

Function: Administration -05  
Department: Legislative - 030  
**Policy No.: 005**



## **Selection of Subdivision and Development Appeal Board (SDAB) Members**


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Effective Date: December 14<sup>th</sup>, 2018

Review Date: December 14<sup>th</sup>, 2023

Cancel: Policy 668 – Selection of Subdivision and Development Appeal  
Board (SDAB) Members

Resolution #: 810-18

CAO Signature: 

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**Purpose: To set out guidelines for the Selection of Subdivision and Development  
Appeal Board (SDAB) Board Members.**

### **Term of Office**

1. Board Members shall be appointed yearly at the annual organizational meeting, or when required by County Council.

### **Member Selection Criteria**

2. Membership will be selected through an Application Based Process. Each Application be reviewed based on the following components:
  - a. keen interest in land use and development within the County,
  - b. concerns for the interest of property owners, developers and other parties,
  - c. expertise in one of the following areas and/or has served on other SDAB or quasi-judicial boards:
    1. Community representation
    2. Architecture
    3. Legal
    4. Engineering/Construction
    5. Rural or Urban Planning

## 6. Management/Administration

- d. an understanding of quasi-judicial functions and role of members of a tribunal,
- e. an understanding of principles of administrative law and natural justice,
- f. ability to commit to the required time on a year-round basis,
- g. excellent analytical and reasoning skills,
- h. ability to write, in plain language, the decision and reasons for the decision,
- i. previous SDAB training, and
- j. proven ability to:
  - 1. Act with integrity and
  - 2. Organize, read, understand and apply:
    - i. complex plans,
    - ii. Municipal Government Act (MGA) and other pertinent acts, statutory plans and case law.

### **Selection Process**

- 3. Administration will review all applications and provide a short list to County Council.
- 4. County Council will then select the makeup of the SDAB based on the short list of candidates.