



AMANS Fall 2023 Conference

October 17-20, 2023



SAFEGUARDING
Our Future



Safeguarding Our Future

Protecting and securing the well-being and prosperity of our municipalities both in the present and the years to come.

Conference Location

The 2023 AMANS Fall Conference will be held at Digby Pines Golf Resort and Spa. For details on how to book accommodations at Digby Pines or nearby hotels please [click here](#).

Conference Pricing

Early Bird: Member \$445* Non-Member \$565*

Regular: Member \$565 Non-Member \$685

[Click here to register](#)

Early Bird Deadline:

September 22, 2023

Refund Policy

The deadline to cancel registration for a full refund is Tuesday, October 3, 2023, at 4:30 pm ADT. There will be no refunds given after the deadline. Substitutions are permitted. Please read our full [Event Cancellation and Refund Policy](#) for full details.

Conference Check In Hours

October 17: 7:00 – 9:00 pm Grand Lounge

October 18: 8:15 – 9:30 am Digby Hall (Entrance Area)

October 19: 8:15 – 9:30 am Digby Hall (Entrance Area)

Access Guide

The Access Guide provides conference attendees with accessibility information related to the AMANS 2023 Fall Conference. This guide provides information about the event, the location, the conference space, accommodations, supports that will be available, and who you can contact for more information or with questions. The Access Guide is available for download on the AMANS website: www.amans.ca.

Early Bird Draw Prizes

If your unit has early bird prizes to give away, please drop them off at the registration desk. Make sure your municipality's name is on the prize.

Pre-Conference Day: Tuesday October 17, 2023

Get ready for an enriching Pre-Conference Day on Tuesday, October 17, 2023. This day is packed with valuable professional development opportunities; whether you are attending the entire conference or just the workshops, we have something special in store for you! These workshops come at no additional cost for conference attendees, making them an invaluable part of your conference experience.

Those not attending the conference are still eligible to register for the pre-conference workshops for a fee: \$45.00 (member) / \$75.00 (non-member).

Space is limited and registration is on a first come first served basis.

Time	Event
12:30 – 3:00 pm	Municipal Finance Officer (MFO) Session
1:00 – 3:00 pm	The Power of Plain Language in Municipal Communications
	Human Resources Professional Development Workshop
	Preparation for the 2024 Municipal Election: A Comprehensive Guide for the Year Ahead
3:30 – 5:00 pm	Building a Community of Practice: Supporting Equity, Diversity, and Inclusion (EDI) Strategies
	Empowering Municipalities: Enhancing Your Policies and Bylaws
	Unlock the Full Potential of Office 365
	CAO Forum
7:00 – 9:00 pm	Registration
7:00 – 10:00 pm	Opening Reception

Professional Development Session Details

Municipal Finance Officer (MFO) Session

This session promises to be a valuable resource for all Municipal Finance Officers, providing in-depth insights into municipal finance matters. As the date approaches, we will release an outline of the MFO session, detailing the specific topics and discussions that will take place. Rest assured, this session is thoughtfully curated to address the most relevant and critical aspects of municipal finance, ensuring you gain practical knowledge and actionable strategies.

The Power of Plain Language in Municipal Communications

Back by popular demand due to overwhelmingly positive feedback at the Spring Conference, we are offering the updated **extended full-length** Plain Language workshop to equip you with the essential skills for effective and inclusive communication. Join us to learn the basics of plain language in this hands-on session. Discover the significance of clear and accessible language and why it is an issue of equity and inclusion, and understand who truly benefits from adopting this approach.

This workshop will explore the key principles of plain language and discuss how to seamlessly incorporate it into daily communication. Through interactive exercises and engaging activities, you'll have ample opportunities to practice and refine your plain language skills.

Human Resources Professional Development Workshop

Join us for an enriching experience that will elevate your skills and knowledge in municipal human resources. We are thrilled to partner with the Chartered Professional in Human Resources Nova Scotia to bring you this exceptional workshop. This session is eligible as Continuing Professional Development (CPD) hours, making it a valuable investment in your career growth.

As the event date draws near, we'll provide you with an outline of the workshop including specific discussion topics and activities that our expert facilitators have tailored to meet the unique needs of municipal HR professionals. Seize this opportunity to enhance your HR expertise, network with peers, and stay up-to-date with the latest trends in the field.

Preparation for the 2024 Municipal Election: A Comprehensive Guide for the Year Ahead

As we head towards the 2024 Municipal Election, we understand the importance of being well-prepared. In response to numerous requests, we organized a session covering everything you need to know one year before the election. Recognizing that not every municipality has a dedicated returning officer, this session will provide valuable information and materials to aid municipalities in their preparations. Join us for this informative session and ensure that your municipality is equipped with the knowledge and resources needed to make the 2024 Municipal Election a success.

