

Accessibility Advisory Committee

2022-2023 Term - Recruitment Profile

6 Vacancies

Edmonton

Frequently Asked Questions

[What is the purpose/mandate of the Committee?](#)

[What is expected of me as a member?](#)

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[What does the Committee do?](#)

[Do I get compensated for my time? Are my expenses reimbursed?](#)

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[Does the Committee have subcommittees?](#)

[Am I expected to work on one or more of the subcommittees?](#)

Mandate [\(Back to top\)](#)

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

The AAC serves as a collaborative voice for Edmontonians experiencing disability.

Subcommittees [\(Back to top\)](#)

Dates and times are reviewed annually and determined by member availability.

- Policy: Meets the first Monday of the month from 4:30-6pm
- Community Engagement: Meets the second Tuesday of the month from 4:30-6pm
- Intake: Meets as required with times to be determined based on members' flexibility

Current Committee Activities [\(Back to top\)](#)

- Implementation of [Policy C602 Accessibility for People with Disabilities](#): consultation with City Administration
- Past Events: [Accessible Parking Awareness Week](#), National AccessAbility Week, Mayor's Awards - will be transitioning to Edmonton Awards (TBD), accessibility presentations to public and other stakeholders

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- Providing advice to City of Edmonton Administration and City Council on accessibility of 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 guidelines
- Increasing social media presence

Honoraria and Expenses [\(Back to top\)](#)

Honoraria and expenses are available to Members who are appointed by City Council in accordance with [Procedure 628 Honoraria and Expenses for City Agencies](#) (members may opt out of receiving an honoraria if they choose).

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, bus fare, and taxis. Mileage is not paid for attendance at meetings. Members who require child care, elder care and/or special needs care in order to attend meetings will be reimbursed with submission of a receipt for the reasonable cost of care.

Appointment Term [\(Back to top\)](#)

- AAC members are appointed for one-year terms from May 1 to April 30, renewable to a maximum of six consecutive years.
- Civic agency members are evaluated on an annual basis as per [Procedure C575D, Agencies, Boards, Committees and Commissions](#).

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To Apply [\(Back to top\)](#)

- Applicants are to complete the online application questions and attach a current resume.
- Candidates who are shortlisted are required to submit two written letters of reference no later than March 27, 2022. References should be from individuals that can verify your suitability for this Committee.
- We strive to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact 780-442-4395 or civic.agencies@edmonton.ca.

Application Process Timeline [\(Back to top\)](#)

The Community and Public Services Committee of Council serves as the Selection Committee for AAC Members. It is anticipated that selection processes will take place on the following (tentative) dates:

- January 16, 2022 - Posting closes
- March 2022 - Applicant Shortlisting (TBD)
- April 2022 - Applicant Interviews (TBD)
- April 2022 - Appointments made by City Council (TBD)

Qualifications [\(Back to top\)](#)

- Significant, direct experience with a disability, with a disability organization or personal lived experience
- Experience helping people understand issues related to disabilities
- The ability to network and collaborate respectfully with other committee members, disability-related organizations, Council and/or City of Edmonton Administration with tact and diplomacy
- Recent board or committee member experience is an asset
- Given current COVID-related measures, the ability to attend meetings and participate virtually using Google Meet and other online meeting platforms such as Zoom
- The ability to communicate by Gmail; knowledge of Google tools is an asset

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The following skills are assets:

- Leadership abilities
- Experience building relationships
- The ability to synthesize information contained in reports and other documents
- Good writing skills and experience with letter and report writing
- Experience effectively managing social media in a professional manner with strong etiquette
- Experience with policy development and review
- Public engagement experience
- Ability to think strategically, or “big picture” perspective on all disabilities

Commitment ([Back to top](#))

The ability to commit to the following:

- A minimum of 8-12 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 events.
- The Committee meets on the second Monday of each month in the Heritage Room, City Hall from 4:30-6pm. Members are required to participate on one of the subcommittees (1.5 hours in length), which meet once a month.

Note that meetings are currently held virtually due to COVID-19 restrictions. Members must have the use of a computer or telephone to participate in meetings.

Expectations ([Back to top](#))

- 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
- Actively participate in the meetings of the full Committee, and at least one subcommittee (Policy and/or Community Engagement)
- Review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Committee
- Council appointed members of Council committees are required to abide by the [Council Committee Code of Conduct](#)