



Main Office

1809 Barrington St
Suite 1304, Halifax, NS
B3J 3K8

T (902) 240-1857

E rkolstee@amans.ca

W www.amans.ca

April 18, 2023

Dear Chris,

We write today on behalf of the 2023 AMANS Fall Convention Planning Committee. The 2023 Fall Convention will be hosted by the South Western Shore Region from October 17-20, 2023, at the Digby Pines Golf Resort and Spa in Digby, Nova Scotia.

The committee is working hard to create an agenda with relevant, informative and engaging topics for our municipal representatives across Nova Scotia. This year's conference focuses on employee recruitment, retention, networking, and collaboration. The Fall Convention allows AMANS members to participate in capacity-building events, networking, and fun social events with municipal colleagues. Through our years of experience hosting conferences for our members, we are confident that the 2023 Fall Convention will be a success.

A key factor in conference success comes from the generous support of the hosting region each year. The financial support we have received in the past has helped AMANS keep registration costs down, which makes our events more inclusive and accessible to all members.

We are asking if the Municipality of the District of Barrington is able to support the AMANS 2023 Fall Convention by contributing \$1,295.55. Your contribution will be used by AMANS to put on an informative, engaging, and valuable event for our delegates.

Thank you for your consideration.

Sincerely,

John MacKinnon, AMANS President & Deputy CAO, CBRM

POLICY NO. 42
MUNICIPAL GRANTS AND SPONSORSHIP/ADVERTISING POLICY

General Purpose of Policy

- 1.0 It shall be the policy of the Municipality of the District of Barrington:
- a. to have a standard process for providing grants to community, non-profit organizations and charities. The aim is to share available resources throughout the municipality by supporting volunteer community-based organizations at modest levels. This support is in recognition of the value that these groups provide to the well being and growth of the community and in helping the municipality retain a strong community focus.
 - b. to have a standard process for providing grants to registered road associations for road maintenance to improve property values, public safety and road quality on private residential gravel roads located within the municipality.
 - c. to consider sponsorship/advertising requests.

Definitions

- 2.0 “Applicant” means the person or organization submitting the application for funding, including an authorized agent for an organization or parent/guardian of a minor.
- 3.0 “CAO” means the Chief Administrative Officer of the Municipality of Barrington.
- 4.0 “Council” means the Council of the Municipality of Barrington.
- 5.0 “Grant” means a financial contribution approved under this policy used for the sole purpose of community benefit.

Policy Application

- 6.0 It is preferred that organizations be incorporated under the Societies Act and be in good standing with the NS Registry of Joint Stock Companies, however, in some cases, consideration will be given, under the guidelines of this policy, to applications submitted by non-registered organizations.

- 7.0 Road Associations must be registered with the NS Registry of Joint Stock Companies.
- 8.0 Written applications must be submitted using the appropriate attached application form.
- 9.0 Applicants must be in good standing with the Municipality. (no outstanding reports or payments).
- 10.0 Applicants must own the property/facility/road for which the application is submitted.
- 11.0 Grant applications should demonstrate active fundraising efforts and/or additional funding sources to support the continuation of the program, project, or service.
- 12.0 Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills, and self-reliance.
- 13.0 Additional details on grant requirements can be found under the individual grant heading below.

Application Process

- 14.0 Council determines the budget for the Municipal Grants Program during Budget deliberations.
- 15.0 Applications are reviewed by the Committee of the Whole Council for eligibility, evaluation, and recommendation to Council.
- 16.0 Council determines all grant amounts per organization.
- 17.0 All applicants are notified of Council's decision.
- 18.0 Council will generally disburse eighty-five percent (85%) of the grant funding in the spring, after the municipal budget has been approved, and the remaining fifteen percent (15%) will be disbursed in the fall. This disbursement formula will depend on the number of applications received and total amount of funding requested in the spring.
- 19.0 All grants will be paid in full to the applicant upon approval by Council, unless otherwise specified.
- 20.0 An advertisement will be placed in the local newspaper for two (2) issues and/or on social media each year informing organizations of the opportunity to apply for a Municipal Grant.
- 21.0 All grants paid during the fiscal year will be posted on the municipal website at www.barringtonmunicipality.com.

Grants to a maximum of \$500

- 22.0 A maximum grant of \$500 may be provided to the following, upon completion of Schedule "A":
- 22.1 Non-Profit Organizations.
 - 22.2 Cemeteries
 - 22.3 Community Halls
 - 22.4 Societies
 - 22.5 Museums
 - 22.6 Team or Organization representing the Municipality, Nova Scotia or Canada at a national or international tournament, championship or competition.
- 23.0 Only one (1) application can be submitted per organization per funding year.
- 24.0 There is no application deadline for this funding category.

