



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

**Item No. 14.2.1**  
**Halifax Regional Council**  
**January 16, 2018**

**TO:** Mayor Savage and Members of Halifax Regional Council

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

**DATE:** December 20, 2017

**SUBJECT:** Youth Advisory Committee

---

**ORIGIN**

Motion from the December 11, 2017 Executive Standing Committee Meeting, item 12.1.1.

**LEGISLATIVE AUTHORITY**

Section 8 of the Terms of Reference of the Executive Standing Committee which indicates that the 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**

The Executive Standing Committee recommend 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 this report;
- 2) Adopt Administrative Order Number 2017-011-GOV, Respecting the Youth Advisory Committee, as set out in Attachment 1 of this report, to establish a Youth Advisory Committee, to come into force on September 1, 2018;
- 3) Adopt the amendments to Administrative Order One, The Procedure of Council Administrative Order, as set out in Attachment 3 of this report, to direct that the Youth Advisory Committee report to the Executive Standing Committee, to come into force on September 1, 2018; and
- 4) Direct the Chief Administrative Officer to:
  - a. include in the 2018-19 budget a withdrawal of \$10,000 from Q421 – General Contingency Reserve to cover the operational, logistical and resource costs of the Youth Advisory Committee in the 2018-19 fiscal year; and
  - b. include ongoing operating funding for the Youth Advisory Committee through the 2019-20 and 2020-21 operating budget process.

**BACKGROUND/DISCUSSION**

A report dated November 21, 2017 was before the Executive Standing Committee at the meeting held on December 11, 2017. Staff responded to questions regarding the recruitment and mandate of the Youth Advisory Committee. The Committee then approved the above motion in support of the establishment of the Youth Advisory Committee.

**FINANCIAL IMPLICATIONS**

Financial implications relative to the establishment of the Youth Advisory Committee are outlined on page 6 of the November 21, 2017 staff report.

**RISK CONSIDERATION**

Risk consideration is as set out in the November 21, 2017 staff report.

**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**

There are no environmental implications identified.

**ALTERNATIVES**

The Committee did not provide alternatives.

**ATTACHMENTS**

Attachment 1: Staff report dated November 21, 2017

---

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: Sherryl Murphy, Deputy Clerk, 902-490-4211

---

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

**Item No. 12.1.1**  
**Executive Standing Committee**  
**December 11, 2017**

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

**SUBMITTED BY:** Original Signed by  
\_\_\_\_\_  
Brad Anguish, Director, Parks & Recreation

**DATE:** November 21, 2017

**SUBJECT:** Youth Advisory Committee

---

**ORIGIN**

March 21, 2017 motion of Regional Council:

THAT Halifax Regional Council request a staff report with recommendations addressing the possibility of forming a Youth Advisory Council or liaising with existing youth groups within the purview of the Halifax Regional Municipality.

**LEGISLATIVE AUTHORITY**

*Halifax Regional Municipality Charter, S.N.S. 2008, c. 39, sections 20 and 21:*

- 20 (1) The Council may make policies  
...  
(c) providing for committees and conferring powers and duties upon them, except the power to expend funds;
- 21 (1) The Council may establish standing, special and advisory committees.
- (2) Each committee shall perform the duties conferred on it by... 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.

**RECOMMENDATION**

It is recommended that the Executive Standing Committee recommend 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 this report;

- 2) Adopt Administrative Order Number 2017-011-GOV, Respecting the Youth Advisory Committee, as set out in Attachment 1 of this report, to establish a Youth Advisory Committee, to come into force on September 1, 2018;
- 3) Adopt the amendments to Administrative Order One, The Procedure of Council Administrative Order, as set out in Attachment 3 of this report, to direct that the Youth Advisory Committee report to the Executive Standing Committee, to come into force on September 1, 2018; and
- 4) Direct the Chief Administrative Officer to:
  - a. include in the 2018-19 budget a withdrawal of \$10,000 from Q421 – General Contingency Reserve to cover the operational, logistical and resource costs of the Youth Advisory Committee in the 2018-19 fiscal year; and
  - b. include ongoing operating funding for the Youth Advisory Committee through the 2019-20 and 2020-21 operating budget process.

