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Item No. 12.1.5
Community Planning and Economic Development Standing Committee
December 15, 2016

TO: Chair and Members of the Community Planning and Economic Development Standing Committee

ORIGINAL SIGNED

SUBMITTED BY: _____
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 Community Planning and Economic Development 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review the attached list of report requests, as outlined in Attachment 1 and bring forward any items recommended to be withdrawn.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a Standing Committee may review the requests as outlined in Attachment 1 and advise if any of these items should be withdrawn.

Following the review, any item(s) recommended to be withdrawn will be archived from the Report Center, cancelling the previous request for a staff report.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
1	Permanent Encroachments for the Purpose of Facilitating Accessibility	The Community Planning and Economic Development Standing Committee request a staff report to explore the possibility of waiving all or any of the fees payable pursuant to provisions of By-law E-200 where an existing encroachment is being enlarged or modified to facilitate barrier free access to either residential or commercial properties.	Savage, Mike	18/02/2016
2	Heritage organization funding options	<p>THAT the Community Planning and Economic Development Standing Committee</p> <p>1. Request a staff report for consideration during the fall budget 2017/18 process that will identify options and opportunities for creation of an annual funding program for heritage organizations in HRM that shall include assessment and recommendations regarding a systematic policy driven approach regarding:</p> <p>a) capital, maintenance and operating costs related to municipally owned facilities and collections operated by the municipality or by arms length not for profits</p> <p>b) periodic capital and/or annual operating costs of community owned facilities and collections operated by arms length not for profits</p> <p>c) any other funding for heritage programs that may be appropriate to consider as a part of this approach</p> <p>The process to create the report will include stakeholder consultation and assessment of best practices in other municipalities.</p> <p>...</p>	Nicoll, Lorelei	21/04/2016
3	Wayfinding Strategy	THAT the Community Planning and Economic Development Standing Committee request a staff report on the current HRM initiatives, programs, and policies that are establishing an HRM-wide wayfinding strategy. The report to identify gaps in the current approach, assess against other relevant jurisdictions, and identify opportunities to improve the current wayfinding practices in HRM.	Nicoll, Lorelei	21/04/2016
4	Process and Key Stakeholders - HRM's Role and Approach to Tourism, Festivals, and Special Events	The Community Planning and Economic Development Standing Committee request a staff report that outlines the process and key stakeholders for articulating HRM's role and approach to tourism, festivals, and special events as outlined in Halifax Economic Growth Plan 2016-21, recently approved by Regional Council.	Craig, Steve	16/06/2016
5	Provincial Office of the Ombudsman	The Community Planning and Economic Development Standing Committee request a staff report regarding opportunities to make residents aware and promote the use of the Provincial Office of the Ombudsman as a means to assist residents who feel they have been treated unfairly and, when warranted, to recommend improvements in the delivery of government services offered in HRM.	Mason, Waye	16/06/2016
6	Request from DEANS - STEP Program	THAT the Community Planning and Economic Development Standing Committee forward the correspondence dated May 26, 2016 from Cindy MacKinnon, Managing Director, DEANS to staff for report.	Watts, Jennifer	16/06/2016
7	Kindness Meters	THAT the Community Planning and Economic Development Standing Committee request a staff report with regard to: Working with the Mayor's Office, United Way Halifax, service providers and urban Business Improvement Districts, evaluate a proposal to dedicate revenue from select parking meters (i.e. "kindness meters") to a United Way fund targeting street involved people.	Mason, Waye	15/09/2016
8	Mobile Food Market Pilot Project Extension	<p>THAT Community and Economic Development Standing Committee request a staff report to:</p> <p>1) Working with the Mobile Food Market Advisory Team, evaluate a request for a 16 week extension to the in-kind contribution of a Halifax Transit bus once a week, in support of the Mobile Food Market, beginning in January 2017;</p> <p>2) Explore transportation options to support the long-term viability of the Mobile Food Market, including continuing to provide a bus in-kind, and conveying a surplus bus to the Mobile Food Market Advisory Team</p>	Savage, Mike	15/09/2016
9	Universal Access to Municipal Washrooms Facilities	THAT the Community Planning and Economic Development Standing Committee request a staff report on how HRM can ensure universal access to municipal washroom facilities.	Watts, Jennifer	15/09/2016