

Invitation to Serve

St. Albert Civic Agencies 2026



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ST. ALBERT CIVIC AGENCIES

Committees Accepting Applications

- Arts Development Advisory Committee (ADAC)
- Assessment Review Board (ARB)
- Community Services Advisory Committee (CSAC)
- Environmental Advisory Committee (EAC)
- Internal Audit Steering Committee (IASC)
- Library Board (LB)
- Policing Committee (PC)
- Seniors' Advisory Committee (SAC)
- Subdivision and Development Appeal Board (SDAB)

LINKS

[Link to Application Page](#)

[Link to Boards and Committees Page](#)

CIVIC AGENCY INTAKE AD

Make a Difference!

Serve on a St. Albert Civic Agency – Committee or Board



Legislative Services

The City of St. Albert invites residents to serve on a Civic Agency Board or Committee to provide guidance to City Council and assist in civic operations. Anyone with an interest in serving the community is encouraged to apply.

The City of St. Albert is accepting applications for the following Civic Agencies:

Committee/Board	Meeting Frequency	Term	Vacancies
Arts Development Advisory Committee (ADAC)	4 th Wednesday of each month 6:00 p.m. <i>*Subject to change</i>	Up to 2 years	Up to 5 members
Assessment Review Board (ARB)	Fall 2026 <i>(meetings are contingent on need and may not be held)</i>	Up to 4 years	Up to 4 members
Community Services Advisory Committee (CSAC)	4 th Tuesday of each month 6:30 p.m. <i>*Subject to change</i>	Up to 3 years	Up to 4 members <i>(may include up to 2 youth members aged 16 to 24 at time of appointment)</i>
Environmental Advisory Committee (EAC)	4 th Thursday of each month 6:00 p.m. <i>*Subject to change</i>	2 years	5 members

Internal Audit Steering Committee (IASC)	As required Daytime	Up to 2 years	1 member
Library Board (LB)	3 rd Wednesday of each month 7:00 p.m. <i>*Subject to change</i>	3 years	1 member <i>(may include 1 youth member aged 18 to 24 at time of appointment)</i>
Policing Committee (PC)	2 nd Tuesday of each month 6:30 p.m. <i>*Subject to change</i>	Up to 3 years	4 members
Seniors' Advisory Committee (SAC)	3 times per year	Up to 2 years	Up to 5 members <i>(aged 55+ as of September 1, 2025)</i>
Subdivision and Development Appeal Board (SDAB)	Wednesdays (bi-weekly) 6:00 p.m. <i>*Subject to change</i>	2 years	5 members

Please note that the dates and times of the meetings listed are current but may be subject to change at the discretion of the Agency.

The online application form and *Civic Agency - Application Information Package* can be accessed on the City's website at www.stalbert.ca/civicagencies

The online application form and accompanying resume must be submitted no later than:

5:00 p.m. Tuesday, October 14, 2025

Should you have any questions or require additional information, please email boards@stalbert.ca

CIVIC AGENCIES COMMITTEE/BOARD DESCRIPTION

ARTS DEVELOPMENT ADVISORY COMMITTEE (ADAC)

Term: up to 2 Years

Public Members: 8

The Arts Development Advisory Committee is an avenue of communication and consultation between the arts community (art, music, dance, performance, literature, film, craft and other arts) and Council. ADAC supports the development of the arts community by:

- Garnering feedback from the community by creating forums for ongoing public participation and feedback on policies and programs, including juror recruitment or grant and recognition programs and Public Art.
- Making recommendations on the allocations of funds for the Public Art, Young Artist Legacy Awards and Mayor's Celebration of the Arts Awards.
- Acting as and appointing adjudicators for assessing and approving grant applications.
- Advancing the workplan of the Community Services Department as it relates to the Arts Development Advisory Committee Bylaw.
- Report to Council once per year.

ADAC will be comprised of 4 to 8 St. Albert residents. Ideally, members will have experience or expertise as a Practicing Artist; Art Educator or Administrator; Art Historian, Curator or Conservator; or Architect, Landscape Architect or Design Professional.

