Board of Directors

2026/27 Recruitment Information Package

Updated October 19, 2026



Habitat for Humanity® Edmonton

Habitat for Humanity® Edmonton
8210 Yellowhead Trail NW
Edmonton AB T5B 1G5
hfh.org (780) 479-3566

Table of Contents

1. Habitat for Humanity Edmonton: Then and Now 2
2. Who are we 5
3. Our Values 7
4. Habitat for Humanity Edmonton Society & Board of Directors 8
5. Statement of Financial Position 9
6. Being a Board Member 10
7. Board Nominations & Elections 12
8. Board Mandate 15
9. Candidate ApplicationForm 18

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Habitat for Humanity Edmonton
Then and Now

Habitat for Humanity Edmonton (Habitat Edmonton) was established in 1991 by a group of committed community members who recognized a pressing need for affordable homeownership in the region. They believed in the transformative power of homeownership and mobilized volunteers and donors to bring the first Habitat home to life. Construction began that same year and was completed in 1992. Between 1991 and 2005, Habitat Edmonton served 62 homeowners — building steadily, but modestly, in response to local need.

In 2003, Habitat Edmonton purchased the building at 8210 Yellowhead Trail, which would become known as the Habitat Centre. The facility housed both the administrative offices and ReStore North. Shortly after, a Prefab Shop was launched on-site to streamline the construction process and provide volunteers with a more accessible, efficient building experience. As activity grew, the Prefab Shop was relocated in 2011 to a larger space at 14755 121A Avenue NW.

In 2005, Habitat Edmonton introduced its innovative BuyBack Program: a turning point in the organization's growth. The program allows Habitat to repurchase homes from current Habitat homeowners and then resell those homes to new, qualified buyers after making necessary repairs. Homeowners who sell back their homes receive the equity they have built, which they can use to buy on the open market or invest in other life goals. This model allows a single home to serve multiple households over time, and at a fraction of the cost of new construction. Since the introduction of the program, Habitat Edmonton has served over 845 additional homeowners, bringing the total number of people served to more than 900 by 2024.

In 2009, the organization celebrated the completion of its 100th home. That same year, Habitat Edmonton began supporting rural communities through locally driven volunteer committees. These groups brought the Habitat model to municipalities outside Edmonton under the affiliate's guidance. Around the same time, the Lloydminster and Grande Prairie Habitat affiliates formally merged with Habitat Edmonton, broadening its reach across northern Alberta.

To support this growth, the organization expanded its ReStore operations. Originally launched in Winnipeg, ReStores are social enterprises that sell new and gently used home improvement materials, with proceeds funding Habitat's homeownership program.

Habitat Edmonton opened its first ReStore in 2000, followed by additional locations in 2009, 2013, and

2017. In 2021, the ReStore at 6909 76 Avenue was closed and replaced by a new location in Sherwood Park at 7

Streambank Avenue. The following year, the Grande Prairie ReStore was closed as part of a broader operational restructuring.

By 2024, in response to evolving construction practices, Habitat Edmonton closed its Prefab Shop and relocated the build team back to the Habitat Centre. The Homeowner Services department, previously based at 16811 106 Avenue NW, also moved into the same facility. These changes reduced the number of office locations from three to one — improving efficiency, cutting costs, and supporting greater collaboration across departments.

Later that year, Habitat Edmonton made the strategic decision to pause volunteer-led construction builds and begin working exclusively with professional homebuilders and developers. Volunteer- led builds had become increasingly time-intensive and expensive, often taking twice as long to complete. Shifting to professional partnerships allowed the organization to serve more people in less time while maintaining financial sustainability. Volunteers continue to be a core part of Habitat's mission, contributing through ReStores, administrative roles, and events.

In 2025, Habitat Edmonton opened two additional ReStores, bringing the total to six. These new locations include ReStore St. Albert, located in a shared space with Goodwill at 730 St. Albert Trail, and ReStore Leduc at 3601 82 Avenue. The continued growth of ReStore operations not only generates critical revenue for Habitat's programs but also keeps thousands of pounds of usable material out of landfills each year.

