

## CIVIC AGENCIES FREQUENTLY ASKED QUESTIONS

After reading the FAQ below, please contact [civic.agencies@edmonton.ca](mailto:civic.agencies@edmonton.ca) if you have any additional questions.

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## 1. CIVIC AGENCY OVERVIEW

### 1. What is a Civic Agency?

Collective term for agencies, boards, committees, commissions, and task forces to which City Council appoints public members and/or Council members.

### 2. What do Civic Agencies do?

Agencies may be advisory, decision-making, or operational. They provide Edmontonians an opportunity to participate in the present and future direction of the city.

### 3. What is a City Agency and an External Agency?

**City agencies** are created by City Council under the Municipal Government Act.

**External Agencies** are independent of City Council. They are not created or controlled by Council.

### 4. What are some of the different City of Edmonton civic agencies?

See the [2025 Civic Agencies By Classification](#) for the full list.

### 5. What is a council committee?

Council Committees are created by City Council to work toward specific goals.

## 2. MEMBERSHIPS AND APPOINTMENT TERMS

### 1. What is the time commitment?

Members typically spend **5-10 hours per month** on meetings, reading, and emails. However, some tribunals meet on weekdays and may demand a greater time commitment.

Other civic agencies may also require more time, so please review each specific requirement carefully.

### 2. How long are the appointment terms?

Most terms are **1-2 years**, some are up to 4 years.

### 3. How long can you serve in total?

Usually up to **8 consecutive years** (some agencies set 6 to 12 years).

### 3. RECRUITMENT AND APPLYING

#### 1. When does recruitment typically take place?

The table below outlines the three recruitment periods that occur each year:

Recruitment	Agencies Included	Posting Date	Term Start Date
<b>Major Recruitment</b>  <i>For up to 17 agencies</i>	All Advisory Committees	Generally in winter  (Jan)	May 1
	All Decision-Making Boards		
	All Tribunals		
	Edmonton Public Library Board		
	Civida		
	GEF Seniors Housing		
<b>Mid-year recruitment</b>  <i>For up to 3 agencies</i>	Audit Committee	Generally in late summer/ fall  (Aug-Sept)	Jan 1
	Edmonton Police Commission		
	Edmonton Regional Airports Authority		
<b>Spring Recruitment</b>	City of Edmonton Youth Council	Generally in spring  (May-June)	Sept 1

#### 2. How do I know when there is an opening?

Check the [City's recruitment webpage](#), subscribe to City of Edmonton social media (X, Facebook, Instagram, Indeed, LinkedIn), or email [Civic.agencies@edmonton.ca](mailto:Civic.agencies@edmonton.ca) to request notifications.

#### 3. How can I prepare for an upcoming recruitment cycle?

Update your resume/CV, draft a cover letter (optional), and line up your references.

#### 4. How do I match my interests and expertise and availability with an agency?

Research agencies on the [website](#) (overview, members, minutes, reports, policies). Watch a meeting or email agencies of interest.

#### 5. I am having trouble logging in to Taleo. What should I do?

- **Forgot your password?** If you already have an account, click "forgot your username," then "forgot your password," and try logging in again.
- **Don't have an account and am having trouble creating one?** Email [civic.agencies@edmonton.ca](mailto:civic.agencies@edmonton.ca) with a description of the issue.
- **Persistent issues?** Try using a different browser (Chrome or Firefox are recommended). If the problem continues, email [civic.agencies@edmonton.ca](mailto:civic.agencies@edmonton.ca).

## 6. What do I do if I need help with the application process?

For assistance or accessibility concerns, please contact [civic.agencies@edmonton.ca](mailto:civic.agencies@edmonton.ca).

## 7. What are the reference requirements?

- **Non-Tribunal:** Two written references required before closing.
  - This includes Advisory Committees, Decision-Making Boards, Statutory Agencies, Management, and Other Classifications
  - Please refer to the [2025 Civic Agencies By Classification](#) for the full list.
- **Tribunal:** Three references will be contacted verbally.
  - Note that the job posting is correct. Ignore the embedded system's request for written letters. If you are unable to skip that part, upload a blank document or a document that lists your three references with contact details to satisfy the system.

## 8. When can I expect to hear back regarding this application?

The "Application Process Timeline" section of the recruitment profile, found on the application posting, provides details on the application process. Only applicants selected for an interview will be contacted after the applicant shortlisting date. All applicants will be contacted the week following the City Council Appointments date, regardless of the outcome.

## 4. ELIGIBILITY

*Please note that eligibility is subject to the specific committee and item.*

### 1. Do I have to live in Edmonton?

For **Advisory Committees**, members must be residents of Edmonton. For other Boards/Committees, residency is a consideration, not a requirement.

### 2. If I am here on a work visa or study permit. Can I apply?

Yes, if you meet board requirements and can fulfill the term commitment.

### 3. Can I apply if I work for the City of Edmonton or Edmonton Police Service or Edmonton Public Library?

City employees are eligible for most civic agencies (conflicts of interest are considered). Tribunals are an exception. EPL employees and their family members are ineligible for the EPL Board. Check each posting for specific eligibility.

### 4. Can I apply to more than one board?

Yes, you can apply to any board for which you meet eligibility.

### 5. Can I sit on more than one City agency at the same time??

While individuals generally serve on only one City agency, you may apply to additional agencies provided you disclose your current role. The ultimate decision rests with the Council.

## MISCELLANEOUS

- 1. Would it be possible to speak with a current committee member or connect with an agency to learn about the practical aspects of serving on a specific committee?**

You can email the committee's email account found on the civic agency website.

- 2. Is there anything different about the Tribunal boards that I should know about?**

- Skills assessment for shortlisted candidates.
- ARB and SDAB often meet weekdays, higher time commitment, less predictable.
- Mandatory Tribunal Training is required (LPRT, provincial, and professional development).

- 3. Why was I not successful in getting an interview? -Or- Why was I interviewed, but not selected for appointment?**

All candidates were assessed against the competencies that the committee was seeking. The discussions are held in private, pursuant to the Protection of Privacy Act. As such, the Office of the City Clerk is unable to provide further details.

City Council appreciates the many talented individuals who apply for positions with the City of Edmonton Civic Agencies each year. The selection process is highly competitive due to a strong candidate pool and numerous applicants for limited opportunities. As a result, even very strong candidates may not always be appointed.

- 4. Do you have any feedback on my application, or what can I do to make it stronger if I apply in the future?**

We sincerely appreciate your time and effort. The criteria varies annually, so we encourage you to apply again.