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Item No. 12.2.1
Audit and Finance Standing Committee
November 25, 2020

TO: Chair and Members of Audit and Finance Standing Committee

- Original Signed -

SUBMITTED BY:

Jacques Dubé, Chief Administrative Officer

DATE: October 26, 2020

SUBJECT: Review of Report Requests

ORIGIN

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the attached list of report requests, as outlined in Attachment 1, and bring forward any items recommended to be withdrawn.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

Audit and Finance Standing Committee may review the requests as outlined in Attachment 1 and advise if any of these items should be withdrawn. There is currently only one request in Report Centre from Audit and Finance Standing Committee.

Following the review, any item(s) recommended to be withdrawn will be archived from Report Centre, cancelling the previous request for a staff report.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

Audit and Finance 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 or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: April Stewart, Acting Council Coordinator 902.490.5442

Attachment 1

Date of Request	Name	Original Motion / Description	Councillor
3/11/2020	Revised Funding Program Stream	THAT the Audit and Finance Committee request a staff report to amend the Administrative Order on Marketing Levy Special Events Reserve Grants to include a new Established Events funding program stream to bridge the funding gap between the New Events (Emerging) program and the Signature Events program.	Adams, Stephen