
SUBDIVISION AND DEVELOPMENT APPEAL BOARD

PURPOSE:

The Subdivision and Development Appeal Board (SDAB) is an independent, administrative tribunal established and governed under the Municipal Government Act (MGA) and the Town of Blackfalds [Bylaw 1076/08](#) (and any amendments hereto). The SDAB exercises quasi-judicial functions, meaning the SDAB has powers and must follow procedures similar to those of a court of law, and are obliged to make objective determinations of facts and draw conclusions from them.

FUNCTION AND DUTIES:

The SDAB hears decisions on behalf of all appeals on decisions made by the Town of Blackfalds subdivision and development authorities and renders decisions based on the evidence presented. The SDAB is independent from the Town of Blackfalds Planning and Development Authority and is comprised solely of citizen members. The SDAB makes decisions in an impartial manner and applies the principles of natural justice and procedural fairness, which includes but is not limited to: the right to a public hearing; a duty to be fair; the right for all affected parties to be heard; the right to an adjournment if the SDAB determines it is merited; and the right to legal counsel.

TERM OF OFFICE:

Term of one (1) year, appointed at the Annual Organizational Meeting.

MEMBERSHIP:

Minimum of five (5) members-at-large appointed by Council; and

May not include: A member of the Municipal Planning Commission; a person who carries out development of subdivision powers on behalf of the Town; or an employee of the Town.

By Council appointment, a person will serve as Clerk to the SDAB to carry out administrative and executive duties on behalf of the SDAB.

MEETING TIMES:

This Board meets on an as-needed basis. The Board shall meet at such intervals as are necessary to consider and decide appeals filed in accordance with the MGA.

When a hearing is called, members will be notified and the SDAB will comply with guided principles as prepared by Alberta Municipal Affairs.

TRAINING:

Effective 2018, the MGA requires that SDAB members and Clerks to successfully complete a training program in accordance with SDAB Regulation. Further to this, the SDAB Regulation requires a SDAB Clerk to successfully complete a training program set or approved by the Minister and complete a refresher training program every three (3) years. The SDAB Regulation also requires a SDAB Member to successfully complete a training program set or approved by the Minister before participating in any hearing as a member of a panel of the SDAB, and also complete a refresher training program every three (3) years.