

# NEWSLETTER

November 2018

## ANNOUNCEMENTS

**Spring Conference – June 12-14, 2019** will be held at the Summer Street Industries and hosted by the Pictou Region

**Fall Conference – October 15-18, 2019** will be held at Digby Pines and hosted by South Western Shore Region

## UPCOMING EVENTS

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](#)

November 29-30

[Leading in the Grey: Relationship, Decision Making and Innovation](#)

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

[Diversity: The Power of Difference](#)

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

[Diversity: The Power of Difference](#)



### 2018 Fall Conference

Our 2018 Fall Conference held in Baddeck was an overwhelming success. We would like to thank the Planning Committee and the volunteers for their time. We would also like to thank Safety Services for being our presenting sponsor, without their generous support our conference would not be possible.

Those interested in viewing the conference presentations, they can be found on our website in the [members only section](#). To access the presentations please log in using your email and your membership ID as your password. Any questions please contact our office at 902-423-2215.



### Cannabis in the Workplace: Training Opportunity

The AMANS has partnered with SayleGroup Inc. to provide an education and training workshop around the potential hazards related to cannabis in the workplace. The training course consists of four (4) 6-7-minute modules, a printable FAQ, online quiz and certificate once completed. In addition, there is a fifth module on Cause for Reasonable Suspicion for supervisors. The modules focus on the following topics:

- Cannabis Use & Workplace Safety Considerations
- Workplace Responsibilities: Rights, Obligations & Accommodation
- Identifying & Addressing: Physical Safety & Mental Health Hazards
- Marijuana & Workplace Safety Best Practices
- Cause for Reasonable Suspicion

There is also an opportunity for group learning in those cases where staff may not have access to a device. Once a seat is bought, it can be taken by the employee who it is registered to indefinitely. This allows the student to go back at any time for a refresher.

**REGISTRATION COST:** \$25 per individual

**REGISTRATION PROCESS:** Registration can be done directly with SayleGroup, who will provide each municipality with a registration code for the requested number of users to each municipality. Please register by contacting: Marty Burns, Vice-President of Sales, 902 478 2004 [marty.burns@saylegroup.com](mailto:marty.burns@saylegroup.com)

If you have any questions, please do not hesitate to contact Marty Burns, Janice Wentzell or Rebecca Kolstee.

*“A professional association of current and future municipal government managers and administrators dedicated to excellence in municipal government through education, objective advice and networking.”*



The 2018 Annual General Meeting was held October 18<sup>th</sup>, 2018 at the Inverary Inn, Baddeck, NS. Leslie Brinton, Town of Digby, was appointed as the Chair of the 2019 Fall Convention Committee. Erin Beaudin, Town of Wolfville, was reappointed as the Chair of the AMANS Education Committee. Appointments to the AMANS Board of Directors are as follows:

#### **Officers**

- President **Alain Muise**, CAO, District of Argyle
- Vice-President **Mike Dolter**, CAO, Town of Truro
- Past-President **Marie Walsh**, CAO, Cape Breton Regional Municipality
- Secretary/Treasurer **Kim Ramsay**, Deputy CAO, Municipality of East Hants

#### **Regional Reps**

- Antigonish/Guysborough **Allison Duggan**, Director of Finance, Municipality of the County of Antigonish
- Cape Breton Region **John Mackinnon**, Deputy CAO, CBRM
- Cumberland Region **Rennie Bugley**, CAO, Municipality of Cumberland County
- Colchester/East Hants **Rob Simonds**, CAO, Municipality of Colchester County
- Halifax/Metro Region **Jane Fraser**, Director of Corporate and Customer Service, HRM
- Pictou Region **Susan Higdon**, Clerk/Treasurer, Town of Stellarton
- South Shore Region **Tara Maguire**, Director of Community Development, Municipality of the District of Chester
- South Western Shore **Jeff Gushue**, CAO, Town of Yarmouth
- Valley Region **Martin Laycock**, CAO, Municipality of the District of West Hants
- Victoria/Richmond/ Inverness Region **Kent MacIntyre**, CAO, Municipality of Richmond County
- NSFM Rep **to be appointed by NSFM**

**A huge thank you goes to those members who are coming off the AMA Board:**

**Mike MacLean, Town of Wolfville**  
**Linda Cloney, Town of Oxford**  
**Leanne MacEachen, Municipality of Victoria**  
**Shelley Rector, Town of Amherst**  
**Deputy Mayor Laurie Murley, Town of Windsor**  
**Camille Horton-Poole, Dalhousie MPA Program**  
**Megan Smook, Dalhousie MPA Program**

**Thank you for the time, talent and expertise that you have given to the Association.**

## **Workplace Wellness Awards**

The AMA/NSFM wellness program is pleased to present the 4th annual wellness awards to 11 municipalities at the 2018 Fall Conference.

