

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY:

Original Signed by 

Jacques Dubé, Chief Administrative Officer

DATE: August 16, 2022

SUBJECT: African Nova Scotian Advisory Committee

ORIGIN

Notice of Motion presented to Halifax Regional Council at their August 9, 2022, regarding proposed amendments to Administrative Order one.

Notice of Motion presented to Halifax Regional Council at their July 12, 2022, meeting, regarding the creation of the African Nova Scotian Advisory Committee

Motion from Item No. 11.1.10 of the June 8, 2021, meeting of Halifax Regional Council.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, S.N.S. 2008, c. 39

7A The purposes of the Municipality are to
(a) provide good government.

21 (1) The Council may establish standing, special and advisory committees.

(2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the Municipality.

(3) The Council may appoint persons who are not members of the Council to a committee and may establish a procedure for doing so.

Administrative Order One – *the Procedure of the Council Administrative Order*, Schedule 6, Executive Standing Committee Terms of Reference, section 8 which states that the Executive Standing Committee “shall act as a review committee for matters related to the general self-governance and administration of Council as directed by the Council.”

RECOMMENDATION

It is recommended that Halifax Regional Council direct the Chief Administrative Officer to:

1. Adopt Administrative Order No. 2021-004-GOV, respecting the African Nova Scotian Advisory Committee in the Halifax Regional Municipality as set out in Attachment 1 to this report, which will advise the Municipality on the impact of municipal policies, programs, and services on African Nova Scotians; and
2. Adopt the proposed amendments to Administrative Order One as set out in Attachment 3 to this report, to allow the newly created African Nova Scotian Advisory Committee to report to the Executive Standing Committee of Council.

BACKGROUND

In September 2018 staff met with the Anti-Black Racism Working Group and accepted their report Solving Our Problems Together: An Anti-Black Racism Action Plan. Following this, we established an internal project team to move the work forward. One of the actions identified in the working group's report was:

6.1 Create and African Nova Scotian Advisory Council Committee through a special Administrative order.

Through a special Administrative Order, create an African Nova Scotian Advisory Committee, with membership from across the Black communities, to advise the municipality on the impact of municipal policies, programs, and services on the Black community.

CAO's response: I will recommend to Regional Council that an African Nova Scotian Advisory Council Committee be created through a special Administrative Order for adoption no later than April 2021 with the appointment of membership dependent on an HRM call for appointment to committees.

DISCUSSION

The administrative order is for the creation of an African Nova Scotian council committee who will advise the Municipality on the impact of municipal policies, programs, and services affecting African Nova Scotians.

In developing this new Administrative Order, the Office of Diversity & Inclusion has worked closely with the Anti-Black Racism Project team, the Clerk's Office and Legal.

Consisting of staff from across the organization and dedicated African Nova Scotian community members, the committee shall provide ongoing monitoring, advice, and recommendations to municipal senior leadership on internal and external anti-Black racism-related issues with respect to municipal government service delivery.

FINANCIAL IMPLICATIONS

In accordance with Administrative Order One and the HRM Charter, the committee will require Legislative Support services provided by the Legislative Support team.

If this meeting will require catering or to be held in non-HRM meeting rooms, there will be an additional cost not covered in the Clerk's budget. These additional costs will be considered as part of the Office of Diversity and Inclusion/ANSAIO anti-Black racism program budget

RISK CONSIDERATION

No risk considerations were identified.

COMMUNITY ENGAGEMENT

No community engagement has taken place regarding the Advisory Council to date.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

Regional Council could decline to adopt Administrative Order No. 2021-004-GOV respecting the African Nova Scotian Advisory Committee in the Halifax Regional Municipality.

