

Invitation to Serve

St. Albert Civic Agencies – Spring 2026



TABLE OF CONTENTS

ST. ALBERT CIVIC AGENCIES..... 2

CIVIC AGENCY INTAKE AD..... 3

CIVIC AGENCIES COMMITTEE/BOARD DESCRIPTION 4

YOUTH ADVISORY COMMITTEE (YAC)..... 5

ST. ALBERT CIVIC AGENCIES

Committees Accepting Applications

- Youth Advisory Committee (YAC)

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
Youth Advisory Committee (YAC)	1 st Wednesday of each month 6:30 p.m. <i>*Subject to change</i>	Up to 2 years	Up to 5 members <i>(Youth aged 14 to 24 as of September 1, 2026)</i>

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. Monday, May 11, 2026

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

CIVIC AGENCIES COMMITTEE/BOARD DESCRIPTION

YOUTH ADVISORY COMMITTEE (YAC)

Term: up to 2 Years

Public Members: 16*

**Must be between the ages of 14 and 24 as of September 1 of this year*

The mandate of the Youth Advisory Committee is to provide information, input, and advice to Council in relation to issues that both involve and impact youth. The Committee will provide feedback to City Council, as requested by Council or Administration, and to other civic committees on issues affecting and involving youth in our community. The Youth Advisory Committee also works on projects that focus on emergent issues that are important and relevant to youth in the City.

YOUTH ADVISORY COMMITTEE

St. Albert Civic Agencies – Spring 2026



COMMITTEE MEMBER POSITION DESCRIPTION – YAC

ROLES AND RESPONSIBILITIES

The Youth Advisory Committee's mandate is to provide information and advice to Council in relation to issues involving or affecting youth, and will perform the following functions:

- Research and provide input into policy proposals for Council's review.
- Receive direction from Council on work or reports it requires on Youth matters.
- Develop and maintain relationships with individuals and organizations that focus on youth matters.
- Solicit feedback from youth in the community when appropriate at their discretion or at the direction of Council.
- Advise Council on initiatives that support the well-being of youth.
- Provide a way for Youth to experience City governance, procedures and policy making.
- Consult with City Administration and other organizations supporting Youth initiatives and other municipalities.
- Inform Council of initiatives of other levels of government that could affect Youth and where appropriate advocate directly to these levels of government.
- Report to Council at least once per year regarding: The committee's progress in reference to its mandate;
 - Issues of significance to the Youth Advisory Committee; and
 - The committee's annual priorities and goals.

REQUIREMENTS

Requirements of Committee membership include:

- Commitment to the work of the Youth Advisory Committee.
- 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

- The Committee will consist of up to 16 Members between the ages of 14-24 years. Council will interview and appoint Members. Appointees shall represent a diverse range of ages, life experiences, and personal backgrounds.
- Members will serve the Committee for either a one-year or two-year term. Members are eligible to sit for up to six years whether consecutive or non-consecutive.
- Members must follow the code of conduct attached to the Youth Advisory Committee Bylaw.
- Membership will include one appointed Member of Council. The Chief Administrative Officer shall provide the Committee with such administrative support as is reasonably required.

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. The Committee does not deal with the day-to-day operational issues. 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:

- Recommend to Council, where appropriate, policy, process and other recommendations received from the Committee.
- Review the YAC 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, other advisory committees, staff members, and community to enhance the YAC's mandate.
- Participate in the review and recommendation of grant programs under the Committee's authority.

QUALIFICATIONS/SKILLS

City of St. Albert Youth who are between the age of 14 and 24 years old as of September of this year are eligible for this Committee. Members must be passionate

about volunteering, community, and youth development. Leadership experience is an asset and there must be a capacity for curiosity and willingness to learn. Members should be team oriented and able to provide feedback and guidance to others.

TIME COMMITMENT

Regular Committee meetings are held on a monthly basis. The Youth Advisory Committee meets on the first Wednesday of every month from 6:30 p.m. – 8:00 p.m.

As per Schedule A to the *Youth Advisory Committee Bylaw 26/2016*, members must be committed to attending meetings on a regular basis.

For more information on this Committee, please refer to the [Youth Advisory Committee Page](#) and the [Youth Advisory Committee Bylaw 26/2016](#).