

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



**POLICY TITLE:**            **SUB-COMMITTEES/COMMITTEES**  
   **COMPOSED OF COUNCIL MEMBERS ONLY**

**POLICY NUMBER:**    **COUNCIL - 128**

<i>Date of Council Adoption:</i> February 21, 2011	<i>Date of Last Amendment:</i> September 14, 2020
<i>Council Resolution Number:</i> 2011-075, 2013-082, 2015-214; 2020-442	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 27, 2020

**Policy:**

1. All meetings of sub-committee(s)/committee(s), that are composed of only members of Council (standing committee), are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the sub-committee/committee.
2. Meetings are to be at the call of the chairperson.
3. The chairperson shall notify staff at the Corporate Administration office requesting a meeting be scheduled.
4. The office of Corporate Administration will schedule the upcoming meeting:  
  
When the meeting agenda is ready:
  - A copy will be posted on the notice board at City Hall
  - A copy of the agenda for all sub-committee/committee members will be placed in their mailbox and/or electronic dropbox
  - a notification e-mail will be sent to sub-committee members
  - Will be posted to the City website
  - if time permitting, notice will be placed in the local newspaper
5. The office of Corporate Administration will be responsible for preparing Committee agendas, minutes and administrative support to sub-committees/committees.
6. Agendas and approved minutes will be posted on the City's website.

**Rationale:**

To ensure the meetings of the City are conducted with the highest level of transparency.