## **BACKGROUND**

At the May 14, 2013, Regional Council meeting, a motion was passed to dissolve the Regional Youth Advisory Committee (RYAC), which was established in 2006, and to replace it with an engagement strategy designed to increase youth participation and engagement options. Council further directed staff to provide semi-annual reports on youth trends, issues and practices.

The Youth Services Plan (YSP) is a product of Regional Council's request for youth engagement. The YSP is the culmination of a year long, youth led consultation and engagement of youth for youth. Parks & Recreation's programs, facilities and services are the central focus of the YSP. On February 23, 2017, the YSP was presented to the Community Planning and Economic Development Standing Committee and was then forwarded to Halifax Regional Council as an information item.

On April 10, 2017, the Conseil Jeunesse provincial de la Nouvelle-Écosse (CJP) and iMatter Halifax each made presentations to the Executive Standing Committee on ways to give youth a voice at Regional Council. Each group provided concepts of a youth council structure, as well as a process which would connect youth to Municipal Government decision making. (Attachment 4)

## **DISCUSSION**

### **Best Practices**

Since 2013, when the Regional Youth Advisory Committee was dissolved, research has been carried out on what municipal leaders can do to better engage, inspire, retain and mentor youth. Three research papers will be referenced for this report:

- the 2015 Federation of Canadian Municipalities *Municipal Youth Engagement Handbook*;
- *The National Youth White Paper: Our Communities, A Youth Agenda for Change*; and
- the Laidlaw Foundation's 2017 paper, *Dear Municipalities, from Millennials: Apathy is Boring*.

Other source information is derived from ideas that were generated during panel discussions at the 2014 *Now or Never Workshop for Municipal Leaders* hosted by the Province under the auspices of *Now or Never; An Urgent Call to Action for Nova Scotians* (more commonly known as the *Ivany Report*). Finally, the presentations done by the Conseil Jeunesse provincial de la Nouvelle-Écosse (CJP) and iMatter Halifax offer suggestions on how to overcome the challenges encountered by the 2007 RYAC.

The staff report dated April 23, 2013, cited several reasons for dissolving the RYAC. This report responds to the reasons cited in that report, and outlines measures that can be put into action to ameliorate them. This report will also explore and evaluate a Youth Advisory Committee model for the Halifax Regional Municipality.

The 2015 *Municipal Youth Engagement Handbook* for municipal elected officials and administrators is a guide for municipalities on how to engage and retain the next generation of municipal leaders and workers. It includes suggestions on how to initiate and improve youth involvement in municipal affairs, by positing that “*a lack of basic knowledge about municipal institutions and an incomplete understanding of how to begin taking part in political life are key barriers to youth participation in government.*” The handbook stresses the importance of exposing youth to all aspects of municipal government and, that by doing so, young people will be more likely to develop an appreciation for and an interest in the important role that municipal governments play in the day to day lives of citizens. The FCM and the Laidlaw Foundation research asserts that young people must be engaged in ways that pique their interest by involving them in processes that enable them to shape the future.

During the May 23, 2014 *Now or Never Workshop for Municipal Leaders*, a panel discussion focussed on what municipalities could do to support economic development. Several ideas were generated, and of importance to this report are:

- to foster youth leadership in municipal government, we need to create a new level of politics;
- we have a youth shortage;
- youth leaders have a lot to learn from senior leaders and vice versa;
- it is essential that we give youth ownership of our communities, and provide them with opportunities to help shape them;
- we need to build communities that are more relevant to youth;
- we need to re-examine opportunities to encourage youth involvement that may be overlooked;
- to develop a plan for youth to serve on council; and
- to develop a succession planning strategy.

