



NOVA SCOTIA  
FEDERATION OF  
MUNICIPALITIES

## **NSFM Committee Appointment and Reporting Policy**

**Background:** Participation on committees is a benefit to NSFM members. Whether the committee is formed by NSFM, Association of Municipal Administrators of Nova Scotia (AMANS), the Province or other groups, the participant is able to provide valuable insight and influence outcomes. Committees provide opportunities to build networks and learn about various policy areas, opportunities and operations across the province. The following policy aims to broaden member participation on committees, which will serve to strengthen the NSFM membership.

Participation on committees supports the NSFM mandate of member engagement and increases awareness of NSFM activities. It also provides opportunities for the NSFM to learn of important provincial and municipal initiatives taking place in different areas of the province. Elected Municipal Officials appointed to committees are expected to share meeting outcomes with the Board and membership.

### **1.0 Purpose:**

The purpose of this policy is to establish a formal and consistent procedure for:

- a) the NSFM Board of Directors appointing Elected Municipal Officials to provincial, municipal, and municipal-provincial committees;
- b) appointed representatives reporting back to the NSFM Board of Directors; and
- c) committee expenses.

### **2.0 Committees**

Elected Municipal Officials are appointed to provincial committees, municipal-provincial committees, joint committees with other organizations, and NSFM committees. These committees are formed under the authority of the Province, the NSFM, or the AMA or in partnership among the organizations.

#### **2.1 NSFM Committees**

The NSFM requires the establishment of the following committees:

- a) Executive Committee as stated in the NSFM By-laws
- b) Nominating Committee as outlined in the NSFM "Elections Policy".

- c) Finance and Audit Committee
- d) Advisory Committees on Areas of Municipal Interest
- e) Conference Planning Committee: Chaired annually by the Vice-President. Committee members shall be selected by the Vice-President based on the following criteria: three (3) Regional Representative from a different Electoral Regions than their own, and one (1) Elected Municipal Official from the hosting member unit.
- f) Spring Workshop Committee: Comprised of three Regional Representatives appointed by the Board. The committee shall ensure that one Elected Municipal Official from the host municipality be invited to join the committee. One of the Regional Representatives shall serve as committee Chair.

In addition, the NSFM Board can establish internal or ad hoc committees to assist in its mandate. The NSFM Board exercises direct control over appointments to these committees.

## **2.2 Joint Committee Selection Process**

The process to select committee members will be guided by the following:

- a) Generally, appointments to provincial, municipal-provincial committees and joint committees with other organizations shall be advertised to the membership at large through a call for an expression of interest advertised at least ten working days in advance of the selection date. The call for an expression of interest will identify requirements of specific skills, experience, or competencies.
- b) Interested candidates will submit a brief statement outlining their relevant skills and qualifications including an explanation as to why their participation would benefit the committee. In some cases, a detailed resume will be required.
- c) In the case of municipal staff appointments, a call for expression of interest will be sent directly to AMA. In response, AMA may make recommendations on qualified candidates. For clarity, such recommendations do not limit the discretion of the NSFM Board as stated in subsection 2 f) below.
- d) Preference will be given to applicants who are not NSFM Board members where there are a sufficient number of qualified applicants.
- e) The NSFM Chief Executive Officer (CEO) and/or their designate will review all applications and create a checklist outlining the relevant qualifications of each applicant.
- f) The NSFM Board of Directors shall appoint the applicant(s) who best meet the required qualifications utilizing the checklist provided by staff.
- g) NSFM Board members applying to committees appointed by the Board cannot vote nor participate in any Board discussions regarding appointment to the committee(s) to which they applied.

- h) If not specified in the terms of reference, no NSFAM member shall be appointed for more than two consecutive years. NSFAM members who have served one term must reapply (where applicable) if interested in serving a second consecutive term.
- i) Applications will not be considered if submitted after the deadline or in cases where a resume is omitted when the expression of interest specifically states to include a resume.
- j) Proxy votes will not be considered.
- k) If applying for more than one committee, the applicant shall identify their choices in order of preference.
- l) Non-board members may serve on a maximum of two NSFAM/Provincial Committees at any one time; however, preference will be given to applicants who are not currently serving on any committees.
- m) Board members may serve on a maximum of two NSFAM/Provincial Committee at any one time; however, preference will be given to applicants who are not currently serving on any committees unless under extenuating circumstances (e.g. no others apply)
- n) Notwithstanding the above, where there are specific requirements inherent in the committee, the Board may establish a different process, but will endeavor to support the principles of broad participation.
- o) NSFAM is often requested by the Province to nominate municipal representatives to their committees. There are also committees established in partnership between the Province and NSFAM. Some are legislated (example: PVSC Board, Municipal Finance Corporation), and some through by-laws (example: AMA Board, FCM). In these cases, the NSFAM may not have complete control over the process for selecting members.

### **3.0 Reporting and Accountability**

- a) Elected Municipal Officials appointed to any Provincial, Municipal and Municipal-Provincial Committees shall submit at least one written report outlining their committee's work to the NSFAM Board of Directors on a semi-annual basis. Where there is more than one Elected Municipal Official on a particular committee, only one report need be submitted.
- b) AMA representatives may also provide the semi-annual reporting function to the NSFAM Board either individually or in conjunction with the NSFAM appointee on the same committee.

- c) Following each meeting, the NSFAM appointee shall be responsible to forward the meeting agenda, minutes, and any other relevant materials to the NSFAM office.
- d) Where permissible, all committee minutes and terms of reference shall be posted to the NSFAM website.
- e) When NSFAM appointees and AMA members sitting on provincial committees are dealing with issues where the NSFAM has established a formal position, that position will be communicated to the NSFAM/AMA member(s) through the NSFAM office. Appointees will be expected to communicate the NSFAM position to all members of the provincial committee in which they participate.
- f) Advisory Committees on Areas of Municipal Interest shall submit a report on meeting frequency, progress, and new recommendations on responses to member requests to all regular meetings of the Board of Directors.

#### **4.0 Expenses**

- a) The NSFAM will cover committee travel costs for as per the NSFAM "Travel and Expense Claim" policy.
- b) When AMA members are appointed to a committee by the NSFAM, the NSFAM will cover travel costs for such appointees.
- c) The organization that appoints a committee member will be responsible for reimbursing the appointee's expenses according to their own expense claim policy.
- d) The NSFAM will cover committee travel costs for NSFAM members appointed to Provincial committees only in those cases where the Province does not pay related travel costs. In some cases, NSFAM may offer to pay only a portion of the cost, or nothing, but this will be stated in the call for applications.

#### **5.0 Review of Policy**

This policy shall be reviewed at a minimum every three years from the most recent date of approval.

#### **6.0 Date of Approval**

- Approved on December 15, 2006
- Revised on March 22, 2007
- Revised November 25, 2008
- Revised June 26, 2009
- Revised September 17, 2010
- Revised , February 14, 2014

- Revised, March 3, 2017
- Revised, September 9, 2022