

Community Standards and Licence Appeal Committee

2026-2027 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 [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

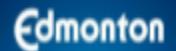
Presiding Officer*	Member
a) \$230 for up to and including 4 hours in any day, or b) \$425 for 4 to 8 hours in any day, or c) \$662 for over 8 hours in any day	a) \$170 for up to and including 4 hours in any day, or b) \$320 for 4 to 8 hours in any day, or c) \$470 for over 8 hours in any day

* 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. 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.