The presentations by CJP and iMatter Halifax asked for purposeful engagement of youth in municipal government and emphasised the responsibility that they believe Municipal Council has in fostering and mentoring the next generation of leaders. The research concludes that the best ways to engage youth in municipal matters, and to retain them, is to involve them in meaningful ways, but most particularly in areas that allow them to affect public policy. Both the CJP and iMatter Halifax presentations were requests to Regional Council to create and to champion channels for youth to participate in democracy through action, to serve their communities, and to exercise their rights as young citizens to raise issues.

Since 2013, under the leadership of Parks and Recreation, the Municipality's youth engagement strategy has increased youth participation and engagement options. While Parks and Recreation is consulting with more youth, and is in the first year of operationalizing the YSP, engagement of youth is not practiced by all business units. The youth perspective remains under-represented in both the municipal operational and political spheres. Several of the recommendations in the YSP on ways to engage and involve youth are universal and can be adapted by all business units: in practice, however, they have not. In summation, since 2013, youth have not advised on municipal public policy in any meaningful way because there is no requirement for Council or for Business Units to consult them.

According to the source material used for this report, youth across Canada have identified five key areas in which they would like to advise and work on with municipalities to create change:

1. Public Transportation
2. Poverty Reduction
3. Environmental Preservation
4. Community Building
5. Economic Growth and Diversification

These areas align with Council's priority areas of Economic Development, Service Delivery, Healthy, Liveable Communities, Social Development, Governance & Engagement and Transportation.

A jurisdictional scan was carried out for this report. It included cities identified by Parks and Recreation, as well as recommendations made by iMatter Halifax and the Conseil Jeunesse provincial de la Nouvelle Écosse in their presentations as examples of successful municipal youth committees. Attachment 5 includes information about youth council/committees in the following cities:

- Edmundston NB - \_Secrétariat Jeunesse
- Gatineau QC – La Commission Jeunesse
- Markham, ON – Mayor's Youth Council
- Edmonton AB – The City of Edmonton Youth Council
- London ON - London Youth Advisory Council

Lessons from the previous Regional Youth Advisory Committee

As has been mentioned in this report, the staff report dated April 23, 2013, cited several reasons for dissolving the RYAC. Based on the findings in the reference material cited for this report, including the presentations by iMatter Halifax, the CJP and the Youth Services Plan, the following measures, if implemented, may improve outcomes for a future Youth Advisory Committee.

| Issue   | Actions   |
|---|---|
| <p>Long term projects/initiatives could not be carried out due to an annual turnover in membership of 75%.</p>          | <p>Leadership and decision makers must ensure that youth contributions and ideas are valued and respected. This can be achieved by routinely engaging youth.</p> <p>Create a direct conduit for Council to consult with you youth and for youth to advise Council.</p> <p>Develop and deliver orientation workshops for HRM Leadership on how they can work effectively with youth, as well as how they can contribute to creating a work environment and culture in HRM where youth are made to feel welcomed.</p> <p>The Terms of Reference should provide some flexibility around meeting formats.</p> |
| <p>The goal of attracting diverse youth from a mix of academic, cultural and economic backgrounds was not achieved.</p> | <p>HRM will foster relationships and coordinate with cultural groups and youth serving organizations, to assist with the nomination and recruitment of youth to the Youth Advisory Committee.</p> <p>HRM will develop an outreach program to recruit youth to the Youth Advisory Committee, as well as to raise awareness about the Committee and its work.</p> <p>HRM will create a Leadership Advisory Table of HRM staff.</p>  |
| <p>Orientation of new members took too much time.</p>   | <p>HRM has the technology to create space on the website for a Youth Advisory Council. Information on the activities, events, meeting agendas and minutes can be stored on the site and updated regularly.</p> <p>Orientation material and a welcoming package should be developed for new members and kept on the website.</p>   |

