



P.O. Box 1749
Halifax, Nova Scotia
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Item No. 11.3.1
Halifax Regional Council
August 31, 2021

TO: Mayor Savage and Members of Halifax Regional Council

Original Signed

SUBMITTED BY:

Mayor Mike Savage, Chair, Executive Standing Committee

DATE: August 23, 2021

SUBJECT: Amend Administrative Order 2017-011-GOV, The Youth Advisory Committee
Administrative Order

ORIGIN

August 16, 2021 meeting of the Executive Standing Committee, Item 12.1.2.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, subsections 21(1)(3) and (4), as follows:

- 21 (1) The Council may establish standing, special and advisory committees.
 (3) The Council may appoint persons who are not members of the Council to a committee and may establish a procedure for doing so.
 (4) A committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the Council applies to committees unless the Council, by policy, decides otherwise.

Administrative Order One, *The Procedures of the Council Administrative Order*, Schedule 6, the Terms of Reference for the Executive Standing Committee, Section 15 as follows:

15. The following Committees shall be advisory committee or liaison with the Executive Standing Committee... Youth Advisory Committee.

Administrative Order 2017-011-GOV, the *Youth Advisory Committee Administrative Order*, sections 6 and 9, as follows:

6. The Committee shall advise Council, through the Executive Standing Committee, on matters related to youth as follows:
 - (a) identify and advise on youth access to existing and proposed municipal services and facilities;
 - (b) advise and make recommendations about strategies designed to achieve the objectives of the Committee; and
 - (c) receive and review information directed to it by Council and its committees, and to make recommendations as requested.

9. Significant municipal matters, plans and programs having an impact on youth shall be referred to the Committee for its consideration and recommendations to Regional Council through the Executive Standing Committee.

RECOMMENDATION

It is recommended that Halifax Regional Council:

1. Adopt the amendments to Administrative Order 2017-011-GOV, the Youth Advisory Committee Administrative Order, as set out in Attachment 2 of the staff report dated July 26, 2021; and
2. Direct the Chief Administrative Officer to maintain the Youth Advisory Committee as an Advisory Committee to Regional Council through the Executive Standing Committee.

BACKGROUND/DISCUSSION

The Executive Standing Committee received a staff recommendation report dated July 26, 2021 (Attachment A), at their August 16, 2021 meeting.

The Executive Standing Committee reviewed the staff recommendation report and approved the recommendation as outlined in this report.

For further discussion on this item, refer to the staff report dated July 26, 2021 (Attachment A).

FINANCIAL IMPLICATIONS

Financial implications are outlined in the attached staff report dated July 26, 2021 (Attachment A).

RISK CONSIDERATION

Risk consideration is outlined in the attached staff report dated July 26, 2021 (Attachment A).

COMMUNITY ENGAGEMENT

The agenda and reports of Executive Standing Committee are posted on Halifax.ca, and draft minutes of the meeting will be made available on Halifax.ca within three business days.

ENVIRONMENTAL IMPLICATIONS

Environmental implications are outlined in the staff report dated July 26, 2021 (Attachment A).

ALTERNATIVES

The Executive Standing did not provide alternatives.

For further information on alternatives as it relates to this item, refer to the staff report dated July 26, 2021 (Attachment A).

ATTACHMENTS

Attachment A – Report dated July 26, 2021 received by Executive Standing Committee.

A copy of this report can be obtained by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Jill McGillicuddy, Legislative Assistant 902.483.2810

Attachment A

Item No. 12.1.2
Executive Standing Committee
August 16, 2021

TO: Chair and Members of the Executive Standing Committee

SUBMITTED BY:  (Original Signed)
Chris Giddens, Acting Executive Director of Legal and Legislative Services

 (Original Signed)
Jacques Dubé, Chief Administrative Officer

DATE: July 26, 2021

SUBJECT: Amend Administrative Order 2017-001-GOV, *The Youth Advisory Committee Administrative Order*

ORIGIN

January 16, 2018 Regional Council motion (Item No. 14.2.1):

MOVED by Deputy Mayor Mason, seconded by Councillor Mancini

THAT Halifax Regional Council:

1. Approve a two-year pilot project to establish a Youth Advisory Committee, to be supported administratively by the Municipal Clerk's Office, to be developed in two phases as outlined in the discussion section of the staff report dated November 21, 2017;

...