ATTACHMENTS

Attachment 1 – Administrative Order No. 2021-004-GOV

Attachment 2 – Showing Proposed Changes to Administrative Order One

Attachment 3 – Amendments to Administrative Order One

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: Tamar Brown, Offices of Diversity & Inclusion/ANSAIO, Phone # 902-490-0000

**ADMINISTRATIVE ORDER NUMBER 2021-004-GOV
RESPECTING THE AFRICAN NOVA SCOTIAN ADVISORY COMMITTEE
IN THE HALIFAX REGIONAL MUNICIPALITY**

WHEREAS the Halifax Regional Municipality is aware that the United Nations General Assembly adopted Resolution 68/237, proclaiming 2015 to 2024 to be the International Decade for People of African Descent (the Decade), on December 23, 2014;

AND WHEREAS the Resolution designates people of African descent as a distinct group, whose human rights must be promoted and protected, and stipulates as the theme for the Decade, “People of African Descent: Recognition, Justice and Development”;

AND WHEREAS the Council of the Halifax Regional Municipality proclaimed the years 2015-2024 as the International Decade for People of African Descent on July 21, 2020, in which Council directed the Chief Administrative Officer to develop an anti-Black racism action plan in support of the Proclamation;

AND WHEREAS the Council of the Halifax Regional Municipality recognizes that an African Nova Scotian is any person of African ancestry living in the Halifax Regional Municipality regardless of the length of time they have lived in the Municipality;

AND WHEREAS the Council of the Halifax Regional Municipality recognizes the importance of working together with African Nova Scotian communities to remove barriers to full participation and achieve equitable outcomes for all African Nova Scotians;

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

Short Title

1. This Administrative Order may be known as the *African Nova Scotian Advisory Committee Administrative Order*.

Interpretation

2. In this Administrative Order,
 - (a) “African Nova Scotian” means any person of African ancestry living in the Halifax Regional Municipality regardless of the length of time they have lived in the Municipality;
 - (b) “Committee” means the African Nova Scotian Advisory Committee;
 - (c) “Council” means the Council of the Municipality;
 - (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.

Purpose

3. The purpose of this Administrative Order is to establish a Committee, to be called the African Nova Scotian Advisory Committee, which will advise the Municipality on the impact of municipal policies, programs and services on African Nova Scotians.

The African Nova Scotian Advisory Committee

4. There is hereby established an African Nova Scotian Advisory Committee.

Objectives

5. The advice provided by the Committee shall be guided by the following objectives:

- (a) the full participation of all African Nova Scotians in civic and community affairs by ensuring that policies, programs and services do not impose barriers to such participation;
- (b) increased civic and community awareness regarding African Nova Scotians within the Municipality by promoting effective communication;
- (c) the elimination of barriers facing African Nova Scotians; and
- (d) the provision of equitable opportunities for the Municipality's African Nova Scotians to voice their views by monitoring the effectiveness of the Municipality's policies, programs and services and their impacts on African Nova Scotians.

Duties of the Committee

6. The Committee shall advise Council, through the Executive Standing Committee, on matters related to African Nova Scotians as follows:

- (a) advise on strategies for implementing the principles of the International Decade for People of African Descent under the pillars of:
 - (i) Recognition: ongoing efforts to recognize and celebrate the unique history, and contributions of African Nova Scotians across the Municipality;
 - (ii) Development: commitment to positive outcomes for African Nova Scotians in all areas of municipal service delivery;
 - (iii) Justice: promoting equitable and bias free outcomes for African Nova Scotians on issues relating to municipal service delivery.
- (b) receive and review municipal policies, priorities and decisions using a critical race lens, for items directed to the Committee by Council or a Standing Committee of Council, or on its own initiative with direction from the Executive Standing Committee, and to make recommendations;
- (c) advise on mechanisms to engage and empower African Nova Scotians to fully participate in the political process at the municipal level;

(d) provide information and resources about African Nova Scotian issues to Council, including the use of racial equity lens;

(e) advise on emerging issues and trends of significance to African Nova Scotian communities as they relate to municipal services and programs;

(f) advise on the interests and needs of African Nova Scotian communities with respect to municipal programs and service delivery; and

(g) advise and make recommendations about strategies designed to achieve the objectives of the Committee.

7. The Committee shall advise the African Nova Scotian Affairs Integration Office, through the Chief Administrative Officer, on matters related to issues and concerns of the African Nova Scotian community when requested to do so by the Chief Administrative Officer.

8. To host community consultations related to African Nova Scotians in the Municipality, including an annual Town Hall Meeting, and report to the Executive Standing Committee on the issues identified through such community consultations.

