



P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 14.3.4**  
**Halifax Regional Council**  
**October 2, 2018**

**TO:** Mayor Savage and Members of Halifax Regional Council  
  
Original Signed  
**SUBMITTED BY:** \_\_\_\_\_  
Mayor Savage, Chair, and Members of the Executive Standing Committee

**DATE:** September 20, 2018

**SUBJECT:** Youth Advisory Committee – Establish a Staff Board

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**ORIGIN**

Motion from the September 20, 2018 Executive Standing Committee Meeting.

**LEGISLATIVE AUTHORITY**

*Administrative Order One - Procedures of the Council Administrative Order, Schedule 6, Executive Standing Committee Terms of Reference*

**Purpose**

1. The purpose of the Executive Standing Committee is to fulfill the self-governance functions of the Council including:
  - (b) acting as nominating committee for Boards and Committees

**General Governance of the Council**

8. The Executive Standing Committee shall act as a review committee for matters related to the general self-governance and administration of the Council as directed by the Council.

**RECOMMENDATION**

The Executive Standing Committee recommends that Halifax Regional Council request the Chief Administrative Officer (CAO) to establish a staff board, pursuant to Section 6.2 of the Public Appointment Policy Staff Review, consisting of the Manager Youth Programs, the Youth Community Developer, a representative from the Municipal Clerk's Office, and the CAO or their designate, to review applications to the Youth Advisory Committee as set out in the staff report dated September 4, 2018, and disclose to the Executive Standing Committee any relevant evaluations or references that may have been conducted.

### **BACKGROUND/DISCUSSION**

A report dated September 4, 2018 was before the Executive Standing Committee at the meeting held on September 20, 2018. After a brief discussion, the committee approved the staff recommendation.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

### **RISK CONSIDERATION**

No risks identified.

### **COMMUNITY ENGAGEMENT**

The Executive Standing Committee is comprised of seven duly elected officials. Meetings are held in public unless otherwise indicated and the agenda and materials are posted to the HRM website. In addition, the Executive Standing Committee meeting is webcasted, and a meeting video is posted to the committee webpage after the meeting.

### **ENVIRONMENTAL IMPLICATIONS**

No environmental implications identified.

### **ALTERNATIVES**

The Committee did not provide alternatives.

### **ATTACHMENTS**

Attachment 1: Staff report dated September 4, 2018

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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.

Report Prepared by: Phoebe Rai, Legislative Assistant 902-490-6517

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Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 12.1.4**  
**Executive Standing Committee**  
**September 20, 2018**

**TO:** Chair and Members of the Executive Standing Committee

**SUBMITTED BY:** **ORIGINAL SIGNED**  
\_\_\_\_\_  
John Traves, Q.C. Director, Legal, Municipal Clerk & External Affairs

**ORIGINAL SIGNED**  
\_\_\_\_\_  
Jacques Dubé, Chief Administrative Officer

**DATE:** September 4, 2018

**SUBJECT:** **Youth Advisory Committee – Establish a Staff Board**

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**ORIGIN**

Motion passed on January 16, 2017 to approve a two-year pilot project to establish a Youth Advisory Committee (YAC).

**LEGISLATIVE AUTHORITY**

The Public Appointment Policy - Governing citizen appointments to HRM agencies, boards, committees and commissions and external bodies approved by Halifax Regional Council in August, 2011.

**6.2 Staff Review**

When establishing a new board, committee or agency or making appointments for a new term to a board, agency or committee where Council has designated a specific expertise or skills set a staff board may be requested to review the applications.

The staff board will apply the Public Appointment policy and the board-specified qualifications as approved by Council to reach a consensus on how each applicant demonstrates qualification for the position.

**RECOMMENDATION**

It is recommended that the Executive Standing Committee direct the CAO to establish a staff board, pursuant to Section 6.2 of the Public Appointment Policy Staff Review, consisting of the Manager Youth Programs, the Youth Community Developer, a representative from the Municipal Clerk's Office, and the CAO or their designate, to review applications to the Youth Advisory Committee (YAC), and disclose to the Executive Standing Committee any relevant evaluations or references that may have been conducted.

## **BACKGROUND**

The purpose of the YAC is to advise the Municipality on the impact of municipal policies programs, and serves on youth. On January 16, 2017 Regional Council approved a two-year pilot project to establish a Youth Advisory Committee.

Committee Composition – 12 Members

- (6) two youth from the geographic boundaries of each Community Council;
- (6) up to six youth at large.

From the appointed, shall include one youth from the following communities:

- (a) LGBTQ community
- (b) disability community
- (c) indigenous Mi'kmaq community
- (d) African Nova Scotian community
- (e) Francophone/Acadian communities
- (f) newcomer communities

## **DISCUSSION**

Phase one of the Youth Advisory Committee began shortly after receiving Council approval with the establishment of the Youth Leadership Team (the Leadership Team) consisting of HRM staff and community partners. The Leadership Team has met and worked to develop materials for the Youth Advisory Committee. A youth workshop was held to have youth provide feedback on materials produced by the Leadership Team.

Recruitment for the Youth Advisory Committee will occur in Mid-October through to Early November. As the Committee is new, and strives to achieve a diverse composition, it is recommended that a staff board be convened to review and present the applications to the Executive Standing Committee. It is recommended that the board consist of the Manager of Youth Programs, the Youth Community Developer, a representative from the Municipal Clerk's Office, and the CAO or their designate.

## **FINANCIAL IMPLICATIONS**

There are no budget implications to this report that are not already included in the Operating Budget.

## **RISK CONSIDERATION**

Not applicable

## **COMMUNITY ENGAGEMENT**

Phase one of the YAC pilot project, has included community partners (persons employed in youth services for diverse populations) in the Youth Leadership Team. This team has worked to produce the foundational materials that will be used by the YAC. The upcoming recruitment for members to the YAC will feature, a communications strategy, and an engagement plan which will be youth friendly.

## **ENVIRONMENTAL IMPLICATIONS**

Not applicable

**ALTERNATIVES**

The Executive Standing Committee could choose not to direct staff to form a staff review board. However this is not recommended due to the geographic and diversity requirements to the YAC composition.

**ATTACHMENTS**

None

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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, or Fax 902.490.4208.

Report Prepared by: Kevin Arjoon, Municipal Clerk 902.490.6456

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