Today, Habitat Edmonton continues to grow. With a strong network of staff, volunteers, donors, and community partners, the organization remains committed to expanding access to affordable homeownership and building a future where more people across the capital region and northern Alberta have the opportunity to thrive.

about **Habitat Edmonton**

Home is the foundation on which we all build our lives. It's where life takes shape — where children grow, routines form, and dreams are set in motion. But without affordable homeownership, that foundation slips out of reach for too many.







In northern Alberta and beyond, rising housing costs continue to outpace incomes. Even those working full-time are being priced out of the market. Without the opportunity to own a home, it becomes harder for individuals and communities to build the future they deserve.

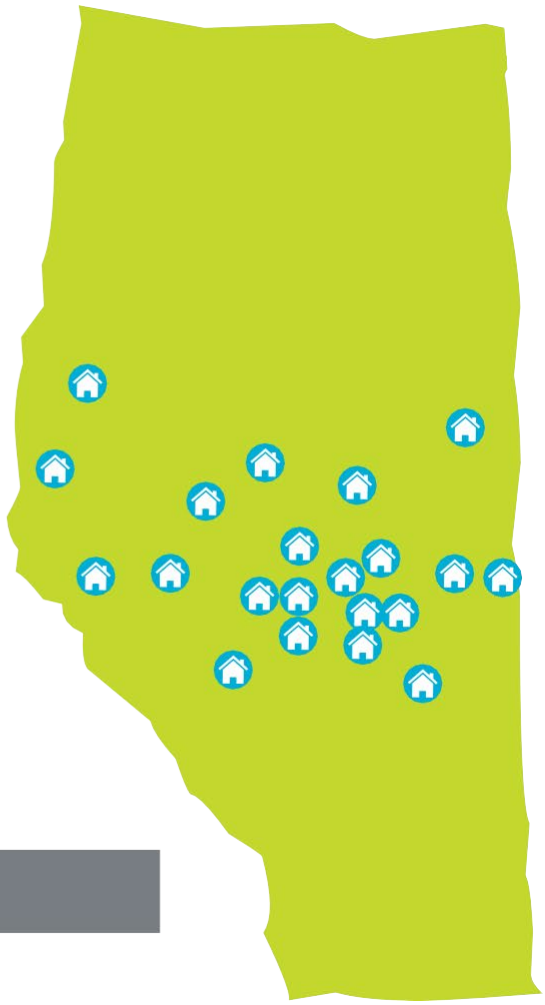
At Habitat Edmonton, we believe that owning a home shouldn't be a privilege. It should be possible. That's why we partner with Albertans who are ready for homeownership but face financial barriers. Habitat homeowners purchase their homes with no down payment and pay monthly mortgage payments that are half the cost of a traditional mortgage. After moving in, each homeowner contributes 500 volunteer hours through Habitat or in their community — paying it forward and helping others on the path to homeownership.

This model works. It's practical, sustainable, and life changing. It gives people a path forward: not just shelter, but ownership, equity, and long-term stability.

When homeownership becomes accessible, the ripple effects are powerful. Kids do better in school. Adults experience greater financial and emotional security. Neighbourhoods become more vibrant. Local economies get stronger. An affordable home opens the door to everything that comes after.

