

Edmonton Transit Service Advisory Board

2026-2028 Term - Recruitment Profile

Edmonton

1 Vacancy

Edmonton City Council values the voices of citizens in local governance and is committed to appointing individuals who reflect the diversity of the community. All appointments follow a fair, equitable and inclusive recruitment process.

Mandate

The mandate of the [Edmonton Transit Service Advisory Board](#) (ETSAB) is 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

- Liaising with relevant City of Edmonton civic agencies.
- Participating in member orientation and Boards and Committees training sessions.
- Meeting annually with City Council members and Edmonton Transit Service (ETS) Administration.
- Reviewing and receiving monthly operational updates from ETS.
- Providing input on City Council discussions related to public transit, including bylaw amendments and budget considerations.
- Preparing research reports, in accordance with the Annual Work Plan, reflecting the perspective of transit users.
- Participating in the Annual Fall Work Planning Retreat to identify research priorities for the upcoming year.

Sub-Committees

With Council approval, sub-committees may be established to conduct research, obtain and summarize public input, or to obtain specialized expertise. These sub-committees provide reports to the Council Committee [ETSAB] on the matter assigned to them.

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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 honoraria.rna

Honoraria for Advisory and Decision-Making Bodies

Position	Meeting Up to and Including 3 Hours	Meeting Over 3 Hours
Member	\$114	\$227
Chair	\$142	\$284

Eligible expenses include receipt costs such as parking, transit and care-giving expenses to attend regular meetings. Mileage is not reimbursed.

Publicly Accessible Meetings

All Council Committee meetings are publicly accessible, which includes being live streamed via the Committee's YouTube channel. This aligns with Bylaw 18155 - Council Procedures Bylaw and *Municipal Government Act* requirements.

Appointment Term

- ETSAB members are appointed for up to two-year terms, from May 1 to April 30.
- Reappointments may occur up to a maximum of eight consecutive years.
- Reappointment eligibility follows [Procedure C575E, Agencies, Boards, Committees and Commissions](#).

To Apply

- Applicants must complete the online application questions and attach a current resume.
- If shortlisted, two written letters of reference confirming suitability must be submitted, prior to the interviews.

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- To request an accommodation, please contact 780-496-8178 or civic.agencies@edmonton.ca. We strive to provide reasonable access and accommodations throughout the application and selection process.

Recruitment 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 25, 2026** - Posting closes
- **March 16, 2026** - Applicant Shortlisting
- **April 14, 2026** - Interviews
- **End of April 2026** - Appointments by City Council

Eligibility

- **Must be a resident** of the City of Edmonton.
- City employees may apply, with consideration of potential conflicts of interest.

Qualifications

Required:

- An interest in, and experience with, public transit services and/or the issues affecting municipal transit systems.
- Knowledge of ETS or other municipal transit systems through lived experience or related involvement.
- Ability to contribute diverse perspectives to Board discussions.
- Ability to consider and discuss issues from a city-wide basis.
- Strong communication skills and the ability to express viewpoints respectfully.
- Ability to use Google Workspace tools.

Assets:

Consideration may be given to applicants who represent or identify with communities, demographic groups, or professional backgrounds that are underrepresented in transit-oriented advisory bodies. This may include, but is not limited to:

- Youth and seniors;
- Individuals employed in the skilled trades, front-line roles, entry-level positions, shift work, caregiving, or non-profit sector;

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- Indigenous Person (First Nation, Inuit, Métis);
- Individuals without post-secondary education;
- Individuals with varying income levels or those living on a fixed income;
- Individuals with lived experience of disability, or involvement with disability organizations;
- Members of a racialized group; and
- Members of the LGBTQ2S+ community.

Time Commitment

Members must be able to:

- Commit approximately **10 hours per month** on Board-related activities.
- Attend monthly meetings, held in-person or virtually on the last Monday of each month at 6:00 p.m.
- Have access to the necessary technology to participate in virtual meetings, if required.

Member Expectations

- Understand the Board's mandate, bylaw, vision, and policies.
- Actively participate in Board meetings and assigned activities.
- Review materials in advance and contribute to discussions and decision-making.
- Work collaboratively with Board members and Administration.
- Complete assigned tasks within established timelines..
- Strong commitment to ETSAB's values, including fiscal and environmental responsibility, responsiveness to the public, and respect for all mobility needs.