

# Edmonton Transit System Advisory Board

2019-2020 Term - Recruitment Profile

2 Vacancies

Edmonton

## 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 \(“hiring”\) 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 mandate of the [Edmonton Transit System Advisory Board](#)\* (ETSAB) is to provide advice and recommendations to Council from a stakeholder perspective on issues relating to public transit.

\* Link opens in a new tab

**Subcommittees** [\(Back to top\)](#) (2 active at a time; \*\* currently active subcommittees)

(As listed in Annual Work Plan)

- First/Last Kilometer -Integration of Alternate Modes of Transit
- Wayfinding & ETS - Real Time Service Disruption and Technical Issue Alerts to Transit Customers\*\*
- Integrating Land Use and Transit Policies - Policy support for transit oriented development (TOD)\*\*

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- Transit Innovation - standing sub-committee to provide a social forum for open-ended discussion to help integrate new members and formulate ideas and opinions as a Board\*\*
- BRT and Route 747 status follow-up\*\*
- ETS & Security - Transit Rider Safety, Diversity & Inclusion
- Marketing/Communications - Transit Customer Interactions (2-way comms)

## Current Board Activities ([Back to top](#))

(As listed in Annual Work Plan)

- ETS Budget Review (10-Year Capital Investment, 2019-2022 Capital Budget)
- Bi-Annual Luncheons with Urban Planning Committee/Councillors
- Liaise with relevant City Committees (i.e. Accessibility Advisory Committee, Edmonton Arts Council)
- Annual Spring Work Planning Retreat
- New Member Orientation Session, Boards & Committee Training Sessions
- Annual Year End Social with Councillors and ETS Administration
- Operational Updates provided monthly (ETS Branch Highlights)

## Remuneration ([Back to top](#))

NONE - Board members serve in a voluntary capacity, however, eligible expenses are available for citizen members who serve on Council committees, including a child care expense allowance (for meeting attendance) based on actual receipts submitted.

Eligible for monthly transit pass (taxable benefit)

## 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 Taleo 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 [\(Back to top\)](#)

Urban Planning Committee of Council serves as the Selection Committee for ETSAB members. It is anticipated that selection processes will take place on the following (tentative) dates:

- February 3, 2019 – Posting Expires
- March 19, 2019 - Applicant Shortlisting
- April 15, 2019 - Applicant Interviews
- April 16, 2019 - Appointments made by City Council

## Qualifications [\(Back to top\)](#)

- A strong interest in transit services and/or the issues affecting transit systems.
- Knowledge of the Edmonton Transit system or other municipal transit systems, by being a transit user or other related experience.
- Enhance the diversity of the Board through talents, abilities, or perspective regarding issues affecting a municipal transit system.
- Senior management, financial / economics background or engineering, city and transportation planning, public policy development, or business administration would be considered assets.
- Be able to discuss issues on a City-wide basis.
- The ability to articulate view points in a respectful manner.
- The ability to commit:
  - Up to 15 - 18 hours per month on board-related activities.

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- The Board meets the last Monday of each month in the Heritage Room at City Hall starting at 5:30 pm.
- Attendance at one of two concurrent sub-committee meetings, usually held once per month.

## Expectations ([Back to top](#))

- Understand the Advisory Board's mandate, bylaw, vision, and policies;
- Actively participate in Board, and at least one of two concurrent subcommittees which have a meeting each month for as long as the subcommittee is active;
- Review materials and prepare for meetings, participate in discussions and decision-making, and to honor decisions of the Board;
- Abide by the [Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees](#)\*
- Work together with other Board members and City Administration;
- Have a strong commitment to ETSAB's values of fiscally and environmentally responsible behavior, responsiveness to the public, and respect for all mobility needs.

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