

NEWSLETTER

November 2020

UPCOMING EVENTS

[Covering Your Assets](#)

November 27 & December 3

[Financial Management For Elected Officials](#)

SOLD OUT

A waitlist is available

[Drafting By-Laws & Policies](#)

December 10

CONTACT US

Association of Municipal
Administrators, NS
Suite 1304,
1809 Barrington Street
Halifax, NS, B3J 3K8
info@amans.ca



Municipal Website Venture

Over the past months the Municipal Website Venture has been very active with the launch of new websites. This includes redeveloped websites for the:

[Town of Trenton](#)

[Municipality of Shelburne](#)

[Municipality of the District of Lunenburg](#)

[Town of Berwick](#)

[Municipality of Colchester](#)

Currently we are working on a new website for Mentoring Plus, an initiative run through Dalhousie's College of Continuing Education in partnership with the Towns of Truro, New Glasgow and Kentville. The objective is to establish a mentoring program that encourages intergenerational connections between seniors/retirees and young adults who are unemployed or underemployed.

In addition we are engaged with the Town of Lunenburg, the Municipality of the District of Digby, Town of New Glasgow and the Municipality of the District of Argyle to redevelop their websites. To find out more about the Municipal Website Venture please contact Les Coleman at lc Coleman@amans.ca.

Unconscious Bias and Addressing ways to Promote Diversity and Inclusion

This virtual session addressed Unconscious Bias and identified tools that will support municipalities in addressing barriers to inclusion within the organization and communities. The presenter was Ann Devine Ashanti Leadership Group. Due to the overwhelming uptake of this session, we will be offering it again in early 2021. The cost will be members: \$125 (+HST) and non-member: \$150 (+HST). The registration form and more information will be released later this year.



AMA Holds Virtual AGM

Due to COVID-19 Public Health Protocols the AMA held its AGM virtually on September 24th. 65 members attended. President Mike Dolter chaired the meeting. Secretary/Treasurer Jane Fraser reviewed the 2019/2020 Audited Financial Statements which were approved by the membership. The appointment of the 2020/21 Board of Directors also took place.

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2021 Spring Conference Update

At the October 30 Board meeting, the AMA Board reviewed options for the 2021 Spring Conference. Running a large in-person event with current public health restrictions would be very challenging. A huge benefit to face-to-face conferences is the informal conversations that take place. The health protocols in place to keep us all safe during this time would also keep us from experiencing these casual networking opportunities. Other factors such as low numbers, extra costs and accommodations were all considerations in the Board’s decision. The Board has decided to hold a virtual Spring event. The AMA Spring conference Committee and staff look forward to developing a program and virtual experience for members.



Accessible Communications Webinars Still Available to Members

AMANS hosted 4 webinars on accessibility with respect to the following subjects:

- Assistive Technology & Benefits of Digital Accessibility
- Audio & Visual Accessibility
- Microsoft Word Accessibility
- Accessible PDF Documents

These webinars were incredibly informative and provide a range of solutions and information for municipalities to consider when it comes to creating accessible documents . These webinars were recorded and are now available to municipalities for a small fee of \$140 + HST for the entirety of the series (6 hours of webinars), including handouts. This is a one-time fee for each municipality opposed to an individual fee. If your organization is interested in accessing these webinars please email rkolstee@amans.ca and the links along with a corresponding invoice will be sent to access these recordings. These recordings will be available for 8 months.

If you have any questions about the webinars please do not hesitate to contact Rebecca Kolstee rkolstee@amans.ca



APPOINTMENTS

AMANS Education Committee

Committee Chair Erin Beaudin, CAO,
Town of Wolfville

2021 Fall Convention Committee

Committee Chair Jane Pryor,
Manager, Procurement, HRM

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AMANS BOARD OF DIRECTORS

Mike Dolter, President

Chief Administrative Officer
Town of Truro

John MacKinnon, Vice-President

Deputy Chief Administrative Officer
Cape Breton Regional Municipality

Alain Muise, Past President

Chief Administrative Officer
Municipality of the District of Argyle

Jane Fraser, Secretary/Treasurer

Director of Finance Asset Management &
ICT, CFO
Halifax Regional Municipality

Allison Duggan, Antigonish Region

Director of Finance
Municipality of Antigonish

Jennifer Collins, Cape Breton Region

Supervisor, Water Utility
Cape Breton Regional Municipality

Rachel Jones, Cumberland Region

Chief Administrative Officer
Town of Oxford

Rob Simonds, Colchester/East Hants Region

Chief Administrative Officer
Municipality of the District of Colchester

Maggie MacDonald, Halifax/Metro Region

A/Manager, Planning and Support Services
Halifax Regional Municipality

Nicole Battist, Pictou Region

Deputy Clerk
Town of Pictou

Tara Maguire, South Shore Region

Deputy CAO
Municipality of the District of Chester

Victoria Brooks, South Western Shore Region

Chief Administrative Officer
Municipality of the District of Yarmouth

Carlee Rochon, Valley Region

Director of Finance
Municipality of the Region of Windsor/West
Hants

Leanne MacEachen,

Victoria, Inverness and Richmond Region
CAO
Municipality of Victoria

NSFM Rep.

