



EDMONTON SALUTES COMMITTEE - 2023 ANNUAL REPORT AND 2024 WORK PLAN

RECOMMENDATION

That the May 14, 2024, Office of the City Clerk report OCC02283, be received for information.

Report Purpose

Information only.

REPORT

Mandate

The mandate of Edmonton Salutes Committee (ESC), as stated in Bylaw 19018 - Edmonton Salutes Committee Bylaw, is to:

- provide advice to Council regarding appropriate official civic recognition initiatives for the military, veterans, and their families;
- provide leadership as champions of the military, veterans, and their families; and
- provide recognition of military members and veterans, and their families, by championing causes and sustaining meaningful collaborations with public, private, and nonprofit organizations.

Annual Report and Work Plan Requirements

Bylaw 18156 - Council Committees Bylaw 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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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, Committee events, 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 ESC's mandate and Council's strategic objectives. For each goal, the Work Plan outlines timelines, action items, expected outcomes and partners that ESC will work with to complete the goals.

ATTACHMENTS

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