ASSESSMENT REVIEW BOARD (ARB)

Term: up to 4 Years

Public Members: up to 8 (CARB) & up to 8 (LARB)

Assessment Review Board members will use their analytical and reasoning skills to hear appeals on assessment of land and improvements. Board members must complete four days of training as prescribed by Provincial legislation and will be compensated for their time and expenses to attend the training sessions.

COMMUNITY SERVICES ADVISORY COMMITTEE (CSAC)

Term: up to 3 Years

Public Members: 9*

**May include up to 2 members between the ages of 16 and 24 at the time of appointment.*

CSAC reviews applications and makes recommendations to Council regarding the St. Albert Community Recognition Program, the Community Capital Grant Program, the Outside Agency Operating Grants and the Family and Community Support Services Funding Program. The CSAC has been delegated the authority to undertake the review and determine final funding allocations for applicants in the Community Events Grant Program. The Committee may also be requested by Council to advise on issues and policies related to recreation, culture and social services.

ENVIRONMENTAL ADVISORY COMMITTEE (EAC)

Term: 2 Years

Public Members: 7

The Environmental Advisory Committee Provides strategic advice and input on the development and implementation of the long-range strategies, and other related environmental and sustainability issues to Council.

The Committee provides feedback to Administration during the development of Council and administrative policies, plans and initiatives. In addition, the Committee reviews applications received under the Environmental Initiatives Grant Program and the environmental sustainability category of the Community Recognition Program and makes recommendations to Council.

INTERNAL AUDIT STEERING COMMITTEE (IASC)

Term: up to 2 Years

Public Members: 2

In accordance with Bylaw 24/2023 the Committee will:

- Provide input to improve internal audit efficiency, effectiveness, economy, policy compliance, risk management and controls;
- Provide advice on strategy and governance issues related to managing risks;
- Provide input for the internal audit function at the City;
- Provide input to Administration for the identification, assessment and mitigation of key corporate risks; and
- Ensure independence and objectivity of the Internal Audit Service Provider.

Committee Members will also meet approximately once per year with other civic agencies for orientation activities.

LIBRARY BOARD (LB)

Term: 3 Years

Public Members: 7*

**May include 1 member between the ages of 18 and 24 at the time of appointment.*

The Library Board governs the St. Albert Public Library by reviewing library policies, operating and capital budgets and developing plans for effective and efficient operations. Board members participate in strategic planning, advocacy and fund development efforts. Skills are developed through attendance at workshops and conferences.

POLICING COMMITTEE (PC)

Term: up to 3 Years

Public Members: 6

The purpose of the Committee is to maintain a proper balance between the independence and authority of the RCMP and accountability to the community and civilian authority through community input, increased transparency regarding policing operations, removal of political interference perceptions and assistance with dealing with local complaints. The objective of the Committee is to act as a liaison between City Council, the RCMP Detachment, the Policing Services Department and City residents to foster responsible community actions towards the creation of a safe and secure community.

SENIORS' ADVISORY COMMITTEE (SAC)

Term: up to 2 Years

Public Members: 8*

**Must be aged 55 or older as of September 1 of this year*

The primary role of the Seniors' Advisory Committee is to review and provide input into policy and other City initiatives, as requested by Council or Administration. This may include report preparation or recommendations on matters that impact seniors or community trends that could affect seniors.

The Seniors' Advisory Committee is not an advocacy body and does not have authority to direct City programs, operations or employees. Members must be committed to representing themselves as residents, setting aside individual agendas while working together toward a common, agreed upon vision.

The Committee consists of 8 public members and one appointed Member of Council. The appointed Member of Council is entitled to be recognized by the chair for participation in debate or discussion on any matter before the Committee but may not make motions or vote.

SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB)

Term: 2 Years

Public Members: 7

The Municipal Government Act establishes a framework for municipal planning and development that is supported by the City of St. Albert's Land Use Bylaw. SDAB hears appeals of decisions on development and subdivision applications and stop orders in connection with the administration of the Land Use Bylaw. SDAB evaluates each case with reference to this planning framework, plans, and bylaws. Hearings are scheduled so that both sides affected by a decision can be present. SDAB's decisions may be appealed to the Court of Appeal of Alberta.