| Issue  | Actions   |
|--|---|
| <p>Quorum was seldom achieved due to school schedules, transportation barriers, work commitments and the availability of Councillors to attend the meetings.</p>                                 | <p>Meeting schedules and the Committee's workload must be balanced with the availability and time capacity of youth to carry out Committee work. Factors that should be considered include exam times, as well as holiday work schedules, as youth typically work more hours around holidays.</p> <p>The challenges many youth experience regarding the availability of reliable, affordable and timely transportation, whether public or private, can be mitigated by offering youth opportunities to meet via video conferencing and or teleconferencing. Costs associated with supporting video conferencing and teleconferencing have come down in recent years. Technology has advanced to the extent that free video conferencing services are more reliable, and can be accessed via smart phones.</p> |
| <p>Administrative Order One proved too formal and did not allow for a youth friendly environment where open and informal discussion are preferred.</p>   | <p>Provisions can be made in the Committee's Terms of Reference to allow for more free flowing and open discussion during meetings.</p>   |
| <p>Youth had difficulty discussing issues that affected the municipality as a whole, consequently they focussed more on issues and concerns that were local to their communities or schools.</p> | <p>Develop a communication strategy, resource material and an outreach program for youth, designed to increase basic knowledge about municipal institutions, including how the various branches of the municipality work together to respond to citizens' needs. The purpose of the outreach program is to provide age appropriate information on how youth can participate in their municipal democracy.</p>   |

Implementation of the Youth Advisory Committee

The jurisdictional scan of youth committees showed a wide variety of models. Each example was unique and illustrated how municipalities have adopted and supported youth committees, and how the youth committees have adapted to meet the expectations and needs of youth in their respective cities.

It is therefore recommended that before HRM fully commits to any particular model, that the Youth Advisory Committee model, as described in Attachment 6 of this report, be piloted for 2 years. Two years will give the Municipal Clerk's Office time to "test" the model. At the end of two-year pilot, staff will return to Council with a report evaluating the structure, allowing Council to decide whether to continue with a Youth Advisory Committee in its Committee structure.

Phase One of the pilot project would run until September 2018 and include the following:

- development of foundation material, resources, communication strategy, promotional material for recruitment of Youth Advisory Committee;
- development of a youth outreach program;
- development of resource material for Municipal Leader workshop, including information on the expectations and the role that the Youth Advisory Committee will play within the municipal decision-making process;
- establishment of a Leadership Team of HRM staff and community partners to support and provide guidance to the Youth Advisory Committee;
- development and roll out of resource material, orientation process for Youth Advisory Committee;
- development of a nomination process that is "youth friendly";
- creating a meeting space for the Youth Advisory Committee and developing meeting schedules;

- recruitment of youth for the Youth Advisory Committee as per the key elements as described in Attachment 6 of this report; and
- working with youth groups like iMatters Halifax, the CJP, and others to establish the Youth Advisory Committee.

Phase Two of the pilot project would commence in September 2018, with the coming into force of Administrative Order 2017-011-GOV. This phase is the operation and evaluation phase, and includes the following:

- Youth Advisory Committee active and operating;
- stakeholder involvement in qualitative and quantitative evaluation.

Staff would return to Council in the fall of 2019 with a report evaluating the Youth Advisory Committee for a decision on whether to continue the Committee.

### **FINANCIAL IMPLICATIONS**

To fully support the Youth Advisory Committee, the following financial support is required.

In accordance with AO1 and the *HRM Charter*, the Committee will require Legislative Support. These services are provided by the Legislative Support team and would be approximately \$2,500 annually based on the cost of supporting 10 meetings per year.

In addition, it is recommended that approximately \$5,000 be allocated to a budget to oversee meeting logistics, which would include meeting location rentals, and refreshment as the Committee will most likely convene after school. An additional \$2,500 is required to develop resource material and to launch an outreach program.

