

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: ANNUAL REPORTS FOR SELECT COMMITTEES

POLICY NUMBER: COUNCIL - 117

<i>Date of Council Adoption:</i> March 29, 2010	<i>Date of Last Amendment:</i> October 21, 2019
<i>Council Resolution Number:</i> 2009-139, 2013-082, 2015-214; 2019-472	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> October 7, 2019

Policy:

1. The City's Select Committees are required to submit an annual report to the Chief Administrative Officer by December 15 annually.
2. After reviewing the annual reports, the Chief Administrative Officer will place the annual reports before Council as information items at a regular Council meeting in the following year.
3. The annual report will include the following information:
 - a) Membership list;
 - b) List of the Chair, Vice Chair and staff members who are a part of the committee;
 - c) Number of meetings held during the year;
 - d) Activities of the committee, including highlights and accomplishments and outstanding items;
 - e) Breakdown of budgeted amounts (total funds and total expenses for various events), if there are funds assigned to the committee;
 - f) Initial work program for the following year, if applicable;
 - g) Involvement of other persons or organizations with the tasks of the committees (such as sponsors, service clubs, organizations, donors, etc.); and
 - h) Any other general comments.

Rationale:

To provide a standardized format to submit annual reports for Select Committees.