

# NEWSLETTER

October 2018

## ANNOUNCEMENTS

**2019 Spring Conference** will be held at the Summer Street and hosted by the Pictou Region

**2019 Fall Conference** will be held at Digby Pines and hosted by South Western Shore Region

## UPCOMING EVENTS

October 11<sup>th</sup>, 2018

[Municipal Workshop on Rural Internet](#)

October 16<sup>th</sup> to October 19<sup>th</sup>, 2018

[AMANS Fall Conference](#)

October 16<sup>th</sup>, 2018

[Covering Your Assets Workshop](#)

October 25<sup>th</sup>, 2018

[Trade and International Relations Workshop](#)

November 16<sup>th</sup>, 2018

[Employment & Labour Law, Human Resources & Benefit Plans Workshop](#)

November 22<sup>nd</sup>, 2018

[Financial Management for Elected Officials](#)

December 6<sup>th</sup>, 2018

[Diversity: The Power of Difference](#)

December 7<sup>th</sup>, 2018

[Diversity: The Power of Difference](#)



Joint Fire Services Committee

The Joint Municipal Fire Services Committee Phase I is nearing completion of its work and is expected to submit a letter to the parties involved shortly. The Committee is making three recommendations: the formation of an ongoing Fire Services Stakeholder Committee, support for a draft workplan, and a transition plan that would see the existing committee members continue for the next six months to begin implementation of the workplan.

The Committee is very engaged in this work and several the elements of the workplan could be completed in the next few months. The Committee is also aware that legislation for the spring sitting needs to be identified by November. The committee has identified at least one change in the legislation that needs to proceed quickly – a requirement for an annual registration. This is seen as critical by the committee.



Education Committee

The AMANS Education Committee recently added *Leading in the Grey: Relationships, Decision-making, and Innovation* to its Municipal Management Modules series.

Modules in this series are designed specifically for municipal elected and appointed officials, developed with subject matter experts in the field, and delivered by those working in municipal government.

The inaugural two-day workshop was held in New Glasgow and facilitated by Paul Kearley, Business Performance Coach, and Mark Peck, Executive Director, Department of Municipal Affairs. The feedback from those in attendance was excellent.

The first Human Resources module is being developed currently and will be run on November 16<sup>th</sup>, 2018. It is being developed by Noella Martin of Wickwire Holm and will cover legal aspects of HR. Noella will be delivering the course.

The first Financial Short Snapper (Covering Your Assets) will be run the Tuesday before the Conference with President Alain Muise facilitating.

A Financial Management for Elected Officials is being run on November 22<sup>nd</sup>, 2018. We are looking for facilitators.

In addition, Morneau Shepell will be running two free half-day sessions on Diversity. One will be in Truro and the other in the Bridgewater area.

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## Accessibility

[Nova Scotia's Accessibility Act](#) was proclaimed in September 2017 with a goal to make the province accessible by 2030. Later this month, the [Nova Scotia Accessibility Directorate](#) will be releasing a Government of Nova Scotia Accessibility Strategy and Implementation Plan, outlining how the province will achieve this goal. Once prescribed under the Act, municipalities will also be required to produce accessibility plans, within one year.

The Provincial/Municipal Accessibility Working Group is working to develop a model framework to assist municipalities in developing their plans. The Working Group's Technical Committee on Accessibility and Asset Management has met 3 times over the summer and has produced draft design guidelines for key municipal assets, intended to assist municipalities in conducting a high-level accessibility audit of the built environment.



## Healthy Workplace Wellness Month

Good Health Starts with Good Mental Health

October 1-3, 2018

October is Healthy Workplace month and this year's theme is "Happiness is a healthy workplace: It all begins with you"

We want to know how you take care of your mental health. Send your story (and a picture if you have one!) by Oct. 12 to [wellness@amans.ca](mailto:wellness@amans.ca) and you could win a prize from the AMA wellness program. We may use your story and name on our web page.

Mental health is a key topic of the AMA/NSFM Wellness Program. A priority is to address stigma in the workplace. In collaboration with the Mental Health Commission of Canada, The AMA has a trained facilitator of the 'Working Mind'. The intent of this program is to provide managers and employees in the workplace with a deeper understanding of mental health problems and helpful tools to adequately intervene. It is designed to help managers and employees reduce stigma, distinguish performance and behavioral indicators of a potential underlying mental health condition and provide the appropriate level of support.

**If your municipality is interested in offering the training please contact Rebecca Kolstee, AMA Municipal Wellness Coordinator [wellness@amans.ca](mailto:wellness@amans.ca) or 902-240-1857.**

## APPOINTMENTS

### AMANS Audit Committee

- Malcolm Pittman, Director of Finance, Municipality of the District of Chester (AMANS Member-at-Large)
- Jane Fraser, Director of Corporate and Customer Service, HRM

### Joint Municipal/Provincial Housing Committee

- Keith MacDonald, CAO, Municipality of the County of Inverness
- Maggie MacDonald, Managing Director, Government Relations & External Affairs, HRM

### Joint Municipal/Provincial Roads Committee

- Greg Herrett, CAO, Town of Amherst
- Chris McNeill, CAO, Region of Queens Municipality