MOTION PUT AND PASSED UNANIMOUSLY.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, subsections 21(1)(3) and (4), as follows:

- 21 (1) The Council may establish standing, special and advisory committees.
- (3) The Council may appoint persons who are not members of the Council to a committee and may establish a procedure for doing so.
- (4) A committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the Council applies to committees unless the Council, by policy, decides otherwise.

RECOMMENDATION ON PAGE 2

Administrative Order One, *The Procedures of the Council Administrative Order*, Schedule 6, the Terms of Reference for the Executive Standing Committee, Section 15 as follows:

15. The following Committees shall be advisory committee or liaison with the Executive Standing Committee... Youth Advisory Committee.

Administrative Order 2017-011-GOV, the *Youth Advisory Committee Administrative Order*, sections 6 and 9, as follows:

6. The Committee shall advise Council, through the Executive Standing Committee, on matters related to youth as follows:
 - (a) identify and advise on youth access to existing and proposed municipal services and facilities;
 - (b) advise and make recommendations about strategies designed to achieve the objectives of the Committee; and
 - (c) receive and review information directed to it by Council and its committees, and to make recommendations as requested.
9. Significant municipal matters, plans and programs having an impact on youth shall be referred to the Committee for its consideration and recommendations to Regional Council through the Executive Standing Committee.

RECOMMENDATION

It is recommended that Executive Standing Committee recommend that Halifax Regional Council:

1. Adopt the amendments to Administrative Order 2017-011-GOV, the *Youth Advisory Committee Administrative Order*, as set out in Attachment 3 of this report; and
2. Direct the Chief Administrative Officer to maintain the Youth Advisory Committee as an Advisory Committee to Regional Council through the Executive Standing Committee.

BACKGROUND

On January 16, 2018 Regional Council adopted the *Youth Advisory Committee Administrative Order* (Administrative Order) which created a pilot project to re-establish a Youth Advisory Committee (YAC). It was effective on September 1, 2018. Phase One of this pilot project included the development of materials, a communication strategy, promotional material for recruitment of the YAC, and an outreach program.

A Community Leadership Team provided guidance, operational and logistical support throughout the recruitment phase of the pilot project. The Community Leadership Team had the additional responsibility of engaging youth individually or in groups, to explain the criteria and application process, and if required, supported youth in completing and submitting their application. A *youth friendly* nomination process was developed. This included creating a nomination and application package that was available on-line and in a hard copy version. The package included a *Frequently Asked Questions* sheet and information graphics illustrating the application process.

The recruitment was conducted in late Fall 2018. At the close of nominations, 97 applications were received. A review board was directed to conduct interviews of the short-listed applicants to recommend a slate of applicants and alternates for appointment.

The recruitment objectives for the YAC, as per the key elements described in the December 20, 2017 staff report, were to fill 12 seats with youth ages from 15 to 24 years, with representation from the following: two

youth from the geographic boundaries of each Community Council; and up to six youth at large. The Committee had to include members from the following communities:

- LGBTQ community;
- Disability community;
- Indigenous Mi'kmaq community;
- African Nova Scotian community;
- Francophone/Acadian communities; and
- Newcomer communities.

From the 97 applications that were received, 12 youth were appointed, with another 12 placed on the alternate list. Those selected represent the geographic boundaries of each Community Council, the diversity of HRM youth, and are between 15 to 24 years of age.

Phase Two of the pilot project commenced in September 2018. This phase included the initial meetings of the committee as well as an evaluation process for how the committee would operate.

Staff from the Municipal Clerk's Office and Youth Section developed an orientation session as well as a resource binder for the YAC. A session was scheduled with the YAC to develop their annual work plan.

The YAC was appointed by Regional Council on February 12, 2019 and held its first meeting on March 21, 2019.

