



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

MEMORANDUM

TO: Chair and members, Districts 7 & 8 Planning Advisory Committee
CC: Cathy Mellett, Municipal Clerk
FROM: Andrew Reid, Legislative Assistant
DATE: May 5, 2015
SUBJECT: **Annual Report**

At the March 2, 2015 meeting of the Districts 7 & 8 Planning Advisory Committee the idea of an end of a year report to Halifax & West Community Council was discussed. The following content and formatting would be required:

- Include activities of the Committee including: staff reports received, public meetings hosted, correspondence received, and all motions passed.
- Follow the format of the Community Council Annual Report. An example may be found here: <http://www.halifax.ca/Commcoun/west/documents/141216hwcc2.pdf>
- Prepared by the Legislative Assistant
- Requires no additional input or consultation from staff
- Submitted to the Committee in November for review, discussion, and approval before submission to the Halifax & West Community Council in December.

As no legislative requirement exists for the creation of the report, requirement for an annual report would have to be renewed from time to time, beginning on a trial period of two years.

Office of the Municipal Clerk

Tel: 902.490.4210 Fax: 902.490.4208
Email: reidan@halifax.ca halifax.ca