


Implementation Fact Sheet

Amendments to the Municipal Government Act, 2015-17

Subdivision and Development Appeal Board (SDAB) Training Requirements

Legislation	Municipal Government Act (MGA)
Regulation	Subdivision and Development Appeal Board Regulation 
Category	Planning and Development
Section Numbers	s. 627.1, s. 627.2 and s.627.3

Previous MGA requirement:

Prior to the recent amendments to the MGA, SDAB members were able to voluntarily access training when available, however, were not required to do so.

What's changed?

SDAB members and clerks will be required to undergo mandatory training based on a standard training program to be approved by the Minister of Municipal Affairs. Training may be delivered locally, regionally or by the province.

SDAB training will ensure that hearing practices are consistent across the province, and board members have a complete understanding of their role and the appeal process.

What do municipalities need to know?

SDAB Clerk

- A council that establishes an SDAB must appoint one or more clerks. Clerks of an SDAB or an intermunicipal SDAB must be appointed as a designated officer, and they are not eligible for appointment if the training requirements are not successfully met. [s.627.1\(1\)](#), [s.627.1\(4\)](#)
- A clerk can serve as both the clerk of an SDAB and the clerk of an Assessment Review Board. [s.627.1\(3\)](#)
- The SDAB clerk role is different from that of an SDAB member. The SDAB clerk administers and oversees the scheduling and recording of SDAB hearings. The training requirements and qualifications for SDAB clerks differ from the training requirements for SDAB members based on their different roles. SDAB clerks must take a refresher on the SDAB training every three (3) years to stay current with the roles and responsibilities of the position.
- The training for SDAB clerks may address topics such as the clerk's roles and administrative responsibilities.

SDAB Member

- A member of any SDAB must not participate in a hearing unless the member has successfully completed a training program. [s.627.2](#)
- SDAB members must take a refresher course every three (3) years to stay current on appeal matters (such as changes in law, planning and/or administration).
- The training for SDAB members may address matters such as the board member's roles and responsibilities, and hearing processes.

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Reporting

- Each municipality must submit an annual report containing information on the number of SDAB clerks and members they have appointed, and those who have completed and enrolled in the required SDAB training.

When does this change take place?

- These sections come into force April 1, 2018
- All SDAB members and clerks must successfully complete the SDAB training as approved by the Minister by April 1, 2019 (one (1) year from the sections coming into force).

What resources are/will there be available to assist?

- Curriculum development and certification tracking.
- [Municipal Planning Hub](#) (AUMA) 
- [Municipal Affairs Regional Training Session](#). 
- [Municipal Government Amendment Act, 2015](#) 



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