DISCUSSION

On May 14, 2013 Regional Council dissolved the Regional Youth Advisory Committee. The April 23, 2013 staff report on the Regional Youth Advisory Committee, cited several reasons for dissolving the YAC, including membership turnover which made it difficult for youth to carry out long term projects, and difficulty with achieving quorum especially during the spring season due to school and exam commitments. Measures were taken in the 2018/19 pilot project to ensure that the issues identified in 2013 would not be repeated. Identified issues from the 2013 staff report, recommendations to mitigate these issues, actions taken during the pilot project and future recommendations are outlined in *Attachment # 1 Issues, Recommendations, Actions & Future Considerations*.

On November 21, 2019, the Youth Section Community Developer facilitated an evaluation session with the YAC, see Attachment 4.

Amendments to Administrative Order 2017-011-GOV

If Council continues the YAC, staff recommend several amendments to the Administrative Order. These amendments will update the names of communities, put the definitions in alphabetical orders, and amend the membership and quorum requirements.

Staff are recommending amending the Administrative Order to ensure the youth at large members are selected from the listed communities under the Administrative Orders. These communities are the: 2SLGBTQ+ community, disability community, indigenous Mi'kmaq community; African Nova Scotian community; Francophone/Acadian communities; and newcomer communities. While the youth at large members of the YAC are members of these communities, this recommendation will formalize this practise.

When the Administrative Order was adopted, there were three Community Councils and each Community Council appointed two members for a total of six. Since that time, Council has created the Regional Centre Community Council for Package A lands. Staff are recommending excluding the Regional Centre Community Council (RCCC) from the appointment of members as this would increase the YAC to 14

members, and the areas under the RCCC will be covered by either the Harbour-East Marine Drive Community Council or the Halifax and West Community Council.

The YAC is comprised of 12 members and has a quorum of six (6) members in accordance with Subsection 132(2) of *Administrative Order One*. Achieving quorum proved to be difficult during the pilot project with 11 out of 25 scheduled meetings cancelled due to quorum issues from 2019 - 2021. While it is worth noting that the COVID-19 pandemic has contributed to an inability to meet quorum, lowering the number of members required for quorum is possible for this committee.

NEXT STEPS

If Council extends the Committee beyond the pilot project, a recruitment process will need to be established. In accordance with 6.2 of the *Public Appointment Policy*, the staff board will be formed and consist of the Manager of Youth Programs, the Youth Section Community Developer, and the Municipal Clerk (or designate). The staff board will review applications to the Youth Advisory Committee and bring forward recommendations to Executive Standing Committee for a recommendation to Council.

FINANCIAL IMPLICATIONS

No financial implications at this time.

RISK CONSIDERATION

No risk considerations were identified.

COMMUNITY ENGAGEMENT

The Youth Advisory Council participated in an evaluation workshop on November 21, 2019.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

Council can decide not to continue to operate the Youth Advisory Committee.

ATTACHMENTS

Attachment 1 – Showing Proposed Changes to Administrative Order 2017-011-GOV
Attachment 2 – Amending Administrative Order
Attachment 3 – YAC 2019 Evaluation

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: Iain MacLean, Municipal Clerk, Office of the Municipal Clerk, 902.490.6456
 Annie Sherry, Legislative Assistant, Office of the Municipal Clerk, 902.943.8741

**ATTACHMENT 1
(Showing Proposed Changes)**

**ADMINISTRATIVE ORDER NUMBER 2017-011-GOV
RESPECTING THE YOUTH ADVISORY COMMITTEE IN
THE HALIFAX REGIONAL MUNICIPALITY**

Interpretation

2. In this Administrative Order,

(a) “business unit” means an administrative unit of the Municipality responsible for the delivery of those services assigned to the unit from time to time by the Chief Administrative Officer;

(b) “Committee” means the Youth Advisory Committee;

(c) “Council” means the Council of the Halifax Regional Municipality; ~~and~~

(d) “Municipality” means the Halifax Regional Municipality; ~~and~~

(e) “youth” means an individual aged 15 to 24 years old who resides in the ~~Halifax Regional~~ Municipality;

Administrative Order One

10. Except as herein provided, the provisions of Administrative Order One, Respecting the Procedures of Council, shall apply to the Committee.

Membership

12. The nominating body for membership on the Committee shall be the Executive Standing Committee, which shall make recommendations to Regional Council.

