

# Edmonton Historical Board

2026-2028 Term - Recruitment Profile

2 Vacancies

Edmonton

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](mailto: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.