



COUNCIL – AGENDA REPORT

Meeting Date: 21 January 2025

Subject: Participation Support for Subdivision and Development Appeal Board Citizen Members Policy

Directorate: City Manager

Issue:

Council is being asked to approve the Participation Support for Subdivision and Development Appeal Board Citizen Members Policy and approves the recommendation to have Subdivision and Development Appeal Board (SDAB) hearings take place every three weeks on Thursdays starting at 9:00 a.m.

Policy / Council Direction:

On October 15, 2024, Council unanimously passed a Notice of Motion to direct Administration to draft a Council Policy regarding compensation of citizen board members for the SDAB and return to Council with a recommendation on daytime scheduling of SDAB hearings.

Background:

Within the current structure of the SDAB, hearings are held in the evening and citizen members are not compensated for their time. Administration has taken the opportunity to enhance and improve on the processes that support the full cycle of onboarding and retaining qualified SDAB citizen members. This included the researching of the different ways other neighboring municipalities currently support their members.

Administration recognizes Council's desire to recruit, onboard and retain qualified citizen members to the SDAB. To support this, Administration has prioritized the creation of a proposed Participation Support for Subdivision and Development Appeal Board Citizen Members Policy to help support the current and future SDAB. A copy of this policy is being provided.

After reviewing the policies of the neighboring municipalities, it has been found that a number of municipalities are compensating their members. Administration examined compensation models utilized by other municipalities across Canada for citizen members sitting on similar boards. Additionally, Administration reviewed the compensation model currently used by the City of Airdrie for citizen members serving on Council's Standing Committees and Assessment Review Boards, considering their decision making and writing responsibilities.

Administration has created a proposed compensation policy for SDAB members and is recommending that SDAB hearings be held every three weeks on Thursdays starting at 9:00 a.m.

Council Committee Routed Through:

Pursuant to Committees Bylaw B-11/2024, Council has retained discretion over approval of Council Policy and does not delegate this function to Standing Committees.

Administration Recommendation:

That Council:

1. endorses the new Participation Support for Subdivision and Development Appeal Board Citizen Members Policy P-FIN-31-C as presented; and
2. approves the recommendation to hold Subdivision and Development Appeal Board hearings every three weeks on Thursdays starting at 9:00 a.m. and directs Administration to return to Council with an updated 2025 Council calendar for approval.

Alternatives/Implications:

1. Council could choose to direct Administration to make changes to the Participation Support for Subdivision and Development Appeal Board Citizen Members Policy and return with a new draft prior to it being approved.
2. Council could choose to not approve the Participation Support for Subdivision and Development Appeal Board Citizen Members Policy indicating that it does not wish to compensate SDAB citizen members.

Budget Implications:

Should Council approve the proposed Participation Support for Subdivision and Development Appeal Board Citizen Members Policy as presented, Administration estimates, based on last year's SDAB hearing numbers, that annual fees paid to citizen members would be as shown below:

Average Hearing with 5-member panel (less than 4 hours)	\$14,658
Average Hearing with 5-member panel (over 4 hours)	\$18,515
Average hearing with 3-member panel (less than 4 hours)	\$9,410
Average hearing with 3-member panel (more than 4 hours)	\$11,755

Funding for this amount has already been included in the 2025 budget.

Communications and Engagement:

Administration will ensure that the City's website is updated with the new day and time for Subdivision and Development Appeal Board hearings and will revise the 2025 Council calendar.

Recommendation:

That Council:

1. endorses the new Participation Support for Subdivision and Development Appeal Board Citizen Members Policy P-FIN-31-C as presented; and
2. approves the recommendation to hold Subdivision and Development Appeal Board hearings every three weeks on Thursdays starting at 9:00 a.m. and directs Administration to return to Council with an updated 2025 Council calendar for approval.

Chelsea Phillips, Legislative Officer

Staff Presenter:	Chelsea Phillips, Legislative Officer
External Presenter:	N/A
Department:	Legislative Services
Reviewed by:	Charlotte Satink
Attachments:	#1:Participation Support for SDAB Citizen Members Policy