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**Item No. 14.1.1**  
**North West Community Council**  
**December 12, 2016**

**TO:** Chair and Members of North West Community Council

**SUBMITTED BY:** **Original Signed**  
\_\_\_\_\_  
Kevin Arjoon, Municipal Clerk

**DATE:** October 30, 2016

**SUBJECT:** Review of Report Requests

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**ORIGIN**

Staff report to Community Council 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 North West Community Council review the attached list of report requests, as outlined in Attachment 1 and bring forward any items recommended to be withdrawn.

## **BACKGROUND**

Community Council 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where Community Council may review the requests as outlined in Attachment 1 and advise if any of these items should be withdrawn.

Following the review, any item(s) recommended to be withdrawn will be archived from the Report Center, cancelling the previous request for a staff report.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

Community Council meetings are open to the public.

## **ENVIRONMENTAL IMPLICATIONS**

N/A

## **ALTERNATIVES**

Community Council 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

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A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/index.php> then choose the appropriate Community Council 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

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Name	Original Motion / Description	Councillor	Date of Request
Boundary Adjustments - St. Margaret's Bay PAC and North West PAC	That North West Community Council request a staff report to: 1. Consider adjusting the boundaries between North West Planning Advisory Committee and the St. Margaret's Bay Planning Advisory Committee to encompass the entire area of District 13. 2. Consider adjusting the boundaries of the North West Planning Advisory Committee to encompass the entire area of District 16.	Whitman, Matt	15/06/2015
Changes to Mobile Home Park By-Laws	That North West Community Council request that staff investigate and provide a status update on changes to HRM mobile home park by-laws	Johns, Brad	30/10/2012