None of this happens without supporters like you. Your support helps build a future where every Albertan has the chance to belong, contribute, and thrive.

where we **serve**



about **ReStore**

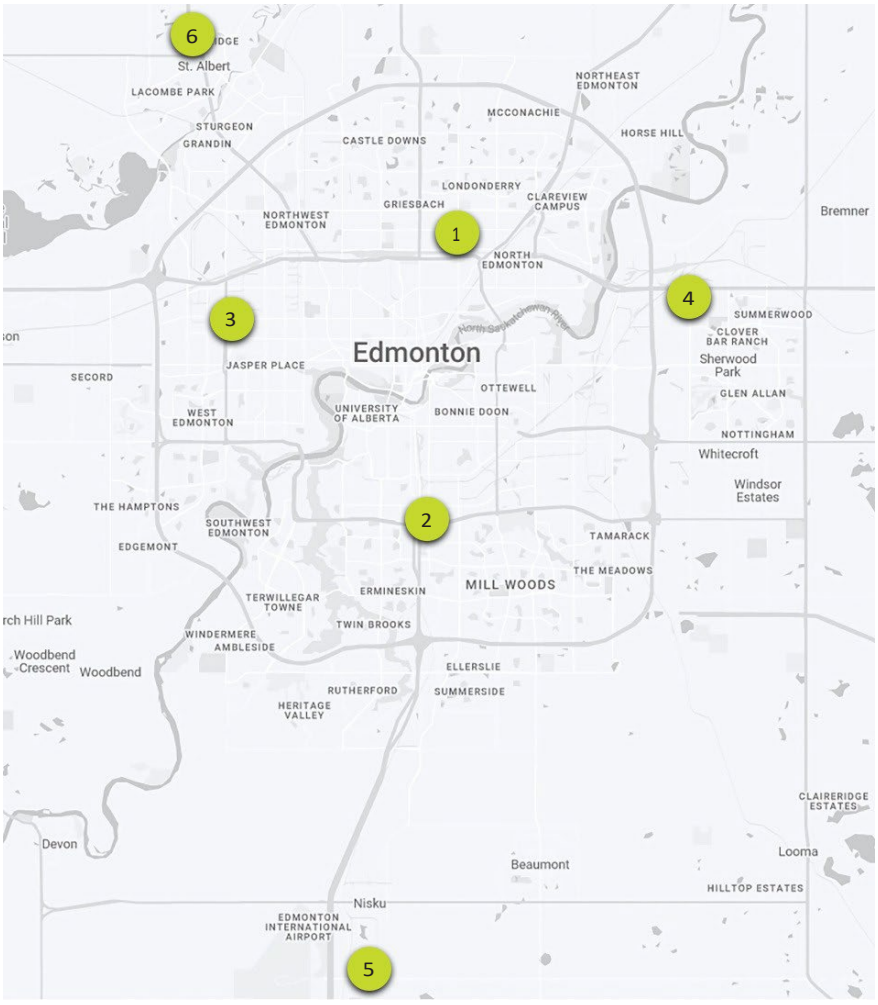
ReStore is Habitat for Humanity Edmonton's social enterprise: a non-profit retail and donation centre that plays a vital role in funding our charitable work.

Each location sells new and gently used furniture, appliances, building materials, and more to the public at fair prices. Thanks to generous donations from local residents and businesses, our inventory changes daily, offering a unique shopping experience every time.

All proceeds from ReStore directly support what we do at Habitat Edmonton. In fact, last year, **ReStore revenue made up 60% of our total funding** — making it essential in our ability to help more Albertans access affordable homeownership.



our **locations**



1. NORTH
8210 Yellowhead Trail
NW Edmonton, AB T5B
1G5 (780) 471 - 4909

2. SOUTH
4004 - 99 St NW
Edmonton, AB T6E 3N5
(780) 462 - 1526

3. WEST
16811 - 106 Ave NW
Edmonton, AB T5P 4G1
(780) 455 - 0645

4. SHERWOOD PARK
7 Streambank Ave
Sherwood Park, AB
T8H1N1

5. LEDUC
222 - 3601 82 Ave
Leduc, AB T9E 0H7
(587) 453 - 0914

6. ST ALBERT 120 -
730 St. Albert Trail St.
Albert, AB T8N 7H5
(587) 453 - 1102

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Our Values

We live our values through respect and the confident pursuit of excellence in everything we do.