To be appointed by NSFM after AGM

Megan MacPherson

Dalhousie MPA Student Rep.



Wellness Program Receives National Recognition

The Municipal Wellness program has been noticed by the Workplace Wellness Centre of Excellence and they like it. So much so, they interviewed our Wellness Coordinator, Rebecca Kolstee and featured the program in two articles. The Centre commented how impressed they were with the Program overall and on how forward thinking the program is in addressing corporate wellness needs. Check the article out using this [link](#).

Wellness Program Strategic Plan for 2021-24

We are pleased to announce the NSFM/AMANS Municipal Wellness Program Strategic Plan for 2021-2024. The plan lays out a new holistic vision of health and wellness for Nova Scotia Municipalities and defines the areas of focus: Planning and Development; Awareness and Professional Development; Creating Supportive Environments; Municipal Engagement. This new strategic plan identifies five key dimensions of health: Physical, Mental, Organizational, Financial and Social. This plan also highlights how these areas of focus will be supported through Planning and Development; Awareness and Professional Development; Creating Supportive Environments; Municipal Engagement.

We have already done important work towards de-stigmatizing mental illness through training opportunities such as The Working Mind. We think it is timely to enhance the focus on mental health for the next three years. Due to the pandemic, along with related stressors and physical distancing measures, employee's mental health and well-being are affected and impacting their quality of life, work, and performance. To provide municipalities with supports and materials needed to address mental health, the wellness program will be focusing our work on the National Standard of Psychological Health and Safety in the Workplace. More information to be released early in 2021



Members are asked to submit nominations for Long Service Awards that are presented as a special announcement email. 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 rkolstee@amans.ca by December 1 and indicate the name of the individual to receive the certificate and the number of years of service.

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Professional Development and Education Sessions

The AMA has moved to virtual training and development and is excited to be offering a number of topics late fall and winter. Some of these include:

- Financial Management of Elected Officials
- Covering Your Assets: Internal Controls for Municipal Government
- Drafting By-laws and Policies
- Defusing Volatile Situations
- Coping with Stress
- Communications Series
- CAO/CEO Forum
- Political Acumen
- Unconscious Bias
- Running Meetings



Supporting Meetings Webinar Series

AMANS recently hosted hosting a webinar series on supporting meetings. This workshop provided those who support meetings as part of their job with tools and ideas to organize meetings in a municipal setting. The sessions were well attended and highly informative. The presenter was Registered Parliamentarian Bernie White.

These webinars were recorded and are now available to individuals for fee of \$200 + HST for the entirety of the series, including handouts. If you are interested in accessing these webinars, please email rkolstee@amans.ca and the links along with a corresponding invoice will be sent to access these recordings. These recordings will be available for 1 month after you have received them.

If you have any questions about the webinars, please do not hesitate to contact Rebecca Kolstee rkolstee@amans.ca

EMPLOYMENT OPPORTUNITIES

[Town of Mulgrave](#)
[Chief Administrative Officer](#)
Closes November 13, 2020

[Town of Kentville](#)
[Chief Administrative Officer](#)
Closes November 12, 2020

[Town of Bridgewater](#)
[Economic Development Officer](#)
Open until filled

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CONTACT US

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Rebecca Kolstee, Municipal Manager, Wellness and Professional Development Programs

Tel: (902) 240-1857

Email: rkolstee@amans.ca

David Atchison, Policy Analyst / Project Coordinator

Tel: (902) 225-2288

Email: datchison@amans.ca

Dalhousie Local Government Certificates

Congratulation to the following individuals who have completed a Dalhousie Local Government Certificate program for 2020.

- Karen Marr, Halifax Regional Municipality**, Certificate in Local Government: Human Resources Administration
- Julie Ferguson, Town of Shelburne**, Associate Certificate in Local Government
- Krista Dove, CBRM**, Certificate in Local Government: Community Economic Development
- Dale Bogle, Town of Stewiacke**, Executive Certificate in Local Government
- Victoria Horne, Halifax Regional Municipality**, Executive Certificate in Local Government
- Linda Brown, Town of Westville** Executive Certificate in Local Government
- Rebecca Kolstee, AMANS**, Certificate in Local Government Administration



Accessibility Plans and Actions Webinar

The Accessibility Directorate in collaboration with AMANS hosted a Webinar designed to inform Municipal Accessibility Leads and other staff about Accessibility Plans and actions, and the different ways to approach meeting the obligations of prescribed public sector bodies as identified in the Accessibility Act. The webinar was incredibly informative and provided a range of information for municipalities to consider when it comes to your accessibility plans. The webinar was recorded and is now available through the [AMANS YouTube channel](#). The presentations and additional resources are also available upon request through rkolstee@amans.ca