Frequently Asked Questions:

What is the purpose/mandate of the board?
What is expected of me, as a member?
How much time can I expect to spend, as a member?
What does the board do?
Do I get paid?
Are my expenses reimbursed?
How long am I a member?
How do I apply to become a member of the board?
How long does the selection process take?
What qualifications do I need to apply?
Does the board have subcommittees?
Am I expected to work on one or more of the subcommittees?

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Mandate  (Back to top)

The Edmonton Historical Board* will:

- advise Council on matters relating to City of Edmonton historical issues and civic heritage policies; and
- encourage, promote, and advocate for the preservation and safeguarding of historical properties, resources, communities, and documentary heritage.

* Link opens in a new tab
Subcommittees *(Back to top)*

- Heritage Outreach Committee: Meets the 2nd Wednesday of the month, from 5 - 6:30 pm
- Historic Resources Review Panel: Meets the 2nd Tuesday of the month, from 5:00 - 7:00 pm
- Plaques & Awards Committee: Meets as needed, usually the 1st Wednesday of the month, from 5 - 6:30 pm
- Executive Committee: Meets as needed

Current Committee Activities *(Back to top)*

- Communication of policy and planning research, preparing briefings and presentations, and advisory support to City Council - ongoing
- Research and write historical plaques and administer awards - ongoing
- Identify and assess applications to amend the Inventory of Historic Resources - ongoing

Maintain "Edmonton's Architectural Heritage" website - ongoing

Draft and distribute an E-Newsletter (quarterly)

Remuneration *(Back to top)*

NONE - Board members serve in a voluntary capacity, however, members will be compensated for any out-of-pocket receipted expenses such as parking, bus fare, taxis, including child care (for meeting attendance). [City Policy C575C]

Appointment Term *(Back to top)*

- One-year terms (from May 1 to April 30), renewable to a maximum of six consecutive years
- City of Edmonton Volunteer Management practices include an annual evaluation of board members [City Policy C575C]*

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To Apply *(Back to top)*

Applicants are required to complete the online application questions, and attach a current resume plus three written letters of reference. (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess.)*

**Application Process Timeline *(Back to top)***

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

- January 17, 2021 – Posting Expires
- February 25, 2021 - Applicant Shortlisting
- March 26, 2021 - Applicant Interviews
- April 6, 2021 - Appointments made by City Council

**Qualifications *(Back to top)***

- A strong interest in the history of Edmonton
- Previous board leadership and planning experience
- Experience working with City of Edmonton Administration, senior community or business leaders, and 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 public relations, communications, strategy, and governance, or other related fields
- The following backgrounds would be an asset:
  - An appreciation for the built heritage of the community, including architectural history, urban planning and urban design
  - A Communications background, including media relations
- The ability to commit:
  - A minimum of 8-10 hours per month for Board and Committee meetings, plus board and committee related activities
The Board meets on the fourth Wednesday of every month at the Prince of Wales Armouries starting at 5 pm. The Board is currently meeting virtually via Google Meet due to Covid-19.

Expectations ([Back to top](#))

- To understand the Advisory Board’s mandate, bylaw, and policies
- To attend board meetings and to be actively involved on a minimum of one subcommittee
- To actively participate in board meetings
  - To review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the board
- To follow through on assigned projects to completion
- To abide by the Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees*
- To work together with other board members and City administration

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