

**ADMINISTRATIVE ORDER NUMBER 2019-004-GOV
RESPECTING THE WOMEN'S ADVISORY COMMITTEE IN
THE HALIFAX REGIONAL MUNICIPALITY**

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 *Women's Advisory Committee Administrative Order*.

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 Women's Advisory Committee;

(c) "Council" means the Council of the Halifax Regional Municipality;

(d) "Municipality" means the Halifax Regional Municipality;

Purpose

3. The purpose of this Administrative Order is to establish a Committee, to be called the Women's Advisory Committee, which will advise the Municipality on the impact of municipal policies, programs and services on women.

The Women's Advisory Committee

4. There is hereby established a Women's Advisory Committee.

Objectives

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

(a) the full participation of all women 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 women within the Municipality by promoting effective communication;

(c) the elimination of barriers facing women; and

(d) the provision of an equitable opportunity for the Municipality's women to voice their views by monitoring the effectiveness of the Municipality's policies, programs and services.

Duties of the Committee

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

(a) receive and review municipal policies, priorities and decisions using a gender 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;

(b) advise on mechanisms to engage and empower women to fully participate in the political process at the municipal level;

(c) advise on mechanisms to promote community leadership development for women in the municipality;

(d) provide information and resources about women's gender-based issues to Council, including the use of Gender-Based Analysis Plus; and

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

7. The Committee shall advise business units, through the Chief Administrative Officer, in responding to gender-based issues and concerns of women when requested to do so by the Chief Administrative Officer.

8. The Committee may advise the municipality on matters relating to its participation in the UN Safe Cities and Safe Public Spaces Programme.

9. The Committee may develop and annual work plan for approval by Executive Standing Committee.

Administrative Order One

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

Public Appointment Policy

11. Except as herein provided, the provisions of the Public Appointment Policy 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 eleven (11) members:

(a) two (2) members of Council; and

(b) nine (9) women, appointed in accordance with section 11, and with at least one woman from each of the rural, suburban, and urban areas of the municipality.

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

- (a) African Nova Scotian and Black communities;
- (b) Indigenous/aboriginal communities;
- (c) LGBTQ2S+ communities;
- (d) Immigrant communities;
- (e) Women with disabilities;
- (f) Francophone/Acadian community; and
- (g) Racialized communities.

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

Term of Membership

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

17. Appointments for the first committee will have five members appointed for a term of two years, and five members appointed for a term of three years.

Reporting

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

19. The Chair, or designate, may present the annual report to a meeting of the Executive Standing Committee.

20. 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.

Sub-Committees

21. (1) Subject to (2), the Committee may appoint sub-committees, 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 sub-committee.

22. The Committee shall appoint one of its members to chair the sub-committee at the time it constitutes the sub-committee.

23. Sub-committees shall report directly to the Committee.

Meetings

24. The Committee shall meet no less than six times per year.

25. 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.

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

General

27. 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.

28. The Chief Administrative Officer may assign Municipal staff with the required expertise to advise the Committee as required.

Done and passed in Council this 26th day of November, 2019.

Mayor

Municipal Clerk

I, Kevin Arjoon, 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 November 26, 2019.

Kevin Arjoon, Municipal Clerk

Notice of Motion:
Approval:

October 29, 2019
November 26, 2019

Amendment #1 – Amend sections 13 and 14

Notice of Motion:
Approval:

May 4, 2021
May 18, 2021

Amendment #2 – Amend section 13

Notice of Motion:
Approval:

April 25, 2023
May 9, 2023