

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> June 15, 2015
<i>Council Resolution Number:</i> 2011-075, 2013-082, 2015-214	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

1. All meetings of sub-committee(s)/committee(s), that are composed of only members of Council, 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 City Clerk's office requesting a meeting be scheduled.
4. The office of the City Clerk will notify of the upcoming meeting:
Meeting Notice shall consist of the following:
 - posting a copy of the notice/agenda on the notice board at City Hall
 - leaving a copy of the notice/agenda for all sub-committee/committee members
 - e-mail sub-committee members
 - posting notice/agenda to the City website
 - time permitting notice will be placed on the City News page
5. The office of the City Clerk 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.