We are One Habitat, leveraging our collective knowledge and experience towards our common goal.

We build trust through every action made in integrity and with a compassionate heart.

We passionately deliver quality experiences by taking full responsibility for our words, actions, and results.

We serve as each other's biggest challengers and loudest supporters.

We view every decision through the lens of mission and sustainability.

We embrace change as an opportunity to innovate and improve.

We continuously cultivate a safe and comfortable environment for all.

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Habitat for Humanity Edmonton
Society & Board of Directors

Habitat for Humanity Edmonton Society (Habitat Edmonton) is incorporated under the Societies Act of the Province of Alberta and is registered as a charity with Canada Revenue Agency.

Registered Charity Number: 12944 3966 RR 0001
Society Number: 50489757
Incorporated: April 16, 1991

A volunteer Board of Directors oversees the organization. Habitat Edmonton operates within a board governance mandate. This means that the board is responsible for the strategic goals and bylaw policies of the Society. The board hires only one staff person, the President and CEO, who is responsible for all operations and staffing of Habitat Edmonton.

The Board of Directors is accountable to the membership of Habitat Edmonton. The membership meets at least once a year at its annual general meeting. Special meetings can be called throughout the year if there is an immediate need for membership to approve of an important matter. All residents of Alberta, including Habitat Edmonton employees, are welcome to become members of the Society. By purchasing membership in Habitat Edmonton, you support the vision of Habitat Edmonton. Your membership entitles you to attend meetings of the Society, to speak at meetings and to exercise your voting rights at the annual general meeting and any special meetings of the Society.

Annual memberships can be purchased by contacting the Board Liaison in the Office of the CEO, and, according to the bylaws of the Society, must be purchased at least 30 days prior to the annual general meeting to exercise voting privileges.

HABITAT FOR HUMANITY - EDMONTON SOCIETY

Statement of Financial Position

As at December 31, 2025, with comparative information for 2024

	2025	2024
Assets		
Current assets:		
Cash	$ 252,265	$ 145,917
Investments (note 6)	1,021,805	3,254,819
Accounts receivable (note 3)	199,554	761,252
Current portion of mortgages receivable (note 4)	1,822,904	1,653,418
Homes held for sale (Schedule 1)	1,362,682	4,688,901
Construction in progress (Schedule 1)	-	825,854
Land for future builds (Schedule 1)	30,000	123,000
Other current assets (note 5)	204,421	311,157
	4,893,631	11,764,318
Mortgages receivable (note 4)	39,295,420	40,364,560
Capital assets (note 7)	2,413,278	1,837,553
	$ 46,602,329	$ 53,966,431
Liabilities and Net Assets		
Current liabilities:		
Operating loan (note 8)	$ -	681,436
Accounts payable and accrued liabilities (note 9)	437,373	448,052
Tenant deposits and other property accruals (note 10)	333,345	520,718
Deferred revenue and contributions (note 12)	441,594	271,250
Deferred capital contributions (note 13)	63,806	47,444
Current portion of term debt (note 8)	10,435,122	11,939,140
	11,711,240	13,908,040
Deferred rent (note 18)	230,158	19,397
Deferred capital contributions (note 13)	382,638	287,807
Term debt (note 8)	-	1,906,415
	12,324,036	16,121,659
Net assets:		
Internally restricted	1,021,805	3,254,819
Invested in capital assets	1,966,834	1,502,302
Unrestricted	31,289,654	33,087,651
	34,278,293	37,844,772
Commitments (note 18)		
Contingencies (note 19)		
	$ 46,602,329	$ 53,966,431

See accompanying notes to financial statements.

Chair, Board of Directors

Chair, Audit & Risk Committee

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Being a Board Member

The Habitat for Humanity Edmonton Board of Directors provides leadership and guidance on the strategic direction of the organization. To be eligible, applicants must live, work, or volunteer within the jurisdiction of the Society. The Board of Directors (BOD) is fully insured for liability and operates in accordance with the Society's Bylaws.