#### **Budget Summary, Risk Reserves, Q421 General Contingency Reserve**

|   |                     |
|---|---------------------|
| Balance in Reserve, September 30, 2017                  | \$2,194,623         |
| Projected revenue to March 31, 2018                     | \$ 10,940           |
| Commitments to March 31, 2018                           | <u>\$ (849,895)</u> |
| Projected net available balance, March 31, 2018         | \$1,355,668         |
| Withdrawal (commitment) per recommendation              | <u>\$( 10,000)</u>  |
| Revised projected net available balance, March 31, 2018 | \$1,345,668         |

**Risk Reserve – General Contingency Reserve, Q421** is to receive the annual operating surplus of the Municipality as prescribed by the Provincial Financial Accounting and Reporting Manual, and can be used to fund operating costs, offset deficits, or fund new operating and/or capital expenditures. This is an unbudgeted withdrawal, commitment to fund operating A121 in 2018/19 from the reserve but does not negatively affect the anticipated budgeted usage of the reserve for the next five (5) years. (excluding any unknown deficits that this reserve could be utilized to fund)

### **RISK CONSIDERATION**

There are no significant risks associated with the recommendations in this Report. The risks considered rate Low. To reach this conclusion, consideration was given to the municipality's reputation with respect to youth engagement.



### **COMMUNITY ENGAGEMENT**

HRM Recreation consulted with HRM youth as part of the Youth Services Plan, Conseil Jeunesse provincial de la Nouvelle-Écosse (CJP) and iMatter Halifax to better understand the challenges and opportunities about the formation of a Youth Council.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications from this report.

### **ALTERNATIVES**

Executive Standing Committee could recommend that Regional Council not adopt the proposed Administrative Order and direct staff to engage with youth in a different way.

Executive Standing Committee could recommend that Regional Council amend the proposed implementation of the Youth Advisory Committee.

### **ATTACHMENTS**

Attachment 1: Administrative Order 2017-011-GOV, Respecting the Youth Advisory Committee in the Halifax Regional Municipality

Attachment 2: Showing Proposed Amendment to Administrative Order One, The Procedure of the Council Administrative Order

Attachment 3: Amending Administrative Order One, The Procedure of the Council Administrative Order

Attachment 4: iMatter CJP Models

Attachment 5: Jurisdictional Scan – Youth Council

Attachment 6: Key Elements - Youth Advisory Committee

---

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: Sharon Martin, Manager, Youth Programs, 902.490.4567

---

**Attachment 1**

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

(b) “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;

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

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

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

(b) up to six youth at large.

14. The Committee shall include 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; and
- (f) newcomer communities.

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

### **Term of Membership**

16. Each member shall be appointed for a term of one year.

### **Reporting**

17. The Committee shall submit:

- (a) a written report of activities annually to the Executive Committee; and
- (b) a written report of activities as part of the Bi-annual Youth Engagement Report.

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

19. 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**

20. (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.

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

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

### **Meetings**

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

24. 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.

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

### **General**

26. 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.

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

**Coming into Force**

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

Done and passed in Council this            day of            , 2017.

\_\_\_\_\_  
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 XXXXXXXX, 2017.

\_\_\_\_\_  
Kevin Arjoon, Municipal Clerk

Notice of Motion:  
Approved:

**ATTACHMENT 2**  
**(Showing Proposed Changes)**

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

**SCHEDULE 6: EXECUTIVE STANDING COMMITTEE TERMS OF REFERENCE**

**Standing and Advisory Committee**

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

| <b>COMMITTEE</b>  | <b>TYPE</b>     | <b>APPOINTMENT</b>                       |
|---|-----------------|--|
| Accessibility Advisory Committee<br>(formerly Person with Disabilities) | Advisory        | Recommend Members to the Council.        |
| <b>Youth Advisory Committee</b>   | <b>Advisory</b> | <b>Recommend Members to the Council.</b> |

**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 further amended as follows:

1. Section 15 of Schedule 6 is amended by adding the following row to the table, after the row that begins with "Accessibility Advisory Committee (formerly Person with Disabilities)":

|                          |          |                                   |
|--------------------------|----------|-----------------------------------|
| Youth Advisory Committee | Advisory | Recommend Members to the Council. |
|--------------------------|----------|-----------------------------------|

