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 mandate of the Edmonton Transit Service 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)

- **Returning Safely to Transit during COVID-19
- **Inclusive Transit: BIPOC (Black, Indigenous, People of Color) experiences with Edmonton Transit Service
- Vulnerable Users & Transit - Usage by those with invisible disabilities
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, WAVE)
- 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, 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]

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 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)

The 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:

- January 17, 2021 – Posting Expires
- February 26, 2021 - Applicant Shortlisting
- March 25, 2021 - Applicant Interviews
- April 6, 2021 - 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, research analysis 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.
- Knowledge of, or an ability to learn the use of the Google suite of applications particularly Gmail, Contacts, Calendar, Drive and Meets.

- The ability to commit:
  - Average of 15 - 18 hours per month to board-related activities.
  - The Board meets the last Monday of each month in the Heritage Room starting 5:30pm.
  - Currently the Board is meeting virtually by Google Meet, due to Covid-19.
- 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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