



Livable Basic Income Guarantee Municipal Advocacy Toolkit *Checklist - Nova Scotia*

The process starts with you!

- Think about why YOU are passionate about a BIG. Be ready to explain it to the people you talk to. Think about why having your municipality take action on a BIG important to you?
 - You will be asked questions that you probably won't be able to fully answer, that's OK! Acknowledge that you can't speak to all the intricacies of federal income policy development and go back to your passion reason.

Decide who you might work with (individuals and groups have been successful).

- Consider approaching like-minded individuals or organizations.

Seek a champion within the municipal council (highly recommended).

How do you find a champion on council?

- Attend council meetings and/or read meeting minutes to learn about councilors' interests. Consider things like the motions each councilor makes and which committees they sit on.
- Connect with councilors and the mayor/warden/reeve of your municipality.
 - Share your personal interest and passion for a BIG and leave each person with printed information.
 - Find contact information and website links for each municipality on the [membership directory of the Nova Scotia Federation of Municipalities](#).

If you find a municipal council champion:

- Decide who will bring the request to the council.
- Discuss and write down the process and timeline for bringing a request to council.
- Work with the champion to draft the suggested resolution to be brought to council for consideration.
 - [Examples](#) of resolutions to consider can be found in the What Do I Ask For (The Resolution)? section of the toolkit.
 - Be open to tailoring the proposed wording as needed.

Tips:

- If the champion is taking the lead, become a good teammate (meet regularly and provide encouragement, follow-up, help, etc.).
- If you are the lead, have regular check-ins with the champion.

If you do not find a champion from municipal council:

- Meet with the municipality's Chief Administrative Officer (CAO) or another staff person, e.g. Clerk.
- Find out and write down how to bring a request to the municipality and the timelines.

Whether you have a champion or not, some considerations include:

- Ensure your request is properly considered/tailored before presenting to council.
- Meet with councillors in advance of the presentation or vote to get a sense of what questions and concerns will be raised.
- Offer additional presentations & resources that answer questions, concerns, etc.
- If allowed, attend every meeting where the request is on the agenda.

Gather support from your community:

- Ask folks to send a Community Champion letter (template in toolkit). Ask each champion to send you a copy of their letter.
- Use the UBI Works' [newmode form](#).
- Invite folks to attend council meetings with the request on the agenda.

If the resolution passes:

- Confirm that the request has been completed (e.g. letter(s) have been sent).
- Ask for a copy of the letter(s).
- Publicly thank your council at a meeting.
- Let the media, BIG-NS, community champions (if applicable), and others know.
- Consider attending future council meetings to provide updates on progress toward a BIG.

If the resolution does not pass:

- Do not lose hope! This has happened before. This could mean “not yet”.
- If you have a municipal council champion, strategize next steps together.
- Talk to individual councilors and answer their questions.
- Provide additional information to the council.
- If necessary, modify the request/suggested resolution.
- Show the council that there is support in their municipality through community champion letters and/or the UBI Works' [newmode form](#).
- When you think it is appropriate, bring your request to council again.

Additional resources to support your advocacy efforts can be found in the full toolkit.