

Accessibility Advisory Committee

2025-2027 Term - Recruitment Profile

3 Vacancies

Edmonton

Edmonton City Council values the voices of citizens in local governance and is committed to appointing individuals who reflect the diversity of the community. These appointments are made through a fair, equitable and inclusive recruitment process.

Mandate

The mandate of the [Accessibility Advisory Committee](#) (AAC) will be to provide advice and recommendations to City Council about facilities and other infrastructure, programs, services, activities and policies, for the purpose of improving the City's liveability, inclusiveness and accessibility for individuals with disabilities.

Current Committee Activities

- Implementation of [Policy C602 Accessibility for People with Disabilities](#) in consultation with City of Edmonton Administration.
- Awards (TBD), accessibility presentations to public and other stakeholders.
- Providing advice to City Council and Administration on accessibility for various projects and initiatives, e.g. snow and ice removal, accessible taxis, bus network redesign, waste management, DATS, accessible and affordable housing.
- Review of internal City of Edmonton accessibility guidelines.
- Increasing AAC's social media presence.

Under Bylaw 18156 - Council Committees Bylaw, a Council Committee [AAC] may establish sub-committees, with council approval, to conduct research, obtain and summarize public input, or to obtain specialized expertise. These sub-committees provide reports to the Council Committee [AAC] on the matter assigned to them.

Governing Bylaws and Policies for City Agencies

Honoraria and Expenses

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).

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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, transit and care-giving expenses to attend regular meetings. Mileage is not paid for attendance at meetings.

Council Committees Code of Conduct

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

Publicly Accessible Meetings

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.

Appointment Term

- AAC members are appointed for two-year terms from May 1 to April 30, renewable to a maximum of eight consecutive years.
- Civic agency members eligible for reappointment will be evaluated as per [Procedure C575E, Agencies, Boards, Committees and Commissions](#).

To Apply

- 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 Committee.

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- 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 Community and Public Services Committee serves as the Selection Committee for AAC Members. It is anticipated that selection processes will take place on the following dates:

- January 12, 2025 - Posting closes
- March 11, 2025 - Applicant Shortlisting
- April 14, 2025 - Applicant Interviews
- April 22, 2025 - Appointments made by City Council

Eligibility

- Members appointed to Advisory Committees **must be residents** of the City of Edmonton.
- City employees are eligible for appointment to Advisory Committees [with due consideration given to potential conflicts of interest].

Qualifications

- Significant, direct experience with a disability, a disability organization or personal lived experience.
- Experience helping people understand issues related to disabilities, including but not limited to infrastructure, programs, services, and best practices for inclusion.
- The ability to network and collaborate respectfully with other committee members, disability-related organizations, City Council and/or City of Edmonton Administration with tact and diplomacy.

The following skills are assets:

- Recent board or committee member experience.
- Leadership abilities: active listener/learner, respectful, accountable, responsive, positive attitude, passionate, good communicator, strategic thinker/planner.
- Experience building relationships.
- The ability to synthesize information contained in reports and other documents.
- Good writing skills and experience with letter and report writing.
- Understanding the role of social media as a professional communication tool and the importance of online etiquette.

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- Experience with policy development and review.
- Public engagement experience.
- Ability to think strategically or “big picture” perspective on all disabilities.
- The ability to use Google Suite tools.

Time Commitment

The ability to commit to the following:

- A minimum of **8-10 hours per month** on Committee-related activities, which may include attendance at workshops, conferences and other events as well as participation in document review and development (outside of regular meeting times), flexibility to attend some daytime meetings and 1 to 2 community events.
- Participate on subcommittees that have been approved by Council.
- The Committee meets in-person on the second Monday of each month from 5-7 p.m.
- Members must have appropriate technology to participate in meetings virtually.

Expectations

- Have a strong commitment to the community and to enhancing the quality of life for persons with disabilities in Edmonton.
- Develop and maintain a good working knowledge of the Advisory Committee’s mandate, bylaw, and policies.
- Review materials and prepare for meetings, participate in discussions and decision-making, and honour decisions of the Committee.