

# Edmonton Transit Service Advisory Board

2025-2027 Term - Recruitment Profile

1 Vacancy

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. These appointments are made through a fair, equitable and inclusive recruitment process.

## Mandate

The mandate of the [Edmonton Transit Service Advisory Board](#) (ETSAB) will be to provide advice to Council from a stakeholder perspective on issues related to public transit, including:

- (a) ridership;
- (b) mix of vehicles;
- (c) the relationship between City projects and public transit;
- (d) reviewing initiatives of other levels of government, surrounding municipalities, and other local authorities or organizations that could affect public transit;
- (e) repair, maintenance and accessibility issues;
- (f) servicing issues; and
- (g) public transit policies.

## Current Board Activities

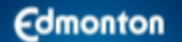
- Liaise with relevant City of Edmonton civic agencies (i.e. Accessibility Advisory Committee, Edmonton Arts Council, Women's Advisory Voice of Edmonton Committee, Dedicated Accessible Transit Service (DATS) Advisory Group (DAG).
- New Member Orientation Session, Boards and Committees Training Sessions.
- Annual meetings with City Council members and ETS Administration.
- Operational updates provided monthly (ETS Branch Highlights).
- Provide feedback on upcoming City Council discussions related to public transit, including bylaw changes and budgetary decisions.
- Produce research reports in accordance to the Annual Work Plan on focus topics regarding public transit, to share feedback from the perspective of everyday transit users.
- Annual Fall Work Planning Retreat where board members plan the topics for their research reports for the upcoming year.

Under Bylaw 18156 - Council Committees Bylaw, a Council Committee [ETSAB] may establish sub-committees, with Council approval, to conduct research, obtain and

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summarize public input, or to obtain specialized expertise. These sub-committees provide reports to the Council Committee [ETSAB] 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 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

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. Members of ETSAB may also be eligible for a monthly transit pass (taxable benefit).

### 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 Committee'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.

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## Appointment Term

- ETSAB 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 C575E, Agencies, Boards, Committees and Commissions](#).

## To Apply

- 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](mailto:civic.agencies@edmonton.ca).

## Application Process Timeline

The Urban Planning Committee serves as the Selection Committee for ETSAB Members. It is anticipated that selection processes will take place on the following dates:

- January 12, 2025 - Posting closes
- March 12, 2025 - Applicant Shortlisting
- April 15, 2025 - Applicant Interviews
- April 22, 2025 - Appointments made by City Council

## Eligibility

- Members appointed to Advisory Committees **must be residents** of the City of Edmonton.
- City employees are eligible for appointment to Advisory Committees [with due consideration given to potential conflicts of interest].

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## Qualifications

- A strong interest and experience in transit services and/or the issues affecting transit systems.
- Knowledge of the ETS 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.
- 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.

## Assets:

- Represent or identify with a community, demographic, or professional background that is less represented in a transit-oriented advisory committee. This could include, but is not limited to:
  - Individuals that are youth and seniors;
  - Individuals working in the skilled-trades, front-line, entry-level position, shift-workers, care-giving sector or non-profit sector;
  - Indigenous Peoples;
  - Individuals without post-secondary education;
  - Individuals with varying income levels or those living on a fixed income; and
  - Individuals with direct experience with a disability, a disability organization or personal lived experience.

## Time Commitment

- The ability to commit:
  - Average of **10 hours per month** for Board-related activities.
  - The Board meets the last Monday of each month virtually starting at 5:30 p.m.
- Members must have appropriate technology to participate in meetings virtually.

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## Expectations

- Understand the Board's mandate, bylaw, vision, and policies.
- Actively participate in the Board.
- Review materials and prepare for meetings, participate in discussions and decision-making, and honour decisions of the Board.
- Work together with other Board members and City of Edmonton Administration.
- Fulfill the tasks involved in a timely manner to meet deadlines.
- Have a strong commitment to ETSAB's values of fiscally and environmentally responsible behavior, responsiveness to the public, and respect for all mobility needs.