



Members Present:

Giselle General (Chair), Serena Tang (Vice Chair), Bob Turner, Emily Batty, Joshua Jackman, Mudasser Seraj, Madeleine Stout, Zohra Jabeen

Regrets:

Michelle Peters-Jones (Vice Chair)

ETS & City of Edmonton Staff:

Councillor Erin Rutherford, ETSAB Council Advisor - Regrets  
 Marc Lachance, ETS Staff Liaison  
 Mag Leung, ETS P&S Admin

External Liaison:

Steve Bradshaw (President, ATU 569) - Regrets

External Presenters:

Mollie Everett, Manager Civic Agency Governance, OCC  
 Judy Bonner, Civic Agency Coordinator, OCC

Materials & Attachments:

- [Meeting Agenda](#)
- [ETS Branch Highlights Report](#)

<p><b>Land acknowledgement - G. General</b></p> <p><b>CALL TO ORDER 5:33 PM</b></p>
<p><b>AGENDA REVIEW DECISION</b></p>
<p style="text-align: center;"><i>MOVED: by S. Tang to approve the September 26, 2022 agenda.</i></p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>
<p style="text-align: center;"><b>MOTION TO APPROVE MINUTES OF THIS MEETING DECISION</b></p>
<p style="text-align: center;"><i>MOVED: by M. Seraj to approve the August 29, 2022 minutes.</i></p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>

<p><b>Governance Review of Advisory Committees - Input Gathering from Board members</b></p> <ul style="list-style-type: none"> <li>• <b>Presentation - Mollie Everett and Judy Bonner</b></li> </ul>
<p>Mollie and Judy's presentation discussed the Governance Review of Advisory and Ad Hoc committees. The Civic Agency Governance team is responsible for managing the governance framework for civic agencies. Tasks include recruitment, appointment and to lead governance initiatives aimed at enhancing governance practices and policies of civic agencies such as the governance review of advisory and Ad Hoc agencies.</p> <ul style="list-style-type: none"> <li>• Originating Motion - April 6, 202 Council passed the following motion:  <i>That Administration review the governance structure for creating advisory committees of council, including a scan of terms of reference, mandate and accountability mechanisms of advisory committees,</i></li> </ul>

*and agencies, boards and commissions of council, and recommend potential policy development, and provide a report to Committee*

- Advisory committee is described as a committee to provide citizen or expert input and advice to Council on issues relevant to Council priorities
- Review Scope
  - Alignment with City/Council priorities
  - Roles and responsibilities
  - Communications protocols
  - Creation, review and dissolution processes
  - Mechanisms and processes for resolving governance issues
  - Advisory committee Membership
- Early 2023 Report to Council will be representing report with recommendations to Committee and Council for decision
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**What we heard from Edmonton Transit Services Advisory Board**

- 80% of ETSAB respondents agreed that their roles and responsibilities are clear and reasonable.
- Some ETSAB respondents noted that they did not receive the onboarding and ongoing training needed to be successful in their role. These members have been with the ETSAB for less than one year.
- All five respondents disagreed that ETSAB is able to measure how well they are achieving its mandate.
- One out of five agreed that they understood Council’s priorities and how the work of the ETSAB aligns with those priorities.
- Three out of five respondents disagreed that the work of ETSAB had a meaningful impact on city policies and programs.
- A number of ETSAB respondents noted the importance of having diverse and representative membership, and commended ETSAB for having diverse people from the community.

**Discussion Questions:**

- 1) Does the survey analysis presented align with your experience?
- 2) The majority of ETSAB respondents disagreed that their work has a meaningful impact on City policies and programs.
  - What kind of support do ETSAB members need to ensure your work has meaningful impact on City policies and programs?
- 3) Majority ETSAB respondents disagreed that they understood Council’s priorities and how the work of the ETSAB aligns with those priorities.
  - Can members elaborate on this?
- 4) All ETSAB respondents disagreed that the Committee was able to measure how well it is achieving its mandate.
  - Do you have recommendations for how the ETSAB could better identify and/or measure success in achieving its mandate?
- 5) Do you have any comments, suggestions for improvements to Advisory Committees that you would like to share?

