

Office of the Councillors Budget Review Task Force

2022-2023 Term - Recruitment Profile



5 Vacancies

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2022-2023 Term - Recruitment Profile (5 Vacancies)

Mandate

In April 2022, City Council passed a motion to establish an independent task force to review the Office of the Councillors' Budget. The task force will be comprised of five individuals who will review the following matters to ensure equity among all 12 Ward Offices:

- [Policy C618A Councillors' Budget and Expenses](#)
- Budget allocations within the Office of the Councillors, including Ward and Common Budgets
- Centralized supports funded under the Common Budget

A detailed mandate is prescribed within [Bylaw 20132](#) Office of the Councillors Budget Review Task Force.

Task Force Activities

The task force will determine the methodology for the review. However, at a minimum, the following activities must be undertaken:

- **Information Gathering:** Conduct a scan of other comparable municipalities and review information related to Councillors' Ward and Common budgets and Policy C618A Councillors' Budget and Expenses, with consideration of the City of Edmonton's fiscal context
- **Engagement:** Interview with Councillors and Councillors' Office Staff
- **Alignment:** Assess alignment of recommendations with City of Edmonton policies and initiatives including Gender-Based Analysis Plus (GBA+).
- **Options:** Make recommendations to City Council in a written report. The Chair of the task force is responsible for writing the report required with support from the task force members.

Draft Work Plan

The following is a draft work plan and will be finalized by the task force once appointed.

Date	Description
August 2022	Members will be appointed to the Task Force.
September 2022	The Task Force will establish its work plan and approach.
September 2022 - Quarter 2 2023 (Target)	The Task Force will undertake information gathering and engagement to inform options for Council's consideration.
September 30, 2023 maximum deadline in Bylaw	By the September 30, 2023 maximum deadline, the Task Force will present a final report to Council.

Honoraria and Expenses

Honoraria and expenses are available to task force members in accordance with [Procedure 628 Honoraria and Expenses for City Agencies](#) (members may opt out of receiving an honoraria if they choose).

Task Force members will receive a one-time honorarium of \$2,000 once the required written report is presented to Council. The Chair of the task force will receive an additional honorarium of \$500.

Flat Rate Honoraria for ad hoc Task Force

Chair	\$2,500
Member	\$2,000

Members appointed to City agencies may be compensated for out-of-pocket receipted expenses, such as parking, bus fare, and taxis. Mileage is not paid for attendance at meetings.

Appointment Term

The Office of the Councillors Budget Review Task Force members are appointed for a temporary term until a maximum term date of September 30, 2023. Appointees will serve on the task force until the presentation of the

written recommendation report to Council. In the event that the task force completes its mandate prior to September 30, 2023, the appointment will end at that time.

To Apply

- Applicants are to complete the online [Taleo application](#) questions and attach a current resume.
- Candidates who are shortlisted will be required to submit two written letters of reference. References should be from individuals that can verify your suitability for this task force.
- We strive to provide reasonable access and accommodations throughout the application and selection process. If you have questions related to the application process, please contact 780-496-8178 or BudgetTaskForce@edmonton.ca.

Qualifications

Demonstrated 5 years of experience and education in one or more of the following fields:

- **Financial services and budgeting** - understanding and experience with operational budgets, corporate financial systems and understanding/experience of the fiscal responsibilities of large organizations and economic context that may impact organizational budget planning
- **Human resources** - experience in a large complex organization with a diverse workforce
- **Equity and inclusion** - lived experience and/or knowledge of equity, diversity, and inclusion best practices and research
- **Public policy and municipal governance** - knowledge and/or experience in governance and municipal or board operations responsible for a large organization
- **Community service** - experience working with community organizations, non-profit organizations or other community groups
- **Government** - Senior leadership or executive role or former office holder in a government setting

University degree in either Social Sciences, Human Services, Gender Studies, Political Science, Public Administration, Economics, or Business, Human Resources, Labour Relations, or other related discipline. A Masters Degree would be considered an additional asset. Equivalent combinations of education and experience will be considered.

Experience in other fields will be considered, should the Selection panel deem it relevant

The following skills and experience are assets:

- Public sector experience
- Lived experience and/or knowledge of equity, diversity, and inclusion best practices and research
- Direct experience developing equity action plans and/or recommendations for organizations
- Experience working with intersectionality in the workplace

- Experience with policy development and review
- Ability to review and identify opportunities for financial and operational effectiveness within organizations
- Demonstrated ability to work collaboratively and engage with stakeholder groups
- Research, analysis, writing skills and experience preparing reports
- Experience in strategic, foresight, and business planning, and consulting and advising
- Experience in organization design and workforce services within the Human Resources profession in order to build organizational capacity through effective workforce and talent planning
- Experience in evaluating governance processes and controls
- Previous experience sitting on a board, task force, or committee

Commitment

The ability to commit to the following:

- Participation in the task force from its inception until the completion of the required deliverables. The task force must complete its mandate by September 30, 2023 at the latest. It is anticipated that the work of the task force may be completed in Q2 2023 as a target; however additional time has been provided per the bylaw if required.
- A minimum of 8-12 hours per month on task force related activities which may include attendance at meetings, interviewing stakeholder groups as well as participation in document review and report writing and development outside of regular meeting times.
- The specific meeting schedule will be set by the task force, understanding that a minimum of one monthly meeting will be required, typically scheduled for two hours; however the duration and frequency may be adjusted by the task force depending on the requirements of the project and the task force's workplan.
- Understanding that the task force members will have report writing responsibilities and there will be a time commitment during and outside of meetings to compile the task force recommendations Council Report in Quarter 2, 2023 (target date) based on the task force's review findings.
- Flexibility to attend daytime meetings.
- Members may attend meetings virtually. Members must have the use of a computer or telephone to participate in virtual meetings.

Expectations

- Understand, and adhere to, the mandate of the task force and its scope of work as described in the associated bylaw.
- Demonstrate a good working knowledge of City processes, policies and context.
- Participate fully in the activities required to inform the development of the written recommendation report required by City Council.

- Review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the task force.
- Work collaboratively with task force members

Note:

- Applicants must be 18+ years of age to apply.
- Candidates shortlisted for interview will be asked to provide two (2) written letters of reference that verify their suitability for the position.
- As per City Policy C575D, Agencies, Boards, Committees and Commissions, City of Edmonton residency is a consideration rather than mandatory

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We encourage applications from courageous leaders who intentionally promote respect and inclusion on their teams. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework here: <https://bit.ly/3hd2d95>

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact Employment@edmonton.ca.

COVID-19 Notice: The City of Edmonton has implemented a COVID 19-Vaccination Policy. Employees must be fully vaccinated against COVID-19 and provide proof of vaccination. Employees who cannot be fully vaccinated on the basis of a protected legal ground (e.g. medical, religious) may request an exemption. Please note that this policy applies to all employees, including new hires, and volunteers. If your application is successful, you will be asked to provide proof of vaccination or request an exemption.

For more information, please refer to our COVID-19 Vaccination Policy (bit.ly/3IKwb6j) and COVID-19 Vaccination Procedure (bit.ly/39BICMt).

Posting Expiry

Date: August 22, 2022 11:59 pm MDT

[Expiry Date Extended from Original July 20, 2022 Date]

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