Frequently Asked Questions:

What is the purpose/mandate of the board?
What is expected of me, as a member?
How much time can I expect to spend, as a member?
What does the committee do?
Do I get paid?
Are my expenses reimbursed?
How long am I a member?
How do I apply to become a member of the committee?
How long does the selection process take?
What qualifications do I need to apply?
Does the committee have subcommittees?
Am I expected to work on one or more of the subcommittees?

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Mandate  (Back to top)

The mandate of the Community Services Advisory Board* (CSAB) is to facilitate informed decision-making within the City of Edmonton’s Citizen Services Department by:

- Gathering information and sharing knowledge;
- Raising issues and awareness;
- Providing advice and recommendations on Department priorities, policy, and programs;
- Making recommendations on funding; and
- Offering alternative strategies to address Department priorities

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Standing Committees/Subcommittees (Back to top)

- Family and Community Support Services (FCSS) Committee: Meets the 2nd Wednesday of the month from 5 - 8 pm
- Community Investment Grant (CIG) Committee: Variable meeting dates
- Other ad hoc subcommittees to address specific grant funding programs and other ad hoc requests when required: Variable meeting dates

Current Board Activities (Back to top)

- Identifying issues, offering advice, and/or developing strategies related to Citizen Services priorities in social development, recreation, and community safety
- 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 Department projects and consultations

Remuneration (Back to top)

NONE - Board members serve in a voluntary capacity, however, members will be compensated for any out-of-pocket receipted expenses such as parking, bus fare, taxis, including child care (for meeting attendance). [City Policy C575C].

Appointment Term (Back to top)

- One-year terms (from May 1 to April 30), renewable to a maximum of six consecutive years
- City of Edmonton Volunteer Management practices include an annual evaluation of board members [City Policy C575C]*

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To Apply (Back to top)

Applicants are required to complete the online application questions, and attach a current resume plus three written letters of reference. (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess.)

Application Process Timeline (Back to top) (If Vacancies)

Community and Public Services Committee of Council serves as the Selection Committee for CSAB Members. It is anticipated that selection processes will take place on the following (tentative) dates:

- January 17, 2021 – Posting Expires
- February 25, 2021 - Applicant Shortlisting
- March 26, 2021 - Applicant Interviews
- April 6, 2021 - Appointments made by City Council

Qualifications (Back to top)

- An interest in social policy, recreation, and/or community safety
- 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
- Knowledge of boards and how they operate in different environments
- The ability to commit:
  - A minimum of 4 hours per month for Board meetings, plus committee work (which varies from additional monthly meetings, to short term frequent meetings)
  - The Board meets on the fourth Tuesday of each month from 5 - 8 pm at the Edmonton Tower. Currently meetings are held virtually due to Covid-19.
Expectations (Back to top)

- To understand the Advisory Board’s role, mandate, bylaw, and policies
- To fulfill requirements of monthly board and committee meeting participation
  - To review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Board
- To abide by the Ethical Guidelines for Citizens Who Serve on City Boards, Agencies, and Committees; and Supplemental Conflict of Interest Guidelines*
- To work together with other Board members and City Administration
- To develop a spirit of cooperation between the Advisory Board, community organizations, and agencies, as well as maintain a complementary role with other funding allocation and advisory bodies
- To represent the Community Services Advisory Board in the community and at community events when required

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