

Work Plan

Mandate of Edmonton Transit Service Advisory Board (ETSAB)

The mandate of 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.

ETSAB Goals for 2024

1. Goal 1: Provide timely follow-up on key transit issues, in alignment with the ETS's reports scheduled during city council and committee meetings.
2. Goal 2: Complete several reports conducted by subcommittees/ working groups in order to provide in-depth insights on transit topics identified by the board.

3. Goal 3: Improve and maintain collaborative relationships with other agencies, boards and commissions in developing transit-related recommendations to Edmonton City Council.

Work Plan

Work Plan Assumptions: The key focus areas were identified during the Annual Planning Retreat on Saturday September 9, 2023, therefore some of the components here cover the time period until August 2024.

In the next board retreat that will take place in fall 2024, additional details on activities for Q4 2024 and Q1 2025 will be provided.

Goals	Timeline	Action Items	Expected Outcomes	Partners/ Stakeholders
Goal 1: Provide timely follow-up on key transit issues, in alignment with the ETS's reports scheduled during city council and committee meetings.	<p>Start Date: March 2024</p> <p>Completion Date: February 2025</p>	<ul style="list-style-type: none"> Establish a process during monthly board meetings to identify upcoming transit-related matters scheduled to be presented at City Council/ Urban Planning Committee, and a process to draft a brief response memo on the topic. Organize internal file systems to ensure a speedy 	<ul style="list-style-type: none"> Provide a summary to Council as part of the annual report on the number of ETS reports ETSAB was able to provide comment throughout the year. 	<ul style="list-style-type: none"> ETSAB will collaborate with ETS staff to ensure all necessary information is available every board meeting, so the board can decide which topics to comment on. In addition, ETSAB will coordinate with ETS staff to arrange access to available information of the upcoming reports.

		<p>process in providing responses to Council.</p> <ul style="list-style-type: none"> ● Implement the process and assign the task of organizing the rapid follow-up process and monitor throughout the year 		
<p>Goal 2: Complete several reports conducted by subcommittees/ working groups in order to provide in-depth insights on transit topics identified by the board.</p>	<p>Start Date: March 2024</p> <p>Completion Date: February 2025</p>	<ul style="list-style-type: none"> ● Organize board members based on topics of interest, establish terms of reference, and confirm a timeline to collect information. ● Draft report and/ or memo to Council on the recommendations identified through the subcommittee research. 	<ul style="list-style-type: none"> ● Provide a summary to Council as part of the annual report on the number of ETS reports ETSAB was able to provide comment throughout the year. 	<ul style="list-style-type: none"> ● ETSAB will collaborate with ETS staff to ensure all necessary information is available every board meeting, so the board can decide which topics to comment on. In addition, ETSAB will coordinate with ETS staff to arrange access to available information of the upcoming reports.

<p>Goal 3: Improve and maintain collaborative relationships with other agencies, boards and commissions in developing transit-related recommendations to Edmonton City Council.</p>	<p>Start Date: March 2024</p> <p>Completion Date: February 2025</p>	<ul style="list-style-type: none"> Review current process on ETSAB liaison relationships with other agencies, boards and commissions. Ensure that in every report with a longer scope, that a draft is provided to any appropriate agencies, boards and commissions, before final version is submitted to City Council. 	<ul style="list-style-type: none"> Provide a summary to Council as part of the annual report on the number ETSAB projects with input incorporated from other agencies, boards and commissions. 	<ul style="list-style-type: none"> ETSAB will collaborate with ETS staff to ensure all necessary information is available every board meeting, so the board can decide which topics to comment on. In addition, ETSAB will coordinate with ETS staff to arrange access to available information of the upcoming reports.

Sub-Committees for Council's Consideration

Note: ETSAB conducted their annual retreat in September 2023, and three of the four topics for in-depth research and reporting were identified. Two of the topics are already being researched by ETSAB members through assigned working groups. The third topic is outlined below, and the fourth topic will be selected and presented for consideration at a future date.

Row	Name of the	Rationale	Composition of the
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	Sub-Committee		Sub-Committee
1	ARC Implementation Review	<p>This sub-committee is required to complete the action items listed under 'Goal 2'. The review of the ARC card implementation was identified as a topic of interest during the ETSAB board retreat last September 2023. Setting up a sub-committee will free up the regular meetings of the Committee to focus on discussing other priorities of the Committee. Additionally, the regular Committee meetings will be used to provide feedback on the work of the sub-committee before the final recommendations are approved and the report submitted to Council.</p> <p>The resources required from Administration to run the sub-committee include support in obtaining internal documents and reports related to the topic to date, providing administrative support on organizing online files (ex. Folders in the ETSAB shared drive through the support of the ETSAB admin assistant through ETS) , and meeting logistics to have meetings publicly broadcasted as required.</p>	<p>Approximately half of the Council appointed members of ETSAB will be responsible for the goals and action items this sub-committee will be doing.</p> <p>Non-members of ETSAB will not be included in this sub-committee.</p>