

	Title: <b>Annual Reports for Committees</b>	Policy No: <b>CO-28</b>
	Category: Council Policy	Classification: n/a

**1. Purpose:**

To provide a standardized format to submit annual reports for specific City committees.

**2. Scope:**

This Policy applies to the following committees:

- (1) Community Day Committee including the Community Day Parade Committee;
- (2) Magic of Christmas Parade Committee; and
- (3) Youth Committee.

**3. Policy Statement:**

All City of Langley committees must submit an annual report.

**4. Principles:**

- (1) All City of Langley committees listed in section 2 must submit an annual report to the Chief Administrative Officer by December 15 of every year.
- (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;
  - (e) Amount of time spent by staff members on the committee (which includes time spent in meetings and outside of meetings to support the work of the committee);
  - (f) Breakdown of budgeted amounts (total funds and total expenses for various events), if there are funds assigned to the committee;

- (g) Details about any sub-committees, including activities, highlights and accomplishments;
- (h) Initial work program for the following year, if applicable;
- (i) Involvement of other persons or organizations with the tasks of the committees (such as sponsors, service clubs, organizations, donors, etc.); and
- (j) Any other general comments.

**5. References**

Policy Number:	<b>CO-28</b>
Policy Owner:	<b>Council</b>
Endorsed by:	<b>Senior Management Team</b>
Final Approval:	<b>Council</b>
Date Approved:	<b>April 7, 2008</b>
Revision Date:	<b>December 19, 2012</b>
Amendments:	<b>Revised to reflect new committee policies</b>
Related Policies:	<b>CO-36, CO-37, CO-38, CO-39 and CO-40</b>
Related Publications:	

**6. Contact Person:**

Contact Person: Carolyn Mushata  
 Position: Manager of Legislative Services  
 Phone: 604-514-4591  
 Email: [cmushata@langleycity.ca](mailto:cmushata@langleycity.ca)