Serving on the Board is a voluntary role. No honorarium, expenses, or other forms of compensation are provided. Candidates must be fully aligned with Habitat Edmonton's values and dedicated to supporting its purpose and impact in the community.

Interested in becoming a Board Member?

We invite interested candidates to review the Board of Directors information and application package attached. We are currently seeking candidates with Board Governance experience and expertise in one or more of the following areas:

- Strategic Retail
- Legal Expertise
- Development
- Communications / Public Relations

A Focus on Diversity

Increasing diversity on the Habitat Edmonton Board of Directors is a priority. The families and communities we serve are diverse in many ways. Reflecting diversity within our board will deepen our understanding of how to best serve homeowners and strengthen our ability to engage the full range of volunteers, partners, and supporters needed to advance our work and broaden our impact.

We strongly encourage applicants who bring under-represented perspectives to the board, including but not limited to individuals from diverse racial or ethnic backgrounds, national origins, ages, sexual orientations or gender identities, educational paths, or individuals with disabilities.

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Board Member Commitment

All BOD members are expected to:

- Attend all board meetings, including four regularly scheduled meetings and any special meetings asneeded.

- Participate on either the Audit and Risk Committee, the Governance and Human Resources Committee, or serve as Chair of the Community Advisory Council (minimum of four committee meetings annually, in-person or via teleconference).

- Allocate 2–4 hours of preparation time prior to each meeting, in addition to time required for the meetingitself.

- Attending key events such as the Volunteer Appreciation Event, Home Celebration Ceremonies, and Habitat Edmonton's Annual Open House.

- Attend the Annual General Meeting (held in late April) and the Strategic Planning event (held in January).

- Contribute to special projects as needed.

- Support the growth of Habitat Edmonton's resource base by sharing expertise and leveraging personal or professional networks that may support the organization's success.

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Board Nominations & Elections

1. Bylaw Policy Excerpts on the Board of Directors, and Election of Directors.

The following guidelines shall be used for the nomination and election of Directors of the Society:

6.1 The Board of Directors

6.1.4 No staff of the Society or Operating Committee members may be appointed or elected to the Board until a minimum of one (1) year after leaving their position; and no Directors of the Board may become staff until one (1) year after leaving their position on the Board.

6.1.5 Each Director shall be a Member of the Society and must have demonstrated a willingness to work with the Board as specified in Article 2 of these Bylaws.

6.1.6 The total number of Directors shall be no less than nine (9) with a maximum to be determined by the Board, but not to exceed thirteen (13).

6.1.7 Directors shall be elected at the Annual General Meeting for a term of two (2) years and may be re-elected for a total of three (3) consecutive terms. The positions as Officers of the Board are carried out on a one (1) year term.

6.1.8 Membership on the Board is limited to three (3) consecutive terms, except where a Director's final (6th) year is carried out in the position of Board Chair in which case that term on the Board may be extended for one (1) year to serve in the position of Past Chair. In exceptional circumstances, the Board may extend this term.

6.1.11 Election of Directors

6.1.11.1 The Governance and Human Resources Committee shall present to the Board a list of individuals for election as Directors. The proposed individuals for election to the Board shall be presented by the Board at the Annual General Meeting for voting by Members of the Society.

6.1.11.2 The Board may nominate and appoint up to four individuals as

Directors to fill vacancies in the Board between Annual General Meetings:

a) Appointments shall be made by a simple majority of Directors present at the meeting. Such newly appointed Directors may serve until the next Annual General Meeting; and,

b) When nominating and appointing Directors as specified in Article 6.1.11.2a), the Board Chair, or his designate, may solicit nominations from Members.

2. Nomination Process

- Directors will be vetted by the Nominating Committee to ensure that they have the prerequisite skills, experience and expertise to serve on the Board.

- All other factors being equal, the Nominating Committee will try to foster a Board of Directors which is diverse with respect to gender, ethnicity, and professional experience.

