

EQUITY AND COMMUNITY WELLBEING COMMITTEE

1. Authority
2. Purpose
3. Mandate
4. Committee Membership
5. Role of Chair
6. Role of Vice Chair
7. Role of Committee Members
8. Meetings
9. Term
10. Resources

1. AUTHORITY

The Equity and Community Wellbeing Committee is established by the Nova Scotia Federation of Municipalities (NSFM) as an advisory committee. The Committee draws its authority from Section 7 of the By-laws and is subject to the Advocacy Prioritization Policy.

2. PURPOSE

The Committee will provide opportunities for education and knowledge sharing among the membership related to the promotion of the voices of underrepresented individuals in local government and collaboration among diverse community stakeholders.

3. MANDATE

The Committee will produce a Statement of Municipal Interest regarding equity and community wellbeing within six months of establishment, for approval by the Board of Directors. Specifically, the Committee shall:

- Facilitate the research and discussion on the respective Area of Municipal Interest;
- Pursuant to Subsection 5(h) of the Advocacy Prioritization Policy, apply a screening and prioritization process to requests delegated by the Board;
- Recommend responses to all requests and issues delegated by the Board using one of three forms of response outlined in Subsection 5(k) of the Advocacy Prioritization Policy, including a brief justification for the response;
- Use the collective insights of its members and the Advocacy Prioritization Policy to advise and guide responses to issues and requests delegated to it by the Board or the Chief Executive Officer.

~ Adopted by Resolution of the Equity & Wellbeing Committee on January 18, 2024 ~

~Adopted by Resolution of the Board of NSFM on February 15, 2024~

4. COMMITTEE MEMBERSHIP

The Committee will be composed of:

- A minimum of three and a maximum of five elected municipal officials appointed by the Board (voting);
- President, or their designate (non-voting, ex officio);
- Chief Executive Officer, or their designate (non-voting, ex officio).

From time to time the Committee may invite subject experts and specialized resources to aid in meeting its mandate. Persons other than Committee members may, with permission of the Chair, attend any meeting for the purpose of providing information, making a submission, or providing feedback.

5. ROLE OF CHAIR

The Committee shall select a Chair who shall:

- Act as spokesperson for the Committee;
- Assign work to Committee members;
- Be available to the Board for discussion of issues that arise within the scope of the mandate of the Committee;
- Chair and preside over the meetings of the Committee;
- Ensure that all members at meetings have an opportunity to participate in discussions;
- Ensure that the work of the Committee is in keeping with the mandate as outlined in the Terms of Reference;
- Establish the agenda for each meeting;
- Issue reports to all regular Board meetings, consisting of:
 - findings and recommendations,
 - meeting frequency,
 - new recommendations on responses to member requests,
 - progress,
 - responses to all delegated requests;
- Respect and support Committee actions through a unified voice.

6. ROLE OF VICE CHAIR

The Committee shall select a Vice Chair who shall:

- Perform the duties of Chair when the Chair is absent or unable to participate;
- Perform other duties as requested.

7. ROLE OF COMMITTEE MEMBERS

Once appointed, Committee members will be expected to:

~ Adopted by Resolution of the Equity & Wellbeing Committee on January 18, 2024 ~

~Adopted by Resolution of the Board of NSFM on February 15, 2024~

- Actively participate in a respectful and engaged manner;
- Be committed to the work and mandate of the Committee;
- Regularly attend meetings or notify the Chair or the Recording Secretary if unable to attend a meeting;
- Respect and support Committee actions through a unified voice, once recommendations or reports are made;
- Respect confidentiality and non-disclosure of issues with privacy implications discussed within the Committee or information of a confidential nature gathered therein;
- Stay informed about Committee matters, be prepared for all meetings and review agenda, minutes, and supporting materials;
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.

8. MEETINGS

Meetings shall be held a minimum of four times per year either in person or by teleconference/videoconference. Every attempt will be made to schedule meetings at least seven (7) days in advance. A quorum shall be three (3) voting members. The meeting schedule for the upcoming year shall be determined on an annual basis. Committee members cannot miss more than three consecutive meetings unless permission is granted by the Chair.

The members of the Committee shall make every effort to come to consensus regarding any recommendations and reports. The Committee will use consensus decision making by:

- Including the input of all Committee members;
- Including and respecting all parties, and generating as much agreement as possible;
- Setting the stage for greater cooperation in implementing the resulting decisions;
- Promoting an atmosphere that fosters group cohesion and interpersonal connection;
- Prioritizing the general interest of all municipalities.

When the Committee members cannot reach a consensus, a motion may be put forth which requires a vote to be taken. The Committee may, upon motion, discuss matters In Camera.

9. TERM

Each appointed member will serve on the Committee for a three (3) year term. Each appointed member may apply for a second term, consisting of three (3) years.

10. RESOURCES

Administrative support, including acting as Recording Secretary and taking the Minutes, which shall include motions, record of attendance, resolutions, and a review of delegated tasks, is provided by staff.

~ Adopted by Resolution of the Equity & Wellbeing Committee on January 18, 2024 ~

~Adopted by Resolution of the Board of NSFM on February 15, 2024~