

# Accessibility Advisory Committee

2026-2028 Term - Recruitment Profile

4 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. All appointments follow a fair, equitable and inclusive recruitment process.

## Mandate

The mandate of the [Accessibility Advisory Committee](#) (AAC) is 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

- Supporting implementation of [Policy C602 Accessibility for People with Disabilities](#)
- Engaging with community members and other stakeholders at events.
- Providing advice to City Council and Administration on various City projects and initiatives (e.g. snow and ice removal, accessible taxis, bus network redesign, waste management, DATS, accessible and affordable housing).
- Reviewing City of Edmonton's accessibility guidelines.
- Increasing AAC's social media presence.

## Sub-Committees

With Council approval, sub-committees may be established 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 honoraria.

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## Honoraria for Advisory and Decision-Making Bodies

Position	Meeting Up to and Including 3 Hours	Meeting Over 3 Hours
Member	\$114	\$227
Chair	\$142	\$284

Eligible expenses include receipt costs such as parking, transit and care-giving expenses to attend regular meetings. Mileage is not reimbursed.

### Publicly Accessible Meetings

All Council Committee meetings are publicly accessible, which includes being live streamed via the Committee's YouTube channel. This aligns with Bylaw 18155 - Council Procedures Bylaw and *Municipal Government Act* requirements.

### Appointment Term

- AAC members are appointed for up to two-year terms, from May 1 to April 30.
- Reappointments may occur up to a maximum of eight consecutive years.
- Reappointment eligibility follows [Procedure C575E, Agencies, Boards, Committees and Commissions](#).

### To Apply

- Applicants must complete the online application questions and attach a current resume.
- If shortlisted, two written letters of reference confirming suitability must be submitted prior to interviews.
- To request an accommodation, please contact 780-496-8178 or [civic.agencies@edmonton.ca](mailto:civic.agencies@edmonton.ca). We strive to provide reasonable access and accommodations throughout the application and selection process.

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## Recruitment 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 25, 2026** - Posting closes
- **March 16, 2026** - Applicant Shortlisting
- **April 13, 2026** - Interviews
- **End of April 2026** - Appointments by City Council

## Eligibility

- **Must be a resident** of the City of Edmonton.
- City employees may apply, with consideration of potential conflicts of interest.

## Qualifications

Required:

- Significant, direct experience with a disability-related organization or personal lived experience with disability.
- Ability to explain accessibility issues related to disabilities, including but not limited to infrastructure, programs, services, and best practices for inclusion.
- Strong collaborative skills and the ability to work 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 experience.
- Leadership and communication skills: active listener/learner, respectful, accountable, responsive, positive attitude, passionate, good communicator, strategic thinker/planner.
- Ability to build relationships.
- Ability to synthesize information contained in reports and other documents.
- Strong 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.
- Experience with policy development and review.
- Public engagement experience.
- Ability to think strategically with a broad perspective on all disabilities.
- Ability to use Google Workspace tools.

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## Time Commitment

Members must be able to:

- Commit a minimum of **8-10 hours per month** on Committee-related activities including meeting preparation, reviewing documents, and attending events.
- Participate on subcommittees as approved by Council.
- Attend monthly meetings, held in-person or virtually on the second Monday of each month from 5:00 p.m. - 7:30 p.m.
- Have access to the necessary technology to participate in virtual meetings, if required.

## Member Expectations

- Demonstrate commitment to the community and to enhancing the quality of life for persons with disabilities in Edmonton.
- Understand the Committee's mandate, bylaw, and policies.
- Prepare for meetings, participate in discussions, and support committee decisions.