

Community Services Advisory Board

2026-2028 Term - Recruitment Profile

2 Vacancies

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. 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. 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.