



## ACCESSIBILITY ADVISORY COMMITTEE - 2023 ANNUAL REPORT AND 2024 WORK PLAN

### RECOMMENDATION

That the Accessibility Advisory Committee's request to establish two sub-committees for the 2024 Work Plan, as included in Attachment 3 of the March 5, 2024, Office of the City Clerk report OCC02273, be approved.

#### Report Purpose

**Council decision required.**

*The Chair of the Accessibility Advisory Committee, Tonia LaRiviere, will be in attendance virtually at the March 5, 2024, City Council - Non-Regular meeting.*

### REPORT

#### Mandate

The mandate of Accessibility Advisory Committee (AAC), as stated in Bylaw 20671 - Accessibility Advisory Committee Bylaw, is to provide advice and recommendations to Council about facilities and other infrastructure, programs, services, activities and policies for the purpose of improving the City's liveability, inclusiveness and accessibility for individuals with disabilities.

#### 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.

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## **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-Committees**

AAC is seeking Council's approval to establish two sub-committees that will be used to complete their goals for 2024. The rationale for the request is included in the 2024 Work Plan (Attachment 3).

Administration is supportive of this request and has the required resources available to support these sub-committees.

## **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.

## **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.

## **2024 Work Plan - Attachment 3**

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

## **ATTACHMENTS**

1. Accessibility Advisory Committee - 2023 Annual Report
2. Accessibility Advisory Committee - 2023-2024 Resource Information
3. Accessibility Advisory Committee - 2024 Work Plan