

NEWSLETTER

October 2019

UPCOMING EVENTS

October 4th, 2019

[Valley Region Accessibility Training Workshop](#)

October 15th to October 18th, 2019

[AMANS Fall Conference](#)

November 5th to November 8th, 2019

[NSFM Fall Conference](#)

November 6th, 2019

[Mental Health Awareness Webinar](#)

November 7th to November 8th, 2019

[Financial Management for Municipal Managers](#)

November 15th, 2018

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

CONTACT US

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Municipal Website Venture

The Municipal Website Venture (MWV) had a busy summer. The MWV launched the [Acadia First Nation's site](#), the new [Municipality of the District of Barrington's website](#), and the [Workplace Wellness Website](#). The MWV is currently working with Town of Truro to develop a Business Park website and working on a conference website for NSFM

The MWV is also actively working on redevelopments for CBRM, Municipality of the District of Shelburne and Village of Bible Hill. Other sites being redeveloped include Town of Trenton, Town of Oxford, and the Municipality of the District of Argyle. The Municipal Website Venture has also been brainstorming ways in which the MWV can provide assurance to clients regarding accessibility features on member websites.



Audit Committee Training

Municipalities and villages in Nova Scotia have a significant degree of public accountability. All municipalities and villages must establish an audit committee, and each audit committee member must complete training as per the Financial Reporting and Accounting Manual (FRAM), a regulation of the *Municipal Government Act*.

The Department of Municipal Affairs and Housing has developed training materials for municipalities and villages.

Training consists of five modules and is aligned with the Audit Committee Responsibilities and Functions prescribed in the FRAM:

1. General Purpose and Function;
2. External Audit Function;
3. Financial Reporting Function;
4. Alleged Wrongdoing Function; and
5. Risks and Internal Control Function.

Audit committee members can either access a narrative PowerPoint presentation or webinars that will be conducted in **January 2020**. Municipalities and villages can also request in-person training.

For more information please contact Bongsun Cho-MacDonald, A/Manager of Municipal Finance & Operating Grants, at 902-424-4961 or bongsun.cho-macdonald@novascotia.ca.

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the power of communication

AMANS Communications Committee

The AMANS Communications Committee held its first meeting on August 28th, 2019. Sarah Kucharski, Communications Officer, Municipality of the District of Lunenburg was appointed as Committee Chair and the committee's Terms of Reference were approved by the group.

The Communications Committee intends to develop a number of policy templates and model communications strategies over the coming year and is currently developing a workplan. The group is very enthusiastic and ready to get to work putting together helpful resources for municipalities.



NS Joint Fire Services Committee

The Nova Scotia Joint Municipal Fire Service Committee has released an information bulletin on the topic of fire service administration / coordination. The committee will be producing educational bulletins and other resources on a variety of topics concerning fire services in Nova Scotia over the coming months.

All information bulletins are posted to amans.ca/project-and-policy-resources as they are released. Please feel free to distribute these bulletins within your municipality and on social media. The Nova Scotia Joint Municipal Fire Service Committee looks forward to your feedback on how to improve fire operations in Nova Scotia.



Electronic Voting Services Bulk Purchase

Halifax Regional Municipality is leading a bulk purchase of electronic voting services. HRM is developing an RFP with an internal evaluation team. Language will be included in the RFP which will enable other municipalities to take advantage of the same pricing, terms and conditions as those provided to HRM, by way of a separate contract. These agreements will be between the successful bidder and the other municipality. HRM will not be a party to these agreements. Status updates will be provided to municipalities through the AMANS Membership Listserv. Stay tuned!

APPOINTMENTS

AMANS Communications Committee

- Committee Chair Sarah Kucharski, Communications Officer, Municipality of the District of Lunenburg
- Jocelyn Bethune, Communications Officer, Municipality of the County of Victoria
- Mike Carter, Communications Coordinator, Town of Yarmouth
- Kate Gorman, Marketing and Communications Officer, Town of Antigonish
- Patrick Hirtle, Communications Officer, Town of Bridgewater
- Committee Vice-Chair Jody MacArthur, Communications Officer, Municipality of the District of East Hants
- Jonathan Meakin, Strategic Initiatives Coordinator, Municipality of the District of Chester
- Jillian Moore, Communications and Information Officer, CBRM
- Chrystal Remme, Communications Coordinator, Municipality of Windsor / West Hants
- Jennifer Webber, Communications Officer, Municipality of the District of Chester

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Town of Wolfville

Rob Simonds, Colchester/East Hants Region

Chief Administrative Officer
Municipality of the District of Colchester

Geoff Stewart, NSFM

Deputy Mayor
Municipality of the District of Colchester

Francesca Patten

Second Year MPA Student Rep.



Workplace Wellness Website

The AMANS / NSFM Workplace Wellness Program has launched its new website. The website is designed to provide a central place to house wellness information, resources, tools and templates to help you create or enhance your wellness program.

