



2 – HOUR FALL 2018 ZONE 4 MEETING REGISTRATION FORM

2-Hour Zone 4 Fall Meeting

Monday November 19, 2018 (from 8:00 a.m. to 10:00 a.m.)

Location

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

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| Name: | Zone: |
| Municipality: | Position: |
| Email: | Phone: |

PLEASE CONFIRM YOUR ZONE MEETING ATTENDANCE:

2-HOUR FALL 2018 ZONE 4 MEETING REGISTRATION (No cost to attend the Zone meeting)

For the upcoming AMCTO Workshop, please complete your registration online through [AMCTO](#)

Confirm your Zone Meeting attendance and e-mail your completed registration form to:

Tara Lajevardi, Secretary, Zone 4
tlajevardi@eastwillimbury.ca

AMCTO Zone 4 Workshop Details:

Rules, Conduct & Process within Meetings

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.

What you will learn:

- What are your expectations following a municipal election?
- This particular workshop focuses on the importance of Parliamentary Procedures
- Chairing meetings, Motions – preparing them and voting, reconsiderations, resolutions, by-laws, procedural by-laws, Committees and their functions
- Why do we have to have meetings and what are their requirements? This workshop is built to address for both Administration and Elected Members alike, key questions they want to have answered, but never stopped to ask

Why Attend:

With the ever evolving pressures on elected officials and municipal staff, there is a greater demand by the public for better transparency and accountability on all of its business and this workshop will focus on how you can gain a better understanding of the importance of tightened the rules surrounding meeting protocols. This workshop is full of interaction offering templates for scripting and exercises for various processes and will provide a better knowledge of what meetings and their requirements can offer.

Who Should Attend:

This workshop is designed to provide Members of the Municipal Administration, such as CAO's, Clerks, Management who attend meetings of Council, as well Members of Council (both seasoned and new) – with a better understanding of the inner functions of meetings what is required in so far as Parliamentary Procedures and what they will be expected to provide as Elected Members of Council.

About the Trainers:

Denise Labelle-Gélinas, a long serving member of AMCTO and retired City Clerk, with over 40 years experience within a municipal setting. Denise is a graduate of St. Lawrence College in Business Management and credentialed through the National Association of Parliamentarians as a Professional Registered Parliamentarian, as well as being a Certified Municipal Officer.

Denise served on the Board of the Federation of Canadian Municipalities (FCM) as Parliamentarian, from 2007 to 2017, as well as Trainer for AMCTO. Denise has served on various AMCTO committees throughout her career as well as serving on the Board of Directors.

Sandi MacDonald is a long standing Clerk for the City of Brockville and member of AMCTO.

She has held various positions within the Corporation since 1994 and was appointed Clerk in 2003. Sandi proudly holds the AMCTO accreditations of AMCT and Certified Municipal Officer.

Sandi has provided training for AMCTO Clerk's Institute I program, served on the AMCTO Zone 6 Executive, participated on the Election Manual working group and is a sitting member of the AMCTO Board of Directors.