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

Done and passed in Council this            day of            A.D. 2017

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

### Attachment 4 – iMatter CJP Models

|  |  | <b>Youth Council ((CJP)</b>  | <b>iMatters Halifax</b>  |
|--|--|--|--|
| <b>Alignment with Youth Service Plan</b> |  | #4, #5   | #4   |
| <b>Purpose</b>                           |  | Representing 3 founding communities<br>Youth leadership, youth empowerment, community involvement, participation in municipal process, opportunity to effect change, building bridges, mentoring future HRM Councillors  | Representing Environment and Green issues<br>Option to assign youth to Council's Standing Committees   |
| <b>Composition</b>                       |  | 12 people total – 6 women & 6 men<br><br>Ages: 15 to 25 years<br>6 members 19- 25 years<br>6 members 15 – 18 years<br><br>Ensure that the following groups are represented<br>1 – LGBTQ community<br>1 - Person's with disability<br>2 – Anglophone community<br>2- ANS community<br>2- Mi'kmaq community<br>2- Francophone & Acadian community<br>2 – Immigrant community | 16 people total with a maximum of 3 members per district<br>2 HRM Councillors<br><br>Ages: 15-24 years. Maximum<br><br>Ensure broad representation |
| <b>Terms</b>                             |  | 6 terms of 2 years and 6 terms at 1 year   | 1 year term mandate with a 2 year limit on the Council   |
| <b>Budget</b>                            |  | Non specific<br>L.A \$350 per meeting X 12 = \$4,200   | Non specific<br>L.A \$350 per meeting X 12 = \$4,200   |
| <b>Nature of HRM Support</b>             |  | 1 HRM representative present at each meeting to provide mentorship and support, meeting space, use of HRM web site for recruitment   | Subsidized Transportation for youth outside of Halifax Transit service.<br>Meeting space for monthly meetings -<br>Municipal Clerks Office.        |



|                                      |  | <b>Youth Council ((CJP)</b>  | <b>iMatters Halifax</b>  |
|--------------------------------------|--|--|--|
| <b>Relationship with Comm Org's.</b> |  | 5 community organization partners in an advisory/accountability capacity   | Non specific   |
| <b>Responsibilities</b>              |  | Engaging the larger youth community to establish a youth voice<br>Provide input into Council Priority Areas via staff report                             | Engage youth on all issues relevant to youth with specific focus on environmental issues.<br>Outreach to different communities to ensure diversity.<br>Write and present reports to Regional Council.<br>Provide input into Council Priority Areas via staff report. |
| <b>Level of autonomy</b>             |  | high   | low  |
| <b>Recruitment &amp; Selection</b>   |  | On line application through HRM web site Appointment through community partner organizations   | Search Committee made up of HRM Councillors and youth  |
| <b>Relationship with Council</b>     |  | Council will attend and speak to issues – no vote<br>YC representative at every 2 <sup>nd</sup> Council meeting<br>Meet monthly (Wednesday) at City Hall | Present reports to Regional Council and provide advice on youth-specific issues and issues that are important to youth.<br>Meet monthly at City Hall   |
| <b>Youth Led</b>                     |  | yes  | Non specific   |
| <b>Geographic Representation</b>     |  | Urban, suburban, rural communities<br>- clustering of districts  | Non specific   |

]

## **Attachment 5 - Jurisdictional San – Youth Councils**

### Edmundston, New Brunswick

Ages 18 to 35 years

The Secrétariat Jeunesse, was created by Edmundston's City Council and serves as the voice of youth, representing various community organizations & schools. Municipal Council and the Secrétariat have a funding agreement that is based on the submission of an annual action plan. The annual budget ranges from \$60,000 to \$80,000. The Secrétariat's action plan must align with Council's vision and with the municipal strategic plan. The Secrétariat works with a high degree of autonomy, and has its own governance structure. In addition to an annual budget, the Municipality provides an opportunity for the group to report quarterly to Council, and pays for a full-time staff position, who is not an employee of the Municipality.

### Gatineau, Quebec

Ages 12 to 17 years

La Commission Jeunesse was established by Gatineau Municipal Council and serves to consult with and mobilize the youth within the municipality. Members must develop an annual action plan, host youth engagement events, and participate in the development of projects that benefit all youth living in the city of Gatineau. A Municipal Councillor acts as co-chair and three Councillors are selected to sit on the Commission. La Commission Jeunesse has an annual operating budget of \$80,000 and the budget is awarded based on the submission of an annual action plan. The Municipality provides a full-time staff position to coordinate and support the work of the Commission.

