

Edmonton

Edmonton City Council values the voices of citizens in local governance and is committed to appointing individuals who reflect the diversity of the community. All appointments follow a fair, equitable and inclusive recruitment process.

Purpose

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 decisions of the Development Authority or the Subdivision Authority.

Goal

To act as a quasi-judicial tribunal to conduct impartial and fair hearings and deliver timely decisions.

Board Structure

- SDAB is composed of up to 30 members.
- Members sit in panels of three, as assigned by the Chair.
- Members are scheduled for hearings based on rotation and availability.
- Participation in the Board's professional development sessions is required.

Remuneration

Presiding Officer*	Member
a) \$230 for up to and including 4 hours in any day, or b) \$425 for 4 to 8 hours in any day, or c) \$662 for over 8 hours in any day	a) \$170 for up to and including 4 hours in any day, or b) \$320 for 4 to 8 hours in any day, or c) \$470 for over 8 hours in any day

* includes the Chair when attending meetings or professional development sessions

Appointment Term

- SDAB members are appointed for one-year terms, from May 1 to April 30.
- Reappointments may occur up to a maximum of twelve consecutive years.
- Reappointment eligibility follows [Procedure C575E, Agencies, Boards, Committees and Commissions](#).

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

To Apply

- Applicants must complete the online application questions and attach a current resume.
- If shortlisted, three written letters of reference confirming suitability must be submitted, prior to the interviews.
- To request an accommodation, please contact 780-496-8178 or civic.agencies@edmonton.ca. We strive to provide reasonable access and accommodations throughout the application and selection process.

Recruitment 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 25, 2026** - Posting closes
- **Early February, 2026** - SDAB Skills Assessment
- **March 16, 2026** - Applicant Shortlisting
- **April 14, 2026** - Interviews
- **End of April 2026** - Appointments by City Council

Eligibility

- **Must be a resident** of the City of Edmonton.
- Councillors, City employees, and members of a municipal planning commission are ineligible as members.

Training

- Mandatory provincial training is required for all Board members.
- Mandatory SDAB training for new members is tentatively scheduled for May 13 - 15, 2026.

Qualifications

- Interest in land development within the City of Edmonton.
- Consideration for the interests of property owners, business owners, the City, and other affected parties by the development.
- Expertise in one or more of the following areas:
 - legal;

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- architecture;
 - development;
 - engineering and/or construction; and
 - urban planning.
- Understanding of the quasi-judicial function and role of tribunal members.
- Understanding of principles of administrative law and natural justice.
- Ability to write clear, plain-language decisions and reasons that are legally defensible.
- Strong analytical and reasoning skills.
- Ability to communicate effectively with parties to an appeal.
- Demonstrate integrity and ability to read, understand, and apply *Municipal Government Act*, other relevant legislation, municipal bylaws, and case law.
- Ability to commit to the required time on a year-round basis.
- Proficiency with Google Meet and Google Workspace tools.
- Must abide by the [SDAB Code of Ethics](#).

Time Commitment

Members must be able to:

- Attend panel hearings as scheduled, typically every Wednesday and Thursday throughout the year, starting at 9 a.m.
- Participate, on average, in **6 to 12 hearings per month**.
- Participation in required training and professional development throughout the year.
- Have access to the necessary technology to participate in virtual meetings, if required.