

10.4.1



PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Halifax Regional Council**  
**June 21, 2005**

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

**SUBMITTED BY:** *Bob Harvey*  
Councillor Bob Harvey, Chair, Dangerous and Unsightly Premises Committee

**DATE:** June 16, 2005

**SUBJECT:** **Dangerous and Unsightly Premises Committee Request to Allow for a Quorum of Four**

---

**ORIGIN**

June 16, 2005 Dangerous and Unsightly Premises Committee meeting.

**RECOMMENDATION**

It is recommended that Regional Council:

1. **Approve a quorum of four (4) for the Dangerous and Unsightly Premises Committee.**

## **BACKGROUND**

The request for a reduction to the quorum requirement was due to the difficulty the Dangerous and Unsightly Premises Committee (D&U) experienced in obtaining a quorum. The D&U Committee decided to change the time and location of the meetings in an effort to ensure quorum would be obtained. The meeting time changed from 6:00 pm to 10:00 am and the location was changed to Council Chambers, City Hall, Halifax from the School Board Building on Alderney Drive, Dartmouth.

A previous motion had been passed by the Dangerous and Unsightly Premises Committee (D&U) requesting a reduction in quorum requirements to three (3). During discussion at the June 16, 2005 meeting, it was determined that three (3) would not be an adequate number considering one of the three (3) members in attendance would be acting as Chair during the meetings. A motion was passed by the D&U Committee on June 16, 2005 that Regional Council be requested to approve a reduction in quorum requirements to four (4).

## **DISCUSSION**

There are nine (9) Councillors appointed to the D&U Committee as per Administrative Order 30 (Attachment "A" of this report). The current quorum requirement is five (5) as per Section 68 (3) of Administrative Order 1 (Attachment "B" of this report) which states: "*A quorum for a committee having an uneven number of members, is a majority of the members thereof.*"

The D&U meetings are currently scheduled for the third Thursday of the month at 10:00 am in Council Chambers, 3<sup>rd</sup> Floor, City Hall, Halifax.

## **BUDGET IMPLICATIONS**

There are no budget implications.

## **FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

**Dangerous and Unsightly Premises Committee  
Amendment to Terms of Reference  
Council Report**

- 3 -

**June 21, 2005**

---

**ALTERNATIVES**

There are no recommended alternatives.

**ATTACHMENTS**

- A. Administrative Order 30
- B. Administrative Order 1, Section 68 (3).

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Chris Newson, Legislative Assistant, 490-6732

**ADMINISTRATIVE ORDER NUMBER 30**

**RESPECTING DANGEROUS & UNSIGHTLY PREMISES**

BE IT ENACTED as an Administrative Order of the Council of the Halifax Regional Municipality as follows:

**Short Title**

1. This Administrative Order may be cited as Administrative Order Number 30, the Dangerous and Unsightly Premises Administrative Order.

**Power to Administrator**

2. The Council hereby delegates to the Administrator appointed pursuant to the Municipal Government Act all of its authority pursuant to Part XV of the Act, except the authority to order demolition.

**Power to Committee**

3. (1) There is hereby established a Standing Committee of Council, to be called the Dangerous and Unsightly Premises Committee, to which Council hereby delegates its authority to order demolition and to hear appeals from orders of the administrator.  
  
(2) The Committee shall consist of nine members to be appointed annually by Council. ]

**Repeal**

4. Administrative Orders numbered 5 and 6 are repealed.

Done and passed in Council this 18<sup>th</sup> day of June A.D. 2002.

(5) No member shall speak more than once except to make an explanation until every member who desires to speak shall have spoken.

**Motion To Rise From Committee of The Whole**

65. (1) On motion in Committee of the Whole to rise and report, the question shall be decided without debate.

(2) A motion in Committee of the Whole to rise without reporting shall always be in order and shall take precedence over any other motion.

(3) On an affirmative vote to rise without report, the subject of the reference to the committee shall be considered as disposed of in the negative.

**Agenda In Committee of the Whole**

66. (1) The Clerk shall have prepared and printed for the use of the members at any regular meeting of Committee of the Whole, an Agenda setting forth the business to be considered at such meeting.

(2) The business of the committee shall be considered in the order set forth on the Agenda, provided however, that the Chairman of the committee, with the approval of the committee, may vary the order of business to better deal with matters before the committee.

**Public Submissions At Committee of The Whole**

67. (1) The Committee may hear and consider a submission or representation from any person who wishes to be heard, upon each item in the agenda as the item is reached by the Committee and each submission shall be limited to 5 minutes.

(2) If more than one person appears representing a group or association in relation to a particular item, the Committee may require that the persons designate a spokesperson who shall speak on behalf of the group or association so appearing.

(3) Persons who appear before the Committee concerning matters which are not on the agenda shall be heard with the permission, after the agenda items have been competed and the submission of each such person shall be limited to 5 minutes.

(4) After hearing a submission referred to in subsection (3), the Committee may refer the matter to the appropriate official of the Municipality or to a special committee for review and report back to the Committee after which the Committee may then further consider the matter and report to Council.

**Quorum Of Committee**

68. (1) A committee shall not consider any business if a quorum is not present.

(2) A quorum for a committee having an even number of members, is one-half of all the members thereof.



(3) A quorum for a committee having an uneven number of members, is a majority of the members thereof. ←

(4) In determining the quorum, regard shall be had to the fact that the Mayor is ex officio a member of all committees.

#### **Meetings of Committee Open To Public**

69. (1) Unless otherwise determined by the committee, its meetings shall be open to the public.

(2) At least forty-eight hours notice of a meeting shall be given to the members of a committee, and, wherever possible, an agenda shall be provided to the members in advance of the meeting.

#### **Responsibility of Committee**

70. (1) A committee shall consider and report upon only such matters as have been referred to it as provided herein or such matters as come within or reasonably flow from its continuing terms of reference and jurisdiction as established from time to time by resolution of Council.

(2) Each committee shall diligently pursue its duties and the Chair of the committee shall promptly report to Council on every matter and question coming before it.

#### **Election Of Chair Of A Committee**

71. Each committee shall unless otherwise determined by Council by administrative order determine the procedure for electing its own Chair.

#### **Special Meeting Of A Committee**

72. (1) It shall be the duty of the Clerk to summon a special meeting of the committee whenever requested to do so by any two members of the Committee.

#### **Attendance At Committee Meetings By Members of Council**

(2) A meeting of a committee of the Council may be attended by members of the Council who do not serve on the Committee, but such members shall not be allowed to vote and may, with the permission of the majority of the members of the committee, but not otherwise, be allowed to take part in discussion or debate.

#### **Council Meeting As Standing Committee**

73. (1) Council may decide that at any time all the members of Council with the Mayor as Chair, may meet as a standing committee of the Council.

(2) The rules for the conduct of business in standing committees shall apply