

Community Services Advisory Board

2023-2024 Term - Recruitment Profile

5 Vacancies

Edmonton

Frequently Asked Questions

[What is the purpose 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 compensated for my time? 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?](#)

Purpose [\(Back to top\)](#)

The purpose of the [Community Services Advisory Board](#) (CSAB) is to provide advice to City Council and the City of Edmonton to assist in long term planning for community services in Edmonton. The Board raises issues and offers advice on social policy, arts, culture, multiculturalism, parks, recreation and sports.

The Board can also recommend the allocation of funds under the Family and Community Support Services (FCSS) Program legislation, as well as applicable Community Investment Grants and other awards.

Subcommittees [\(Back to top\)](#)

- Family and Community Support Services Committee (FCSS) meets the second Wednesday of the month from 5-8 p.m.
- Community Investment Grant Committee has variable meeting dates.
- Other ad hoc subcommittees may be formed to address specific grant funding programs and other emergency requests when required.

Current Board Activities [\(Back to top\)](#)

- Identifying issues, offering advice, and/or developing strategies related to Community Services department priorities in social development, recreation, and community safety.

Community Services Advisory Board

2023-2024 Term - Recruitment Profile

5 Vacancies

Edmonton

- 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 Community Services department projects and consultations.

Governing Bylaws and Policies for City Agencies

Honoraria and Expenses ([Back to top](#))

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 receiving an honoraria if they choose).

Honoraria for Advisory and Decision-Making Bodies

| Position | Meeting Up to and Including 5 Hours | Meeting Over 5 Hours |
|----------|-------------------------------------|----------------------|
| Member | \$100 | \$200 |
| Chair | \$125 | \$250 |

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. Members who require child care, elder care and/or special needs care in order to attend meetings will be reimbursed with submission of a receipt for the reasonable cost of care.

Publicly Accessible Meetings ([Back to top](#))

All Council Committee meetings will be publicly accessible, which includes being live streamed via the Committee's YouTube channel. This aligns with Bylaw 18155 Council Procedures Bylaw requirement to have a live audio and video view of Council Committee meetings and *Municipal Government Act* requirements.

Community Services Advisory Board

2023-2024 Term - Recruitment Profile

5 Vacancies

Edmonton

Council Committees Code of Conduct ([Back to top](#))

Council appointed members of Council Committees are required to abide by Bylaw 19870 [Council Committee Code of Conduct Bylaw](#).

Appointment Term ([Back to top](#))

- CSAB members are appointed for one-year terms, from May 1 to April 30, renewable to a maximum of six consecutive years.
- Civic agency members eligible for reappointment will be evaluated as per [Procedure C575D, Agencies, Boards, Committees and Commissions](#).

To Apply ([Back to top](#))

- Edmonton City Council values the diverse voices of citizens in local governance and commits to appointing individuals that are reflective of the population of the City and that have been recruited through a fair, equitable and inclusive process.
- Applicants are to complete the online application questions and attach a current resume.
- Candidates who are shortlisted are required to submit two written letters of reference by a requested due date prior to the applicant interviews. References should be from individuals that can verify your suitability for this Board.
- We strive 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 780-442-4395 or civic.agencies@edmonton.ca.

Application Process Timeline ([Back to top](#))

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 (tentative) dates:

- January 15, 2023 - Posting closes
- March 24, 2023 - Applicant Shortlisting
- April 18, 2023 - Applicant Interviews
- April 25, 2023 - Appointments made by City Council

Qualifications ([Back to top](#))

- Experience in social policy, recreation, and/or community safety.

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2023-2024 Term - Recruitment Profile

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- A commitment to inclusion, diversity, equity, and accessibility, as well as Gender Based Analysis (GBA)+ training, Diversity, Equity and Inclusion (DEI) training, and/or lived experience is an asset.
- 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; identifying different perspectives and potential barriers faced by individuals, groups, and organizations.
- Demonstrated ability to develop and sustain productive and positive relationships with community groups is an asset.
- Prior experience reviewing and making recommendations for grant funding applications is an asset.
- Knowledge of boards and how they operate in different environments is an asset.

Time Commitment [\(Back to top\)](#)

- The ability to commit:
 - A minimum of **four hours per month** for Board meetings, plus subcommittee 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 p.m at the Edmonton Tower.
- Members must have appropriate technology to participate in meetings virtually.

Expectations [\(Back to top\)](#)

- Understand the Board's role, mandate, bylaw, and policies.
- 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.
- Work together with other Board members and City Administration.
- Contribute to a spirit of cooperation between the Board, community organizations and agencies, as well as maintain a complementary role with other funding allocation and advisory bodies.
- Represent the Community Services Advisory Board in the community and at community events when required.