

## [Name of committee] Annual Report

### Committee charge

[Enter a brief overview of the purpose of the committee, explain the significance of the committee, link to ON TO 2050/strategic direction. The committee bylaws can inform this section.]

### Goals and objectives

[Explain what the committee intends to achieve. What is the committee working toward?]

### Summary of work

#### Work to date

[Summarize what the committee has worked on so far this year. Projects worked with or influenced, presentations held, etc. Highlight key findings, describe the main takeaways or new knowledge that has been created because of committee proceedings this year.]

#### Discussion on performance measures

[Explain what performance measures the committee is tracking and why they were selected. Provide the significance of the measures and explain how they contribute to or inform ON TO 2050/strategic direction.]

#### Baselines

[List the baselines of selected performance measures.]

#### Current levels

[List where the performance measures are currently at, provide explanation for any changes and if able to, projection/goal of what the measures will look like in the short/medium/long term future.]

#### Outstanding work

[Explain what the committee anticipates accomplishing in the remainder of the year. List upcoming meetings and the focus areas for these outstanding meetings]

### Future work

[Identify what work/topics will not be performed/discussed in this calendar year and should be considered for inclusion in the committee's workplan for next year.]