

Edmonton Historical Board

2026-2028 Term - Recruitment Profile

Edmonton

2 Vacancies

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.

Mandate

The mandate of the [Edmonton Historical Board](#) (EHB) is to:

- (a) provide advice to Council regarding matters relating to City of Edmonton historical issues and civic heritage policies; and
- (b) encourage and promote the preservation and safeguarding of historical properties, resources, communities, and documentary heritage.

Current Board Activities

- Providing advice to City Council on heritage related policy and planning matters.
- Conducting research and preparing briefings, reports and presentations.
- Researching and approving historical plaques.
- Reviewing and accessing applications to amend the Inventory of Historic Resources.
- Maintaining and overseeing content for Edmonton's Architectural Heritage website.
- Supporting public awareness and advocacy related to the Board's mandate.
- Participating in joint work with the Edmonton Naming Committee, including the appointment of the EHB representative.
- Sharing information and coordinating with the Edmonton Heritage Council.

Sub-Committees

With Council approval, sub-committees may be established to conduct research, obtain and summarize public input, or to obtain specialized expertise. These sub-committees provide reports to the Council Committee [EHB] on the matter assigned to them.

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.

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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

- EHB members are appointed for up to two-year terms, from May 1 to April 30.
- Reappointments may occur up to a maximum of eight consecutive years.
- Reappointment eligibility follows [Procedure C575E, Agencies, Boards, Committees and Commissions](#).

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.

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Recruitment Timeline

The Community and Public Services Committee serves as the Selection Committee for EHB Members. It is anticipated that selection processes will take place on the following dates:

- **January 25, 2026** - Posting closes
- **March 16, 2026** - Applicant Shortlisting
- **April 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

Required:

- Strong interest in the history of Edmonton and an appreciation for the city's built heritage, including architectural history, urban planning and urban design.
- Experience working with community, business, and/or government decision-makers.
- Experience with, or working knowledge of, municipal government policies and processes, land use planning in Alberta, legislation and policies related to historic preservation, real estate and development, and/or urban planning processes.
- Experience in one or more of the following: public relations, architecture, communications, organizational strategy, board governance, working with marginalized populations, or other related fields.

The following skills are assets:

- Previous board leadership and planning experience.

Time Commitment

Members must be able to:

- Commit a minimum of **8-10 hours per month** on Board-related activities.
- Attend monthly meetings, held in-person or virtually on the fourth Wednesday of each month at 5:00 p.m. (start time may be amended based on Board members' preferences).

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- In-person meetings, when desired, held at the City Archives in the Prince of Wales Armouries Heritage Centre.
- Have access to the necessary technology to participate in virtual meetings, if required.

Member Expectations

- Understand the Board's mandate, bylaw, and policies.
- Attend monthly Board meetings regularly.
- Participate in subcommittees of the Board.
- Review materials and prepare for meetings, actively participate in discussions, and support decisions of the Board.
- Follow through on assigned projects to completion.
- Work collaboratively with other Board members and Administration.