



P.O. Box 1749  
Halifax, Nova Scotia  
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**REVISED**

**November 29, 2024**

Attachment 1 - references to "Review of  
AO 50 Schedule 1 Community Interest  
Properties "

**REVISED**

**December 2, 2024**

-Background Section  
-Attachment 1, Part 1 - "HPR  
Functional Plan Update" removed

**Item No. 15.1.3**

**Halifax Regional Council  
December 3, 2024**

**TO:** Mayor Fillmore and Members of Halifax Regional Council

**FROM:** Cathie O'Toole, Chief Administrative Officer

**DATE:** November 22, 2024

**SUBJECT:** Review of Pending Motions

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**ORIGIN**

Staff Initiated Report

**EXECUTIVE SUMMARY**

Following the Municipal Election on October 19, 2024, staff reviewed the previous Councils' requests for Reports and Recommendations made over the past six years. There were over 170 outstanding Council motions in Report Center as of the swearing in of the new Council. This list was reviewed by staff to ensure reports close to being finished, or with significant impact, are being advanced to Regional Council. Some of the reports may not align with Council's current priorities. All other outstanding requests for Council motion reports will be deleted from Report Center. Motions that the newly elected Council wish to bring forward can then be advanced for reports and properly resourced by staff.

**RECOMMENDATION**

It is recommended that Halifax Regional Council direct the CAO to proceed with the list of ongoing reports for Regional Council outlined in "Attachment 1" of this report.

**BACKGROUND**

Report Center is the tool that the municipality uses to create, review and approve reports. These reports go to their destination body such as Standing Committees of Council or Regional Council. Total reports in Report Center before the new Council meeting was 255, inclusive of 178 Council motions and 77 staff-initiated reports.

There are two types of reports: information or recommendation. Both can be either in public or In camera (private). Reports provide the information that Standing Committees of Council and Regional Council need to direct staff to undertake work. Some motions have been awaiting reports for several years with the oldest being from 2014. Many of these motions awaiting reports have happened in the last two years.

There are several reasons why certain reports take longer to prepare including dependency on information from other levels of government, awaiting other reports to advance in sequence, available resources in staff time, as well as finances to address the action required from the motion.

## **DISCUSSION**

With the municipal election occurring on October 19, 2024, a new Mayor and seven new Councillors were elected in Halifax Regional Municipality.

The municipality has grown and evolved over the past four years. The areas of focus for Mayor and Council will also have changed.

It is recognized that the Mayor and Councillors will want to bring new motions forward but with many reports outstanding, the volume of reports will need to be addressed first. There would also be issues in having new motions addressed in a timely fashion.

With the adoption of Report Center, the Clerk's office no longer maintains what was historically referred to as a Status Sheet of Council items. Consequently, staff are bringing forward a recommendation with respect to the previous Councils' motions which they believe need to proceed because of the subject matter, or the report process almost being complete. With this approach, the newly elected Mayor and Council can move reports as they wish that are either new or can move again, previously moved motions.

There is no clear consensus across Canada with respect to Status Sheets or previous Council requests for reports. Staff undertook a jurisdictional scan to help identify how other Canadian municipalities handle similar processes. Key findings include:

- 50 cities were contacted during the jurisdictional scan, 12 responded with their process regarding motions from previous Councils.
- Most Canadian municipalities kept the former motions. Two of the 12 cities did not keep their former motions.
- There is no sense of the number of these motions that involved requests for reports, opposed to those that simply provided information to Council on an issue.
- Most cities have a lapsing timeframe of inquiry motions from the new to previous Council. HRM staff believe this approach would be a similar model to the Halifax Regional Municipality's requests for reports and recommendations.

## **FINANCIAL IMPLICATIONS**

No financial implications at this time.

## **RISK CONSIDERATION**

No risk considerations were identified.

## **COMMUNITY ENGAGEMENT**

No community engagement was required

## **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified

**ALTERNATIVES**

1. Regional Council could amend “Attachment 1” to add items which is not recommended without further consideration of the time, resources required, either human or financial.

**LEGISLATIVE AUTHORITY**

**Status Sheet**

76. (1) A motion by the Council to direct staff to perform an action shall be placed on the status sheet.

(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

**ATTACHMENTS**

Attachment 1 – List of Ongoing Reports (Part 1: Motions to Move Forward and Part 2: Motions to be Removed)

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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.

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