ARTS DEVELOPMENT ADVISORY COMMITTEE

St. Albert Civic Agencies 2026

COMMITTEE MEMBER POSITION DESCRIPTION – ADAC

ROLES AND RESPONSIBILITIES

The Arts Development Advisory Committee (ADAC) is an avenue of communication and consultation between the arts community (art, music, dance, performance, literature, film, craft and other arts) and Council. ADAC supports the development of the arts community by:

- Garnering feedback from the community by creating forums for ongoing public participation and feedback on policies and programs, including juror recruitment or grant and recognition programs and Public Art.
- Making recommendations on the feedback provided by the community on the allocation of funds for Public Art, Young Artist Legacy Awards and Mayor's Celebration of the Arts Awards.
- Acting as and appointing adjudicators for assessing and approving grant applications.
- Report to Council once per year.
- Advancing the workplan of the Community Services department as it relates to the Arts Development Advisory Committee bylaw.

REQUIREMENTS

ADAC will be comprised of 4 - 8 St. Albert residents ideally with experience or expertise as a Practicing Artist; Art Educator or Administrator; Art Historian, Curator or Conservator; or Architect, Landscape Architect or Design Professional.

Requirements of Committee membership include:

- Commitment to the work of ADAC and the development of arts and culture in the community.
- Working knowledge and/or skills in one or more areas of the Committee's mandate.
- Willingness to serve on and/or chair sub-committees and/or ad hoc committees.
- Attendance at regular meetings, orientation meetings, planning meetings and agency interviews.
- Attendance at meetings of appropriate Committees.
- To adequately prepare for all Committee meetings.
- The Chair, when required, will represent the Committee at Council meetings which typically occur during work hours.

TERMS

Prospective members apply for appointment to the ADAC in the fall of each year. City Council reviews applications, interviews potential members and then makes appointments at a regular meeting of City Council. The term of appointment is up to two (2) years unless a member is appointed to complete the term of a resigning member. Members can apply for reappointment and can sit on the Committee for a maximum six (6) years of continuous service.

GENERAL DUTIES

Members will make their best effort to be well informed on arts development related matters and participate in the Committee's deliberations and decisions in matters of policy, and grant funding recommendations to City Council. The Committee does not deal with the day-to-day operational issues of the Community Services Department. Additionally, the Committee does not normally play an advocacy role on behalf of a community agency or individual. Citizen concerns within the Committee's mandate are normally directed to Council who may then refer the matter to the Committee. The Committee may undertake public consultation when developing policy recommendations for Council.

Members:

- Working in collaboration with administration, recommend to Council, policy, process and other recommendations received from the Committee.
- Review the ADAC bylaw, related policies and mandate and recommend necessary changes to Council.
- Participate in the development of the Committee's strategic plan and annual review.
- Assist in developing and maintaining positive relations among the Committee, committees, staff members, and community to enhance ADAC's mandate.
- Participate in the review and recommendation of grant programs under the Committee's authority.

TIME COMMITMENT

Regular Committee meetings are typically held every fourth Wednesday of each month.

Meetings for the Committee are not held unless there are sufficient agenda items to warrant a meeting. The Committee does not usually meet in July, August or December unless urgent issues arise.

As per Schedule A to the *Arts Development Advisory Committee Bylaw 09/2020*, members must be committed to attending meetings on a regular basis.

For more information on this Committee, please refer to the [Arts Development Advisory Committee Page](#) and the [Arts Development Advisory Committee Bylaw 09-2020](#).

ASSESSMENT REVIEW BOARD

St. Albert Civic Agencies 2026

COMMITTEE MEMBER POSITION DESCRIPTION – ARB

ROLES AND RESPONSIBILITIES

Assessment Review Board (ARB) members hear complaints from assessed persons and taxpayers regarding the assessment of property.

ARB members must exercise their judgment on the specific facts of the complaint, using their experience, but without preconceived notions of what ought to be done, and without advocacy. They are to come to a fair and reasoned conclusion about the validity of the information presented to them. The role of the ARB member is to listen and decide.

REQUIREMENTS

Requirements of Board membership include:

ARB members must complete four days of training as prescribed by provincial legislation and will be compensated for their time and expenses to attend the training sessions.

TERM

Prospective members apply for appointment to the ARB in the fall of each year. City Council reviews applications, interviews potential members and then makes appointments at a regular meeting of City Council.

