

March 13, 2019

Subdivision and Development Appeal Board Training Options

AUMA and RMA are seeking solutions to help municipalities meet the new Municipal Government Act requirements for subdivision and development appeal board training.

Over the past several months, AUMA, RMA, and Municipal Affairs have offered a variety of in-person and webinar options for the completion of required subdivision and development appeal board (SDAB) training. As training requirements come into force on April 1, 2019, it is important that SDAB members who have not yet completed training do so. Although RMA, AUMA, and Municipal Affairs will not be holding additional training sessions, there are other options for the completion of training.

SDAB Training requirements

Municipal Affairs has provided some clarification on what is needed to meet the training requirements:

- Municipalities may utilize internal or external subject matter experts, provided the training is based on legislation and the approved curriculum developed by Municipal Affairs. The Ministry's [training material](#) is publicly available for use by all municipalities.
- It is the responsibility of the municipality to confirm that the instructors have the necessary expertise to deliver the curriculum and answer questions from trainees.
- Instructors must design an assessment of learning to be administered at the end of the training program in accordance with the [Ministerial Order on SDAB Training Curriculum](#).
- Instructors must report the completion of the written assessment to the municipality's Chief Administrative Officer. The CAO is then responsible to report to Municipal Affairs in accordance with the [Ministerial Order on SDAB Training Reporting](#). Reporting will occur through the annual Statistical Information Return (SIR).
- Training requirements come into force for all municipalities on April 1, 2019.

Contact Municipal Affairs' planning unit for more information: 780-427-2225.

Regional Approach

Municipal Affairs also encourages municipalities to pursue regional options for delivering SDAB services. There are a few success stories where municipalities have collaborated to share SDABs, achieving reductions in training cost and providing a more regular

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caseload for the shared SDAB. For example, [Parkland Community Planning Services](#) established a SDAB in January, which has over 20 municipalities participating and is open to having more join. Contact [Craig Teal, Director](#), for more information. The [Oldman River Regional Services Commission](#) is in the process of establishing a regional SDAB for some of their members and the [Mackenzie Municipal Services Agency](#) is in the process of establishing a SDAB that will be open to all municipalities in the region to join.

In person workshop

Reynolds Mirth Richards & Farmer is hosting a SDAB training workshop on March 21 in Edmonton. Registration is [available](#) at an individual registration rate of \$175.

AUMA and RMA continue to raise the need for an online training option to fulfill the ongoing training needs of SDABs.

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