

**City of Calgary Subdivision and Development Appeal Board  
Chair Qualifications**

The Chair of the Subdivision and Development Appeal Board ("the Board", "SDAB") must be a member of the Board and therefore must meet the requirements for membership on the Board, as determined by Council (PAC2009-21).

The Chair of the Subdivision and Development Appeal Board must also have or demonstrate the following:

- a. notable experience in one or more of the following areas:
  - (i) presiding over the proceedings of a quasi-judicial board or administrative tribunal;
  - (ii) leading diverse teams to success in completing projects, or program or business objectives; or,
  - (iii) persuasive decision writing or report writing;
- b. an advanced understanding of the principles of natural justice and procedural fairness;
- c. a strong familiarity with the hierarchy of legislation, plans, policies, and trends of planning, growth, and development in Calgary;
- d. a strong public service orientation;
- e. a commitment to high quality and consistency in decision making and writing;
- f. a clear understanding of the purpose and mandate of the Board under the Municipal Government Act, as well as the distinct roles and responsibilities of the Board as they relate to appeals;
- g. a clear understanding of the distinct roles of Council and Administration with respect to the Board;
- h. accountability for the efficiency and effectiveness of the Board's procedures in meeting the requirements of its mandate;
- i. strong communication skills and an ability to direct or persuade parties as necessary to achieve efficient, fair, and respectful hearings of appeals;
- j. an ability to act as public spokesperson for the Board when appropriate and necessary;
- k. a commitment to learning, development, and continuous improvement, as well as proactive succession planning;
- l. leadership in integrity and high ethical standards;
- m. a commitment to communications and transparency with stakeholders, including opportunities for meaningful feedback; and,
- n. an ability to work collaboratively with the Board's administration and support staff.