

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> June 15, 2015
<i>Council Resolution Number:</i> 2009-139, 2013-082, 2015-214	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

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**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.