Building a Community of Practice: Supporting Equity, Diversity, and Inclusion (EDI) Strategies

Facilitator: Natasha Jackson, Director/Executive Lead Community Engagement, DMAH

Join us for a dynamic and interactive session focused on Equity, Diversity, and Inclusion (EDI) strategies within municipalities. Through collaborative discussion and activities, participants will have the opportunity to showcase the innovative approaches and plans they are exploring or using, and ask questions. Workshop attendees will have a chance to gain valuable insights, practical ideas, and effective strategies that can be implemented in their respective municipalities to nurture more welcoming and inclusive communities. By the end of this session, the goal is to develop the framework for an EDI Community of Practice (CoP). Supported by the Province, the EDI CoP will be a safe and rich learning space where municipalities can openly share their current EDI initiatives, ask questions, explore solutions to challenges, and draw inspiration from one another's success stories.

Empowering Municipalities: Enhancing Your Policies and Bylaws

The session will welcome representatives from DMAH to review the process for ministerial approval and the essential steps required for bylaw approval as well as a seasoned municipal policy professional will offer expert advice on policy development in the municipal sector. This engaging workshop will equip participants with practical knowledge and skills to strengthen municipal policy development processes, ensuring you are well-prepared for future actions.

Unlock the Full Potential of Office 365

Are you seeking to harness the full capabilities of Office 365 to enhance your efficiency and productivity? Office 365 has a comprehensive suite of applications that offer a wealth of tools to simplify and streamline your administrative tasks. This session will explore range of available tools and demonstrate how to leverage them effectively to excel in your role. Whether you're seeking to enhance communication, boost productivity, or streamline administrative processes, this session is tailored to address these unique needs.

Key highlights of the session include:

- An overview of essential Office 365 tools catered to municipal administrators.
- Practical demonstrations on how to use these tools to optimize your daily tasks and workflows.
- Tips and tricks to enhance collaboration and communication with your team and stakeholders.
- Insights into managing data, budgets, and reports with ease using Excel and other Office 365 applications.

Conference Day 1: Wednesday, October 18, 2023	
Time	Event
8:15 – 9:30 am	Registration
8:30 – 8:45 am	Early Bird Draws / Coffee
8:45 – 9:30 am	Opening Ceremonies
9:30 – 10:30 am	<p>Opening Keynote – Serve to Lead Speaker: Phil Jewell, Impact Leadership</p>  <p>Phil Jewell will share his three most important leadership principles, two practical questions any leader should ask, and one thought to ponder. He will do this whilst recounting his times on patrol in the wadis and deserts of Afghanistan, and the lessons he learned on the way; ones that had been introduced to him during his training and became embodied during some of the most intense challenges a leader can face. Subsequently becoming the cornerstone of his leadership, he will share how he has successfully transferred and applied them in his second leadership career outside the army.</p>
10:30 – 10:45 am	Tradeshow Refreshment Break
10:45 – 11:00 am	Presenting Sponsor Presentation
11:00 am – 12:15 pm	<p style="text-align: center;">Concurrent A</p> <p>A1: The Future of Recreation Facilities in Nova Scotia Speaker: Jennie Greencorn, Executive Director of the Recreation Facility Association of Nova Scotia This session will provide a comprehensive look into the current state of recreation facilities in our province, covering essential topics that shape the success and growth of these vital spaces.</p> <p>A2: A Municipal Information Access and Privacy (IAP) Report Card: What's happening in Nova Scotia municipalities and how to ensure that you are "getting it right" in yours Speaker: Bob Doherty, Access and Privacy Services</p>  <p>This session will provide municipal management and professionals feedback on information access and privacy trends and challenges in Nova Scotia municipalities. It will look at statistical and anecdotal evidence of what is going right and where there are improvement needs. There will be some simple advice on ensuring that your municipality has an effective IAP management regime that you are legislatively compliant, accountable, and transparent in your information access and privacy practices.</p> <p>A3: Natural Disasters - Lessons Learned and the Road to Recovery: Learn from Municipality Emergency Management Offices Don't miss this opportunity to enhance your preparedness and strengthen your municipal response to emergencies. Join us for a compelling session where you'll gain invaluable insights from municipality emergency management offices. Explore successful collaboration strategies, resource-sharing approaches, and how they safeguard assets during natural disasters.</p>

Conference Day 1: Wednesday October 18, 2023 (continued)

Time	Event
12:15 – 1:00 pm	Wellness Luncheon
1:00 – 2:00 pm	Prioritize Your Mental Health: Self-Care during High-Stress Situations Join us for a crucial mental health focus on self-care during high-stress situations. Discover effective strategies and techniques to protect and nurture your well-being. Learn what self-care entails and how to implement it during challenging times.
2:00 – 2:20 pm	Tradeshow Refreshment Break
2:20 – 3:30 pm	Provincial Update
5:00 – 6:30 pm	Dinner (extra cost to registration) Join us for an evening supper in the Churchill's Lounge at Digby Pines for a buffet dinner. You select to add the dinner to your registration (\$50.00 +HST) when registering for the conference.
7:00 – 10:00 pm	Roll the Dice at Casino Night & Entertainment! Join us for a Casino Night filled with fun, excitement, and charitable giving. Experience the thrill of casino games and feel good while doing so with all event proceeds being donated to a local charity. And that's not all – while you're enjoying the casino fun entertainment is provided by the fantastic local group, Tide & Timbre! Note: There is a \$20.00 door charge (cash only) so be sure to plan ahead to not miss out. Mark your calendar, bring your luck, and we hope to see you there for an evening of games, prizes, and top-notch entertainment!