The term of appointment is up to four (4) years unless a member is appointed to complete the term of a resigning member. Members can apply for reappointment and can sit on the Board for a maximum of eight (8) consecutive years of service.

GENERAL DUTIES

As an impartial adjudicator of complaints regarding municipal assessment, the ARB member delivers an important service. The role of the ARB members requires the members to:

- understand the basic process of property assessment and other municipal assessments and the role of the Assessment Review Board;
- understand how to conduct a hearing effectively, what to consider and how to reach appropriate decisions;
- create a tone or an atmosphere where those appearing before the ARB feel the proceedings have been fair and 'just', regardless of the outcome.

For more information on the Board, please refer to the [*Assessment Review Board Page*](#) and the [*Assessment Review Board Bylaw 15/2020*](#).

COMMUNITY SERVICES ADVISORY COMMITTEE

St. Albert Civic Agencies 2026

COMMITTEE MEMBER POSITION DESCRIPTION – CSAC

ROLES AND RESPONSIBILITIES

The Community Services Advisory Committee (CSAC) is an advisory body of City Council. As a member of the Committee, you can recommend policies to City Council with regards to Community Services (Recreation & Parks, Culture, and Family & Community Support Services). Members review, comment on and recommend policy and allocations for grant programs that have been referred to the Committee by City Council. Members review and make final funding allocations to grant programs in which they have been delegated this authority. Members shall abide by the Code of Conduct Policy C-CG-08.

Members receive the following benefits from serving on the CSAC:

- opportunity to work with individuals of diverse backgrounds;
- better knowledge of the community;
- satisfaction of making a difference in the community;
- development of effective decision-making skills;
- increased understanding of group dynamics and relationships;
- volunteer training and development opportunities;
- gain an understanding of the municipal government decision making processes;
- volunteer insurance coverage; and
- annual volunteer appreciation event.

REQUIREMENTS

Requirements of Committee membership include:

- Commitment to the work of the CSAC.
- Interest, knowledge and/or skills in one or more areas of the Committee's mandate.
- Willingness to serve on and/or chair sub-committees and/or ad hoc committees.
- Attendance at regular meetings, orientation meetings, planning meetings and agency interviews.
- Attendance at meetings of appropriate committees.
- To adequately prepare for all Committee meetings.

TERM

Prospective members apply for appointment to the CSAC in the fall of each year. City Council reviews applications, interviews potential members and then makes appointments at a regular meeting of City Council. The term of appointment is up to three (3) years unless a member is appointed to complete the term of a resigning member. Members can apply for reappointment and can sit on the Committee for a maximum of six (6) consecutive years.

GENERAL DUTIES

A member will make their best effort to be well informed on community services related matters and participate in the Committee's deliberations and decisions in matters of policy, grant funding recommendations to City Council, and final grant allocation decisions where delegated. The Committee does not deal with the day-to-day operational issues of the Recreation & Parks Department or the Community Services Department. Additionally, the Committee does not normally play an advocacy role on behalf of a community agency or individual. Citizen concerns within the Committee's mandate are normally directed to Council who may then refer the matter to the Committee.

Members:

- Participate in the review and recommendation of grant programs under the Committee's authority.
- Recommend to Council, where appropriate, policy, process and other recommendations received from the Committee.
- Review the CSAC bylaw, related policies and mandate, and recommend necessary changes to Council.
- Participate in the development of the Committee's workplan and annual review.
- Assist in developing and maintaining positive relations among the Committee, committees, staff members, and community to enhance the CSAC's mandate.

QUALIFICATIONS/SKILLS

Members selected for the Community Services Advisory Committee should have a broad-based interest in, and knowledge of, volunteer organizations in Recreation, Culture or FCSS. Direct experience with a variety of organizations as a participant, spectator or volunteer is desirable.

When Council selects Committee members consideration is given to the entire complexion of the Committee. A well-balanced cross section of citizens with diverse personal and professional experience is preferred. Specific experience as a professional in one of the fields is a neutral factor for membership.

TIME COMMITMENT

Regular Committee meetings are held in-person (with the option to attend online) on the fourth Tuesday of every month at 6:30 p.m. Most Committee meetings are 2 to 3 hours in length and require between 1 to 3 hours of preparation time depending on the agenda. Optional local non-profit tours and educational opportunities require additional time.

