



## NAMING COMMITTEE - 2023 ANNUAL REPORT AND 2024 WORK PLAN

### RECOMMENDATION

That the March 5, 2024, Office of the City Clerk report OCC02284, be received for information.

#### Report Purpose

**Information only.**

*The Chair of the Naming Committee, Erin McDonald, will be in attendance virtually at the March 5, 2024, City Council - Non-Regular meeting.*

### REPORT

#### Mandate

The mandate of the Committee, as stated in Bylaw 17138 - Naming Committee bylaw is to name the City's development areas, parks, municipal facilities, roads, honorary roads, and wards, in accordance with, and subject to any exemptions or restrictions imposed by City Policy.

#### 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.

#### Resources for Council Committees

Council Committees were provided templates to support drafting annual reports, resource

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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. A list of 2023 highlights and naming approvals is included in the Annual Report.

## **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 the Naming Committee's mandate and Council's strategic objectives. For each goal, the Work Plan outlines timelines, action items, expected outcomes and partners Naming Committee will work with to complete the goals.

## **ATTACHMENTS**

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