

City of Edmonton Youth Council (CEYC)

2024-2026 Term - Recruitment Profile

6 Vacancies

Edmonton

Edmonton is a City in the heart of Treaty Six Territory in Alberta and the homelands of the Metis Nation, that aspires to vibrant, welcoming spaces and opportunities for everyone to fulfill their dreams and fullest potential, no matter your background, no matter how long you have lived here. We invite you to bring your ideas, energy and desires to work together to make Edmonton even better.

Mandate

The mandate of the City of Edmonton Youth Council (CEYC) will be to provide information and advice to Council in relation to issues involving or affecting Youth.

Current Committee Activities

CEYC is open to all Youth from a diversity of backgrounds, perspectives and experiences. CEYC performs the following functions:

- educates Youth on City governance, procedures and policy making;
- promotes initiatives to support the well-being of Youth;
- coordinates community events that profile Youth issues;
- develops (and maintains) relationships with those addressing issues of concern to youth;
- researches and writes policy proposals;
- provides networking opportunities for Youth; and
- oversees the CEYC General Assembly.

Under Bylaw 18156 - Council Committees Bylaw, if approved to do so by Council, a Council Committee [CEYC] may establish sub-committees to conduct research, obtain and summarize public input, or to obtain specialized expertise and provide reports on those matters to the Council Committee [CEYC].

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).

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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

- CEYC members are appointed for two-year terms, from September 1 to August 31, renewable to a maximum of eight consecutive years (or age 23).
- Civic agency members eligible for reappointment will be evaluated as per [Procedure C575E, Agencies, Boards, Committees and Commissions](#).

To Apply

- Edmonton City Council values the diverse voices of citizens in local governance and commits to appointing individuals that are reflective of the population of the City and that have been recruited through a fair, equitable and inclusive process.
- To apply you are required to complete the CEYC application and attach **one** current written letter of reference from someone that can verify your suitability for CEYC.

Application may be submitted via:

- TALEO (for information on submitting an application via TALEO, please review: [TALEO - Quick Reference - Applying for a Job.doc](#)); or

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- Web-based application available at edmonton.ca/boards.
- Note: Resumes are optional and not required for your application to be successful. When evaluating applications, resumes are used only in the event more details are needed in addition to your responses.
- The City of Edmonton [recruitment website](#) offers job resources to help candidates prepare their applications and for interviews.
- 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.

Application Process Timeline

CEYC 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:

- June 9, 2024 - Posting closes
- TBD - Applicant Shortlisting
- TBD - Applicant Interviews
- August 20, 2024 - Appointments made by City Council

Eligibility

- “Youth” means an individual between the ages of 13 and 23. *[Bylaw 20676 - Youth Council Bylaw]*
- Individuals under the age of 18 may only participate with the express written consent of their legal guardian.
- 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

- Motivation and passion for volunteering, community development, and bringing your vision and voice to the City.
- Leadership experience and diverse life experience is an asset.
- Play an active role in making a positive difference within your local communities.
- Capacity for curiosity and willingness to learn.
- Team oriented and willingness to provide feedback and guidance to others.

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Time Commitment

- CEYC meets the first Wednesday of each month, from 5:30 p.m. - 8:30 p.m. at City Hall (Currently meeting in a hybrid format (in person and on Google Meets), members may choose how they wish to attend). The meeting day and time vary and are determined by the members each term.
- Time Commitment: 15 – 20 Hours per month.

Expectations

- Adherence to CEYC bylaw.
- Provide leadership, mentorship, and engagement opportunities to all Committee and Youth-at-Large members.
- Commitment to the mandate of CEYC.
- Promote practices that support cultural diversity.
- Help communicate and promote CEYC's mission and initiatives to the community.
- Regularly attend meetings and subcommittee meetings.
 - Be prepared and read all documents in advance of the meetings.

Website:

- Please visit City of Edmonton CEYC Webpage [here](#) to watch a YouTube Video of former CEYC Members talk about their experience serving as a Youth Councillor.
- Please visit the CEYC Website [here](#) for CEYC activities and updates.

Contact

- If you have any questions or would like to discuss this opportunity, please contact the Youth Council by Email at youthcouncil@edmonton.ca