

CITY OF AIRDRIE

BOARD, COMMITTEE OR COMMISSION PROFILE SHEET

- BODY:** Subdivision and Development Appeal Board
- REPORTS TO:** City Council with respect to appointments.
- Decisions may be appealed to the Court of Appeal on a question of law or jurisdiction.
- DESCRIPTION:** Handles appeals of the decisions of the Approving Authority or the Municipal Planning Commission regarding development permit or subdivision applications.
- TERM:** Members are appointed annually by resolution of Council at the Organizational Meeting.
- HEARINGS:** Within thirty (30) days of receipt of a notice of appeal, the Subdivision and Development Appeal Board shall open a public hearing respecting the appeal.
- VENUE:** Either in person, or virtually through Skype and livestreamed.
- COMPOSITION:**
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|-----------------------|---|
| Total Membership: | 7 |
| Council*: | 1 |
| Community: | 6 |
| Council (alternates)* | 1 |
- *No person who is an Approving Authority, which includes a member of a Municipal Planning Commission, shall be appointed to or act as a member of a Subdivision and Development Appeal Board. At no time may Council members form the majority of members hearing an appeal.
- The Chair is a member of Council and is appointed on an annual basis by Council at the Organizational Meeting. A Vice Chair shall be appointed by Council at this time. Members must meet the mandatory provincial training requirements (every 3 years) and such training is paid by the City of Airdrie.
- PROCEDURES:** Meetings are managed by the Chair who is responsible for:
- Declaring the hearing open,
 - Inviting staff, appellant(s) and affected parties to present their case,
 - Inviting applicants to provide insights or additional information, as required, and

- Managing deliberation and overall conduct of the meeting, and
- Approving and executing final drafts of decisions.

Members are responsible for:

- Reviewing SDAB packages for the meeting,
- Seeking clarification of issues or concerns through the Chair,
- Voting on items presented for decision.
- Advising the Clerk of the Board in advance of a hearing if unable to attend, and
- Reviewing and providing comments, if necessary, on draft decisions.

Administration is responsible for:

- Providing SDAB agenda packages online and at the hearing,
- Ensuring a venue and recording of proceedings,
- Responding to questions from the Board,
- Preparing initial draft of the decision for review and approval by the Board, and
- Ensuring approved and executed written decision, with reasons, is delivered to all parties within legislated timelines

Resource Staff: Clerk of the Board: (403) 948-8816

Authority: Bylaw No. 28/95
Bylaw No. B-08/2019

Revised: October 26, 2020