

Civida Board

2024-2026 Term - Recruitment Profile

1 Vacancy

Edmonton

Mandate

[Civida](#) is a housing management body established through Ministerial Order under the *Alberta Housing Act*, that provides social and affordable housing in the Edmonton area.



As a member of the Board of Directors for Civida, you will have the opportunity to offer valuable input and strategic direction to help advance Civida's vision of providing secure affordable housing to those in need.

The governance role of the Board of Directors is to further Civida's vision and mission by establishing an organizational direction and monitoring progress. As a Board Member, you will play an important role in determining strategy that will drive forward-thinking and exciting impacts for the future of Civida.

Core business strategies include:

- Excellence in property management
 - Efficiency and effectiveness in the use of operating capital is key to the sustainability, safety and performance of our communities. Our first priority is service and being accountable to the needs of our more than 15,000 customers.
- Partnerships that support customer stability and wellness
 - Civida builds communities, not just houses. Building communities requires that we understand the unique needs of our customers. The demand for affordable housing in Edmonton is growing substantially, and Civida is ready to partner and leverage investments from governments, non-governmental and not-for-profit organizations to support the diverse communities who need

affordable housing. Partnerships that bolster our customer's stability, support access to needed services and create conditions to thrive are a key priority for Civida.

- Trust-based funder relationships
 - To optimize funding opportunities for affordable housing, Civida will have projects at multiple levels of readiness, including shovel ready projects, that align with our purpose. Civida is interested in collaborating with our funders to facilitate innovation and grow partnerships and projects that advance affordable housing.
- Impact driven developments and redevelopments
 - As the asset manager of fully funded development and redevelopment projects, we practice strong financial stewardship, while leveraging our unique knowledge of sector and customer needs. This is key to ensuring our portfolio of owned and managed properties create the greatest possible positive social impact.
- Culture of Excellence
 - Civida will be a distinct and unique contributor to the housing sector by enabling innovative housing models, developing enabling policy, and supporting staff to meaningfully contribute to projects and operations.

Standing Committees

- The Audit and Finance Committee meets approximately five times a year
- The Governance and Human Resource Committee meets approximately five times a year

Board Activities

- Establish and review clear strategic direction for Civida
- Engage in advocacy initiatives related to Civida and the community housing sector
- Provide fiduciary oversight, including review and approval of submitted operational and capital budgets
- Approve land and building acquisition and disposition for affordable housing purposes
- Develop governance policies related to the management of Civida business
- Support revenue diversification
- Support the CEO and regularly assess their performance
- Provide Input on housing legislation

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Meeting Criteria	Board and Committee Member Rate	Board or Committee Chair Rate
Up to and including four (4) hours in any day	\$115.00	\$169.00
Over four (4) hours and up to and including eight (8) hours in any day	\$191.00	\$290.00
Over eight (8) hours in any day	\$306.00	\$454.00

Appointment Term

- City of Edmonton appointed Board members are appointed for two-year terms, from May 1 to April 30, renewable to a maximum of eight consecutive years.
- Civic agency members are evaluated on an annual basis as per [Procedure C575D, Agencies, Boards, Committees and Commissions](#).

To Apply

- 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 must complete the online application questions and attach a current resume.
- Candidates who are shortlisted are required to submit two written letters of reference 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. To request an accommodation, please contact 780-496-8178 or civic.agencies@edmonton.ca.

Application Process Timeline

The Executive Committee of Council serves as the Selection Committee for Civida Members. It is anticipated that selection processes will take place on the following dates:

- January 14, 2024 - Posting closes

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- March 8, 2024 - Applicant shortlisting
- April 16, 2024 - Applicant Interviews
- April 23, 2024 - Appointments made by City Council

Qualifications

- 10 years of experience in governance leadership.
- It is desirable that board membership reflect diverse skills, background, professional knowledge, training and understanding relevant to:
 - board governance and,
 - housing industry or social housing sector,
 - business,
 - finances, and/or
 - community and social responsibility.
 - Relevant experience in the social services sector, either through lived experience or through working in the industry.

Time Commitment

- The ability to:
 - Commit up to 15 hours per month on board-related activities
 - Serve on one standing committee
 - Attend five in person board meetings per year from 4:00 – 8:00 pm
 - Attend in person board strategic planning session on one weekend per year

Attributes of a Board Member

- Passion for and/or lived experiences in affordable housing and/or the social services sector.
- Exceptional ability to maintain and nurture relationships over time with internal and external stakeholders.
- Excellent organizational and time management skills with the ability to work towards goals within deadlines.
- Emotional intelligence; empathy and understanding of different priorities and viewpoints.

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- Professional maturity, with the ability to work through conflict and competing priorities in a measured, calm and collaborative way.

Expectations

- As a member of a Governance Board of Directors, your role will be to:
 - Ensure that the Corporation operates within the powers and duties as set out in the Ministerial Order, and meet the obligations of its mandate as a Management Body under the *Alberta Housing Act*.
 - Engage the Chair and the Chief Executive Officer responsible to the Board for the Corporation's human, physical, and financial resources and executing decisions of the Board.
 - Initiate, review, evaluate and/or make decisions on major objectives and policies of the Corporation.
 - Approve the annual operating budgets.
 - Actively participate in Board and Committee meetings, planning sessions and other Board activities.
 - Review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Board.