

How to Engage in NSFM’s Advisory Committees on Areas of Municipal Interest

This guide provides an overview of how the Advisory Committees on Areas of Municipal Interest function and how your council can take part.

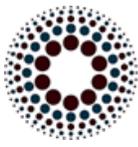
The mandate of the Advisory Committees on Areas of Municipal Interest is to **generate advocacy priorities for NSFM by advising and guiding responses to requests and issues delegated by the Board of Directors.**

Your municipal council is now able, by a motion of council, to submit requests for a particular issue to become an advocacy priority for NSFM. Municipal councils can send their requests to the Board of Directors. **A template motion is provided below on page 3.**

After reviewing your council’s request, the Board or CEO may delegate it to the appropriate Advisory Committee. The Advisory Committees are struck under the following Areas of Municipal Interest:

- ⊗ **Public Safety** – This advisory committee will review issues related to policing services, fire prevention, and emergency response, among other public safety issues.
- ⊗ **Climate Change** – This advisory committee will review issues related to sustainable development, energy production, biodiversity, and adaptation planning, among other issues related to climate change.
- ⊗ **Infrastructure** – This advisory committee will review issues related to asset management, infrastructure deficits, and maintenance costs, among other issues related to infrastructure.
- ⊗ **Municipal Autonomy** – This advisory committee will review issues related to municipal discretion, capacity, and collaboration, among other issues related to municipal autonomy.
- ⊗ **Equity and Community Wellbeing** – This advisory committee will provide opportunities for education and knowledge sharing amongst the membership related to promoting the voices of under-represented individuals in local government, and collaboration amongst diverse community stakeholders.

How often do these committees meet? Advisory Committees shall meet a minimum of four (4) times per calendar year but may meet more frequently. Urgent and time sensitive requests will be responded by the Advisory Committee Chair calling an unscheduled meeting.



How will requests be responded to?

The NSFAM Board or CEO will review requests received by a motion of council before delegating them to an Advisory Committee. Following this decision, the requesting council(s) will be notified by the NSFAM staff supporting that committee.

Following their review, Advisory Committees will submit their recommended response to the Board for approval.

Recommended responses to member requests will come in one of three forms:

- ☉ The issue should become or be integrated with an advocacy priority of NSFAM;
- ☉ The issue should continue to be monitored by the Board but is not recommended as an advocacy priority at this time;
- ☉ The issue is not a viable advocacy priority and not a priority of NSFAM.

Responses will be conveyed to members after the Board meeting in which the recommended response is approved.

When a request is reviewed by the Board or CEO and not delegated to an Advisory Committee, a response will be provided on a shorter timeline.

How will Advisory Committees conduct their review?

Advisory Committees will use the collective insights of its members and the Advocacy Prioritization Policy to advise and guide responses to delegated issues and requests.

Advisory Committee Members will use the Prioritization Framework of the Advocacy Prioritization Policy to review requests.

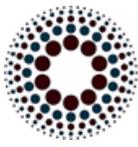
In the case that a request becomes an NSFAM advocacy priority, the Advisory Committees will continue to provide advice and guidance on next steps and technical details.

What happens if requests do not fit within the established Areas of Municipal Interest?

The Areas of Municipal Interest shall be reviewed by the NSFAM membership at least every five (5) years (i.e.: 2028). Prior to this five-year review, if a request does not fit within one of these Areas of Municipal Interest, the Board is able to strike an ad hoc committee.

Are there some issues that are not eligible to become a NSFAM Advocacy Priority?

Members should review the screening criteria Section 7 of the Advocacy Prioritization Policy below, which outlines types of issues are not eligible as an Advocacy Priority.



NSFM endeavours to focus advocacy efforts on matters that will make a difference to most Nova Scotian municipalities.

Issue screening is required to identify issues that align with NSFM’s core mandate, and to identify those that are outside the scope of this mandate. For this purpose, Section 7 of the Advocacy Prioritization Policy provides the following guidance.

NSFM will not engage in issues which:

- ☉ Are outside municipal interests;
- ☉ Are deeply divisive or ideological in nature;
- ☉ Are partisan in nature (i.e.: could lead to NSFM being perceived as being supportive of a specific political party or candidate);
- ☉ Involve conflicts between individual municipalities;
- ☉ Involve the internal issues of a municipality; or
- ☉ Promote the interests of individual businesses.

What is the Library of Municipal Interest?

The Library of Municipal Interest is a database of all Resolutions and Statements of Concern since 2019, all member requests delegated to Advisory Committees or an ad hoc committee, the resulting responses, and any supporting research. All requests and issues will be added to the Library of Municipal Interest to support optimal tracking of membership concerns over time.

If you have any further questions, please send them to info@nsfm.ca.

Template Motion

“Be it resolved that the council of [insert name of your municipal unit] request the NSFM Board of Directors to consider [insert issue of concern] as an advocacy priority for NSFM.

Be it further resolved that this council believes that this issue would be best reviewed by the [insert name of Advisory Committee of best fit or request an ad hoc committee].”

Preceding this language with “Whereas” lines to provide a rationale can also be included.

This is only an example and requests do not need to be phrased in this way. However, a motion of council is necessary.

Here is a chronological timeline indicating the process by which requests will be submitted and responded to