- The Habitat Edmonton BOD shall maintain a Board Matrix which catalogues Director profiles, tracks the rotation schedule of Directors, identifies vacancies that need to be filled, and indicates required characteristics that should be sought from future candidates to the Board.

- The Nominating Committee shall use the Board Matrix to develop a profile of "required candidates" and for preparing a "Call for Nominations" that will be issued to Affiliate Members and, where appropriate, to the public at large.

- The Nominating Committee shall, after the Call for Nominations is closed, review the nominations and assess those nominations against the profile for required candidates and shall recommend to the Board a list of eligible and proposed candidates, together with the proposed term of office for the successful candidates, for approval for distribution to the Board.

- Upon approval of the candidates by the Board, the Nominating Committee shall prepare and distribute to Society Members a list of eligible and recommended candidates, the term of office, and their biographical profile for the successful candidates at least one month prior to the Annual General Meeting.

- At the Annual General Meeting, the Chair of the Governance and Human Resources Committee will nominate the proposed candidates for election to the Society Membership, and a vote will ensue.

- Per Habitat for Humanity Edmonton Society Bylaws, The Board may nominate and appoint up to four individuals as Directors to fill vacancies in the Board between Annual General Meetings.

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Board Mandate

The Societies Act and its regulations set out the key legal responsibilities of the Board of Directors of Habitat for Humanity Edmonton Society ("Habitat for Humanity Edmonton"). The articles of incorporation and bylaws of Habitat for Humanity Edmonton - Society, set out other operating requirements and the processes by which the Board of Directors operates. The Terms of Reference of the Board of Directors and its committees set out the collective duties and responsibilities of the Board of Directors. The Affiliate Covenant entered into with Habitat for Humanity Canada further elaborates on the role of the Board of Directors.

Within this context, this Board Mandate sets out the responsibilities and expected behaviors for a director and serves as a guideline for individual director's performance.

Preamble

Habitat Edmonton is fortunate to have many skilled individuals who contribute to the success and positive impact of the organization through the board. In certain instances, board members will have expertise and knowledge which may be helpful to the CEO and the management team. The CEO is encouraged to take full advantage of such skills and call on the entire board or specific board members to assist them, as necessary.

1. Attendance

A Board member shall properly prepare for all scheduled meetings. Each Director should understand the time requirements to adequately fulfill their responsibilities as a director. The Board will generally meet not less than four times per year. In addition, each director can expect to attend committee meetings. Other time commitments are on an as requested basis.

2. Communication/Confidentiality

There is an ongoing need for communication between the Board and its stakeholders. Each Director is expected to comply with the communication policy approved by the Board and to maintain the confidentiality of all Board deliberations and all donor, volunteer, and homeowner related information.

3. Representation/Unanimity

Even if a Director may, based on their specific background, be in a better position to represent the interests of a specific group or constituency, that Director is still expected to have the best

interests of the society foremost in their decision-making.

Once a decision is reached, the Board speaks with one voice, subject only to legal exceptions regarding declaration of conflicts of interest and abstentions.

4. Governance Role

A Directors' role is to provide leadership, policy governance, and insight, with an emphasis on vision and to prescribe the results expected and the measures of such results. A Director approaches governance by emphasizing strategy, stewardship, oversight, and measurement of results versus administrative detail. A Director must attempt to view the future rather than focus only on the past or the present.

5. Individual DirectorResponsibility

The responsibilities of each Director include:

a) Leadership - understanding the difference between governing and managing the corporate enterprise and after clarifying the extent of management's responsibilities, avoiding intrusion in management's responsibilities.

b) Contribution – playing an active role in shaping and achieving the Board's objectives, and in advancing Habitat for Humanity Edmonton's short- and long-term goals, operational practices, and core values though meaningful engagement in the community.

c) Stewardship - ensuring and safeguarding the resources of Habitat Edmonton.

d) Internal Communication - as appropriate, communicating privately and constructively with the Chair and/or the CEO between meetings.

e) Participation - participating actively in Board meetings and expressing their views frankly and fully.

f) Relationships - maintaining good interpersonal relationships with other Directors and independence from management, with sensitivity to the complex relationships that exist within the Board, the Directors, management, and the stakeholders.