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

10. The Committee may develop an annual work plan for approval by the Executive Standing Committee.

Administrative Order One

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

Public Appointment Policy

12. Except as herein provided, the provisions of the Public Appointment Policy shall apply to the Committee.

Membership

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

14. The Committee shall be comprised of fifteen (15) members appointed in accordance with section 12:

(a) two (2) members of Council, at least one of whom shall be a member of the Executive Standing Committee;

(b) seven (7) African Nova Scotians, representing a minimum of five (5) of the seven (7) historic African Nova Scotians Communities in the Halifax Regional

Municipality;

- (c) one (1) African Nova Scotian representative from Halifax;
- (d) one (1) African Nova Scotian representative from Dartmouth;
- (e) two (2) African Nova Scotian youth representatives; and
- (f) two (2) recent immigrants of African Descent.

15. The Committee shall include members from the following historic communities:

- (a) Descendants of Africville
- (b) North Preston
- (c) East Preston
- (d) Lakeloon/Cherry Brook
- (e) Beechville
- (f) Upper Hammonds Plains
- (g) Lucasville/Sackville (Cobequid Road and Maroon Hill)

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

Term of Membership

17. Subject to section 18, each member shall be appointed for a term of two years.

18. Appointments for the first committee shall have seven members appointed for a term of two years, and eight members appointed for a term of three years.

Reporting

19. The Committee shall submit a written report of activities annually to the Executive Standing Committee.

20. The Chair, or their designate, shall present the annual report to a meeting of the Executive Standing Committee.

21. The Committee may make reports to the Executive Standing Committee on the activities of the Committee as necessary, or as requested, together with such other presentations that the Committee may deem advisable.

Subcommittees

22. (1) Subject to subsection (2), the Committee may appoint subcommittees, consisting of

members of the Committee, to report to the Committee on matters that the Committee determines require further investigation.

(2) A work plan, identifying issues, goals, time frame, scope of work and resources required, shall be submitted by the Committee to the Executive Standing Committee for approval by Council prior to the Committee establishing a subcommittee.

23. The Committee shall appoint one of its members to chair the subcommittee at the time it constitutes the subcommittee.

24. Subcommittees shall report directly to the Committee.

Meetings

25. The Committee shall meet no less than six (6) times annually.

26. The Chair, in consultation with Municipal Staff as well as the Office of the Municipal Clerk, shall be responsible for calling all meetings of the Committee and for setting the agenda.

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

General

28. 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.

29. The Chief Administrative Officer shall assign Municipal staff to be the Staff Liaison and may assign other Municipal Staff with the required expertise to advise the Committee as required.

Done and passed in Council this day of , 2022.

Mayor

Municipal Clerk

I, Iain MacLean, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on , 2022.

Iain MacLean, Municipal Clerk

SCHEDULE 6

**EXECUTIVE STANDING COMMITTEE
TERMS OF REFERENCE**

Purpose

1. The purpose of the Executive Standing Committee is to fulfil the self-governance functions of the Council including:
- (a) Emergency Management,
 - (b) acting as nominating committee for Boards and Committees,
 - (c) CAO liaison and Review, and
 - (d) overseeing the Municipality’s Volunteer Awards, By-law Rationalization, Corporate Performance Objectives, and the Council’s priority areas.

1A. The Executive Standing Committee shall not oversee nor advise the Council on Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B.

Composition

2. (1) The Executive Standing Committee shall consist of seven (7) Members-of the Council.
- (2) The Mayor and Deputy Mayor shall be Members of the Executive Standing Committee and the other Members shall be appointed by each Standing Committee.
- (3) The term of each appointment, except the Mayor and Deputy Mayor, shall be two (2) years.
- (4) The Mayor shall be the Chair of the Executive Standing Committee.
- (5) The Deputy Mayor shall be Vice Chair of the Executive Standing Committee.

Community Council Appointments	MEMBERS AT LARGE	CHAIR	VICE CHAIR
None	One (1) Member appointed from each Standing Committee (Appeals, CPED, E&SD, A&F, Transportation)	Mayor.	Deputy Mayor

Duties and Responsibilities

Emergency Management

3. The Executive Standing Committee shall:

- (a) act as the Emergency Management Advisory Committee of the Council with responsibilities as outlined under By-law E-100, the *Emergency Management By-law*;
- (b) advise the Council on the development of Emergency Management plans and present the Municipal Emergency Management Plans to the Council;
- (c) brief the Council on developments during a local state of emergency; and
- (d) perform any such other duties in regard to Emergency management as may be required and directed by the Council.