### Financial Condition Indicators Sub-committees

- Jennifer Campbell, CFO, CBRM (FCI Sub-Committee)
- Jeff Gushue, CAO, Town of Yarmouth (FCI Sub-Committee)
- Steve Scannell, Town of Antigonish (FCI Governance Sub-Committee)
- Kent MacIntyre, CAO, Municipality of the County of Richmond (FCI Governance Sub-Committee)

### Property Valuation Services Board of Directors

- Mike Dolter, CAO, Town of Truro
- Jane Fraser, Director of Corporate and Customer Service, HRM

*“Making Municipal Government the place to work - where you can make a difference supporting strong local government in Nova Scotia's communities.”*

## AMANS Board of Directors

### **Alain Muise, President**

Chief Administrative Officer  
Municipality of the District of Argyle

### **Mike Dolter, Vice-President**

Chief Administrative Officer  
Town of Truro

### **Marie Walsh, Past President**

Chief Administrative Officer  
Cape Breton Regional Municipality

### **Kim Ramsay, Secretary/Treasurer**

Deputy CAO  
Municipality of the District of East Hants

### **Jane Fraser, Metro Region**

Director of Corporate and Customer Services  
Halifax Regional Municipality

### **Jeff Gushue, South Western Shore Region**

Chief Administrative Officer  
Town of Yarmouth

### **Linda Cloney, Cumberland Region**

Deputy Clerk  
Town of Oxford

### **Tara Maguire, South Shore Region**

Director of Community Development  
Municipality of the District of Chester

### **John MacKinnon, Cape Breton Region**

Manager of IT Services  
Cape Breton Regional Municipality

### **Mike MacLean, Valley Region**

Director of Finance  
Town of Wolfville

### **Susan Higdon, Pictou Region**

Clerk Treasurer  
Town of Stellarton

### **Leanne MacEachen, Victoria, Inverness and Richmond Region**

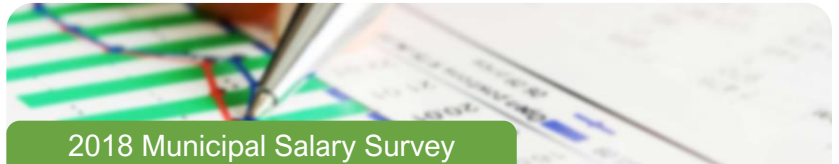
Chief Administrative Officer  
County of Victoria

### **Rob Simonds, Colchester/East Hants Region**

Chief Administrative Officer  
Municipality of the District of Colchester

### **Laurie Murley, NSFM**

Deputy Mayor  
Town of Windsor



### 2018 Municipal Salary Survey

The results of the 2018 Municipal Salary Survey have been distributed to all municipal units who participated in the survey.

The AMANS Municipal Salary Survey is a biennial survey that provides municipalities with reliable, comparable salary and employment information, and is helpful when identifying current and emerging trends.

AMANS thanks all those who took the opportunity to complete the 2018 Municipal Salary Survey.



### Audit Committee

Because of the recent changes in legislation with respect to the JMAT recommendations, the AMA Board felt that AMA should have an audit committee. It has therefore struck a committee chaired by the AMA Treasurer, Kim Ramsay. Other members on the Audit Committee are Malcolm Pitman, District of Chester and Jane Fraser, HRM.



### Model Expense Reimbursement Policy and Model Hospitality Policy

Staff have distributed a Model Expense Reimbursement Policy and a Model Hospitality Policy. These model policies were reviewed by the Department of Municipal Affairs (DMA) to ensure that they conform to provincial regulations. They were also reviewed by municipal solicitor Charles Thompson of Burchell-MacDougall.



### AMANS Governance

At the AMANS Spring Conference in June 2018, a special meeting was held. At this meeting the general membership approved a change in governance which would see the term of President increased to two years.

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### PVSC Service Level Agreements

[Property Valuation Services Corporation](#) (PVSC) will be contacting each Chief Administrative Officer/Clerk Treasurer to discuss the recently developed Service Level Agreement (SLA) between PVSC and their municipality.

As the final step in PVSC’s governance review, an SLA, an operational agreement, has been established articulating PVSC’s commitment to municipalities as per the Nova Scotia Assessment Act and PVSC Act.

This agreement includes receipt of the assessment roll, administration of the appeal process, notifying the municipality of property account changes, PVSC’s compliance with providing market value assessment information and financial payment to the corporation.

Municipalities continue to be PVSC’s top priority and you can expect contact in the next few weeks to set up time to discuss the agreement.



### Municipal Website Venture

The [Municipal Website Venture](#) has been very active with the launch of the [Recreation Nova Scotia](#) website and the relaunch of [Centre 200](#) website in September 2018.

We are also growing in size. Acadia First Nations, the Town of Trenton and the Village of Chester are new members. Their websites are expected to launch in the coming months.

After more than 11 years as a program the Municipal Website includes 15 towns, 11 rural/regional municipalities, 3 villages and 11 public sector organizations. For more information concerning the Municipal Website Venture please contact [Andrea Jeffs](#).

## EMPLOYMENT OPPORTUNITIES

[Kings Transit Authority](#)  
[Evening Shift Coordinator](#)  
Closes October 5th, 2018

[Town of Wolfville](#)  
[Director of Parks and Recreation](#)  
Closes: October 12th, 2018

## CONTACT US

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