Grants between \$501 and \$2,500

- 25.0 A grant between \$501 and \$2,500 may be provided to organizations requesting funding for a specific project or service, upon completion of Schedule "B".
- 26.0 Applicants are required to fund a minimum of one-third (1/3) of the total project cost which is to be raised by way of fundraising. (Fundraising amounts do not include grants from other levels of government).
- 27.0 A copy of the most recent financial statements and budget for the upcoming year, must accompany the application.
- 28.0 There is no deadline on this type of funding application.
- 29.0 Applicants receiving approval for funding must submit a final report when the project has been completed, including receipts covering the grant amount.

Grants above \$2,500

- 30.0 A grant of \$2,500 or above may be provided to organizations requesting funding for a specific project or service, upon the completion of Schedule "C".
- 31.0 Applicants are required to fund a minimum of one-third (1/3) of the total project cost which is to be raised by way of fundraising. (Fundraising amounts do not include grants from other levels of government).
- 32.0 Applications must be received not later than December 1st in order to allow sufficient time for the request to be considered during budget deliberations for the upcoming fiscal year.

- 33.0 Applicants will be required to present a detailed proposal to the Committee of the Whole Council at a date determined by the Chief Administrative Officer in consultation with the applicant.
- 34.0 A copy of the most recent financial statements and budget for the upcoming year, must accompany the application.
- 35.0 Applicants receiving approval for funding must submit a final report when the project has been completed, including receipts covering the grant amount.
- 36.0 Applicants who receive a grant of more than \$2,500 cannot apply for a grant from the Municipality for another three (3) years.

Road Improvement Grants

- 37.0 Road Associations may apply for funding to assist with the cost of maintaining their private residential road subject to the following conditions:
 - 37.1 The group of property owners on any qualifying road have formed a local road improvement association is registered as a volunteer society with N.S. Joint Stocks. (ie. “Seaview Road Association”).
 - 37.2 Annual financial contributions to the road association from residential property owners are collected and properly recorded by the Association
- 38.0 Council will provide a grant of 50% of funds raised by the road association during the current fiscal year to a maximum of \$1,000.
- 39.0 There must be at least (4) four habitable residential dwellings accessed by the gravel road to qualify for funding.
- 40.0 Outstanding taxes associated with any residential property accessed by a qualifying road must be paid in full before any local road association will be eligible for a grant.
- 41.0 Council will determine annually, during the budget process, funding amounts to be allocated for residential gravel road improvement grants.

Sponsorship/Advertising Requests

- 42.0 From time-to-time sponsorship/advertising requests are received by the Municipality. The Chief Administrative Officer is authorized to approve expenditures up to \$500 for this purpose per event or function. Requests above \$500 will be considered by Council on an individual basis.



SCHEDULE "A"

MUNICIPALITY OF BARRINGTON
APPLICATION FORM

GRANTS TO NON-PROFIT ORGANIZATIONS, CEMETERIES, COMMUNITY HALLS, SOCIETIES AND
MUSEUMS - **Maximum of \$500**

NAME OF APPLICANT ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

NS REGISTRY OF JOINT STOCKS NUMBER: _____

FEDERAL CHARITABLE STATUS NUMBER: _____

1. Please indicate the grant amount for which you are applying: \$_____

2. Please identify the community, area and/or group(s) your organization serves:

3. Please describe your organization's specific project/program/service:



SCHEDULE "B"
MUNICIPALITY OF BARRINGTON
APPLICATION FORM
ORGANIZATIONS REQUESTING OPERATING/CAPITAL GRANTS
Between \$501 and \$2,500

NAME OF APPLICANT ORGANIZATION: Association of Municipal Administrators, Nova Scotia

CONTACT PERSON: Rebecca Kolstee, Manager Wellness and Professional Development Programs

ADDRESS: 1304-1809 Barrington St. Halifax, NS

TELEPHONE: (902) 240-1857 EMAIL: rkolstee@amans.ca

NS REGISTRY OF JOINT STOCKS NUMBER: 1252008

FEDERAL CHARITABLE STATUS NUMBER: _____

If you do not have either of the above numbers, provide the name and contact information of the organization that you are affiliated with: _____

1. Please indicate the grant amount for which you are applying: \$ 1295.55

2. Please identify the community, area and/or group(s) your organization serves: Nova Scotia municipal administrators

3. Please describe your organization's specific project/program/service. (if additional space is required, please attach a separate sheet):

AMANS is a professional organization mandated to further the professionalism of people working in municipal government. AMANS facilitates professional development through training, workshops, and conferences. Our annual Fall Convention, for which we are applying for sponsorship, provides a platform to exchange best practices in municipal governance and discover new and upcoming innovations for local governments.

4. Please describe the benefits you project/program/service will provide to the community and/or municipality:

The AMANS Fall Convention offers the employees of the Municipality of Barrington to participate in professional development sessions such as accessibility training, strategic planning and implementation, sessions for finance officers, IT professionals, and HR professionals, engage with respective communities of practice, and attend other pertinent panels and presentations regarding the administration of municipal government.

The learning opportunities at the AMANS Fall Convention will provide your employees with the chance to learn a variety of different tools and best practices to implement in their day to day.

