

# Community Services Advisory Board

2026-2028 Term - Recruitment Profile

Edmonton

## 2 Vacancies

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

### Mandate

The mandate of the [Community Services Advisory Board](#) (CSAB) is 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 grant funding programs, and making recommendations to City Council on funding allocations.
- Participating in Community Services department projects and consultations, as required.

### Sub-Committees

With Council approval, sub-committees may be established 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 honoraria.

#### Honoraria for Advisory and Decision-Making Bodies

Position	Meeting Up to and Including 3 Hours	Meeting Over 3 Hours
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Member	\$114	\$227
Chair	\$142	\$284

Eligible expenses include receipt costs such as parking, transit and care-giving expenses to attend regular meetings. Mileage is not reimbursed.

### Publicly Accessible Meetings

All Council Committee meetings are publicly accessible, which includes being live streamed via the Committee's YouTube channel. This aligns with Bylaw 18155 - Council Procedures Bylaw and *Municipal Government Act* requirements.

### Appointment Term

- CSAB members are appointed for up to two-year terms, from May 1 to April 30.
- Reappointments may occur up to a maximum of eight consecutive years.
- Reappointment eligibility follows [Procedure C575E, Agencies, Boards, Committees and Commissions](#).

### To Apply

- Applicants must complete the online application questions and attach a current resume.
- If shortlisted, two written letters of reference confirming suitability must be submitted prior to interviews.
- To request an accommodation, please contact 780-496-8178 or [civic.agencies@edmonton.ca](mailto:civic.agencies@edmonton.ca). We strive to provide reasonable access and accommodations throughout the application and selection process.

### Recruitment 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 25, 2026** - Posting closes
- **March 16, 2026** - Applicant Shortlisting
- **April 13, 2026** - Interviews
- **End of April 2026** - Appointments by City Council

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### Eligibility

- **Must be a resident** of the City of Edmonton.
- City employees may apply, with consideration of potential conflicts of interest.

### Qualifications

Required:

- Experience in social services and policy, recreation, and/or community safety and wellbeing.
- The ability to think strategically and understand the Board's role in shaping Edmonton's future.
- The ability to assess community issues through a broad lens; recognizing diverse perspectives and potential barriers faced by individuals, groups, and organizations.

The following skills are assets:

- Demonstrated ability to develop and sustain productive and positive relationships with community groups.
- Prior experience reviewing and making recommendations for grant funding applications.
- Knowledge of boards and how they operate in different environments.
- 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.

### Time Commitment

Members must be able to:

- Commit a minimum of **four hours per month** for Board meetings.
- Attend monthly meetings, held in-person or virtually on the fourth Tuesday of each month from 5:00 - 8:00 p.m. at the Edmonton Tower or various City of Edmonton facilities.
- Have access to the necessary technology to participate in virtual meetings, if required.

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### Member Expectations

- Understand the Board's role, mandate, bylaw, and policies.
- Prepare for meetings, participate in discussions and decision-making, and support and uphold decisions of the Board.
- Work collaboratively with other Board members and City Administration.
- Contribute to a respectful, cooperative, and productive Board environment.
- Represent CSAB in the community and at community events, when required.