



Date: July 16, 2024
Re: Announcement - Amanda Hatfield 15 Year Service Award

Speech Announcing Amanda Hatfield - 15 Years Service Award

Amanda Hatfield joined our Municipality in 2009, bringing with her a wealth of experience from the Association of Municipal Administrators Nova Scotia (AMANS), a Bachelor of Arts Degree from St. Mary's University, and a paralegal diploma from Success Business College.

Amanda's journey with us began as an Administrative Assistant to the Director of Administration. In 2013, she transitioned to the role of Administrative Services Clerk in the Finance Department. A year later, she moved on to become the Administrative Support Clerk in the CAO's office. Since 2016, Amanda has excelled as our Information Management Coordinator.

Throughout her tenure, Amanda has been an active participant on numerous committees, including the Social Committee, Health and Wellness Committee, AMA Records Management Committee, Innovation Working Group, support for Council's Fire Advisory Committee, Brand Standards Committee with a focus on Accessibility, and most recently, the Service Excellence Committee.

In her current role, Amanda continues to enhance our information records management systems and processes, significantly benefiting East Hants. Her Business Analysis training, combined with her Gold Certification as a Laserfiche Professional, highlights her dedication to service excellence. Amanda's work, from shredding hundreds of boxes of paper documents, document scanning and records disposition process oversight, impacts tens of thousands of municipal files each year, ensuring that information is both protected and accessible for those who need it to serve the public, and that liability is limited. She has been a key resource in increasing staff efficiencies through process documentation and the digitization of forms.

Amanda, your contributions over the past 15 years have been invaluable. Your commitment, expertise, and dedication have made a lasting impact on our organization. We are incredibly fortunate to have you on our team.

Please join us in celebrating 15 years of service. Congrats and thank you, Amanda, for all that you do.