Of note, the AMANS Fall Convention often ends in a surplus. These additional funds go directly back to the operating costs of AMANS and better equips our organization to provide more professional development opportunities to our members.

5. Please ensure your submission includes the following:

- COMPLETED APPLICATION FORM
- PROOF OF CURRENT REGISTRATION AS A NON-PROFIT OR CHARITABLE ORGANIZATION
- MOST RECENT FINANCIAL STATEMENT
- DETAILS OF FUNDRAISING EFFORTS AND FUNDING SOURCES TO SUPPORT PROJECT
- YOUR ORGANIZATION’S BUDGET FOR THE UPCOMING YEAR OR PROJECT
- LIST OF YOUR BOARD OF DIRECTORS OR ORGANIZING COMMITTEE MEMBERS

6. Authorization:

Application prepared By:	<u>Rebecca Kolstee</u>	Rebecca Kolstee	25 / 04 / 23
(Contact Person)	Signature	Print	DD/MM/YY

Board/Committee:	<u>Victoria Brooks</u>	Victoria Brooks	25 / 04 / 23
(Signing Officer)	Signature	Print	DD/MM/YY

7. SUBMISSION:

MAIL: MUNICIPALITY OF THE DISTRICT OF BARRINGTON
GRANTS PROGRAM
P.O. BOX 100
BARRINGTON, NS
BOW 1EO

EMAIL: info@barringtonmunicipality.com

DROP OFF: 2447, Highway #3, Barrington, NS

ONLINE: www.barringtonmunicipality.com



SCHEDULE "C"

**MUNICIPALITY OF BARRINGTON
APPLICATION FORM**

ORGANIZATIONS REQUESTING CAPITAL GRANTS - Above \$2,500

NAME OF APPLICANT ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

NS REGISTRY OF JOINT STOCKS NUMBER: _____

FEDERAL CHARITABLE STATUS NUMBER: _____

If you do not have either of the above numbers, provide the name and contact information of the organization that you are affiliated with: _____

1. Please indicate the grant amount for which you are applying: \$ _____

2. Please identify the community, area and/or group(s) your organization serves:

3. Please describe your organization's specific project/program/service. (if additional space is required, please attach a separate sheet):

4. Please describe the benefits you project/program/service will provide to the community and/or municipality:

5. Please ensure your submission includes the following:

- COMPLETED APPLICATION FORM
- PROOF OF CURRENT REGISTRATION AS A NON-PROFIT OR CHARITABLE ORGANIZATION
- MOST RECENT FINANCIAL STATEMENT AND DETAILS OF ALL BANK ACCOUNTS ASSOCIATED WITH THE APPLICANT
- DETAILS OF FUNDRAISING EFFORTS AND FUNDING SOURCES TO SUPPORT PROJECT
- YOUR ORGANIZATION'S BUDGET FOR THE UPCOMING YEAR OR PROJECT
- LIST OF YOUR BOARD OF DIRECTORS OR ORGANIZING COMMITTEE MEMBERS

6. Authorization:

Application prepared By: Rebecca Kolstee Rebecca Kolstee 20 04 /2023
(Contact Person) Signature Print DD/MM/YY

Board/Committee: _____
(Signing Officer) Signature Print DD/MM/YY

7. SUBMISSION:

MAIL: MUNICIPALITY OF THE DISTRICT OF BARRINGTON
GRANTS PROGRAM
P.O. BOX 100
BARRINGTON, NS
BOW 1EO

EMAIL: info@barringtonmunicipality.com
DROP OFF: 2447, Highway #3, Barrington, NS
ONLINE: www.barringtonmunicipality.com

Chief Administrative Officer’s Annotation for Official Policy Book

Date of Notice to Council members of Intent to Consider	August 9, 2021
Date of Passage of current Policy	August 23, 2021
I certify that this Policy No. 42 “Municipal Grants and Sponsorship/Advertising Policy” was amended by Council as indicated above.	
_____	_____
Chris Frotten Chief Administrative Officer	Date

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1	Approved Policy of Council	CAO	Council	March 26, 2018
2	Amended	CAO	Council	May 27, 2019
3	Various amendments and new Sections 23.0, 24.0, 25.0	CAO	Council	October 28, 2019
4	Amended Sections 3.0 and 21.0	CAO	Council	August 24, 2020
5	Various amendments approved	CAO	Council	August 23, 2021

ASSOCIATION OF MUNICIPAL ADMINISTRATORS, NOVA SCOTIA

[Profile](#)

[Relationships](#)

[Events \(25\)](#)

Reg. Number

1252008

Reg. Name

ASSOCIATION OF MUNICIPAL ADMINISTRATORS, NOVA SCOTIA

Type

Society

Status

Active

Effective Date

01-Dec-1999

Registered on

14-Jun-1971

Next Annual Return

30-Jun-2023

Addresses

Reg. Address

1809 BARRINGTON STREET, 1304, HALIFAX, NOVA SCOTIA, B3J 3K8, CANADA

Mailing Address

PO BOX 34065 RPO SCOTIA SQUARE, HALIFAX, NOVA SCOTIA, B3J 3S1, CANADA

AMANS 2023 Fall Convention Budget

Item Description **Amount**

Revenue:

Registration

Registration	\$ 70,000
Event Activities / Tickets	\$ 9,000
Total Registration Revenue	\$ 79,000.00

Sponsorship

Exhibitors	\$ 9,200
Municipal Contribution	\$ 12,000
Corporate Sponsorship	\$ 40,000
Total Sponsorship Revenue	\$ 61,200.00
Total Revenue Fall Conference	\$ 140,200.00

Expenses

Food & Drink

Fall Conference CAO Forum	\$ 400
Fall Conference Opening Reception	\$ 9,000
Fall Conference Lunches	\$ 11,000
Fall Conference Banquet	\$ 17,000
Fall Conference Refreshment Breaks	\$ 5,500
Total Estimated Catering Spend	\$ 42,900
Total Food & Drink Expenses	\$ 42,900.00

Speaker Expenses

Fall Conference Speaker Fee	\$ 20,000
Fall Conference Speaker Travel	\$ 5,000
Fall Conference Speaker Gift	\$ 500
Total Speaker Expenses	\$ 25,500.00

Other Expenses

Fall Conference Staff, Committee, Travel & accommodations	\$ 5,000
Fall Conference Registration Costs	\$ 2,300
Fall Conference Printing Costs	\$ 1,800
Fall Conference Activities	\$ 17,000
Fall Conference Miscellaneous	\$ 15,000
Hotel Room Rental	\$ 3,000
Fall Conference AV	\$ 5,000
Supplies	\$ 500
Total Other Expenses	\$ 49,600.00

Total Expense for Fall Conference	\$ 118,000.00
Total Net Income Generated by Fall Conference	\$ 22,200.00

Association of Municipal Administrators, Nova Scotia

Income Statement 01/04/2022 to 31/03/2023

REVENUE

Revenue

Full Membership	82,005.00	
Associate Membership	21,840.00	
Corporate Membership	2,250.00	
New Membership Fee	570.00	
	<u> </u>	
Membership Revenue		106,665.00
AMA Professional Fee Revenue		89,879.99
Fall Conference Registration	74,245.00	
Fall Conference Event Tickets	9,151.00	
Fall Conference Exhibitor	9,200.00	
Fall Conference Municipal Sponsors	26,000.00	
Fall Conference Sponsorship	54,900.00	
	<u> </u>	
Fall Conference Revenue		173,496.00
UNSM Grant R-11		2,500.00
Interest Income R-4		16,983.55
Other Income R-14		397.63
Spring Conference Registration	40,040.00	
Spring Conference Event Tickets	2,450.00	
Spring Conference Exhibitor	4,200.00	
Spring Conference Municipal Sponsor	2,000.00	
Spring Conference Sponsorship	20,564.75	
	<u> </u>	
Spring Conference Revenue		69,254.75
MWV Annual Renewals R-17	87,670.18	
MWV Support Packages R-17	22,840.00	
MWV Hour Overages & R.Design fees	2,475.00	
	<u> </u>	
Municipal Website Venture		112,985.18
Project Management Revenue		20,000.00
Wellness Project Revenue		64,150.96
Education & Training Registration	43,713.14	
	<u> </u>	
Education & Training Revenue		43,713.14
Accessibility Project Revenue		127,000.00
	<u> </u>	
Total Revenue		<u>827,026.20</u>

TOTAL REVENUE

827,026.20

EXPENSE

Current Expenses

Membership Expense		1,800.00
Training E-22		5,409.35
Education Module Food & Drink	1,949.17	
Education Module Room Booking	159.78	
Education Module Facilitator	12,157.05	
Education Module Staff Travel	545.62	
Education Module Printing	1,665.59	
	<u> </u>	
Education Module Expenses		16,477.21
Insurance		4,866.50
Miscellaneous Expense E-7		3,622.44
Office Supplies E-9		5,284.09
Postage and Courier E-10		180.28
Server Support E-15		1,500.00
Audit E-20		8,060.00
Wellness Project Salary	45,842.21	
Wellness Project Benefits	3,890.71	
Wellness Project Office & Admin	4,420.82	
Wellness Project Workshops	1,910.03	
Wellness Project Travel, Conference	454.66	
Wellness Project Grants	6,850.00	
Wellness Project Awards	286.69	
Wellness Project Miscellaneous	495.84	
	<u> </u>	
Wellness Project Expense		64,150.96
Wellness Project Working Minds		0.00
Telephone E-17		1,669.92
Fall Conference Opening Reception	8,158.50	
Fall Conference Lunches	10,909.10	
Fall Conference Banquet	16,753.55	
Fall Conference Refresh Breaks	4,625.36	

