

Women's Advisory Voice of Edmonton Committee

2026-2028 Term - Recruitment Profile

5 Vacancies

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

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.

WAVE extends its sincere gratitude to all applicants for the time and effort devoted to completing the application 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 carrying out its mandate, WAVE applies an intersectional lens to lived experience and considers the needs of women and gender-diverse people. Activities include:

- Policy - reviewing new and existing City of Edmonton policies through a gender and equity lens.
- Leadership - promoting inclusive leadership opportunities for women and gender-diverse people.
- Engagement - communicating with Edmontonians on issues affecting women and gender-diverse people.
- Reconciliation and Allyship - advancing WAVE members' understanding to support meaningful allyship with Indigenous peoples and communities.

Sub-committees may be established, 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 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.

Appointment Term

- WAVE members are appointed for up to two-year terms, from May 1 to April 30.
- Reappointments may occur up to three times for a maximum of eight consecutive years.
- Reappointment eligibility follows [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.
- If shortlisted, two written letters of reference confirming your suitability must be submitted, prior to the applicant interviews.
- To request an accommodation, please contact 780-496-8178 or civic.agencies@edmonton.ca. We strive to provide reasonable access and accommodations throughout the application and selection process.

Recruitment 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 25, 2026** - Posting closes
- **Feb 13, 2026** - Applicant Shortlisting
- **March 9-13, 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 and Skills

- Interest in issues impacting women and gender-diverse Edmontonians.
- Strong communication skills and the ability to engage respectfully on complex or sensitive topics.
- Experience or interest in public engagement; building and fostering relationships, and/or community development.
- Willingness to learn and apply a gender and equity lens when considering issues and possible solutions.
- Commitment to collaboration, mentorship, and empowering others through the work of the Committee.
- Ability to contribute to perspectives by lived experience.

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Ability or willingness to learn to:

- Provide recommendations to City Council and Administration on issues, challenges, and opportunities that impact women and gender-diverse Edmontonians.
- Apply an intersectional perspective in policy and advisory work.

Time Commitment

Members must be able to:

- Commit a minimum of **8-10 hours per month** on Committee-related activities.
- Participate on subcommittees as approved by Council.
- Attend monthly meetings, held in-person or virtually on the third Tuesday of each month from 5:30 p.m. - 8:00 p.m.
- Have access to the necessary technology to participate in virtual meetings, if required.

Member Expectations

- Learn and understand the Committee's role, mandate, bylaw, and policies.
- Prepare for meetings, participate in discussions, and support Committee decisions.
- Work collaboratively with other WAVE members and Administration to support the strategic objectives in an inclusive manner.
- Collaborate with other civic board members on intersecting issues, as opportunities arise.
- Represent the WAVE Committee at community events.
- Participate in training and orientation sessions.