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**Item No. 12.1.1**  
**Community Planning and Economic Development Standing Committee**  
**December 9, 2020**

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

***-Original Signed-***

**SUBMITTED BY:**

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Jacques Dubé, Chief Administrative Officer

**DATE:** October 26, 2020

**SUBJECT:** Review of Report Requests

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**ORIGIN**

Staff report to Community Planning and Economic Development Standing Committee to review the list 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 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review the attached list of report requests, as outlined in Attachment 1, and bring forward any items recommended to be withdrawn.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**

Standing Committees 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 Centre;” to allow for centralized tracking, and older requests for reports were added into Report Centre. All new requests for reports are now tracked via this tool.

## **DISCUSSION**

Administrative Order 1, the Procedure of the Council Administrative Order, section 76(2), allows for the review of report requests following a Municipal Election and the Swearing In of a new Mayor and Council.

Community Planning and Economic Development Standing Committee may review the requests as outlined in Attachment 1 and advise if any of these items should be withdrawn.

Following the review, any item(s) recommended to be withdrawn will be archived from Report Centre, cancelling the previous request for a staff report.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 would be required prior to the motion being considered in accordance with Administrative Order 1.

## **COMMUNITY ENGAGEMENT**

Standing Committee meetings are open to the public

## **ENVIRONMENTAL IMPLICATIONS**

N/A

## **ALTERNATIVES**

Community Planning and Economic Development 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 [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: April Stewart, Acting Council Coordinator 902.490.5442

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# Attachment 1

Number	Date of Request	Name	Original Motion / Description	Councillor
1	3/23/2017	Tourism Marketing and Event Leadership for HRM	THAT the Community Planning & Economic Development Standing Committee request a staff report considering the recommendations in the attached letter from the Hotel Association of Nova Scotia addressed to Chair Waye Mason on March 1st, 2017.	Craig, Steve
2	12/14/2017	Potential Changes to By-Law N-200 respecting Noise	That the Community Planning & Economic Development Standing Committee request a staff report outlining options for potential changes to By-Law N-200 Respecting Noise to better align prohibited times for construction related noise with reasonable standards when adjacent to residential areas.	Mason, Waye
3	4/18/2019	City Historian for Halifax Regional Municipality	That the Community Planning and Economic Development Standing Committee request a staff report to examine the appointment of a Halifax Historian Laureate to promote the cultural heritage of the Municipality, and that the position be developed with a mandate, objectives, and terms of office similar to that of the Halifax Poet Laureate.	Smith, Lindell
4	1/16/2020	Streetscaping Program for Suburban Commercial Main Streets	THAT the Community Planning and Economic Development Standing Committee: 1. Request a staff report regarding options and opportunities for a long-term program for complete streets and streetscaping for the suburban commercial main streets in the urban service area outside the Regional Centre which updates the rationale and priorities for projects, and establishes stable long-term funding; ...	Mason, Waye
5	9/28/2020	Commercial Tax and Small Business consideration of maintaining the top tier rate	THAT the Community Planning and Economic Development Standing Committee recommend that Budget Committee when preparing the 2021/22 budget consider both the proposed commercial tax structure changes outlined in the report on Commercial Tax and Small Business dated June 24, 2020, and also that staff prepare a supplementary that identifies a timeline for implementation, options for prompt revision of the Regional Plan in order to implement the averaging across the entire and that would allow consideration of maintaining the top tier (over \$2 million) rate for the high density zone should at \$3.00, not raised, and further recommend that rates be increased for big box retail zones.	Mason, Waye