Association of Municipal Administrators, Nova Scotia

Income Statement 01/04/2022 to 31/03/2023

Fall Conference Speaker Fee	12,500.00	
Fall Conference Speaker Travel	708.90	
Fall Conference Staff, Comm Travel	4,479.57	
Fall Conference Registration	2,092.54	
Fall Conference Printing	1,322.08	
Fall Conference Activities	16,026.05	
Fall Conference Miscellaneous	13,060.45	
Fall Conference AV	4,567.12	
Fall Conference Expenses		95,203.22
Projects and Initiatives E-26		1,980.76
Board of Directors Expense E-5	68.00	
President's Expenses	605.00	
Board and Committee Expenses		673.00
Bank Charges E-3		3,611.66
Public Relations E-12		507.00
Spring Conference CAO Forum	519.62	
Spring Conference Opening Reception	1,119.92	
Spring Conference Lunch/Dinner	11,913.23	
Spring Conference Refresh Breaks	2,158.47	
Spring Conference Speaker Fee	8,770.42	
Spring Conference Speaker Travel	854.57	
Spring Conference Speaker Gift	506.95	
Spring Conference Staff Comm Travel	3,056.15	
Spring Conference Registration	720.00	
Spring Conference Printing	122.67	
Spring Conference Activities	4,028.39	
Spring Conference Miscellaneous	313.04	
Spring Conference AV	4,040.00	
Spring Conference Expense		38,123.43
MWV Program Salary	68,476.65	
MWV Program Benefits	5,986.10	
MWV Program Training & Dev	247.56	
MWV Program Freelance Fees	10,799.96	
MWV Program Gen & Admin	10,740.07	
MWV Program Server Charges	15,060.81	
MWV Program Server Security	1,806.48	
MWV Program Expense		113,117.63
Staff Travel & Expenses		4,350.16
Donation		1,000.00
Accessibility Program Salary	55,192.35	
Accessibility Program Benefits	4,634.41	
Accessibility Program Training & Dev	1,481.48	
Accessibility Program Gen&Admin	8,009.80	
Accessibility Program Travel	463.64	
Accessibility Communication & Promo	105.10	
Accessibility Tools & Resources Exp	2,113.89	
Total Accessibility Program Exp		72,000.67
Total Expenses		443,588.28
Payroll Expenses		
Wages & Salaries		225,054.78
Benefits Expense		17,833.36
EI Expense		8,696.13
CPP Expense		21,844.00
Medical Plan Employer Contribution		7,651.72
Total Payroll Expense		281,079.99
TOTAL EXPENSE		724,668.27
NET INCOME		102,357.93

**Association of Municipal Administrators, Nova Scotia
2022-2023 Board of Directors**

Executive

John Mackinnon, Deputy CAO, CBRM..... President
Kim Ramsay, CAO, Municipality of the District of East Hants..... Vice President
Mike Dolter, CAO, Town of Truro..... Past President
Leanne MacEachen, CAO, Municipality of the County of Victoria..... Secretary/Treasurer

Regional Representatives

Amanda McDougall, Mayor, CBRM..... NSFM
Dale Bogle, CAO, Town of Stewiacke..... Colchester/East Hants Region
Jennifer Collins, Supervisor Water Utility, CBRM..... Cape Breton Region
Greg Herrett, CAO, Municipality of the County of Cumberland..... Cumberland Region
Maggie MacDonald, Executive Director, Parks and Recreation, HRM..... Metro Region
Lisa MacDonald, CAO, Town of New Glasgow..... Pictou Region
Tara Maguire, CAO, Municipality of the District of Chester..... South Shore Region
Victoria Brooks, CAO, Municipality of the District of Yarmouth..... South Western Shore Region
Greg Barr, Director of Finance and IT, Municipality of the County of Kings..... Valley Region
Keith MacDonald, CAO, Municipality of the County of Inverness.... Victoria, Richmond & Inverness Region

**Association of Municipal Administrators, Nova Scotia
2023 Fall Convention Committee**

Victoria Brooks, Municipality of the District of Yarmouth (Chair)
Jenny Porter, Municipality of the District of Yarmouth (Vice Chair)
Lindsay MacKinnon, Town of Yarmout
Andrea Hyslop, Department of Municipal Affairs and Housing
Marsha d'Eon, Municipality of Argyle
Cora Lee Ross, Municipality of Digby
Tyler Pulley, Municipality of Digby
Leslie Britton, Town of Digby
Rebecca Kolstee, AMANS
Holly MacLellan, AMANS
Colleen Keenan, AMANS

Fall Convention 2023

October 17-20, 2023

Digby Pines Resort & Spa

Digby, Nova Scotia



amans

ASSOCIATION OF MUNICIPAL
ADMINISTRATORS NOVA SCOTIA

Association of Municipal Administrators, Nova Scotia
1809 Barrington Street, Suite 1304
Halifax, NS B3J 3K8
(902) 240-1857 | rkolstee@amans.ca | amans.ca

Introduction

Each year, the Association of Municipal Administrators, Nova Scotia (AMANS) hosts our flagship event, the AMANS Fall Convention, where we welcome municipal decision-makers from all corners of Nova Scotia for three action-packed days of professional development, collaboration, and networking.

