

**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 under the authority of the *Halifax Regional Municipality Charter*, as follows:

**Short Title**

1. This Administrative Order may be known as the *Youth 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 Youth Advisory Committee;

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

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

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

**Purpose**

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

**The Youth Advisory Committee**

4. There is hereby established a Youth Advisory Committee.

**Objectives**

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

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

(c) the elimination of barriers facing youth; and

(d) the provision of an equitable opportunity for the Municipality’s youth communities to voice their views on youth and other issues affected 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 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.

7. To advise business units in responding to issues and concerns of youth, when requested to do so by the Chief Administrative Officer.

8. To host community consultations related to youth 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 youth shall be referred to the Committee for its consideration and recommendations to Regional Council through the 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 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) 2SLGBTQ+ 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.

### **Reporting**

16. The Committee shall submit a written report of activities as part of the Bi-annual Youth Engagement Report.

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

18. 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**

19. (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.

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

21. Sub-committees shall report directly to 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.

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

**Coming into Force**

27. This Administrative Order shall come into force on September 1, 2018.

Done and passed in Council this 16<sup>th</sup> day of January, 2018.

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Mayor

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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 January 16, 2018.

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Kevin Arjoon, Municipal Clerk

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Notice of Motion:	December 12, 2017
Approval:	January 16, 2018
Effective Date:	September 1, 2018

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**Amendment #1**

Amended section 2, and clauses 13(a), 14(a)

Added sections 14A, and 24A

Notice of Motion:	August 17, 2021
Approval:	August 31, 2021

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