

Accessibility Advisory Committee

2019-2020 Term - Recruitment Profile

4 Vacancies

Edmonton

Frequently Asked Questions:

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

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

[How much time can I expect to spend, as a member?](#)

[What does the committee do?](#)

[Do I get paid?](#)

[Are my expenses reimbursed?](#)

[How long am I a member?](#)

[How do I apply to become a member of the committee?](#)

[How long does the selection \(“hiring”\) process take?](#)

[What qualifications do I need to apply?](#)

[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](#)* 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 Accessibility Advisory Committee (AAC) serves as a collaborative voice for Edmontonians experiencing disability.

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Subcommittees ([Back to top](#))

- Community Engagement: Follows the regular AAC meeting (2nd Monday of the month) from 6:30 – 7:30 pm
- Policy: Meets the 1st Monday of the month from 4:30 - 6:00 pm

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

- [Policy C463](#)* review
- Events: [Accessible Parking Awareness](#), [Mayor's Awards](#)*, National AccessAbility Week
- Providing advice to City of Edmonton on accessibility of projects and initiatives, e.g. E-Park, Lewis Farms, Bus Network Redesign, Ride Transit and DATS council report
- Review of internal City of Edmonton guidelines
- Increasing social media presence

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Remuneration ([Back to top](#))

NONE - Committee members serve in a voluntary capacity, however, eligible expenses are available for citizen members who serve on Council committees, including a child care expense allowance (for meeting attendance) and transportation/parking for meetings based on actual receipts submitted.

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

- One-year terms (from May 1 to April 30), renewable to a maximum of six consecutive years
- City of Edmonton Volunteer Management practices include an annual evaluation of committee members [\[City Policy C575C\]](#)*

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

Applicants are required to complete the online Taleo application questions, and attach a current resume plus three written letters of reference. (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess.) If you have questions or need assistance, please call the Office of the City Clerk at 780-442-4395.

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

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:

- February 3, 2019 – Posting Expires
- March 14, 2019 - Applicant Shortlisting
- April 4, 2019 - Applicant Interviews
- April 16, 2019 - Appointments made by City Council

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

- Ability to network effectively with other community disability-related organizations, Council and/or City of Edmonton administration
- Big picture perspective on all disabilities
- Recent board or committee member experience
- Significant, direct experience with a disability or with a disability organization
- Experience with policy development and review
- Synthesize information contained in reports and other documents
- Ability to think about issues strategically
- Ability to work collaboratively with other Committee members and with Administration
- Ability to represent the AAC in a positive manner in the community
- Leadership abilities
- Public engagement experience

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- Experience building relationships
- Experience helping people understand issues related to disabilities
- Experience effectively managing social media (etiquette)
- The ability to communicate by gmail and use Google Drive is an asset
- The ability to commit:
 - 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 - 6:30 pm. Members also participate on one of the subcommittees (1.5 hours in length), which meet once a month.

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

- Develop and maintain a good working knowledge of the Advisory Committee's mandate, bylaw, and policies
- Actively participate in committee and subcommittee meetings, orientation and planning sessions, and other committee activities
- Review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Committee
- Be a member of at least one subcommittee
- Abide by the [Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees](#)*
- Have a strong commitment to the community and to enhancing the quality of life for persons with disabilities in Edmonton

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