The 2023 AMANS Fall Convention, hosted by the AMANS Southwestern Shore Region, will take place October 17-20, 2023, at the iconic Digby Pines Golf Resort and Spa in Digby, Nova Scotia.

This event engages delegates with stimulating speakers, pertinent sponsors, and other featured participants to discuss and exchange best practices in municipal governance, discover new and upcoming innovations created to increase efficiency in local government, and so much more.

About AMANS

AMANS is a professional, non-profit organization dedicated to excellence in municipal government administration with a mandate to improve the professionalism of people working in municipal government. AMANS works closely with each Nova Scotia municipality as well as the Government of Nova Scotia.

Our diverse membership comprises over 330 professional administrators from every region across Nova Scotia.

Memberships by title include:

- Chief Administrative Officers
- Directors of Finance
- Communications Professionals
- Fire and Police Services
- IT Professionals
- Other Key Managers & Directors
- Senior Staff within the Department of Municipal Affairs and Housing

AMANS 2023 Fall Convention

Dates:	October 17-20, 2023
Where:	Digby Pines Resort & Spa 103 Shore Road, Digby, Nova Scotia
Delegate Profile:	Our Fall Convention is one of AMANS' most attended events, bringing together over 150 senior municipal administrators from every municipality in Nova Scotia, from various disciplines such as IT, communications, finance, procurement, recreation, and management.
Marketplace:	Municipal governments in Nova Scotia purchase millions of goods and services from the private sector every year.
Contact:	Rebecca Kolstee , Manager of Wellness and Professional Development Programs, AMANS Email: rkolstee@amans.ca Phone: (902) 240-1857

Partnership Value

AMANS Conventions provide an excellent platform to engage with municipal leaders and enable our sponsors to meet and network with key decision-makers from across the province. It is a unique opportunity to enhance your organization's visibility with so many leaders in one place.

A partnership with AMANS does not just include our Conventions; your organization could also gain visibility with our entire membership through additional mediums, such as the AMANS newsletter, exposure on the AMANS website, and Convention promotion and advertising. AMANS happily offers several partnership opportunities to meet your sales, marketing, and communication objectives.

As an AMANS partner, you can expect

- Access to over 330+ municipal administrators working across Nova Scotia and representatives from the Nova Scotia Department of Municipal Affairs and Housing.
- Networking opportunities with municipal decision makers who may be current or future clients.
- A platform to introduce new technology, products, programs, and services.

2023 Convention Program (Subject to change)

Tuesday, October 17, 2023	
12:00 p.m. – 3:00 p.m.	MFO Session
1:00 p.m. – 3:00 p.m.	IT Session
4:00 p.m. – 6:00 p.m.	CAO Forum
6:15 p.m. – 7:30 p.m.	AMANS Board Dinner
7:00 p.m. – 10:00 p.m.	Registration & Opening Reception

Wednesday, October 18, 2023	
6:30 a.m.	Morning Walk or Run
8:45 a.m. – 9:00 a.m.	Registration/Draws
9:00 a.m. – 9:30 a.m.	Opening Ceremonies – Welcoming Remarks
9:30 a.m. – 10:30 a.m.	Keynote
10:30 a.m.– 11:00 a.m.	Refreshment Break
11:00 a.m.– 12:00 p.m.	Concurrent Sessions
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:00 p.m.	Concurrent Sessions
2:00 p.m. – 2:20 p.m.	Refreshment Break
2:20 p.m. – 3:30 p.m.	Provincial Update: A conversation with the Province
3:45 p.m. – 4:30 p.m.	Wellness Activity
5:00 p.m. – 6:00 p.m.	Offsite Activities & Dinner

Thursday, October 19, 2023	
7:00 a.m.	Yoga or Morning Walk or Run
8:45 a.m. – 9:00 a.m.	Registration/Draws
9:00 a.m. – 10:00 a.m.	Keynote or Plenary Session
10:00 a.m.–10:45 a.m.	AGM
10:45 a.m. – 11:00 a.m.	Refreshment Break
11:00 a.m. – 12:00 p.m.	Concurrent Sessions
12:00 p.m. – 1:00 p.m.	Exhibitor Lunch
1:00 p.m. – 2:00 p.m.	Plenary or Concurrent
2:00 p.m. – 2:15 p.m.	Refreshment Break
2:15 p.m. – 3:30 p.m.	Networking Session – Community of Practice
6:00 p.m. – 8:30 p.m.	President's Reception & Banquet
8:30 p.m.	Hospitality Suite

Friday, October 20, 2023	
8:45 a.m. – 9:00 a.m.	Early Bird Draws
9:00 a.m. – 10:00 a.m.	Plenary Session
10:00 a.m. – 10:15 a.m.	Refreshment Break
10:15 am – 11:15 am	Closing Keynote
11:15 am – 11:30 am	Closing Remarks

Partnership Opportunities

Presenting Sponsor **\$12,000**

The presenting sponsor of the AMANS Fall Convention receives the highest exposure within the AMANS network and exclusive rights. AMANS works with your organization to meet your expectations as the Presenting Sponsor.

