

# Women's Advisory Voice of Edmonton Committee

2025-2027 Term - Recruitment Profile

1 Vacancy

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 [Women's Advisory Voice of Edmonton Committee](#) (WAVE) is to:

- a) provide recommendations to Council about women's gender-based issues and opportunities in relation to Council policies, priorities and decisions;
- b) promote leadership development to empower Edmonton women to fully participate in civic life; and
- c) research and provide information and resources about women's gender-based issues and opportunities to Edmontonians.

## Current Committee Activities

In conducting the work of the Committee, WAVE applies an intersectional lens to lived experience and considers the needs of women and gender-diverse people.

- Policy - review new or existing City of Edmonton policies by applying a gender and equity lens.
- Leadership - promote inclusive leadership opportunities for women and gender-diverse people.
- Engagement - communicate and engage with Edmontonians on topics related to women's and gender-diverse people's issues by accounting for lived experiences.
- Reconciliation and Allyship - advance WAVE members' education and awareness to become effective allies to Indigenous peoples and communities.

Under Bylaw 18156 - Council Committees Bylaw, a Council Committee [WAVE] 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 [WAVE] on the matter assigned to them.

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## 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).

#### 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

- WAVE 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](#).

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## 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.
- 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](mailto:civic.agencies@edmonton.ca).

## Application Process Timeline

WAVE serves as the Selection Committee, which includes interviewing and making appointment recommendations directly to Council. It is anticipated that selection processes will take place on the following dates:

- January 12, 2025 - Posting closes
- TBD - Applicant Shortlisting
- TBD - 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

WAVE is looking for individuals who have the following qualifications and skills:

- An interest in issues that impact women and gender-diverse people.
- The ability to analyze gender-based issues using a gender and equity lens and speaking openly about the issues and possible solutions.
- Leadership and communication skills and experience in one or more of the following: public engagement; building and fostering relationships; and/or community development.

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- Commitment to collaborating, mentoring, and empowering others through the work of the committee
- Ability to contribute to the Committee's work through their own perspectives and lived experience.

The ability or willingness to learn to:

- Provide recommendations to City of Edmonton Administration and City Council on issues, challenges, opportunities that impact women and gender diverse people from diverse communities.
- Understand the importance of an intersectional perspective in policy work.
- Think creatively and through an inclusive lens, and lead projects and events.
- Be actively involved in WAVE's projects and events and activities
- Share perspectives and experience on gender-based opportunities, issues and actively participate in discussions and consultations.

## Time Commitment

Members will be required to commit to approximately **8 to 10 hours per month** for attending meetings and working on projects and events that will require independent work and collaborating with members on the WAVE Committee.

- Committee Meetings - The Committee meets on the third Tuesday of the month from 5:30-8 p.m. **Meetings are held in person.**
- Additional time commitment may be required of members for any sub-committees approved by Council.
  - If unable to attend some meetings in person, members can attend meetings by telephone or virtually. Members must have the use of a computer or telephone to participate in meetings.

## Expectations

- Understand the Committee's role, mandate, bylaw, and policies.
- Develop a general understanding of the different roles of municipal, provincial and federal jurisdictions.
- Fulfill requirements of monthly Committee participation
  - To review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Committee.

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The logo for the City of Edmonton, featuring the word "Edmonton" in a white sans-serif font on a dark blue background.

- To do preparatory work prior to each general meeting as needed.
- Work collaboratively with other WAVE members and City Administration to support the strategic plan in a way that fosters an inclusive space.
- Collaborate with other civic board members at the City of Edmonton on intersecting issues.
- Represent the WAVE Committee in the community and at community events when required.
- Attend any training when requested.