



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

**Item No. 11.2.1**  
**Halifax Regional Council**  
**May 18, 2021**

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

**SUBMITTED BY:** \_\_\_\_\_  
Mayor Mike Savage, Chair, Executive Standing Committee

**DATE:** May 10, 2021

**SUBJECT:** Amendments to Women's Advisory Committee Terms of Reference

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**ORIGIN**

April 26, 2021 meeting of the Executive Standing Committee, Item 12.1.1.

**LEGISLATIVE AUTHORITY**

Administrative Order One, *The Procedures of the Council Administrative Order*, Schedule 6, the Terms of Reference for the Executive Standing Committee, Section 15 identifies that the Women's Advisory Committee shall be advisory committee to the Executive Standing Committee.

Administrative Order 2019-004-GOV Respecting the Women's Advisory Committee in the Halifax Regional Municipality.

**RECOMMENDATION**

It is recommended that Halifax Regional Council adopt the amending Administrative Order, the purpose of which is to amend Administrative Order Number 2019-004-GOV, the *Women's Advisory Committee Administrative Order*, as set out in Attachment 2 of the staff report dated March 3, 2021.

### **BACKGROUND/DISCUSSION**

The Executive Standing Committee received a staff recommendation report dated March 3, 2021, at their April 26, 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 March 3, 2021.

### **FINANCIAL IMPLICATIONS**

Financial implications are outlined in the attached staff report dated March 3, 2021.

### **RISK CONSIDERATION**

Risk consideration is outlined in the attached staff report dated March 3, 2021.

### **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 March 3, 2021.

### **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 March 3, 2021.

### **ATTACHMENTS**

Attachment 1 – Report dated March 3, 2021

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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

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# HALIFAX

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

**Attachment 1**

**Item No. 12.1.1**  
**Executive Standing Committee**  
**April 26, 2021**

**TO:** Mayor Savage and Members of the Executive Standing Committee

**SUBMITTED BY:** [REDACTED] (original signed)  
\_\_\_\_\_  
John Traves, Q.C., Municipal Solicitor-Executive Director  
Legal and Legislative Services

[REDACTED] (original signed)  
\_\_\_\_\_  
Jacques Dubé, Chief Administrative Officer

**DATE:** March 3, 2021

**SUBJECT:** Amendments to Women's Advisory Committee Terms of Reference

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## **ORIGIN**

On January 25, 2021, Executive Standing Committee passed the following motion:

MOVED by Councillor Blackburn, seconded by Councillor Morse

**That the Executive Standing Committee request a staff report with respect to amendments to Administrative Order Number 2019-004-GOV Respecting the Women's Advisory Committee in the Halifax Regional Municipality, to include women from racialized communities as part of the Committee complement.**

**MOTION PUT AND PASSED.**

## **LEGISLATIVE AUTHORITY**

Administrative Order One, *The Procedures of the Council Administrative Order*, Schedule 6, the Terms of Reference for the Executive Standing Committee, Section 15 identifies that the Women's Advisory Committee shall be advisory committee to the Executive Standing Committee.

Administrative Order 2019-004-GOV Respecting the Women's Advisory Committee in the Halifax Regional Municipality.

## **RECOMMENDATION**

It is recommended that Executive Standing Committee recommend that Halifax Regional Council adopt the amending Administrative Order, the purpose of which is to amend Administrative Order Number 2019-004-GOV, the *Women's Advisory Committee Administrative Order*, as set out in Attachment 2 of this report.

## **BACKGROUND**

On November 26, 2019, Regional Council approved Administrative Order 2019-004-GOV to establish the Women's Advisory Committee in order to support the creation of a gender inclusive municipality. The Committee reports to the Executive Standing Committee of Council. The purpose of the Women's Advisory Committee is to advise the Municipality on the impact of municipal policies, programs, and services on women.

Section 14 of Administrative Order Number 2019-004-GOV Respecting the Women's Advisory Committee in the Halifax Regional Municipality sets out the following committee composition:

"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; and
- (f) Francophone/Acadian community"

At their December 3<sup>rd</sup>, 2020 meeting, the Women's Advisory Committee passed a motion requesting the Executive Standing Committee consider modifying the Administrative Order to include women from racialized communities as part of the Committee complement.

On January 25, 2021 the Executive Standing Committee received a recommendation report from the Chair of the Women's Advisory Committee dated January 8, 2021 and passed the motion outlined in the origin section of this report.

## **DISCUSSION**

Halifax Regional Municipality is multicultural hub in Atlantic Canada where more than 200 ethnicities are represented, over 100 different languages are spoken, and immigrants represent more than 168 different countries.

Population estimates of Halifax Regional Municipality for July 1, 2020 reached a new record of 448,544. Immigration plays a key role in population growth of Halifax Regional Municipality with 5,142 new immigrants (2019/2020), representing 5.6% of the total population.

The ethnocultural diversity of Canada's population is projected to increase significantly by 2031. The vast majority (96%) of Canadians belonging to a visible minority group will likely live in one of the 33 census metropolitan areas.

With current demographic trends and projections, by 2031, 47% of the second generation (the Canadian-born children of immigrants) will belong to a visible minority group, nearly double the proportion of 24% in 2006. The proportion of the third generation (the Canadian-born children of the Canadian-born children of immigrants) or later generations belonging to a visible minority group will triple.

- ***Women from Racialized Community***

Racialized women are defined as those who self-identify as women being other than Indigenous people and who are non-Caucasian in race or non-white in colour or racialized for reasons of dress or language.