Presenting Sponsor package includes:

Print and Electronic Media

- Your logo featured in the following locations:
 - Cover page of the Convention program
 - Delegate badges
 - All promotional emails to members
 - Pocket Program
 - Registration page
 - Homepage and Partnership page of AMANS website until March 31, 2024
 - Social media posts on LinkedIn and Twitter pages
 - Full-screen display during the opening ceremonies
 - Full-screen looping display during various times of the Convention (including banquet)

Speaking

- Your organization will receive 15-20 minutes of stage time to present to the Convention delegation
- Opportunity to address delegates at the President's Banquet (5-10 minutes)
- Opportunity to introduce the keynote speaker of your choice

Networking

- Complimentary Exhibitor booth in a prime location for the entirety of the Convention. Valued at \$1200
- Access to the 2023 Delegate profile list
- Two seats at the President's table at the President's Banquet (Thursday, October 19, 2023)
- Two (2) complimentary convention registrations and all social events. Valued at \$800

Advertisement and Recognition

- Special recognition of your support during the opening and closing ceremonies
- A full-page company advertisement of your choosing on the back of the final Convention program
- Option to have one (1) article with logo published in AMANS e-newsletter to members¹
- Option to distribute promotional materials during the session of your choice²

¹ Maximum of 200 words.

² Distribution of materials is the responsibility of the sponsor.

Convention Sponsorship Benefits

Benefits	Platinum	Gold	Silver	Bronze
Logo and website link on AMANS website until March 31, 2024	✓ (additional: registration page)	✓	✓	✓
Logo and sponsor recognition in promotional emails	4	3	1	-
Logo displayed in the Convention pocket program	✓	✓	✓	✓
Exclusive logo displayed on Convention badges	✓	-	-	-
Complimentary Exhibitor booth	✓	-	-	-
Logo and corporate name displayed in the digital Convention program	✓ (additional: full-page advertisement)	✓ (additional: half-page advertisement)	✓ (additional: quarter-page advertisement)	✓
Logo loop displayed during various times of the Convention	Full-screen	Half-screen	Third-screen	-
Verbal recognition at the podium	✓	✓	✓	✓
Distribute promotional material during the designated session	✓	✓	-	-
Recognition on LinkedIn and Twitter pages	✓	✓	-	-
One (1) sponsorship spotlight article and logo featured in AMANS e-newsletter	✓	-	-	-
Complimentary Convention registrations	1	-	-	-
Complimentary ticket to the President's Banquet	2	-	-	-
Introduce Speaker	(Keynote)	(Plenary)	-	-
Advertisement in Convention printed program				

Platinum Level

Platinum Level Benefits \$9,000 ^{+tax}

- Your logo is featured in the following locations:
 - Digital Convention program
 - Four (4) promotional emails to members
 - Pocket Program
 - Registration page
 - Homepage and Partnership page of AMANS website until March 31, 2024
 - Social media posts on LinkedIn and Twitter pages
 - Full-screen looping display during various times of the Convention
- One (1) complimentary convention registration and all social events. Valued over \$400
- Two (2) complimentary tickets to attend the President's Banquet
- Complimentary Exhibitor booth in a prime location for the entirety of the Convention. Valued at \$1200
- Option to introduce a keynote speaker of your choice.
- AMANS President verbally recognizes your organization at the podium during the opening and closing ceremonies.
- Option to have one (1) article with logo published in AMANS e-newsletter to members³
- Option to distribute promotional materials during a session of your choice⁴
- A full-page company advertisement in the final Convention program

Gold Level

Gold Level Benefits \$5,500 ^{+tax}

- Your logo is featured in the following locations:
 - Digital Convention program
 - Three (3) promotional emails to members
 - Pocket Program
 - Homepage and Partnership page of AMANS website until March 31, 2024
 - Social media posts on LinkedIn and Twitter pages
 - Half-screen looping display during various times of the Convention
- Option to introduce the Plenary session speaker.
- AMANS President verbally recognizes your organization at the podium during the opening and closing ceremonies.
- Option to have one (1) article with logo published in AMANS e-newsletter to members³.
- Option to distribute promotional materials during your sponsored session⁴.
- A half-page company advertisement in the final Convention program

³ Maximum of 200 words.

⁴ Distribution of materials is the responsibility of the sponsor.

Silver Level

Silver Level Benefits

\$3,000 +tax

- Your logo is featured in the following locations:
 - Digital Convention program
 - One (1) promotional email to members
 - Pocket Program
 - Partnership page of AMANS website until March 31, 2024
 - Social media posts on LinkedIn and Twitter pages
 - One-third screen looping display during various times of the Convention
- AMANS President verbally recognizes your organization at the podium during the opening and closing ceremonies.
- A quarter-page company advertisement in the final Convention program

Bronze Level

Bronze Level Benefits

\$850 +tax

- Your logo is featured in the following locations:
 - Digital Convention program
 - Pocket Program
 - Partnership page of AMANS website until March 31, 2024
- AMANS President verbally recognizes your organization at the podium during the opening and closing ceremonies.



