

TO: Mayors, Wardens and Councillors, All Units

FR: Lyle Goldberg, Manager, Member Relations, Union of Nova Scotia Municipalities

RE: SEEKING EXPRESSIONS OF INTEREST ON FIRE AND POLICING COMMITTEES—DEADLINE FEB. 24, 2017

The UNSM is seeking expressions of interest from municipal elected officials for the following three committees:

- NS Fire Safety Advisory Council
- NS Local Government RCMP Contract Management Committee
- Joint Police Services and Community Safety Advisory Committee.

Attached is a backgrounder document describing each committee including mandate, number of vacancies, preferred qualifications, length of term, time commitment, meeting location, how expenses are covered, application process, selection process, and where to find additional information. Also attached are the terms of reference for each committee.

In all instances, please submit a cover letter and resume outlining your relevant skills and experience. All applications should be emailed to Lyle Goldberg, Manager, Member Relations lgoldberg@unsm.ca. Preferred format is MS Word.

Application deadline is Friday, February 24, 2017.

You can apply for as many committees as you wish; however, under UNSM's Committee Appointment and Reporting Policy, UNSM members can only participate on a maximum of two committees at any one time unless under extenuating circumstances (i.e. no other applications received). If applying for more than one committee, please list your order of preference.

UNSM members appointed to any Provincial, Municipal and Municipal-Provincial Committees shall submit at least one written report annually to the UNSM Board of Directors outlining their committee's work.



Phone: (902) 423-8331

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PLEASE NOTE: If you do not want to receive communications from UNSM, please e-mail Tracy Verbeke at tverbeke@unsm.ca, and you will be removed from the mailing list.

NS Fire Safety Advisory Council

Authority: Established by the Province under Section 12 of the Fire Safety Act

Mandate: To advise the Minister regarding:

- a) the administration or reform of this Act, the regulations and the Fire Code;
- b) promotion and support of fire safety, the fire suppression service and fire prevention;
- c) matters arising from the functioning of non-profit organizations with mandates that relate to the purpose of this Act;
- d) any other matter, as determined by the Minister.

To receive and hear petitions, briefs, and comments from individuals or groups with respect to the Act.

Number of Vacancies: 1 municipal elected official

Criteria:

- depth and breadth of knowledge and experience in the area of fire safety regulations and knowledge of the Fire Safety Act
- ability to exercise fair judgement; good communication skills; a high degree of integrity and a good reputation amongst their peers.

Length of Term: Three-years and eligible to serve for a second term.

Time Commitment: As issues require; could range from quarterly meetings, to monthly.

Location of Meetings: HRM

Meeting Expenses: Travel and other reasonable meeting expenses paid by the Province.

Application Process: Email application to Lyle Goldberg, UNSM Manager of Member Relations at lgoldberg@unsm.ca. Include a cover letter and resumé outlining relevant skills and experience.

Application Deadline: February 24, 2017

Selection Process: The UNSM Board of Directors will select the successful applicant.

For Further Information Contact:

Kirk Janes, Manager of Corporate Policy
Office of the Fire Marshal

(902) 424-5721

kirk.janes@novascotia.ca

NS Local Government RCMP Contract Management Committee

Mandate: to facilitate consultation, analysis and communication between the Province and local governments policed by the RCMP, regarding the agreement under which the RCMP provide local police services in NS; to analyze and respond to changes that may be proposed from time to time by the Federal government/RCMP; to recommend changes to the Federal government/RCMP that may be considered necessary or appropriate

Number of Vacancies: Up to 3 municipal elected officials and up to 3 municipal administrators:

- one representing a municipality whose policing services are provided through a Municipal Police Agreement;
- one whose policing services are provided through a Provincial Policing agreement;
- one whose policing services are provided through an integrated policing model (Halifax)

Preferred Qualifications: Knowledge and experience in policing matters

Length of Term: Three years - expires March 2020

Time Commitment: Minimum two meetings per year; general length is around 2 hours per meeting.

Location of Meetings: Meetings take place via teleconference or in Halifax.

Meeting Expenses: Travel expenses paid by UNSM according to travel policy

Application Process: Email application to Lyle Goldberg, UNSM Manager of Member Relations at lgoldberg@unsm.ca. Include a cover letter and resumé outlining preferred qualifications.

