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Item No. 12.1.2
Executive Standing Committee
January 16, 2017

TO: Chair and Members of the Executive Standing Committee

SUBMITTED BY: **ORIGINAL SIGNED**

Kevin Arjoon, Municipal Clerk

DATE: November 25, 2016

SUBJECT: Review of Report Requests

ORIGIN

Staff report to review the lists of report requests in accordance with Administrative Order 1, Section 76(2).

LEGISLATIVE AUTHORITY

Administrative Order 1 Section 76(2) "At the first meeting of the subsequent Council following the swearing into office of the new Members, the status sheet shall be tabled and upon review Council may withdraw any item(s) from the status sheet."

RECOMMENDATION

It is recommended that the Executive Standing Committee review the attached list of report requests, as outlined in Attachment 1 and bring forward any items recommended to be withdrawn.

BACKGROUND

A Standing Committee may, by motion, request that a staff report be requested through the Chief Administrative Officer. Prior to September 2014, requests for reports were maintained by the Office of the Municipal Clerk in a tracking document referred to as a "status sheet". In September 2014, a new corporate tracking tool was launched called "Report Center" and all new requests for reports were tracked via this tool.

DISCUSSION

With the repeal and replacement of Administrative Order 1, *the Procedure of the Council Administrative Order*, in November 2015, section 76(2) was added to allow for the review of report requests following a Municipal Election and the Swearing In of a new Mayor and Council.

This marks the first review of the requests for reports from Report Center, where a Standing Committee may review the requests as outlined in Attachment 1 and advise if any of these items should be withdrawn.

Following the review, any item(s) recommended to be withdrawn will be archived from the Report Center, cancelling the previous request for a staff report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK CONSIDERATION

If subsequent to this review, a member wishes to withdraw a motion which previously approved a request for a staff report, a notice of motion of rescission would be required at the meeting prior the motion of rescission being considered in accordance with Administrative Order 1.

COMMUNITY ENGAGEMENT

Standing Committee meetings are open to the public.

ENVIRONMENTAL IMPLICATIONS

N/A

ALTERNATIVES

The Standing Committee could choose not to review the current lists of requests for staff reports and take no action at this time.

ATTACHMENTS

Attachment 1 – Report Center – Requests for Staff Reports

A copy of this report can be obtained online at <http://www.halifax.ca/boardscom/index.php> then choose the appropriate Committee and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Laura Lewis, Agenda & Council Coordinator 902.490.6525

Name	Original Motion / Description	Councillor	Date of Request
Review of By-law E-100	That the Executive Standing Committee request a staff report reviewing By-law E-100 Respecting of a Prompt and Coordinated Response to an Emergency to confirm that all the provisions are being followed.	Karsten, Bill	15/12/2014