Membership Selection

4. The Executive Standing Committee shall act as the Membership Selection Committee of the Council with a mandate to function as the nomination committee for appointment to Boards and Committees, including at large nomination to Standing Committees, except as delegated to other Standing Committees by the Council.

CAO Liaison and Review

5. The Executive Standing Committee shall:

- (a) notwithstanding Part II of the *HRM Charter* (outlining the roles and responsibilities of the CAO and the reporting relationship to the Council), the Executive Committee shall act as a liaison and communication link between the CAO and the Council;
- (b) meet at least quarterly with the CAO to review and confirm the CAO goals and objectives and performance expectations;
- (c) provide feedback, support and a formal evaluation of the performance of the CAO at least annually to the CAO and the Council;
- (d) coordinate, on behalf of Council, the recruitment and provide a recommendation on the hiring of the CAO should the position become vacant;
- (e) provide a forum to assist the CAO in major initiatives regarding:
 - (i) organizational change
 - (ii) employee relations
 - (iii) new directions in service delivery
 - (iv) administrative policies; and
- (f) perform such other duties in regard to CAO liaison and review as may be required and directed by the Council.

Volunteer Award Recognition

6. The Executive Standing Committee shall oversee the administration of the Municipality's Volunteer Awards program to ensure the program and selection criteria meet the objectives of the Council and the Communities of the municipality.

Bylaw Rationalization

7. (1) Subject to subsection 2, the Executive Standing Committee shall oversee and provide advice on Administrative Order 32 the *By-law Development Administrative Order* and other policy matters related to the By-laws, Ordinances, Administrative Orders and Policies of the Council.

(2) The Executive Standing Committee shall not oversee nor advise the Council on Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B.

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.

Priority Areas and Corporate Performance Objectives of the Council

9. The Executive Standing Committee shall:

(a) have strategic oversight of progress on the Municipality's Corporate Performance Objectives and priority areas of the Council; and

(b) perform other Administrative matters as may be determined and directed by the Council, except that the Executive Standing Committee shall not oversee nor advise the Council on Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B.

Business Units Reporting to Committee

10. Human Resources and Fire Services shall report to the Committee semi-annually on key factors of the municipality including health and safety, absenteeism, overtime, grievance issues, and best practises.

Administration and Procedures

11. The Executive Committee shall meet no less than four (4) times annually, preferably monthly, or as agreed to by the Committee.

12. Administrative procedures and the meeting procedures shall be in accordance with this *Administrative Order*.

12A (1) The Executive Standing Committee may hear and consider a submission or representation from any person who wishes to be heard, and each submission will be limited to five (5) minutes.

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

13. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council; and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

14. Management support and liaison shall be through the Offices of CAO and DCAO, the Municipality's Emergency Management Coordinator (as required), supported by the Office of the Clerk.

Standing and Advisory Committee

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

COMMITTEE	TYPE	APPOINTMENT
Accessibility Advisory Committee (formerly Person with Disabilities)	Advisory	Recommend Members to the Council.
African Nova Scotian Advisory Committee	Advisory	Recommend Members to the Council.
Women's Advisory Committee	Advisory	Recommend Members to the Council.
Youth Advisory Committee	Advisory	Recommend Members to the Council.

ATTACHMENT 3
(Amending Administrative Order)

HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER NUMBER 1
THE PROCEDURE OF THE COUNCIL ADMINISTRATIVE ORDER

BE IT RESOLVED as an Administrative Order of the Council of the Halifax Regional Municipality that Administrative Order 1, the *Procedure of the Council Administrative Order*, is amended as follows:

1. Section 15 of Schedule 6 is amended by adding the following row in the table after the row that begins with “Accessibility Advisory Committee (formerly Person with Disabilities)” and before the row that begins with “Women’s Advisory Committee”:

African Nova Scotian Advisory Committee	Advisory	Recommend Members to the Council.
---	----------	-----------------------------------

Done and passed in Council this day of , 2022

Mayor

Municipal Clerk