Application Deadline: February 24, 2017

Selection Process: The UNSM Board will select amongst the applicants

For Further Information Contact:

Betty MacDonald

UNSM Executive Director

ph: 902-423-3423

Email: bmacdonald@unsm.ca

Joint Police Services and Community Safety Advisory Committee Backgrounder - 2017

Mandate: To provide a forum for consultation, analysis and communication amongst local governments, police Boards and the Nova Scotia Department of Justice regarding issues relating to community safety and the delivery of police services in Nova Scotia

Number of Vacancies: up to 4 municipal elected officials and up to 4 municipal administrators

- one representing a municipality whose policing services are provided through a Municipal Police Agreement;
- one whose policing services are provided through a Provincial Policing agreement;
- one whose policing services are provided through an integrated policing model (Halifax)
- one whose policing services are provided by their own municipal police force

Preferred Qualifications: Knowledge and experience in policing matters

Length of Term: Three years - expires March 2020

Time Commitment: Minimum two meetings per year; general length is around 2 - 3 hours per meeting.

Location of Meetings: Meetings take place via teleconference or in Halifax.

Meeting Expenses: Travel expenses paid by UNSM according to travel policy

Application Process: Email application to Lyle Goldberg, UNSM Manager of Member Relations at lgoldberg@unsm.ca. Include a cover letter and resumé outlining preferred qualifications.

Application Deadline: February 24, 2017

Selection Process: The UNSM Board will select amongst the applicants.

For Further Information Contact:

Betty MacDonald
UNSM Executive Director
ph: 902-423-3423
Email: bmacdonald@unsm.ca

Terms of Reference

Joint Police Services and Community Safety Advisory Committee

The Nova Scotia Department of Justice (NS DOJ), Nova Scotia local governments (Union of Nova Scotia Municipalities) “UNSM” and Boards (Nova Scotia Association of Police Governance Boards “NSAPGB” responsible for police governance are committed to working together, to ensure the most efficient and effective provision of police services for Nova Scotia and on matters of mutual interest as they relate to community safety.

Purpose

The purpose of the Committee is to provide a forum for a consultation, analysis, and communication between local government, Boards and the NS DOJ regarding issues relating to community safety and the delivery of police services in Nova Scotia.

In this context, the committee is being established to create a standing committee to:

- i. To increase and sustain communications with and input from local government and Boards with respect to community safety and policing issues;
- ii. Advise the NS DOJ of the impacts to local government of any proposed legislative changes under the *Police Act* or other related *Acts*;
- iii. Work collaboratively to identify opportunities for service delivery efficiencies and cost containment to effectively manage the growing costs of community safety and police services; and
- iv. Ensure that there is an opportunity for local government and Boards to be consulted when substantial changes to police practices, equipment, police or procedures that may impact future municipal costs, accountability or governance are being considered.

Functions

The Committee has two key functions:

- i. Communications
 - a. Receive and disseminate information to local government and boards with respect to issues that may impact the cost, quality, governance and delivery of local police services and other matters impacting community safety;
 - b. Provide a forum for local government and boards to identify issues and concerns in relation to the delivery of local police services and matters relating to community safety for consideration by the Committee; and
 - c. Communicate to local governments and Boards, positions that have been taken and decisions that have been made in the context of addressing opportunities and issues with respect to local police service delivery and matters related to community safety.

Research and Analysis

- d. Consider changes proposed by the provincial or the federal government with respect to any aspect of the delivery of the local government police services and matters related to community safety; and
- e. Discuss issues and/or concerns of local government and boards related to the delivery of local police services and matters related to community safety.

The Committee will provide the opportunity to keep all partners informed on policing and community safety matters recognizing the role municipalities play in policing.

The Committee will ensure that their respective governing bodies are kept informed of the issues raised in this forum.

Composition of Committee

The Committee will be based on the following criteria:

Municipalities

Municipalities will appoint up to eight (8) elected or administrative representatives representing each of the four policing models and in each policing model up to two representatives can be appointed:

- i. A municipality whose policing services are provided through a Municipal Police Agreement (MPA);
- ii. A municipality whose policing services are provided through a Provincial Policing Agreement (PPSA);
- iii. A municipality whose policing services are provided through an integrated policing model; and
- iv. A municipality whose policing services are provided by their own municipal police force.

