



EDMONTON TRANSIT SERVICE ADVISORY BOARD - 2023 ANNUAL REPORT AND 2024 WORK PLAN

RECOMMENDATION

That the Edmonton Transit Service Advisory Board's request to establish one sub-committee for the 2024 Work Plan, as outlined in Attachment 3 of the March 5, 2024, Office of the City Clerk report OCC02278, be approved.

Report Purpose

Council decision required.

The Chair of the Edmonton Transit Service Advisory Board, Giselle General, Vice-Chair, Serena Tang, Incoming Chair, Emily Batty, and Incoming Vice-Chair, Mudasser Seraj, will be in attendance virtually at the March 5, 2024, City Council - Non-regular meeting.

REPORT

Mandate

The mandate of the Edmonton Transit Service Advisory Board (ETSAB), as stated in Bylaw 20675 - Edmonton Transit Services Advisory Bylaw, will be to provide advice to Council from a stakeholder perspective on issues relating to public transit, such as:

- ridership;
- mix of vehicles;
- the relationship between City projects and public transit;
- reviewing initiatives of other levels of government, surrounding municipalities, and other local authorities or organizations that could affect public transit;
- repair, maintenance, accessibility issues;
- servicing issues; and

EDMONTON TRANSIT SERVICE ADVISORY BOARD - 2023 ANNUAL REPORT AND 2024 WORK PLAN

- public transit policies.

Annual Report and Work Plan Requirements

Bylaw 18156 - Council Committees Bylaw (Bylaw 18156), sets out the annual reporting requirements for Council Committees. Under Bylaw 18156, all Council Committees:

- Will report to Council at least annually;
- Must approve a work plan that aligns with Council's strategic objectives and the Council Committee's mandate, including a reporting of what resources were provided in the previous year and the anticipated resource requirements for the upcoming year; and
- During its annual report to Council, must present their work plan as well as a summary of the status of their previous year's work plan.

Sub-Committee Requirements

Under Bylaw 18156, if approved to do so by Council, Advisory Committees 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 Advisory Committee.

Request for Sub-Committee

ETSAB is seeking Council's approval to establish an Arc Implementation Review sub-committee aligned to goal 2 of their 2024 Work Plan. The rationale for the request is included in the 2024 Work Plan (Attachment 3).

Administration does not support this request as it does not have the resources available to support any sub-committee meetings. Allocated administrative time for ETSAB is already fully utilized to support board meetings and related board activities.

Resources for Council Committees

Council Committees were provided templates to support drafting annual reports, resource information and work plans in alignment with the requirements in Bylaw 18156. The templates are a part of the Administrative response to the Civic Agencies Governance Audit, Recommendation 3 (see the November 30, 2023, Office of the City Clerk report OCC02137).

2023 Annual Report - Attachment 1

The 2023 Annual Report provides a summary of the status of the previous year's work plan, including accomplishments and activities completed, reports and communications to Council and a summary of key topics discussed at meetings and motions passed.

2023-2024 Resource Information - Attachment 2

The 2023-2024 Resource Information provides information about projected and actual fiscal and human resources for 2023 and the projected resource requirements for 2024.

EDMONTON TRANSIT SERVICE ADVISORY BOARD - 2023 ANNUAL REPORT AND 2024 WORK PLAN

2024 Work Plan - Attachment 3

The 2024 Work Plan provides goals for 2024, aligned with the ETSAB's mandate and Council's strategic objectives. For each goal, the Work Plan outlines timelines, action items, expected outcomes and partners ETSAB will work with to complete the goals. As noted, the 2024 Work Plan includes a request for a sub-committee.

ATTACHMENTS

1. Edmonton Transit Service Advisory Board - 2023 Annual Report
2. Edmonton Transit Service Advisory Board - 2023-2024 Resource Information
3. Edmonton Transit Service Advisory Board - 2024 Work Plan