#### **Gold Award**

- Town of Truro
- Municipality of the County of Antigonish
- Town of New Glasgow

#### **Silver Award**

- Municipality of Cumberland County
- Municipality of the District of West Hants
- Municipality of the County of Victoria
- Town of Westville
- Municipality of the District of Lunenburg

#### **Bronze Award**

- Town of Stellarton
- Town of Kentville
- Municipality of Barrington

The purpose of these awards is to recognize and celebrate municipalities who demonstrate a strong commitment to improving the health and wellness of their employees and work environment.

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### 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 16th, 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) was run on the Tuesday before the Conference with President Alain Muise facilitating.

A Financial Management for Elected Officials is being run on November 22nd, 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.



### 2018 AMANS President's Report

AMANS President Alain Muise, CPA CA, released a president's report at the AGM. His report can be found on the [AMA Website](#).



## EMPLOYMENT OPPORTUNITIES

NSFM

[Chief Executive Officer](#)

Municipality of Shelburne

[Executive Assistant](#)

Closing date: November 5

## CONTACT US

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

## Long Service Recognition Awards

### 20 Years Recognition

- Tom Ossinger, CAO, Town of Digby
- Gregory Herrett, CAO, Town of Amherst
- Phonda Mont, Coordinator of A/P and Employee Benefits, Town of Windsor
- Jeff Lawrence, CAO, Town of Antigonish
- Kimberley Jones, Municipal Clerk, Town of Amherst
- Carol Fielding, Accounting, District of West Hants
- Elana Wentzell, Director of Finance, Municipality of the District of Lunenburg

### 25 Years Recognition

- Pamela Northup, Coordinator of Accounting and Payroll, Town of Windsor
- Sherry Conrad, Municipal Clerk, Municipality of the District of Lunenburg

### 30 Years Recognition

- Connie Nolan, CAO, Municipality of East Hants

### 40 Years Recognition

- Louis Coutinho, CAO, Town of Windsor
- Holly Orde, Director of Finance, County of Annapolis

### 45 Years Recognition

- Joyce Eaton, recently retired Clerk/Treasurer, Town of Stellarton (served 48 years)



### Workplace Wellness: Flu Season

Many of the best tactics for avoiding colds and flu are very simple and easy to do, but also very easy to forget. But with a little diligence, you can coast through the cold and flu season without finding yourself ill or bedridden.

One of the most basic preventative methods is the flu shot. Medical professionals insist that it is the single best way to prevent the flu.<sup>1</sup> Vigorous, frequent hand washing with soap and water is another great way to avoid the viruses that cause colds and flu. Other important, easy ways to stay healthy this flu season include:

1. Avoid getting close to people who are sick
2. Keep your own hands away from your face
3. Avoid shaking hands, when possible
4. Keep your work area and general surroundings clean
5. Get enough rest and exercise
6. Drink plenty of water and other healthy fluids

As you think about your general health and wellness, it's always helpful to talk to your doctor about any concerns or questions you may have about avoiding viruses and staying strong and healthy this flu season.

<sup>1</sup><https://www.webmd.com/cold-and-flu/features/avoid-cold-flu#1>



### Municipal Website Venture

Over the past couple of months MWV has been working on a redeveloped website for the [Town of Mulgrave](#). In October 2018 this new website was launched. The program has recently welcomed the Pictou Wellness Centre in Pictou as a member of the program and the Town of Trenton. Over the next couple months we look forward to developing new sites for the Town of Trenton, Village of Chester and Acadia First Nation. More redevelopments are also underway which include CBRM, St. Mary's and Town of Oxford.

For the first time the Association of Municipal Administrators, NS created a website dedicated to our conference (<http://www.amaconference.ca/>). Our Google Analytics data shows that during the conference the website had over 750 page views

For more information regarding the Municipal Website Venture please contact [Andrea Jeffs](#).