

HWAB Report Procedures

(Extracts from e-mails from Sherryll Murphy, Deputy Clerk, HRM)

1. Whatever the past practice, the Board is advisory to Community Council/Regional Council and, therefore, is mandated to report to those bodies. Given that, this is the process for reports:
2. The Board will consider an application and develop a recommendation(s). The Chair can clarify the recommendation (s) with the Board before a vote is taken.
3. The Legislative Support will capture the recommendation(s) and provide it/ them to the Legislative Assistant the day following the meeting.
4. The Legislative Assistant will then follow up with planning staff providing them the draft recommendation(s) so they can move forward with their work.
5. The Legislative Assistant, using the draft minutes, will develop a draft report and provide to the Chair for input. The Chair may, without altering the intent, wordsmith and/or reorder the recommendation(s). The Chair may also provide additional information in the Discussion section of the reports.
6. Once finalized the report will be forwarded to the Clerk for inclusion in the appropriate agenda package (i.e. the meeting at which the staff report on the matter is being considered.) The report will not be attached to the staff report but be forwarded as a Board report to Council.
7. Members will receive an electronic copy of the final report.

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