

## Sheralee Mitchell-MacEwan

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**Subject:** FW: Don't Miss Out! Register Now for Essential AMA Training Sessions

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**Sent:** November 15, 2024 2:20 PM

**To:** Rebecca Toole

**Subject:** Don't Miss Out! Register Now for Essential AMA Training Sessions

Good Afternoon CAOs

We kindly ask for your support in sharing the below training opportunities with your council members. These sessions are designed to equip municipal elected officials and administrative staff with the skills and knowledge necessary to navigate meetings effectively and manage financial responsibilities confidently.

Thanks  
Rebecca

The Rules of Order sessions are filling up fast—secure your spot today!

These essential training sessions are tailored specifically for municipal elected officials and administrative staff. Whether you are newly elected, returning to office, or part of municipal staff, these workshops will equip you with the skills to navigate meetings with confidence and manage financial responsibilities effectively.

### **In-Person Training Sessions: Rules of Order and Meeting Processes**

This workshop will provide practical skills for starting meetings on the right foot, chairing meetings, making motions, dealing with reports, voting procedures, and decorum. You will explore real examples from Nova Scotia municipalities and engage in fully interactive discussions without the use of PowerPoint slides.

**Facilitator:** Chris McNeill, Former Registered Parliamentarian

### **Session Dates:**

- **Friday, December 6** | 9:00 AM – 3:30 PM | Village of Bible Hill Office – *18 spots left!*
- **Saturday, December 7** | 9:00 AM – 3:30 PM | Civic Centre, Town of Port Hawkesbury – *13 spots left!*
- **Friday, December 13** | **SOLD OUT**
- **Saturday, December 14** | 9:00 AM – 3:30 PM | Holiday Inn Express, New Glasgow, NS – *17 spots left!*

**What You Will Learn:** Each session will give new and existing elected officials and municipal staff with starting meetings on the right foot, chairing meetings, making motions, dealing with reports, voting procedures, and decorum. The entire day will include real examples from across Nova Scotia, and the best part is that there will be no PowerPoint slides, just interactive discussions. Both Robert's Rules of Order and Bourinot's will be discussed. No PowerPoints! This session is designed to be fully interactive, with practical examples and engaging discussions to enhance your learning experience.

### **Registration and Pricing:**

- **Early Bird Rate:** \$350 (Available until two weeks before each session's start date)
- **Regular Price:** \$425 (After the Early Bird deadline)

### Early Bird Deadlines:

- Bible Hill Session (December 6): Register by November 22
- Port Hawkesbury Session (December 7): Register by November 23
- New Minas Session (December 13): Register by November 29
- New Glasgow Session (December 14): Register by November 30

 [Register Now](#)

### Virtual Training: Financial Management for Elected Officials

This three-part virtual series will build your skills in budget review, financial decision-making, and communicating about financial matters. Ideal for those looking to strengthen their financial acumen.

### Session Dates:

- **Part I – Setting Operating and Capital Budget Priorities**  
**Date:** January 7, 2025 | **Time:** 6:00 – 7:30 PM
  - Legislative framework & Council’s role in municipal finance
  - Relationship between strategic plans & budget priorities
  - Identifying & setting priorities
  - Operating & Capital Budgets and Decision Making
- **Part II – Financial Statements and Reports**  
**Date:** January 9, 2025 | **Time:** 6:00 – 7:30 PM
  - Interpreting Financial Statements & Reports
  - Ensuring proper financial controls & understanding the Financial Condition Index
- **Part III – Monitoring Budgets**  
**Date:** January 14, 2025 | **Time:** 6:00 – 7:30 PM
  - Monitoring budgets and making appropriate adjustments
  - Asking staff the right financial questions
  - Communicating budget decisions to the public

### Registration and Pricing:

- **Early Bird:** \$300 (if registered before December 24, 2024)
- **Regular Price:** \$375 (after December 24, 2024)

 [Register Now](#)

Don’t miss this opportunity to enhance your understanding of meeting processes and financial management, and strengthen your leadership skills.

Thanks  
Rebecca



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