The Women's Advisory Committee membership currently represents Halifax Regional Municipality's diverse population in order to reflect various experience of women in the community. However, the Committee identified that because their composition does not specify that women from racialized

communities must be included, this could result in underrepresentation of voices of women with different cultures, languages, histories, religions, family norms, life experiences and are subject to stereotypes different from other women who are represented in the Committee structure.

Staff reviewed the request for a staff report and determined that amendments to include women from racialized communities as part of the Committee complement could be recommended.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

### **RISK CONSIDERATION**

There are no significant risks associated with the recommendations in this Report.

### **COMMUNITY ENGAGEMENT**

No formal public engagement has been undertaken in preparing this report.

### **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified

### **ALTERNATIVES**

1. The Executive Standing Committee could recommend that Halifax Regional Council defeat the staff motion to adopt the Amending Administrative Order, to amend Administrative Order 2019-004-GOV as set out in Attachment 2 of this report. This will result in status quo to the membership of the Women’s Advisory Committee.
2. The Executive Standing Committee could request amendments to Administrative Order 2019-004-GOV that are different to the recommended amendments to address specific issues. This may require a supplementary report to address additional amendments.

### **ATTACHMENTS**

Attachment 1 – Showing Proposed Changes to AO 2019-004-GOV

Attachment 2 – Amending Administrative Order

Attachment 3 – Request for Women’s Advisory Committee Consideration from Christine Qin Yang, Vice Chair of the Women’s Advisory Committee dated December 3, 2020

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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: Haruka Aoyama, Legislative Assistant, 902.490.6517

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**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 ~~ten (10)~~ **eleven (11)** members:

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

(b) ~~eight (8)~~ 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; **and**
- (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

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

**BE IT ENACTED** by the Council of the Halifax Regional Municipality that Administrative Order 2019-004-GOV, the *Women's Advisory Committee Administrative Order*, is further amended as follows:

1. amend section 13 by:
  - (i) striking out the word, punctuation and number "ten (10)" after the words "comprised of" and before the word "members" in the first line of the section;
  - (ii) adding the word, punctuation and number "eleven (11)" after the words "comprised of" and before the word "members" in the first line of the section;
  - (iii) striking out the word, punctuation and number "eight (8)" before the word "women" at the beginning of clause (b); and
  - (iv) adding the word, punctuation and number "nine (9)" before the word "women" at the beginning of clause (b).
  
2. amend section 14 by:
  - (i) striking out the word "and" at the end of clause (e);
  - (ii) striking out the period at the end of clause (f);
  - (iii) adding the semi-colon punctuation and the word "; and" at the end of clause (f); and
  - (iv) adding the following clause after clause (f) and immediately before section 15:
    - (g) Racialized communities.

Done and passed in Council this    day of                   , 2021.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK

I, Iain MacLean, Municipal Clerk for the Halifax Regional Municipality, hereby certify that the above-noted administrative order was passed at a meeting of the Halifax Regional Council held on \_\_\_\_\_, 2021.

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Iain MacLean  
Municipal Clerk



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

**Item No. 6.2.2**

<b>Request for Women’s Advisory Committee Consideration</b>		
<p><input checked="" type="checkbox"/> <b>Agenda Item</b> (Submitted to Municipal Clerk’s Office by Noon at least 5 working days prior to the meeting)</p>	<p><input type="checkbox"/> <b>Added Item</b> (Submitted to Municipal Clerk’s Office by Noon at least one day prior to meeting)</p>	<p><input type="checkbox"/> <b>Request from the Floor</b></p>
<p><b>Date of Meeting:</b> December 3, 2020</p>		
<p><b>Subject:</b> Section 14 Membership, Women’s Advisory Committee Terms of Reference</p>		
<p><b>Motion for Women’s Advisory Committee to Consider:</b></p> <p>That the Women’s Advisory Committee recommend that the Executive Standing Committee recommend that Halifax Regional Council request staff report with respect to amendments to Administrative Order Number 2019-004-GOV Respecting the Women’s Advisory Committee in the Halifax Regional Municipality, to include women from racialized communities as part of the Committee complement.</p>		
<p><b>Reason:</b></p> <p>According to the current version of the Women’s Advisory Committee Terms of Reference document (ADMINISTRATIVE ORDER NUMBER 2019-004-GOV), under item 14: The Committee shall include women from the following communities:</p> <ul style="list-style-type: none"> <li>(a) African Nova Scotian and Black communities;</li> <li>(b) Indigenous/aboriginal communities;</li> <li>(c) LGBTQ2S+ communities;</li> <li>(d) Immigrant communities;</li> <li>(e) Women with disabilities; and</li> <li>(f) Francophone/Acadian community.</li> </ul>		
<p>It was brought to my attention that the communities do not include women from racialized communities. Racialized women have different cultures, histories, religions, family norms, life experiences and are subject to different stereotypes. What they have in common is they are racialized – they are subject to racism and made to feel different because of their racial/ethnic background.</p>		
<p>A racialized woman could be a Canadian-born individual who is not from any of the communities listed above. Adding the category “Racialized Communities” will allow Women’s Advisory Committee to be a more inclusive group. By doing so, it will also foster a sense of belonging for the racialized women.</p>		
<p>Recognizing that race is a social and culture construct, I proposed HRM describes people as “racialized person” or “racialized group” instead of the more outdated and inaccurate terms “racial minority”, “visible minority”, “person of colour” or “non-White”.</p>		
<p><b>Outcome Sought:</b> Representation of women from racialized communities on the Women’s Advisory Committee.</p>		
<p><i>Christine Yang, Vice Chair of Women’s Advisory Committee</i></p>		