Many organizations have wellness programs, but whether leadership buys into them and effectively communicates their support to employees plays a big part in their success. We encourage you to support your employees in their wellness initiatives.

Check it out at: <https://nsmunicipalwellness.ca>



Mental Health Awareness Webinar

November 6th, 2019

Individuals suffering from mental illness often feel distant from friends and loved ones and can find it difficult to perform to their maximum productivity in the workplace. In fact, mental health issues are growing at a faster rate than any other kind of disability in today's workplace (Canadian Mental Health Association).

This situation is exacerbated by the stigma that still exists around mental illness and the reluctance to discuss it openly at home or at work. In this seminar, participants will be encouraged to shatter popular myths and misconceptions about mental health and to increase their understanding of the causes and symptoms of mental illness.

Learning Objectives:

- Understand the impact of mental illness on the employee.
- Comprehend the importance of support from the workplace.
- Develop strategies for helping themselves or others who are suffering from a mental illness.

The webinar is free of charge for municipal employees. Sign up with this link:

https://morneaushepell.zoom.us/webinar/register/WN_ERTyQyJQeW7gUd9x2N7Kw

Tip: Host a lunch and learn in conjunction with the webinar. This is a great opportunity to get employees together.

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Joint Roads Committee

The Joint Municipal / Provincial Roads Committee was formed by AMANS, NSFM, DMAH and TIR over twelve months ago. The group has been meeting monthly and has made significant headway. Topics of discussion have included:

- Better planning;
- Improved coordination of bridge and sidewalk maintenance and renewals
- Improvements to permit process;
- Cost efficiencies;
- Local roads;
- Trunks and routes; and
- Equipment and personnel sharing.

TIR has indicated that the department is open to cooperating with municipalities with group purchasing of goods to create cost savings. The committee has also been discussing the additional maintenance and capital cost burden to towns for former cost shared roads (trunks and routes) and has been exploring ways in which to address the inequalities that currently exist.



PVSC Meetings

At its June 2019 meeting, the AMANS Board of Directors requested that several Board members and the Executive Director meet with the Executive Director of PVSC to discuss some of the current issues brought to the attention of the AMANS Board with respect to the quality of property data.

This meeting took place on July 23rd, 2019. As a result of that meeting, PVSC and AMANS have agreed to work together in a number of areas to help improve the property data that municipalities receive.

The first step in the process was to do a quality control diagnostic with a broad representation of municipalities to understand the issues and identify the source of the data discrepancies. PVSC has had meetings with more than ten municipalities and will be submitting a final report to the AMANS Board of Directors in November, 2019.



EMPLOYMENT OPPORTUNITIES

[District of Shelburne
Chief Administrative Officer](#)

Closes October 4th, 2019

[Halifax Regional Municipality
Manager, Accounting and
Financial Reporting](#)

Closes October 6th, 2019

[Town of Amherst
Community Well-Being
Manager](#)

Closes October 15th, 2019

[Town of Amherst
Culture, Events, and
Marketing Coordinator](#)

Closes October 15th, 2019

[Town of Bridgewater
Engineering Manager](#)

Closes October 16th, 2019

[Town of New Glasgow
Director of Community
Development](#)

Closes October 18th, 2019

[Halifax Regional Municipality
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CONTACT US

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AMANS Long Service Awards

Members are asked to submit nominations for Long Service Awards that are presented at our Fall Conference, during the Annual Banquet. Recipients of the Long Service Recognition Certificate must meet the following criteria:

- Currently hold a membership with the Association;
- Have been a member of AMANS for at least five years; and
- Have had at least 20 years of employment in the field of municipal government or every five years thereafter.

Please submit all nominations to ajeffs@amans.ca and indicate the name of the individual to receive the certificate and the number of years of service.



Regional Accessibility Workshops

AMANS has been helping the Nova Scotia Accessibility Directorate (NSAD) organize a series of regional accessibility workshops. NSAD has been delivering Accessibility Planning Workshops for Municipalities throughout the province.

The workshops have been well attended and provide a recommended approach to forming an Accessibility Advisory Committee and developing your accessibility plan.

Workshop participants are also given the opportunity to perform a demonstration accessibility audit, using an audit tool developed by the Accessibility Directorate. The following resources can now be found in the AMANS Members' Portal:

- The slide deck delivered during the workshops;
- A draft version of the Accessibility Planning Toolkit for Municipalities (note that the final version will be made available following an announcement later this fall); and
- The Town of Wolfville's Accessibility Plan, Wolfville: Access By Design. An additional resource, the Directorate's Interim Accessibility Guidelines and Audit Tool, will also be made available following an announcement this fall. This resource will assist municipalities in performing an accessibility audit of the built environment.

For any questions or comments regarding these resources, or your municipality's accessibility plan, please contact Joshua Bates, Senior Policy Advisor, at 902-424-5311 or joshua.bates@novascotia.ca