### Markham, Ontario

Grades 7 to 12

The Markham Mayor's Youth Council provides advice to Municipal Council and staff on issues of concern to youth. The Youth Council advocates on behalf of the youth, plans and organizes community events, and encourages youth participation within the community. The Youth Council is a committee of Council. The Mayor attends all regional youth events and Councillors are involved on the Youth Council. The Youth Council enjoys a high level of autonomy. The Municipality supports the work of the Youth Council by providing an annual budget and by designating one staff each from the Municipal Clerks Office and the Parks and Recreation Department to provide coordination and operational support to the Youth Council. Markham also has a Mayor's Junior Youth Council, which is geographically aligned with school districts, and is supported by front line staff of the Parks and Recreation Department.

### Edmonton, Alberta

Ages 13 to 25 years

Created by the Municipality, the City of Edmonton's Youth Council provides information and advice to Council and city staff on a wide variety of issues involving or affecting youth. The Youth Council advocates for and on behalf of youth, it conducts research, and drafts policy proposals for Council's review. The Youth Council creates forums that advance youth issues. Youth Council members are selected by a committee of Council. They are on standing committees or sub committees of Council, including: Arts & Culture, Health & Wellness, Social Equity or Urban Planning. The Youth Council is funded through the municipal operations budget, and is supported by municipal staff when organizing events and when researching and drafting policy recommendations.

### London, Ontario

Ages 15 to 25 years

The London Youth Advisory Council is recognized by London City Council as representing the voice of youth in the Municipality. The role of the Youth Advisory Council is to ensure that the youth are consulted and considered in public policy decisions, for example; municipal transit, carding, police checks, municipal budget, youth homelessness etc. Youth are elected to the Advisory Council. The Advisory Council receives no monetary or staff support from the municipality.

|                                    | <b>Edmundston</b>  | <b>Gatineau</b>   | <b>Markham</b>  | <b>London</b>  | <b>Edmonton</b>   |
|------------------------------------|--|---|---|--|---|
| <b>Purpose</b>                     | Voice of youth, representing various community organizations & schools   | Consult/mobilize youth<br>Develop annual action plan<br>Host youth engagement events<br>Participate in development of projects<br>Work must benefit all youth | Provide advice on issues of concern to youth to Council and Staff<br>Advocate on behalf of youth<br>Raise awareness in the community through planned events<br>Encourage youth participation within the community | Ensure that youth voices are integrated into local public policy decisions | Policy & advocacy production of initiatives and events<br>Engage in work to serve youth                                 |
| <b>Composition</b>                 | Age 18 to 35 years<br>Members chosen based on what they can bring to the team<br>Current Secretarial has 3 females and 7 males | Age 12 to 17 years, must be in school<br>Youth chosen by neighbourhood areas and youth organizations, gender balance & reps from cultural comm.               | Grades 7 to 12 and must have been a Jr. Youth Council Member  | Ages 15 to 25 years  | Ages 13 to 23   |
| <b>Terms</b>                       | 2 years, renewable   | 5 years   | 4 year  | 1 year – May to May  | 1 year – September to August  |
| <b>Annual Budget</b>               | \$60,000 - \$80,000  | \$80,000  | No amount given, line item in municipal budget  | Not specified  | Not specified, line item in municipal operations budget   |
| <b>Municipal Support</b>           | ¼ meetings with Council, with accompanying reports<br>Mayor presence   | Created by Council<br>Meet monthly total 10 meetings<br>F/T staff coordinator, salary not included in the YC annual budget<br>Provide transportation          | Supported by Clerks Office ad P & R department  | Not supported  | Specific Councillor projects, Policy implementation & provision for the establishment & sustainable operational support |
| <b>Relationship to Comm. Org's</b> | Represent community org's  | Liaise with community organizations   | Not specified   |  | Consults with and maintains relationships with various youth serving organizations                                      |
| <b>Level of Autonomy</b>           | <b>Autonomous</b>  | <b>mid</b>  | <b>mid</b>  | <b>Autonomous</b>  |   |