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**New Business/Updates:**

**Retreat Debrief**

- Dana Garner was the Consultant hired for this hybrid retreat.
- Overall members of the board expressed that the retreat went smoothly and was well planned and productive
- During the retreat the board was able to determine 4 sub committee topics - Budget, Mobility and Accessibility in Edmonton winters, Evaluation of community Outreach Transit Team (COTT), Ridership improvement strategies
- Retreat was helpful for a better understanding of what is expected
- C. Rutherford attended

### **Board member Resignation**

- William has resigned as a board member effective immediately
- Board will be smaller group for the remainder of the year
- Recruitment will be in January with the goal of having a total of 12 board members

### **New Sub-Committee Sign up**

- Sign up sheet is ready to be signed by members of the board
- Members will need to sign up for one sub committee or two if they have capacity to do so
- Budget and Mobility and Accessibility in Edmonton Winters sub committee will need to be started right away

### **EMTSC Executive Report Debrief**

- The presentation was held on Sept 7. Some delays in receiving this report for the board to review.
- Members mentioned that it was a short turnaround time to review. The report was received on Friday September 2 so feedback from the board was collected and sent to Councillor Rutherford on September 6.
- S. Tang mentioned that a media request was received about ETSAB's feedback. The interview was postponed to give City Administration time to receive and review ETSAB's feedback.

### **ETSAB Board Group Chat for Quick Transit Conversations**

- G. General would like input from the board if there is interest in having a separate group chat for casual Transit conversation an informal way to connect and get to know each other
- Important info will still be sent through email communication
- Suggestions brought up that would be a good format to use Whatsapp
- Action item for Mag to consult with Judy Bonner to figure out if other boards have anything similar. Will need to send out a google poll for those interested.

### **External Liaison Proposal**

- S. Tang suggested to have this position put on hold for now or to propose when it would be beneficial for a sub committee.
- One of their top pick was to have connection with EPS commission
- S. Tang proposes to prioritize ETSAB's time with sub committees but will consider External liaison role if it directly helps with a certain topic.
- Board decided not to add anything new. Will build liaison partnerships as needed if they are part of the work of sub committees
- Action item Serena to email to G. General on poll results

### **CUTA**

- Canadian Urban Transit Association will be having conference held in Montreal Oct 23-26
- Marc to update if board member will be able to attend this conference. In the meantime, board to discuss who would be the delegate if approved
- G. General will send out email for those that are interested in attending

**October Board meeting**

- Members decided to move October's meeting from October 31st to Monday October 24, 2022

**Sub Committee Updates****Safety and Security****M.Peters-Jones**

- Currently, M. Peters - Jones is going through feedback that was provided last month. Once complete the final copy will be provided to Council and a presentation date in November will be arranged.

**External Updates****ATU 569****S. Bradshaw**

Not available to update

**ETS Branch Highlights Report****M. Lachance**

Marc Lachance presented ETS Branch highlights report on

- Ridership
- ETS Updates
  - Regional Transit phase one update
  - Fall outreach
  - Electric & Hydrogen Vehicle (EV) Expo
  - Rail Safety week
  - National Day for Truth and Reconciliation
- ETSAB Information Requests
  - Smart Fare Update
  - Valley Line Southeast Update

**Q&A**

- Information request regarding Millwoods Transit Centre pride theme painted on pathways - what was the process for this
- ARC machine is active there is no signage that it is under testing
- Electric and Hydrogen vehicle any info regarding switch what are the benefits, why is it happening - pilot projects
- hydrogen bus pilot how effective they are, service levels they have, approach to handling. assess hydrogen bus feasible to make the transition
- Rail safety week - any information on types of incidents that occurred on the LRT lines for the last 5 years. eg) types of incidents that occurred on LRT lines, reported collision to pedestrian, cyclist, vehicle. collision stats
- Information request Marc to follow up if all buses have cameras and how does the public know if the bus is equipped with a camera

**Councillor Emerging Issues Update****E. Rutherford**

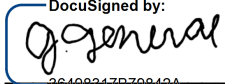
- Not available to update
- G. General mentioned that a Luncheon with Councillors will be held Oct 13, 2022, from 12pm - 1pm at City Hall 2nd Fl, Councillors boardroom.

- Calendar invite will be sent out

<b>Edmonton Arts Council - EAC</b>	<b>S. Tang</b>
<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
<b>Accessibility Advisory Committee - AAC</b>	<b>M.Peters-Jones</b>
<ul style="list-style-type: none"> <li>• No updates</li> <li>• G. General suggests following Accessibility advisory's social media account on twitter/facebook/instagram looks to be more active in sharing content.</li> </ul>	
<b>Monthly Branch Update with Carrie</b>	<b>G. General</b>
<ul style="list-style-type: none"> <li>• G. General was not able to have a meeting with Carrie</li> <li>• Carrie was able to give presentation at the retreat on September 10</li> </ul>	

<b>Topics of the Night</b>	<b>S. Tang</b>
<ul style="list-style-type: none"> <li>• Presentation on Governance review on advisory committee discussion opportunity to meeting mandate more successfully</li> <li>• debrief of annual retreat</li> <li>• Signing sheet is available for the 4 sub committee topics</li> <li>• voted to adjust October meeting date to accommodate halloween</li> </ul>	

**Motion to Adjourn 7:43pm**

CHAIR SIGN-OFF  36498317B79842A...