

To: COUNCIL

Meeting Date: 4/15/2025

Subject: 2023-2024 Advisory Committee Annual Reports

Submitted By: Danielle Manton, City Clerk

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Report No.: 25-015-CRS

File No.: C1101

Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 25-015-CRS 2023-2024 Advisory Committee Annual Reports be received;
AND FURTHER THAT the 2025 Workplans outlined in Appendices A-E be endorsed.

EXECUTIVE SUMMARY:

Purpose

This report provides a consolidated annual summary highlighting the 2023-2024 accomplishments of some the City's advisory committees and an outline of their 2025 work plans.

Key Findings

Through consultation with staff liaisons, Clerks staff have determined that several advisory committees have accomplishments to share from 2023 and 2024 and have developed workplans for 2025.

Financial Implications

There are no financial implications.

STRATEGIC ALIGNMENT:

☐ Strategic Action

Objective(s): Not Applicable

Strategic Action: Not Applicable

OR

☒ Core Service

Program: Governance

Core Service: Council and Citizen Committees

BACKGROUND:

On an annual basis, the City's advisory committees prepare separate reports to Council outlining their accomplishments from the current year and highlighting their priorities for the coming year in the form of detailed workplans. These Annual Reports and Workplans were not presented in 2022 and 2023 due to the municipal election, on-going recruitment efforts to fill committee vacancies, and a subsequent by-election.

The Annual Report and Workplans presented as appendices to this report were created by each committee's Staff Liaison in consultation with the committee Chair and Vice Chair. Advisory Committee members will have the opportunity to register as delegations to speak to their specific committees' achievements and workplan items for the year ahead.

ANALYSIS:

A consolidated advisory committee annual report is aligned with the City's Governance and Leadership goal as committees play a key role in providing advice and feedback to City Council and staff on a variety of city issues. These Annual Reports can be found in the appendices to this report.

EXISTING POLICY / BY-LAW(S):

There is no by-law or policy that regulates the Annual Reports of the City's Advisory Committees.

FINANCIAL IMPACT:

There is no financial impact.

PUBLIC VALUE:

Engagement:

The Annual Report and Workplan documents are the primary way the City's Advisory Committees can report back to Council on their activities and priorities for the coming year. Staff Liaisons were able to work with the committee Chairs (and Vice Chairs, if applicable) to showcase what the committee has accomplished as well as what the group would like to continue to work on. Prior to being included within this report, each workplan was shared with the larger committee.

Through their Annual Report, each Advisory Committee was given an opportunity to further engage with Council by offering recommendations related to the previous year's work or upcoming planned work.

Due to volume, staff have decided to present these Advisory Committee Annual Reports and Workplans in two separate reports.

ADVISORY COMMITTEE INPUT:

Advisory Committees Consulted:

The following Advisory Committees have had their annual reports for 2023-2024 and workplans for 2025 included in this report:

- Arthur White Sports Bursary Fund Committee
- Arts and Culture Advisory Committee
- Cultural Awards Committee
- Economic Development Advisory Committee
- Municipal Heritage Advisory Committee (Legislated)

The following committees listed below also have Annual reports and workplans and will be shared with Council in a future report:

- Accessibility Advisory Committee (Legislated)
- Cambridge Farmer's Market Committee
- Cycling and Trails Advisory Committee
- Environmental Advisory Committee
- Youth Advisory Committee

Quasi-judicial committees (Committee of Adjustment and General Appeals) as well as BIAs were not required to submit annual reports. While these committees are appointed by Council, they do not report to Council in an advisory capacity and the work that they perform as a committee is driven by applications and/or appeals.

PUBLIC INPUT:

Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

Advisory Committee Annual Reports and Workplans were created by each committee's Staff Liaison in consultation with the committee's Chair and Vice Chair.

CONCLUSION:

The City's advisory committees play a key role in providing advice and feedback to Council and staff on a variety of issues affecting the City that fall within the respective mandates of these committees. The workplans attached to this report are important documents that will help guide the work of the City's Advisory Committees for 2025.

REPORT IMPACTS:

Agreement: **No**

By-law: **No**

Budget Amendment: **No**

Policy: **No**

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director

Deputy City Manager

Chief Financial Officer

City Solicitor

City Manager

ATTACHMENTS:

When naming attachments please use the following format:

1. 25-015-CRS Appendix A – Arthur White Sports Bursary Fund Advisory Committee Annual Report and workplan

2. 25-015-CRS Appendix B – Arts and Culture Advisory Committee Annual Report and workplan
3. 25-015-CRS Appendix C – Cultural Awards Advisory Committee Annual Report and workplan
4. 25-015-CRS Appendix D – Economic Development Advisory Committee Annual Report and workplan
5. 25-015-CRS Appendix E – Municipal Heritage Advisory Committee Annual Report and workplan