|                                |   |  |   |  |  |
|--------------------------------|---|--|---|--|--|
| <b>Relationship to Council</b> | Related org. to Council, self governed, Provided with annual budget Agreement to align with Council vision and municipal strategic plan | Budget based on an annual plan developed by the Youth Commission Municipal Councillor co-chair, 3 Councillors designated to the YC | Committee of Council Mayor attends all regional events Councillors involved on the YC | Recognized as the city's advisory council, but is a not for profit independent organization        | Advisors Committee of Council recruited and tasked to work on Standing Committees/ sub committees of Council: Arts & Culture, Health & Wellness, Social Equity or Urban Planning members of Council Standing Committees/Sub-Committees |
| <b>Youth Led</b>               | Yes and autonomous of Council   | Not specified  | Yes   | Yes  | Yes  |
| <b>Representation</b>          | Recruitment via social media when terms end   | 2 seats per high school  | 1 – 2 members per district Ensure marginalized are represented                        | 1 representative from each of the 14 wards 15 seats total with 1 designated for Western University | Application process. Youth are selected at-large by the Community and Public Services Committee of Council   |

Attachment # 6 - Key Elements - Youth Advisory Committee

| Key Elements                                     | Youth Advisory Committee   |
|--|--|
| <b>Alignment with Youth Service Plan</b>         | #4, #5   |
| <b>Purpose</b>                                   | <ul style="list-style-type: none"> <li>The purpose the Youth Advisory Committee, is to advise the Municipality on the impact of municipal policies, programs and services on youth.</li> </ul>   |
| <b>Composition</b>                               | <ul style="list-style-type: none"> <li>12 people total</li> <li>Ages: 15 to 24 years</li> </ul> <p>Ensure the following are represented</p> <ul style="list-style-type: none"> <li>two youth from the geographic boundaries of each Community Council; and up to six youth at large.</li> </ul> <p>The Committee shall include youth from the following communities:</p> <ul style="list-style-type: none"> <li>LGBTQ community;</li> <li>disability community;</li> <li>indigenous Mi'kmaq community;</li> <li>African Nova Scotian community;</li> <li>Fracophone/Acadian communities; and</li> <li>newcomer communities.</li> </ul> |
| <b>Terms</b>                                     | <ul style="list-style-type: none"> <li>1 year</li> </ul>   |
| <b>Nature of HRM Support</b>                     | <ul style="list-style-type: none"> <li>1 staff (Municipal Clerks Office) to be present at each meeting to provide mentorship/orientation and organizational/ administrative support, meeting space</li> <li>use of HRM web site</li> <li>Meeting space</li> <li>Leadership Team</li> </ul>   |
| <b>Relationship with Community Organizations</b> | <ul style="list-style-type: none"> <li>community organization - advisory capacity &amp; participate in nomination of youth</li> </ul>  |
| <b>Responsibilities</b>                          | <ul style="list-style-type: none"> <li>Engaging the larger youth community to establish a youth voice at Council.</li> <li>Provide information &amp; advice to Council on matters involving or affecting youth. (see terms of reference outlined in Administrative Order 2017-011-GOV, Respecting the Youth Advisory Committee in the Halifax Regional Municipality)</li> </ul>  |
| <b>Level of autonomy</b>                         | low  |
| <b>Recruitment &amp; Selection</b>               | <ul style="list-style-type: none"> <li>HRM's public nomination &amp; appointment process</li> </ul>  |
| <b>Relationship with Council</b>                 | Advisory Committee to the Executive Standing Committee and HRM Leadership (see terms of reference)   |
| <b>Youth Led</b>                                 | <ul style="list-style-type: none"> <li>Yes, adult supported</li> </ul>   |
| <b>Geographic Representation</b>                 | <ul style="list-style-type: none"> <li>2 youth per Community Council Area and 6 at large positions</li> </ul>  |