

Women's Advisory Voice of Edmonton Committee (WAVE) | 2024 Work Plan



Work Plan

The WAVE Committee held a Strategic Planning meeting on January 20, 2024. The resulting work plan encapsulates the collaborative efforts, goals and action items outlined by the committee members for the upcoming two-year period, aligning closely with City Council priorities of Affordable Housing and Transit Safety and reflecting The City of Edmonton's core values and priorities of being inclusive and compassionate. The Committee will review and discuss the Strategic Plan and Work plan at the February 20, 2024 Committee meeting and will vote to approve the plans.

Mandate of Women's Advisory Voice of Edmonton Committee (WAVE)

The mandate of WAVE will be to:

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

WAVE Goals for 2024

1. Goal 1: Advocate to Edmonton City Council on critical issues affecting women and gender diverse individuals
2. Goal 2: Improve quality of life for women and gender diverse folks in Amiskwaciwâskahikan
3. Goal 3: Empower women and gender diverse individuals to get involved in different ways with Municipal government

Work Plan (DRAFT to be approved by WAVE Committee in February)

Goals	Timeline	Action Items	Expected Outcomes	Partners/ Stakeholders
Goal 1: Advocate to Edmonton City Council on critical issues affecting women and gender diverse individuals.	Start Date: February 2024 Completion Date: Spring 2026	<ul style="list-style-type: none"> • Develop a formal process and framework for WAVE committee members including the new WAVE members joining the Committee in April/May. to effectively learn about, advise, and follow up on policy and bylaws relevant to WAVE's 	<ul style="list-style-type: none"> • Framework and Process developed • Subject Matter Expert network developed and consulted • Briefs submitted to Council • Influence Council 	<ul style="list-style-type: none"> • Council Advisors and City of Edmonton Administration to inform WAVE members on upcoming bylaws and policies with enough time for

		<p>mandate</p> <ul style="list-style-type: none"> ● Monitor and understand the issues and solutions for women and gender diverse folks related to bylaw/policy announcements from Council, with a focus on Council's Strategic ● Review and advise on bylaws and policies being discussed by City Council that are relevant to WAVE's mandate and Council's Strategic Priorities and City of Edmonton's values and priorities ● WAVE plans to have members research further into gender based violence and the public bathroom strategy as this impacts the members of WAVE and women and gender diverse individuals in Edmonton ● WAVE will continue to work with Vehicle for Hire to ensure women and 	<p>on critical issues</p>	<p>WAVE to review, research, and provide briefing notes</p> <ul style="list-style-type: none"> ● Community groups and subject matter experts will be consulted to understand the issues and solutions pertinent to women and gender diverse individuals to inform WAVE's advocacy to Council ● City Administration ● Subcommittee: A subcommittee will be required to support the Action Items listed under Goal 1, due to the ongoing and time-sensitive
--	--	---	---------------------------	--

		<p>gender diverse individuals are accounted for in City Council discussions</p> <ul style="list-style-type: none"> • WAVE will follow up with the Affordable Housing department at the City of Edmonton regarding WAVE’s letter in response to the Affordable Housing Strategy and discuss ways the strategy can support women and gender diverse individuals 		<p>nature of the work required. The subcommittee will connect with subject matter experts and community groups to gather research and input regarding issues related to WAVE’s mandate, with a primary focus on bylaws/policies relevant to Council’s Strategic Priorities (currently Transit Safety and Houselessness). The work of this subcommittee will fulfill components A and C of the</p>
--	--	--	--	---

				WAVE mandate
<p>Goal 2: Improve quality of life for women and gender diverse folks in Amiskwaciwâskahikan.</p>	<p>Start Date: January 2024</p> <p>Completion Date: Spring 2026</p>	<ul style="list-style-type: none"> ● Review Community Safety and Wellbeing Strategy and identify areas for WAVE to be involved in ● Identify and distribute resources to empower and educate women and gender diverse folks in areas such as financial literacy, transit safety, wage gap, housing, poverty ● Develop a comment box on WAVE website as a pilot to allow community members to identify and inform WAVE on critical issues ● Equity in Motion Episode 3 and 4 focus on women and gender diverse individuals in profit/non-profit sectors and community culture 	<ul style="list-style-type: none"> ● Relevant City of Edmonton branches are informed and engaged on WAVE's issues ● WAVE's impact is measured through a tracking framework ● Resource sharing is implemented into the social media strategy ● Equity in Motion empowers women and gender diverse individuals to hone in on their entrepreneurial skill set and trail a path forward in profit/non-profit business ventures with equity, diversity, and inclusion in mind. 	<ul style="list-style-type: none"> ● City Administration support will be required for website updates and resource access ● Community groups and subject matter experts will be consulted ● Parados (communications consultant) for social media and communications support ● City of Edmonton branches

			<p>Additionally it empowers them to participate in community events creating a connected Edmonton</p>	
<p>Goal 3: Empower women and gender diverse individuals to get involved in different ways with Municipal government.</p>	<p>Start Date: February 2024</p> <p>Completion Date: Spring 2026</p>	<ul style="list-style-type: none"> • Develop templates and how-to resources that support municipal self-advocacy and civic engagement • Add civic engagement resources to the WAVE website • Leverage WAVE's social media to support the distribution of the resources through social media and other communications channels • Engage previous and current council members to gain insights on contributing factors and potential solutions to burnout • Develop a burnout reduction framework that 	<ul style="list-style-type: none"> • Help women and gender diverse individuals learn about how to engage with council on critical issues • Identify and support groups that help promote gender diversity on council / civic engagement • Identify areas to reduce burnout with women and gender diverse individuals on Council and on WAVE • Identify and advocate for the 	<ul style="list-style-type: none"> • Access to Councillors (present and past) for anti-burnout framework • Community groups • City Administration / Office of the City Clerk for accessibility audit and improvements • City Administration for website support

		<p>can be applied to WAVE, led and informed by Indigenous practices</p> <ul style="list-style-type: none"> • Implement burnout framework into WAVE practices and propose to City Council 	<p>removal of barriers to civic engagement that could disproportionately affect women and gender-diverse folks</p>	
--	--	---	--	--

Sub-Committees for Council’s Consideration

Name of the Sub-Committee	Rationale	Composition of the Sub-Committee
Policy	To advance Goal 1, which centers on advocating to Edmonton City Council concerning critical issues affecting women and gender diverse individuals, a sub-committee will be formed. This sub-committee will	<ul style="list-style-type: none"> • The Sub-committee will include WAVE members. There are up to 10 new members joining the

	<p>be tasked with crafting briefing notes, letters, and conducting additional research, all to be deliberated upon during larger committee meetings. While the committee-as-a-whole will contribute to thought leadership, the actual drafting, editing, and gathering of information will be undertaken within the sub-committee. Motions pertinent to this endeavor will be proposed by the committee-as-a-whole during their regular meetings for the sub-committee to address.</p> <p>Transferring this workload to the sub-committee will allow main monthly meetings to prioritize delegation, actions, and discussions. Given the time-intensive nature of drafting and compiling, involving the entire committee is unnecessary. Moreover, swift action is often required in submitting letters to Edmonton City Council, and a dedicated sub-committee can ensure accountability and proactive engagement among its members, facilitating timely research and initial drafts. Administrative support to run the subcommittee will be required with respect to attending the monthly meetings, live streaming, and formation/circulation of agenda and meeting minutes.</p> <p>A Co-Chair model would be established for the sub-committee to ensure accountability in the work and progress.</p>	<p>WAVE Committee in April/May</p> <ul style="list-style-type: none"> • Guests may be invited if they are subject matter experts for information only.
--	---	---