- Meetings for the Committee are not held unless there are sufficient agenda items to warrant a meeting. The Committee does not usually meet in July, August, or December unless urgent issues arise.
- There may be two (2) meetings to deal with the review and recommendation of the FCSS Grants in October or November. Due to the nature of these meetings, there is 4 to 9 hours of preparation time required in total.
- Community Event Grant application review and approvals will normally occur at the regular Committee meetings in April and September.
- Community Capital Program Grant application reviews normally occur at the regular Committee meeting in April.
- Community Recognition Program Nominations are generally reviewed at the regular Committee meeting in March.
- Outside Agency Grant application reviews normally occur at the regular Committee meeting in November. Due to the review required, an additional meeting may be required.
- As per the Community Services Advisory Committee Bylaw 10/1997, members must be committed to attending meetings on a regular basis.

For more information on the Committee, please refer to the [Community Services Advisory Committee Page](#) and the [Community Services Advisory Committee Bylaw 10/1997](#)

ENVIRONMENTAL ADVISORY COMMITTEE

St. Albert Civic Agencies 2026

COMMITTEE MEMBER POSITION DESCRIPTION – EAC

ROLES AND RESPONSIBILITIES

The Environmental Advisory Committee (EAC) was established under the EAC [Bylaw 35-2015](#) as a Council Committee. The roles and responsibilities of the Committee include:

- Provide strategic advice and input on the development and implementation of the long-range strategies, and other related environmental and sustainability issues to Council;
- Provide input to administration during the development of Council and administrative policies, plans and initiatives;
- Provide feedback on public engagement and the public perspective on how particular environmental and sustainability issues impact the community and other City plans; and
- Review applications received under the Green Community Grant and the environment stewardship category of the Community Recognition Program and make recommendations to Council.
- Committee priorities and work plan are based on the MDP and Green Environment Strategy.
- The Committee presents and submits an annual report to Council which provides an overview of the year's activities and recommend priorities for the following year.

REQUIREMENTS

Requirements of Committee membership include:

- Commitment to the annual work plan of the EAC.
- Interest, knowledge and/or skills in one or more areas of the Committee's mandate.
- Willingness to serve on and/or chair sub-committees and/or ad hoc committees.
- Attendance and participation at regular meetings, orientation meetings, planning meetings and agency interviews.
- Attendance and participation at meetings of appropriate committees.
- To adequately prepare for all Committee meetings by reviewing agenda package.

TERM

Prospective members apply for appointment to the EAC in the fall of each year. City Council reviews applications, interviews potential members and then makes appointments at a regular meeting of City Council. The term of appointment is two (2) years unless a member is appointed to complete the term of a resigning member. Members can apply for reappointment and can sit on the Committee for a maximum three (3) consecutive terms (maximum six (6) years).

GENERAL DUTIES

A member will make their best effort to be well informed on environment related matters and participate in the Committee's deliberations and decisions in matters of policy, plans, initiatives, and grant funding and award recognition recommendations to City Council. Committee members are required to participate in the development of the Committee's three-year strategic and annual work plan review. The Committee does not deal with the day-to-day operations of the Environment Branch of the City.

TIME COMMITMENT

Regular Committee meetings are held the fourth Thursday of the month in the evening. The Committee does not meet in July, August or December unless urgent issues arise.

As per the *Environmental Advisory Committee Bylaw 35/2015*, members must be committed to attending meetings on a regular basis.

For more information on this Committee, please refer to the [Environmental Advisory Committee Page](#) and the [Environmental Advisory Committee Bylaw 35/2015](#).

INTERNAL AUDIT STEERING COMMITTEE

St. Albert Civic Agencies 2026

COMMITTEE MEMBER POSITION DESCRIPTION – IASC

ROLES AND RESPONSIBILITIES

Functioning in the context of the appointment, or proposed appointment, of an Internal Auditor, the Committee will:

- Provide input to improve internal audit efficiency, effectiveness, economy, policy compliance, risk management and controls;
- Provide advice on strategy and governance issues related to managing risks;
- Provide input for the internal audit function at the City;
- Provide input to Administration for the identification, assessment and mitigation of key corporate risks; and
- Ensure the independence and objectivity of the Internal Audit Service Provider.

