

# Edmonton Salutes Committee

2026-2028 Term - Recruitment Profile



## 1 Vacancy

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 [Edmonton Salutes Committee](#) (ESC) is to:

- (a) provide advice to Council regarding appropriate official civic recognition initiatives for the military, veterans, and their families;
- (b) provide leadership as champions of the military, veterans, and their families; and
- (c) provide recognition of military members and veterans, and their families, by championing causes and sustaining meaningful collaborations with public, private, and nonprofit organizations.

### **Current Committee Activities**

The Committee promotes the importance and value of the military, veterans, and their families within the City of Edmonton region. Through their networks and with the support of the City, the Committee promotes and participates in key community events and provides grants, sponsorship and/or project funding to support recognition of the military community.

Activities may include:

- Welcoming Canadian Armed Forces personnel returning from overseas deployment at the Edmonton International Airport.
- Attending monthly business meetings at Canadian Forces Base Edmonton.
- Participating in Remembrance Day services.
- Participating in inbound and outbound visits involving HMCS Edmonton.
- Participating in Freedom of the City parades.
- Engaging with other Canadian Forces Bases in Alberta, including Wainwright and Cold Lake.

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### Sub-committees

ESC has four sub-committees that support its work:

- Bylaw and Policy
- Membership and Orientation
- Budget
- Strategic Action

Participation on sub-committees is voluntary. Sub-committees meet a minimum of two to three times per year, or more frequently as required.

### 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.

#### 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.

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### Appointment Term

- ESC 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.

### Recruitment Timeline

The Executive Committee serves as the Selection Committee for ESC 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 14, 2026** - Interviews
- **End of April 2026** - Appointments by City Council

### Qualifications

Required:

- Strong communication and interpersonal skills.
- Ability to represent the Committee at external events in an engaging, tactful and diplomatic manner.
- Willingness to collaborate and engage with other Committee members, Administration, and the public.
- Ability to support strategic efforts and contribute to achieving the Committee's long-term mandate.

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- Awareness of internal and external issues relevant to the Committee.

The following skills are assets:

- Experience and/or understanding of the local military community, military activities, military history, veteran's affairs, or the military reserves in Edmonton.
- Experience in planning and/or supporting ceremonial events.

### Time Commitment

Members must be able to:

- Commit a minimum of **four hours per month** on Committee-related activities.
- Attend monthly meetings, held in-person or virtually on the fourth Friday of each month from 9:00 a.m. - 11:00 a.m.
- Have access to the necessary technology to participate in virtual meetings, if required.

### Member Expectations

- Understand the Committee's mandate, bylaw, and policies.
- Prepare for meetings, participate in discussions, and support Committee decisions.
- Work collaboratively with Committee members, Administration, and the public in a professional and constructive manner.