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g) Knowledge - understanding their legal and fiduciary responsibilities, Habitat Edmonton's foundational principles, the risks, and challenges involved in achieving its strategies, and the society's organizational structure and its culture.

h) Oversight and Management - developing appropriate performance management measures and evaluating progress in executing the annual strategic plan.

i) Competence - applying their special skills, expertise, knowledge, and external contacts to provide a unique contribution to the Board's overall performance.

j) Informed Decision Making - ensuring sufficient and appropriate information is obtained and understood so that as a Director, they are satisfied with the way Habitat Edmonton is managed and that all decisions made are informed and appropriate.

k) Risk Mitigation - knowing enough about Habitat Edmonton's methods of operation, foundational principles, and external factors to ensure Habitat Edmonton operates in a way which both mitigates risks and maximizes opportunity.

l) Integrity and Ethics - demonstrating high standard of personal values and ethics and contributing to the achievement of a high standard of ethics for Habitat Edmonton, its employees, donors, volunteers, and homeowners.

m) Promotion - promoting the interests of Habitat Edmonton where appropriate, through referrals, community involvement, and public relation activities as a representative of Habitat Edmonton.

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Candidate Application Form

This form is to be completed by each Board of Directors (BOD) candidate applying to the Habitat Edmonton BOD.

Forms submitted by mail should be sent to:
Habitat Edmonton Board Nominating Committee
Habitat Edmonton
8210 Yellowhead Trail NW
Edmonton, AB
T5B 1G5

Electronic submission should be sent to: officeoftheceo@hfh.org. If you do not receive confirmation that your application form has been received within 15 days of doing so, please contact officeoftheceo@hfh.org.

Applications will only be fully considered if they have been signed by the candidate.

Name of Candidate:			
Work Address:			
Home Address:			
Phone Numbers:	**Work**:	**Home**:	**Cell**:
Email:			
Signature:		**Date**:	
I hereby let my name stand to serve on the volunteer Board of Directors of Habitat Edmonton. I confirm that I have read the Habitat Edmonton BOD Information package; I affirm that the information contained in this application is complete and accurate; and to the best of my knowledge, I have no conflicts of interest that would hinder my ability to serve the Society.			

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Candidate Application Form

Note: All or part of the following information may be distributed to individuals involved in electing or selecting the BOD and its committees.

Biographical Profile:
Please attach your biography/resume.

Please describe in 300 words or less your professional background, your involvement with Habitat Edmonton, and why you would like to serve on the Habitat Edmonton BOD and its committees.

Languages:
Check all that apply.

- ☐ Fluent in English
- ☐ Fluent in French
- ☐ Fluent in Other (specify): _____

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Professional Experience:

Employer:	Job Title:	Dates:

Education:

School:	Degree/Certificate:	Dates:

Experience within Habitat for Humanity:

Affiliate/National Organization:	Role:	Dates:

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Experience within other non-profit organizations:

Organization:	Role:	Dates:

I have expertise and/or interests that would make me a likely candidate for the following BOD committees:

Check all that apply.

- ☐ Audit and Risk Committee
- ☐ Community Advisory Council
- ☐ Governance and Human Resources Committee

Please Explain:

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Please list two professional references:

Name:	Organization/Role:	Contact Information:

Note: The Nominating Committee may call these references.

For further information, please contact:

Habitat for Humanity Edmonton Strategic Assistant/Board Liaison
8210 Yellowhead Trail Edmonton, AB T5B 1G5
officeoftheceo@hfh.org
Annual Reports:hfh.org/about/reports

Document Location:
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