TERM

Prospective members apply for appointment to the IASC in the fall of each year. City Council reviews applications, interviews potential members and then makes appointments at a regular meeting of City Council. The term of appointment is up to two (2) years unless a member is appointed to complete the term of a resigning member. A member is eligible for re-appointment at the end of the member's term of service on the Committee.

GENERAL DUTIES

The Committee may send the report(s) referenced in the above, to Council, with or without recommendations, or request additional information about matters relating to the report(s) before sending the report(s) to Council.

TIME COMMITMENT

As required.

For more information on the Committee, please refer to the [Internal Audit Steering Committee Page](#) and the [Internal Audit Steering Committee Bylaw 24/2023](#).

LIBRARY BOARD

St. Albert Civic Agencies 2026

COMMITTEE MEMBER POSITION DESCRIPTION – LB

ROLES AND RESPONSIBILITIES

Board responsibilities include developing and approving governance policies, approving operating and capital budgets and contributing to the strategic plan for excellent service delivery.

Board members also engage in advocacy work to ensure resources are available to fulfill the mission and vision of the Library.

The board employs a Chief Executive Officer (CEO), who in turn implements the policies and manages the daily operations of the Library. The CEO is accountable to the Board. The staff who implement Library operations are accountable to the CEO.

ELIGIBILITY

Must be a resident of St. Albert.

Employees of the St. Albert Public Library (SAPL) or the City of St. Albert are not eligible to serve on the Board.

QUALIFICATIONS/SKILLS

- Belief in the fundamental value of public libraries and commitment to the Library's vision, mission and strategic priorities.
- A commitment to upholding the Canadian Federation of Library Association's position statements and SAPL policies on Intellectual Freedom and Equity, Diversity and Inclusion.
- Strong experience with, and knowledge of, board governance along with experience and knowledge in one or more areas: policy development, human resources, financial competency, legal, advocacy, fund development, public relations and communications, community leadership.

TERM

The term of appointment is three (3) years unless a member is appointed to complete the term of a resigning member. Members can apply for reappointment and can sit on the Board for a maximum of six (6) consecutive years. Prospective members apply for appointment to the Board in the fall of each year. City Council reviews applications, interviews potential members and then makes appointments at a regular meeting of City Council.

TIME COMMITMENT

The workload for a trustee includes regular attendance at approximately ten (10) meetings per year. There are no regular meetings in July and August. Each year, Board members also participate in a day-long planning and policy development retreat and may attend 1 to 2 meetings with City Council.

Selected Board members participate in subcommittees and attend occasional meetings with related groups, such as the Friends of the St. Albert Public Library. Board members periodically have the opportunity to attend educational sessions or conferences.

Trustees commit time and energy to advocacy work. While there is a choice in terms of how individual board members engage in advocacy, there is an expectation they will actively promote the goals of the library within their personal and professional networks. Additionally, Board members are encouraged to support Library programs and events.

For more information on this Board, please refer to the [Library Board Page](#) and the [Library Board Consolidated Bylaw 08/2016](#).

POLICING COMMITTEE

St. Albert Civic Agencies 2026



COMMITTEE MEMBER POSITION DESCRIPTION – PC

ROLES AND RESPONSIBILITIES

The St. Albert Policing Committee (PC) is a legislative body that has been established under the [*Policing Committee Bylaw 1/2025*](#).

The Committee is responsible for:

- overseeing the administration of the Municipal Police Service Agreement;
- acting on behalf of the Mayor to assist in the selection of the RCMP Officer in Charge in accordance with the RCMP's policies;
- working collaboratively with the RCMP Officer in Charge on setting and approving the local RCMP objectives, priorities and goals in harmony with the RCMP Annual Performance Planning cycle and format;
- reporting to Council and the community at large on the approved Annual Performance Plan, implementation and progress;
- reviewing statements and information that they receive from the RCMP Officer in Charge as well as Chief Administrative Officer;
- communicating the interests and concerns of the public members and Council to the Officer in Charge in relation to RCMP matters; and the Chief Administrative Officer in relation to Municipal Enforcement Service matters.
- participating in community engagement to understand community policing concerns;
- cooperating and liaising with community groups as necessary; and
- upon the request of Council or as the Committee may deem appropriate from time to time, making recommendations to Council relating to policing matters or related community issues.