Conference Day 2: Thursday October 19, 2023

Time	Event
6:30 – 7:30 am	Morning Fun Run
8:15 – 9:30 am	Registration
8:45 – 9:00 am	Early Bird Draws / Coffee
9:00 – 10:00 am	Keynote – Developing Future Leaders in an Ever-changing World Speaker: Harriette Schumacher, Executive Coach & Leadership Development Expert In a world of overpromising, quick fixes, and one-size-fits-all solutions, she offers a partnership to her clients, guiding them through the challenging (but worth it!) deep inner work that leads to greater leadership effectiveness.
10:00 – 10:45 am	Annual General Meeting & AMANS Updates
10:45 – 11:00 am	Tradeshow Refreshment Break

Conference Day 2: Thursday October 19, 2023 (continued)

Time	Event
11:00 am – 12:15 pm	<p style="text-align: center;">Concurrent B: Municipal Success Stories</p> <p>B1: Accessibility Plans This session showcases municipalities' successful Accessibility Plan implementation. Discover firsthand how these municipalities have successfully navigated the path toward inclusivity and gain valuable insights into their strategies and best practices. This session provides the tools, practical knowledge, and inspiration to drive positive change within your own municipality.</p> <p>B2: Unveiling Diverse Approaches in Municipal Strategic Planning This concurrent uncovers the power of a well-defined strategic plan in securing funding for diverse initiatives. Hear firsthand how municipalities crafted their strategic plans, utilizing unique approaches to achieve their objectives. Gain valuable insights into the art of strategic planning and learn how it can be tailored to attract funding for your projects.</p> <p>B3: The Journey in Accessing Funding Streams This session will unlock the door to funding opportunities for your municipality. Hear the triumphs of municipalities and gain valuable insights into the art of grant writing and the strategies that led to their funding success.</p>
12:15 pm – 1:00 pm	Exhibitor Luncheon
1:00 pm – 2:00 pm	<p>Plenary – Housing and Homelessness Speaker: Max Chauvin, Director of Housing and Homelessness, Parks and Recreation, Halifax Regional Municipality.</p> <div><p>Max will speak on recent developments, provide advice to addressing homelessness at the municipal level, and share details from the Frameworks for Addressing Homelessness. He will also discuss the provincial roles and responsibilities of housing and what role municipalities play in the coordination of provided services.</p></div>
2:00 – 2:15 pm	Tradeshow Refreshment Break
2:15 – 3:30 pm	<p style="text-align: center;">Concurrent C</p> <p>C1: Communication Crises Local government has long put Crisis Communications on the back burner, often leading to reactive rather than proactive practices. This session will review instances of Crisis Communications gone awry and others handled correctly, with examples specific to local government, identify errors made in the Crisis Communications process, and lessons that will inform your Crisis Communications efforts. Participants will be given exercises to frame solutions to meet local circumstances, regardless of the crisis at hand, while being provided with actionable steps for each crisis phase.</p> <p>C2: Fraud & Cybersecurity – Keeping Your Business Safe Join us as we dive into tips to help you keep your business safe from fraud. Delegates will hear about common attacks, and explore best practices for protecting themselves and their municipality.</p>
6:00 – 8:30 pm	Presidents Reception & Annual Banquet
8:30 – 11:00 pm	Hospitality Suite: Join us for some after banquet drinks in the Executive Cottage for our hospitality suite.

Conference Day 3: Friday October 20, 2023

Time	Event
8:45 – 9:00 am	Early Bird Draws / Coffee
9:00 – 10:00 am	Negotiations in an Imperfect World Speaker: Jennifer Komar, Professional Development Consultant, IWK Health Join us for a session with Jennifer Komar, where she will shed light on how negotiation strategies and research can be effectively applied in various everyday interactions and relationships. Learn how to deal productively with conflicts and harness negotiation as a mechanism to generate innovative solutions to problems. Whether you encounter high-stakes negotiations or handle low-stress situations, understanding and effectively communicating your goals, as well as understanding the other person's objectives, are crucial. Jennifer will guide you through the art of creative problem-solving, enabling you to explore solutions that lead to "win-win" outcomes, benefiting all parties involved.
10:00 – 10:15 am	Morning Refreshment Break
10:15 – 11:15 am	Closing Keynote: <i>Raw. Real. Resilient.</i> Speaker: Karen Dean, inspirational speaker and best selling author  Karen will share personal stories of her own Raw, Real and Resilient journey in life and business that will inspire audience members to find new ways to move ahead into the next chapter of their lives, surviving and thriving. Karen analyzes her resiliency through struggle and provides concrete strategies on how others can also find lessons in their own challenges and use them to become stronger, more resilient and more successful, professionally and personally.
11:15 – 11:30 am	Closing Remarks and Grand Prize Draw