Appointments will be for an initial three-year term.

UNSM

- UNSM Executive member

Nova Scotia Association of Police Governance Boards (NSAPGB)

One member appointed by the NSAPGB

Nova Scotia Department of Justice

Three representatives including the:

- Director of Policing
- Policing Services Consultant
- Director of Contracts

Service Nova Scotia and Municipal Relations

- One Municipal Advisor

Representatives of the law enforcement community or other government departments will be invited to attend the committee meetings as required and/or committee representatives will schedule meetings with the appropriate law enforcement managers to discuss issues raised by the committee and report back to the committee.

From time to time and on an as-required basis, the Committee may establish ad hoc working groups to support them in delivering their role.

Chairs

The committee will be chaired by the Director of Public Safety & Security and a co-chair as elected by the municipal and board representatives.

Meeting Schedule

The Committee will meet in person a minimum of two times per year and by teleconference as required. Meetings will be convened at the call of the co-chairs.

Confidentiality

The committee shall be guided by the following in its operations:

Confidentiality is important to maintain the integrity and security of many police practices and potential negotiation processes, therefore, it is recognized that the joint committee may be provided with information and participate in discussions that they are not able to share with others, given the sensitivity of the information.

Duration of Committee

The committee will review the mandate every three years and make a recommendation to the Department of Justice and their respective governing body with respect to its continuance.

Reporting

The Committee will report to the Department and respective governing bodies annually, in writing, to inform them of their upcoming priorities, their activities over the previous year and any issues or recommendations that require Board approval.

Compensation

No member will be eligible for compensation. All members will be responsible for their own travel costs and meeting expenses will be covered by the Department of Justice when meetings include the Department of Justice.

Non-Adjudicative Board Selection Criteria

NON-ADJUDICATIVE		Fire Safety Advisory Council
1	Statute	Fire Safety Regulations made under Section 51 of the Fire Safety Act
2	Purpose	<p>The Council may advise the Minister regarding:</p> <ul style="list-style-type: none"> (a) the administration or reform of this Act, the regulations and the Fire Code; (b) promotion and support of fire safety, the fire suppression service and fire prevention; (c) matters arising from the functioning of non-profit organizations with mandates that relate to the purpose of this Act; (d) any other matter, as determined by the Minister.
3	Functions	It is the role of the Council to receive and hear petitions, briefs, and comments from individuals or groups with respect to the Act.
4	Composition	<p>The Council must be composed of the following members:</p> <ul style="list-style-type: none"> e) the Fire Marshal or the Fire Marshal's representative; f) a representative from the Building Code Advisory Committee, as selected by that committee; g) a representative from the Union of Nova Scotia Municipalities, as selected by that association; h) a representative from the Fire Inspectors Association of Nova Scotia, as selected by that association; i) a representative from the Nova Scotia Building Officials Association, as selected by that association; j) a representative from the Insurers Advisory Organization, as selected by that organization; k) a representative from the Insurance Bureau of Canada, as selected by that bureau; l) a representative from the Design and Construction Institute of Nova Scotia, as selected by that institute; m) a representative from the Fire Officers Association of Nova Scotia, as selected by that association; n) a representative from the Nova Scotia School Boards Association, as selected by that association; o) up to three additional, as selected by the Minister; and p) a representative from the Public Safety Division of the Department of Environment and Labour who is knowledgeable about the Building Code, as selected by the Minister. <p>The Minister must designate one member of the Council as Chair.</p>
5	Formal Qualifications	
6	Work & Experience	Three general members require depth and breadth of knowledge and

	Requirements	experience in the area of fire safety regulations and knowledge of the Fire Safety Act and it's application.
7	Skills Required	All members should possess general skill requirements including: ability to exercise fair judgement; good communication skills; a high degree of integrity and a good reputation amongst their peers.
8	Statutory/Traditional Nomination Requirements	There are none, but usually a representative of a larger group with an interest in fire safety and liability issues is preferred.
9	Term of Appointment	Members of the Council are appointed for 3 year terms, and may be reappointed.
10	Remuneration	Members of the Council serve without remuneration, but shall be reimbursed for the expenses necessarily and reasonably incurred by them in attending meetings of the Council.
11	Anticipated Time Commitments	As issues require; could range from quarterly meetings, to monthly.
12	Other Notes	