



COMMUNITY SERVICES ADVISORY BOARD - 2023 ANNUAL REPORT AND 2024 WORK PLAN

RECOMMENDATION

That the Community Services Advisory Board's request to establish one sub-committee for the 2024 Work Plan, as included in Attachment 3 of the March 5, 2024, Office of the City Clerk report OCC02275, be approved.

Report Purpose

Council decision required.

The Chair of the Community Services Advisory Board, Jenny Albers, will be in attendance virtually at the March 5, 2024, City Council - Non-Regular meeting.

REPORT

Mandate

The mandate for Community Services Advisory Board (CSAB), as stated in Bylaw 20672 - Community Services Advisory Board bylaw, is to provide advice regarding grant funding allocations and to have a key role in developing a long term plan for community services in the City.

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-Committee

CSAB is seeking Council's approval to establish a Family and Community Support Services Sub-Committee that will be used to complete action items for goal three of the 2024 Work Plan. 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 this sub-committee.

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.

2024 Work Plan - Attachment 3

The 2024 Work Plan provides goals for 2024, which align with CSAB's mandate and Council's strategic objectives. The Work Plan outlines the 2024 CSAB meeting dates and includes the discussion topics, expected outcomes and timeline items. The Work Plan also captures ongoing work. As noted, the 2024 Work Plan includes a request for a sub-committee.

ATTACHMENTS

1. Community Services Advisory Board - 2023 Annual Report
2. Community Services Advisory Board - 2023-2024 Resource Information

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3. Community Services Advisory Board - 2024 Work Plan