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2 **Resolution Relating to**
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RESOLUTION
Councillors Paul,
Sponsor(s): Hartnett
Introduced: 06/13/11
Referred to:
Action:
Date:
Signed by Mayor:

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7 COMMISSION/BOARD ANNUAL REPORTING PROCESS
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12 **CITY OF BURLINGTON**
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15 In the year Two Thousand Eleven.....

16 Resolved by the City Council of the City of Burlington, as follows:

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18 That WHEREAS, this City Council greatly appreciates the time, effort and commitment all
19 members of our City's boards and commissions give to their respective appointment as well as to
20 the City; and

21 WHEREAS, the City Council relies on the City's boards and commissions to inform the
22 Council of the activities and concerns that arise within the purview of these bodies; and

23 NOW, THEREFORE, IT BE RESOLVED that the City Council initiates the following
24 process for Annual Reports to as to ensure guidelines and standards going forward so the process
25 is more uniform across the City and so the Council gets the information it needs to do its job.

26 From this point on, the Council asks that each commission and board please submit an Annual
27 Report that includes the following:

- 28 1. Overview of your commission/board, members, number of yearly meetings and a
29 commission/board attendance record of all meetings and/or sub-committee meetings attached
30 to your annual report;
31 2. what you see as the mission and vision of your commission/board;
32 3. issues and/or projects that your commission/board has discussed with staff and/or as a board
33 and what the outcome of these issues and/or projects was or continues to be;
34 4. any challenges or difficulties you have had this past year and what you feel, as a
35 commission/board would be the suggested approach to resolving them;
36 5. any work that your commission/board is still working on going into the next fiscal year;
37 6. if your commission/board works with a department head, how you feel that relationship is
38 going and if there are challenges that need to be addressed;

42 **Resolution Relating to** COMMISSION/BOARD ANNUAL REPORTING
43 PROCESS

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45 Additionally, the Council asks that all members of your commission/board review and sign the
46 annual report before it is submitted to the Council.

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49 lb/emb/c: Resolutions 2011/Commission & Board Annual Reporting Process
50 6/8/11