



## WOMEN'S ADVISORY VOICE OF EDMONTON COMMITTEE - 2023 ANNUAL REPORT AND 2024 WORK PLAN

### RECOMMENDATION

That the Women's Advisory Voice of Edmonton Committee'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 OCC02280, be approved.

#### Report Purpose

**Council decision required.**

*The Women's Advisory Voice of Edmonton Committee Co-Chairs, Julianne Threlfall and Areezah Jiwa, will be in attendance virtually at the March 5, 2024, City Council - Non-Regular meeting.*

### REPORT

#### Mandate

The mandate of the Women's Advisory Voice of Edmonton Committee (WAVE), as stated in Bylaw 20670 - Women's Advisory Voice of Edmonton Committee bylaw is to:

- provide recommendations to Council about women's gender based issues and opportunities in relation to Council policies, priorities and decisions;
- promote leadership development to empower Edmonton women to fully participate in civic life; and
- research and provide information and resources about women's gender based issues and opportunities to Edmontonians.

#### 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;

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- 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.

## **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**

WAVE is seeking Council's approval to establish a Policy Sub-Committee to complete action items listed under goal one for 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.

## **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 WAVE's mandate and Council's strategic objectives. For each goal, the Work Plan outlines timelines, action items, expected outcomes and partners that WAVE will work with to complete the goals. As noted, the 2024 Work Plan includes a request for a sub-committee.

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## **ATTACHMENTS**

1. Women's Advisory Voice of Edmonton Committee - 2023 Annual Report
2. Women's Advisory Voice of Edmonton Committee - 2023-2024 Resource Information
3. Women's Advisory Voice of Edmonton Committee - 2024 Work Plan