Image Description: A graphic recording of the AMANS 2022 Fall Convention speakers from day one of the conference. Graphic Recording artist James Neish

Other Partnership Opportunities

Luncheon Sponsor \$4,000⁵ +tax

- Your logo is featured in the following locations:
 - Digital Convention program
 - One (1) promotional email to members
 - Pocket Program
 - Partnership page of AMANS website until March 31, 2024
 - Full-screen looping display during your sponsored Luncheon
- Recognition of your organization by the emcee at the podium during the Luncheon.
- Two (2) complimentary tickets to attend the Luncheon
- Option to distribute promotional materials during your sponsored session.⁶
- A half-page company advertisement in the final Convention program

Nightly Event Sponsor \$2,000⁷ +tax

- Your logo is featured in the following locations:
 - Digital Convention program
 - One (1) promotional email to members
 - Pocket Program
 - Partnership page of AMANS website until March 31, 2024
 - Full-screen looping display during nightly event⁸
- Recognition of your organization by the emcee at the podium prior to the event
- Two (2) complimentary tickets to attend the event
- Option to distribute promotional materials during your sponsored session.
- A half-page company advertisement in the final Convention program.

Refreshment Break Sponsor \$800⁹ +tax

- Your logo is featured in the following locations:
 - Digital Convention program
 - Pocket Program
 - Partnership page of AMANS website until March 31, 2024
 - Tent cards displayed during the refreshment break
 - Recognition of your organization by the emcee at the podium during the refreshment break.

To learn more about AMANS 2023 Fall Convention: [click here to visit our website](#)

⁵ Two (2) options available: Option 1: Wednesday October 18th. Option 2: Thursday October 19th.

⁶ Distribution of materials is the responsibility of the sponsor.

⁷ Two (2) options available: Option 1: Opening Night Reception on Tuesday October 17th. Option 2: Hospitality Suite on Thursday October 19th.

⁸ Subject to change if the event is held offsite.

⁹ Five (5) options available: Wednesday October 18th Morning and Afternoon. Thursday October 19th Morning and Afternoon. Friday October 20th Morning

Exhibitor Opportunities

Exhibitor \$1,200 ^{+tax}

As an exhibitor, you can connect with potential clients and showcase your products and services to municipal administrative leaders.

Our Convention is an excellent opportunity to broaden awareness of your brand by distributing promotional materials at your table and/or donating an item for the prize draws. As an exhibitor, you have the opportunity to network, build new relationships and maintain existing ones throughout our Convention.

AMANS will supply you with a booth in a high foot-traffic area to secure facetime with our attendees during breaks. You will also receive one (1) complimentary lunch ticket to attend the Exhibitor's lunch on Wednesday and Thursday and the following exposure package:

- Your logo featured in the following locations:
 - Digital Convention program
 - One (1) promotional email to members
 - Pocket Program
- Your logo, description, and contact information will be displayed on the partnership page of AMANS website until March 31, 2024
- Skirted 6" table with two chairs
- Ability to display a standup banner behind the table
- WIFI internet

Additional Information: Delegates will be given exhibit cards which are required to be initialed by each Exhibitor to be eligible for prize draws at Thursday's lunch. We encourage exhibitors to bring prizes for the draw.

Trade Show Hours

Tuesday, October 17, 2023	3:00 pm - 5:00 pm Exhibitor Setup 7:00 pm - 10:00 pm Opening Reception (Location TBD)
Wednesday, October 19, 2023	8:45 am - 9:00 am Coffee & Early Bird Draws 10:30 am - 11:00 am Refreshment Break 12:00 pm - 1:00 pm Lunch 2:00 pm - 2:20 pm Refreshment Break
Thursday, October 19, 2023	8:45 am - 9:00 am Coffee & Early Bird Draws 10:45 am - 11:00 am Refreshment Break 12:00 pm - 1:00 pm Lunch and Exhibitor Prizes 2:00 pm - 2:15 pm Refreshment Break
Friday, October 20, 2023	8:45 am - 9:00am Coffee & Early Bird Draws 10:00 am - 10:15am Refreshment Break

Summary of Sponsorship Opportunities

Presenting	\$12,000
Platinum	\$9,000
Gold	\$5,500
Silver	\$3,000
Bronze	\$850
Luncheon	\$4,000
Nightly Event	\$2,000
Refreshment Break	\$800
Convention Exhibitor	\$1,200

Registration

Registration can be done online by clicking here for the Fall Convention [Sponsorship Registration Form](#)

Contact

Please contact Rebecca Kolstee, Manager of Wellness and Professional Programs at rkolstee@amans.ca with any questions.