REQUIREMENTS

To be eligible for appointment to the Policing Committee, a public member must:

- not be an employee of, or contracted with or to, the City, the RCMP, any Provincial or Municipal Police or Peace Officer service/agency, or the Ministry of Public Safety and Emergency Services;
- be a Canadian Citizen or landed immigrant and resident of the City for at least twelve (12) consecutive months immediately preceding the date of advertising for applications;
- be of the full age of eighteen (18) years;
- undertake an enhanced criminal record check;

- be recommended as a suitable candidate by the Chief Administrative Officer, in consideration of the above-referenced requirements along with reference checks and interview results; and
- take the Oath of Office prescribed by the Police Act.
- obtain and maintain an RCMP facility access security clearance for the duration of their term.

TERM

Prospective members apply for appointment to the PC in the fall of each year. City Council reviews applications, interviews potential members, and then makes appointments at a regular meeting of City Council. The term of appointment is up to three (3) years unless a member is appointed to complete the term of a resigning member. Members can apply for reappointment and can sit on the Committee for a maximum of ten (10) consecutive years.

GENERAL DUTIES

To achieve its mandate, individual Committee members must possess the values, skills, abilities and experience necessary to fulfill their role. To ensure qualified, competent candidates are recruited and selected, Administration has deemed that the following skills are considered assets:

- Experience
 - Working knowledge in one or more of the following areas:
 - Business management
 - Finance/budget
 - Legal
 - Governance
 - Strategic planning
 - Risk management/audit
 - Municipal/provincial government
 - Communications
 - Human resources/labour relations
 - Information technology
 - Significant, practical management experience in a corporate business environment
 - Knowledge and experience in governance bodies or board operations responsible for a large organization
 - Experience in a large organization with diverse employees, preferably in a professional and union blended setting

- Experience in public accountability and scrutiny in political setting
- Knowledge
 - A legal background with governance experience would be an asset.
 - Knowledge of the role, responsibilities and accountabilities of a police committee and police service.
 - Knowledge of public safety and law enforcement issues, St. Albert's social and cultural environments and community issues.
 - Knowledge of community development, outreach or leadership.
- Abilities
 - Strategic decision making and critical problem solving.
 - Shape a vision and develop strategies to achieve desired results.
 - Identify risks and assess the capacity to manage those risks.
 - Consensus building, conflict resolution and negotiation.
 - Encourage and promote others to contribute to decision making.
 - Work effectively with individuals and diverse groups.
 - Effectively advocate within one's role.
 - Considers multiple and sometimes conflicting points of view and draws conclusions from those views for the common goal.
 - Results oriented; sets appropriate goals and monitors achievement of those goals.
 - Makes good decisions based on analysis of the available information and a mixture of wisdom, experience and judgment.
- Personal Suitability
 - Demonstrates integrity and high ethical standards.
 - Values diversity.
 - Strong public service orientation; is dedicated to delivering service excellence through values of fairness and respect in an effort to build partnerships and long-term relationships.
 - Open to new and different ideas and approaches and to change.
 - Appreciates the necessity of working together.
 - Believes that diversity of opinion is healthy.
 - Committed to moving the goals of the organization and Committee forward.
 - Able to meet time commitments of the Committee.
 - Willing to participate in ongoing training and development.
 - Individuals reflective of the diversity of the citizens of St. Albert.

QUALIFICATIONS/SKILLS

Committee members' training and development will be dictated by Provincial regulations. Council has established annual operating funds that can be used for ongoing committee training and development that may include attendance at the annual Alberta Association of Police Governance.

TIME COMMITMENT

At minimum, the Committee is required to hold six (6) regular meetings per year. The Committee meets on a monthly basis during the week in the evening. As per the *Policing Committee Bylaw 1/2025*, members must be committed to attending meetings on a regular basis.

