

MUNICIPAL GROUP INSURANCE OVERSIGHT COMMITTEE

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1. AUTHORITY

The Municipal Group Insurance Oversight Committee is established by the Nova Scotia Federation of Municipalities (NSFM). Joint authority is shared between Association of Municipal Administrators Nova Scotia (AMANS) and NSFM. NSFM and AMANS shall be the stakeholder organizations.

2. PURPOSE

The Municipal Group Insurance Committee is a joint NSFM-AMANS Committee convened by the respective Board of Directors to provide recommendations on the NSFM Municipal Group Insurance Plan. This committee will provide the forum for stakeholders to come together, explore issues and challenges, identify opportunities for improvement, and make recommendations that will lead to a group insurance program that meets the needs of municipalities throughout the province.

The committee will:

- Explore challenges and opportunities with respect to the group insurance program
- Develop recommendations that will address these challenges and opportunities
- As this is intended to be an ongoing committee, the committee will develop an annual work plan identifying the objectives, timelines, and responsibilities

Guiding Principles:

The committee will consider the following guiding principles as it conducts the work and create recommendations that:

- Provide value to municipalities
- Strive to provide continuous improvement opportunities regarding the Plan
- Ensure effective stewardship of public funds

3. COMMITTEE MEMBERSHIP

Each stakeholder organization shall appoint their members in accordance with their respective committee selection policies. A committee chair and vice-chair will be chosen by the committee members. The term for the chair and vice-chair is 2 years with the possibility of renewal.

The joint committee shall be comprised of:

- Three (3) AMANS representatives
- Two (2) NSFM representatives
- The AMANS Executive Director (or designate) and the NSFM CEO (or designate), will both serve as non-voting ex-officio members

Members will serve a three (3) year term with the option of a one (1) term renewal. This is intended to be an ongoing committee. The committee's mandate will be reviewed every two (2) years.

Notwithstanding this, a stakeholder organization can provide notification of non-participation at any time, upon approval from their respective Board of Directors. In the event that a committee member does not fulfil their term, the respective stakeholder organization will facilitate their replacement with an alternative representative.

From time to time the committee may invite subject experts and specialized resources to aid the committee in meeting its mandate. Persons other than committee members may, with permission of the committee, attend any meeting for the purpose of providing information, making a submission or providing feedback. Such persons may, with the permission of the Chair, speak on an issue but are not involved in the decision process.

4. ROLE OF CHAIR

The Committee Chair shall:

- Act as spokesperson for the Committee
- Ensure that the work of the committee is in keeping with the mandate as outlined in the Terms of Reference
- Chair the meetings of the committee
- Set the agenda for each meeting
- Assign work to committee members
- Formally report findings and recommendations to AMANS and NSFM Board of Directors
- Issue periodic reports to the Boards
- Ensure that all members at meetings have an opportunity to participate in discussions
- Respect and support committee actions through a unified voice

~ Adopted by Resolution of the Board of NSFM on October 4 , 2023 ~

5. ROLE OF VICE CHAIR

The Committee Vice Chair shall:

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

6. ROLE OF COMMITTEE MEMBERS

Once appointed, committee members will be expected to:

- Regularly attend meetings
- Stay informed about committee matters, be prepared for all meetings and review minutes, agenda and supporting materials
- Actively participate in a respectful and engaged manner
- Be committed to the work and mandate of the committee
- Volunteer for and willingly accept assignments and complete them thoroughly and on time
- Respect and support committee actions through a unified voice, once the committee has made its report

7. MEETINGS

Meetings shall be held as required 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 fifty (50) percent of voting members plus one.

An in-person meeting can be cancelled by the meeting Chair if:

- All issues on the agenda can be addressed by video, phone, or e-mail consultations
- The meeting is purely for information sharing with no consensus building or decision-making necessary and the same result can be achieved by sending e-mails to everyone
- Many people, especially key decision makers, are not available for the meeting
- Bad weather or other unforeseen circumstances

If committee members are unable to attend, they must notify the Chair. A member of the committee who, without leave of the committee, is absent from three consecutive regular meetings of the committee may be requested by the committee to vacate their position. In such an instance, a stakeholder organization can delegate an alternate.

The members of the committee shall make every effort to come to consensus regarding any recommendations and initiatives. The committee will use consensus decision making through:

- 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 atmosphere that fosters group cohesion and interpersonal connection

~ Adopted by Resolution of the Board of NSFM on October 4 , 2023 ~

- When the committee members cannot reach a consensus, the committee may have a motion put forth which requires a vote to be taken

Communications will be developed together by consensus. There will be times when it may be more appropriate for one organization to send out information, however, this will only be done upon the agreement of all stakeholder organizations. Confidentiality of information will be maintained until the committee has agreed that it be shared.

8. RESOURCES

Administrative support, including the taking of Minutes, is provided by staff.