

# Community Standards and Licence Appeal Committee

2026-2027 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 [Community Standards and Licence Appeal Committee](#) (CSLAC) is a Committee of Council established to deal with reviews and appeals regarding:

1. Orders issued pursuant to Sections 545 and 546 of the *Municipal Government Act*.
2. The refusal, revocation, suspension of, or imposition of conditions on any licence pursuant to the following bylaws:
  - Animal Licensing and Control Bylaw 13145
  - Business Licence Bylaw 20002
  - Vehicle for Hire Bylaw 17400
3. Notices issued under the provincial *Weed Control Act*.
4. Notices issued under Section 29.2 of the Community Standards Bylaw 14600 (outdoor fires).

## Goal

To act as a quasi-judicial tribunal to conduct impartial and fair hearings and deliver timely decisions.

## Committee Structure

- CSLAC is composed of up to 10 members.
- Members sit in panels of three, as assigned by the Chair.

## Remuneration

Presiding Officer*	Member
a) \$230 for up to and including 4 hours in any day, or b) \$425 for 4 to 8 hours in any day, or c) \$662 for over 8 hours in any day	a) \$170 for up to and including 4 hours in any day, or b) \$320 for 4 to 8 hours in any day, or c) \$470 for over 8 hours in any day

\* includes the Chair when attending meetings or professional development sessions

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Parking expenses necessarily incurred in relation to activities of the committee may be reimbursed.

## Appointment Term

- CSLAC members are appointed for one-year terms, from May 1 to April 30.
- Reappointments may occur up to a maximum of nine 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, three written letters of reference confirming suitability must be submitted, prior to the 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 CSLAC Members. It is anticipated that selection processes will take place on the following dates:

- **January 25, 2026** - Posting closes
- **Early February, 2026** - CSLAC Skills Assessment
- **March 16, 2026** - Applicant Shortlisting
- **April 13, 2026** - Interviews
- **End of April 2026** - Appointments by City Council

## Eligibility

- **Must be a resident** of the City of Edmonton.
- Councillors and City employees are ineligible as members.

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## Qualifications

- Minimum of two years of recent experience on a quasi-judicial board.
- Interest in enforcement and the betterment of communities and businesses within the City of Edmonton.
- Consideration for the interests of property owners, business owners, the City, and other parties affected by the City of Edmonton orders.
- Expertise in one or more of the following areas:
  - community representation or knowledge of community standards
  - legal
  - enforcement
  - management and/or administration
- Understanding of principles of administrative law and natural justice.
- Strong analytical and reasoning skills.
- Ability to write clear, plain-language decisions and reasons that are legally defensible.
- Ability to communicate effectively with parties to an appeal.
- Ability to deal with emotional and challenging situations.
- Demonstrate integrity and ability to read, understand, and apply *Municipal Government Act*, other relevant legislation, municipal bylaws, and case law.
- Ability to commit to the required time on a year-round basis.
- Proficiency with Google Meet and Google Workspace tools.
- Must abide by the [CSLAC Code of Ethics](#).

## Time Commitment

Members must be able to:

- Attend hearings as scheduled, typically on the third Tuesday of the month, if there are appeals to be heard.
- On average, participate in **seven to eight meetings per year**.
- Participate in required training and professional development throughout the year.
- Have access to the necessary technology to participate in virtual meetings, if required.