Work activities and commitments include:

- Participating in information sessions related to the RCMP, administrative processes, statistical reporting.
- Freedom of Information and Privacy Act, and RCMP Professional Standards.
- Preparing a work plan of activities for their term and sharing that with Council and the community.
- Reviewing appropriate legislation and policing information such as the Police Act.
- RCMP Annual Performance Plan, relevant statistics, Municipal Police Service Agreement.
- Appointing a Committee Chair, Committee Vice Chair and Public Liaison.

Additionally, the Committee must be committed to attending community engagements events and working on subcommittees as required.

For more information on this Committee, please refer to the [Policing Committee Bylaw 1/2025](#), [Policing Committee Webpage](#) and [Cultivate the Conversation](#).

SENIORS' ADVISORY COMMITTEE

St. Albert Civic Agencies 2026

COMMITTEE MEMBER POSITION DESCRIPTION – SAC

ROLES AND RESPONSIBILITIES

The primary role of the Seniors' Advisory Committee is to review and provide input into policy and other City initiatives, as requested by Council or Administration. This may include report preparation or recommendations on matters that impact seniors or community trends that could affect seniors.

The Seniors' Advisory Committee is not an advocacy body and does not have authority to direct City programs, operations or employees. Members must be committed to representing themselves as residents, setting aside individual agendas while working together toward a common, agreed upon vision.

To be eligible for membership a resident must be aged 55 years or older as of September 1st of this year.

TERM

Prospective members apply for appointment to the SAC in the fall of each year. City Council reviews applications, interviews potential members and then makes appointments at a regular meeting of City Council. The term of appointment is up to two (2) years unless a member is appointed to complete the term of a resigning member. Members can apply for reappointment and can sit on the Committee for a maximum of six (6) years of continuous service.

TIME COMMITMENT

The Committee shall meet three (3) times per calendar year and on an ad hoc basis when an issue has been referred to the Committee by Council for the Committee's consideration. Additional meetings may be required for members working on subcommittees as well. The Committee does not usually meet in July, August or December unless urgent issues arise.

As per Schedule A to the Seniors' Advisory Committee Bylaw 26/2018, members must be committed to attending meetings.

For more information on this Committee, please refer to the [Seniors' Advisory Committee Page](#) and the [Seniors' Advisory Committee Bylaw 26/2018](#).

SUBDIVISION & DEVELOPMENT APPEAL BOARD

St. Albert Civic Agencies 2026

COMMITTEE MEMBER POSITION DESCRIPTION – SDAB

ROLES AND RESPONSIBILITIES

Subdivision and Development Appeal Board (SDAB) members hear appeals regarding land use planning and development. An appeal results from a refusal or conditional approval of the Development Officer or Subdivision Authority of an application for a development/subdivision permit; however, an appeal of a refusal or conditional approval can also be commenced by an affected party.

REQUIREMENTS

Requirements of Board membership include:

Members are required to complete training, as prescribed by the Minister, prior to participating in a hearing.

TERM

Prospective members apply for appointment to the SDAB in the fall of each year. City Council reviews applications, interviews potential members and then makes appointments at a regular meeting of City Council. The term of appointment is two (2) years unless a member is appointed to complete the term of a resigning member. Members can apply for reappointment and can sit on the Board for a maximum of three (3) consecutive terms unless otherwise designated by Council.

GENERAL DUTIES

As an impartial adjudicator of appeals regarding land use planning and development, SDAB members deliver an important service. SDAB members are required to:

1. Understand the basic principles of development and subdivision, the purpose of a land use bylaw and the role of the Subdivision and Development Appeal Board.
2. Understand how to conduct a hearing effectively, what to consider and how to reach appropriate decisions.
3. Create an atmosphere where those appearing before the board feel the proceedings have been fair and 'just', regardless of the outcome.

QUALIFICATIONS/SKILLS

Members of the Board must exercise their judgment based on the specific facts of the appeal. Their role is to assess the facts and come to a fair and reasoned conclusion.

An orientation by outside counsel is provided to SDAB members at the beginning of each year and on-line training modules are available on the Land and Property Rights Tribunal (LPRT) website.

TIME COMMITMENT

SDAB hearings are scheduled every two (2) weeks throughout the year.

For more information on this Appeal Board, please refer to the [Subdivision & Development Appeal Board Page](#) and the [Subdivision & Development Appeal Board Bylaw 20/1995](#)