

Community Services Advisory Board

2025-2027 Term - Recruitment Profile

1 Vacancy

Edmonton

Edmonton City Council values the voices of citizens in local governance and is committed to appointing individuals who reflect the diversity of the community. These appointments are made through a fair, equitable and inclusive recruitment process.

Mandate

The mandate of the [Community Services Advisory Board](#) (CSAB) will be to provide advice regarding grant funding allocations and to have a key role in developing a long term plan for community services in the City.

Current Board Activities

- Identifying issues, offering advice, and/or developing strategies related to the Community Services department's priorities in community safety and wellbeing, recreation, sports and social services/policy.
- Reviewing and assessing applications for a number of grant funding programs, and making recommendations for agencies to receive funding from the City of Edmonton.
- Ad hoc participation in Community Services department projects and consultations.

Under Bylaw 18156 - Council Committees Bylaw, a Council Committee [CSAB] may establish sub-committees, with council approval, to conduct research, obtain and summarize public input, or to obtain specialized expertise. These sub-committees provide reports to the Council Committee [CSAB] on the matter assigned to them.

Governing Bylaws and Policies for City Agencies

Honoraria and Expenses

Honoraria and expenses are available to Members who are appointed by City Council in accordance with [Procedure C628 Honoraria and Expenses for City Agencies](#) (members may opt out of receiving an honoraria if they choose).

Honoraria for Advisory and Decision-Making Bodies

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Position	Meeting Up to and Including 5 Hours	Meeting Over 5 Hours
Member	\$100	\$200
Chair	\$125	\$250

Members appointed to City agencies may be compensated for out-of-pocket receipted expenses, such as parking, transit and care-giving expenses to attend regular meetings. Mileage is not paid for attendance at meetings.

Council Committees Code of Conduct

Council appointed members of Council Committees are required to abide by Bylaw 19870 [Council Committee Code of Conduct Bylaw](#).

Publicly Accessible Meetings

All Council Committee meetings will be publicly accessible, which includes being live streamed via the Committee's YouTube channel. This aligns with Bylaw 18155 Council Procedures Bylaw requirement to have a live audio and video view of Council Committee meetings and *Municipal Government Act* requirements.

Appointment Term

- CSAB members are appointed for two-year terms, from May 1 to April 30, renewable to a maximum of eight consecutive years.
- Civic agency members eligible for reappointment will be evaluated as per [Procedure C575E, Agencies, Boards, Committees and Commissions](#).

To Apply

- Applicants must complete the online application questions and attach a current resume.
- Candidates who are shortlisted are required to submit two written letters of reference prior to the applicant interviews. References should be from individuals that can verify your suitability for this Board.

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- We strive to provide reasonable access and accommodations throughout the application and selection process. To request an accommodation, please contact 780-496-8178 or civic.agencies@edmonton.ca.

Application Process Timeline

The Community and Public Services Committee serves as the Selection Committee for CSAB members. It is anticipated that selection processes will take place on the following dates:

- January 12, 2025 - Posting closes
- March 11, 2025 - Applicant Shortlisting
- April 14, 2025 - Applicant Interviews
- April 22, 2025 - Appointments made by City Council

Eligibility

- Members appointed to Advisory Committees **must be residents** of the City of Edmonton.
- City employees are eligible for appointment to Advisory Committees [with due consideration given to potential conflicts of interest].

Qualifications

- Experience in social services/policy, recreation, and/or community safety and wellbeing.
- A commitment to inclusion, diversity, equity, and accessibility, as well as Gender Based Analysis (GBA)+ training, Diversity, Equity and Inclusion training, and/or lived experience is an asset.
- The ability to think strategically and understand that the Board is helping to shape Edmonton's future.
- The ability to look at the community through a "big picture" lens; identifying different perspectives and potential barriers faced by individuals, groups, and organizations.
- Demonstrated ability to develop and sustain productive and positive relationships with community groups is an asset.
- Prior experience reviewing and making recommendations for grant funding applications is an asset.
- Knowledge of boards and how they operate in different environments is an asset.

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Time Commitment

- The ability to commit:
 - A minimum of **four hours per month** for Board meetings.
 - The Board meets on the fourth Tuesday of each month from 5-8 p.m at the Edmonton Tower or various City of Edmonton facilities.
- Members must have appropriate technology to participate in meetings virtually.

Expectations

- Understand the Board's role, mandate, bylaw, and policies.
- Fulfill requirements of monthly board meeting participation:
 - To review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Board.
- Work together with other Board members and City Administration.
- Contribute to a spirit of cooperation between the Board, community organizations and agencies, as well as maintain a complementary role with other funding allocation and advisory bodies.
- Represent CSAB in the community and at community events when required.