

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 will function and how your council can take part.

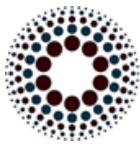
The mandate of the Advisory Committees on Areas of Municipal Interest is to **generate advocacy priorities for NSFM by advising and guiding responses to requests and issues delegated by the Board of Directors.**

Your municipal council will be 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 following the 2023 Annual General Meeting. A template motion is provided below.

After reviewing the request, the Board or CEO may delegate them to the appropriate Advisory Committee. The Advisory Committees were 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.

The Areas of Municipal Interest shall be reviewed by the NSFM 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.



What will happen to the most recent resolutions?

All prior resolutions from 2019-2022 will be delegated to the appropriate committee except for CAP and Municipal Funding. It's anticipated that some aspects of the Municipal Funding Resolution will be dealt with as part of ongoing service exchange dialogue with the province. CAP and other aspects of municipal funding such as cannabis revenue and costs associated with the Accessibility Act, will be monitored by NSFAM policy staff and may be referred to an ad hoc committee on municipal finance pending approval of the Board of Directors.

How often will 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 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.

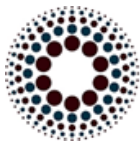
How will requests be responded to?

Upon receiving a request from a member unit, NSFAM staff will acknowledge receipt.

NSFAM will review requests received by a motion of council before delegating them to an Advisory Committee. When the request is delegated to an Advisory Committee, the requesting council will be notified by the NSFAM staff supporting that committee. If the request does not align with the Advocacy Prioritization Policy, NSFAM will respond to the referring council stating this.

Members should review Section 7 of the Advocacy Prioritization Policy below to see the screening criteria, which outlines types of issues that NSFAM will not engage in.

If a request is forwarded to an Advisory Committee, the Advisory Committee will conduct a review as explained above. Following their review, each Advisory Committee 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 NSFM;
- ☉ The issue should continue to be monitored by the Board but is not being recommended as an advocacy priority at this time;
- ☉ The issue is not a viable advocacy priority and not a priority of NSFM.

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, this response will be provided on a shorter timeline.

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

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, and the resulting responses. All requests and issues will be added to the Library of Municipal Interest to support optimal tracking of membership concerns over time.

NSFM Advocacy Prioritization Policy Section 7 - Screening Criteria

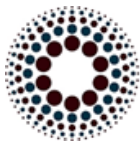
NSFM endeavours to focus advocacy efforts on matters that will make a difference to most Nova Scotian municipalities.

Issue screening is required to identify issues that align with NSFM's core mandate, and to identify those that are outside of NSFM's scope. Therefore, 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;
- Promote the interests of individual businesses.

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



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Template Motion

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

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