13. The Committee shall be comprised of up to twelve (12) youth members:

(a) two youth from the geographic boundaries of each Community Council, ~~except the Regional Centre Community Council~~; and

(b) up to six youth at large.

14. The Committee shall include youth from the following communities:

(a) ~~LGBTQ~~ ~~2~~SLGBTQ+ community;

(b) disability community;

(c) Indigenous Mi’kmaq community;

(d) African Nova Scotian community;

(e) Francophone/Acadian communities; and

(f) newcomer communities.

14A. Each one of the six at large members shall be from at least one of the communities listed under section 14.

15. The Committee shall elect annually a Chair and Vice-Chair from among the members of the Committee.

Meetings

22. The Committee shall meet no less than six times per year, but not more than ten times per year.

23. The Chair, in consultation with staff of the Office of the Municipal Clerk, shall be responsible for calling all meetings of the Committee and for setting the agenda.

24. In the absence of the Chair or Vice-Chair, the members of the Committee may select a member to chair the meeting.

24A. The quorum for a meeting of the Committee is four members.

General

25. Each member of the Committee shall serve without remuneration, but may be reimbursed by Council for any necessary expenses incurred while engaged in official duties, provided that such expenses are approved by Council in advance.

**ATTACHMENT 2
(Amending Administrative Order)**

**ADMINISTRATIVE ORDER NUMBER 2017-011-GOV
RESPECTING THE YOUTH ADVISORY COMMITTEE IN
THE HALIFAX REGIONAL MUNICIPALITY**

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality that Administrative Order 2017-011-GOV, the *Youth Advisory Committee Administrative*, is amended as follows:

1. Section 2 is amended by:
 - (a) striking out the words "Halifax Regional" in clause (a) after the word "the" and before the word "Municipality";
 - (b) striking out the semi-colon at the end of clause (a);
 - (c) adding a period at the end of clause (a);
 - (d) striking out the word "and" at the end of clause (c); and
 - (e) re-lettering:
 - (i) clause (a) as clause (e),
 - (ii) clause (b) as clause (a),
 - (iii) clause (c) as clause (b),
 - (iv) clause (d) as clause (c), and
 - (v) clause (e) as clause (d).
2. Clause 13(a) is amended by adding the words and comma ", except the Regional Centre Community Council" after the words "Community Council" and before the semi-colon at the end of the clause.
3. Clause 14(a) is amended by:
 - (a) striking out the letters "LGBTQ" at the beginning of the clause before the word "community"; and
 - (b) adding the number, letters, and symbol "2SLGBTQ+" at the beginning of the clause before the word "community".
4. Section 14A is added after section 14 and before section 15, as follows:
 - 14A. Each one of the six at large members shall be from at least one of the communities listed under section 14.
5. Section 24A is added after section 24 and before section 25, as follows:
 - 24A. The quorum for a meeting of the Committee is four members.

Done and passed by Council this ____ day of , 202

MAYOR

MUNICIPAL CLERK

Youth Advisory Committee Evaluation – 2019 – Attachment 3

Evaluation Component	Evaluation Finding
<p>Recruitment and orientation: Diverse representation of youth, new member orientation, application process, interviews.</p>	<ul style="list-style-type: none"> • The Committee was representative of youth from different regions and demographics. • The recruitment and interview process was inclusive and accessible to youth. • Onboarding of new members was quick and effective
<p>Administration: Administrative Order, staff support, understanding of the municipality, workplan</p>	<ul style="list-style-type: none"> • Different business units presenting to the committee increased the committee's overall knowledge of the Municipality • Youth felt more connected to the work they were doing because they were able to create their own workplan • There was a high staff turnover
<p>Logistics: Quorum, attendance, turnover, meeting location, transportation</p>	<ul style="list-style-type: none"> • Meeting location proved to be convenient for most members, but committee members would like the option of joining meetings virtually • The availability of bus tickets and taxi chits made transportation more accessible
<p>Youth Friendly</p>	<ul style="list-style-type: none"> • Members felt their contributions were valued by HRM business units • Adding a group check-in to the meeting agenda gave more time for informal discussion and allowed members to connect with each other • The Youth Expo and Youth Engagement event were highlights for committee members. These events provided more space for informal discussion with other youth around HRM