

Edmonton Historical Board

2024-2026 Term - Recruitment Profile

4 Vacancies

Edmonton

Mandate

The mandate of the [Edmonton Historical Board](#) (EHB) will be 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

- Communication of policy and planning research, preparing briefings and presentations, and advisory support to City Council.
- Research and write historical plaques.
- Identify and assess applications to amend the Inventory of Historic Resources.
- Maintain Edmonton's Architectural Heritage website.

Under Bylaw 18156 - Council Committees Bylaw, if approved to do so by Council, a Council Committee [EHB] 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 [EHB].

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).

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

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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 Board'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

- EHB members are appointed for two-year terms, from May 1 to April 30, renewable to a maximum of eight consecutive years.
- Civic agency members eligible for reappointment will be evaluated as per [Procedure C575D, 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.
- Applicants must complete the online application questions and attach a current resume.
- Candidates who are shortlisted are required to submit two written letters of reference prior to the applicant interviews. References should be from individuals that can verify your suitability for this Board.
- 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

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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 14, 2024 - Posting closes
- March 6, 2024 - Applicant Shortlisting
- April 17/19, 2024 - Applicant Interviews
- April 23, 2024 - Appointments made by City Council

Qualifications

- A strong interest in the history of Edmonton, and an appreciation for the built heritage of the community, including architectural history, urban planning and urban design.
- Experience working with community or business leaders, 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, communications, organizational strategy, board governance, or other related fields.
- Previous board leadership and planning experience is an asset.

Time Commitment

- The ability to commit to the following:
 - A minimum of 8-10 hours per month for Board meetings, preparation for Board meetings, and related activities. Please note this may include meetings during regular work hours, including for meetings with, and presentations to, City Council.
 - The Board meets virtually on the fourth Wednesday of every month starting at 5 p.m., with a hybrid option going forward. In-person meetings will be held at the City Archives.
- Members must have appropriate technology to participate in meetings virtually.

Expectations

- To understand the Board's mandate, bylaw, and policies.
- To attend meetings

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- To review materials and prepare for meetings, actively participate in discussions and decision-making, and honour decisions of the Board.
- To follow through on assigned projects to completion.
- To work together with other members and City Administration.