

## AGENDA – Workshop & Zone 4 Fall Meeting

Hilton Garden Inn Toronto/Markham  
300 Commerce Valley Drive East  
Thornhill, ON L3T 7X3

**Monday November 19, 2018**

**ZONE 4 EXECUTIVE  
2017 - 2018**

**Representative to the Board**

*Thom Gettinby, CMO*

**Chair**

*Sacha Smith*

**Past Chair**

*Nathan Hyde LLB, MPA*

**Vice Chair**

*Victoria Stefaniak*

**Secretary**

*Tara Lajevardi*

**Treasurer**

*Evan Read*

**Zone Directors**

*TBD*

<b>8:00 – 8:30</b>	<b>Registration</b>
8:30 – 8:40	Opening Remarks & Realtax Introduction
8:40 – 9:00	Zone Business
9:00 – 9:30	AMCTO Updates
9:30 – 10:00	Ministry Updates
<b>10:00 – 10:15</b>	<b>Break</b>
10:15 – 12:00	<b>WORKSHOP – Rules, Conduct &amp; Process within Meetings</b>
	<p>BY THE RULES – let’s talk business and best practices to ensure that the conduct of your meetings, are effective, informative and best of all productive. Newly elected or returning members of Council, as well as members of the Administration will be transforming into another four years of procedures. The workshop will assist you to focus on the critical components of good governance, orientation information, essentials of a good procedural Bylaw. You will also learn the basic tools to guide you through the process of parliamentary ethics and procedures as you manoeuvre the many stages of meetings and information sharing and Council/Administration relationships.</p>
<b>12:00 – 12:45</b>	<b>Lunch</b>
12:45 – 2:45	Workshop continued
<b>2:45 – 3:00</b>	<b>Break</b>
3:00 – 4:00	Workshop continued

For detailed zone information go to

[www.amcto.com](http://www.amcto.com)

**ZONE 4**