



**1-Day AMCTO WORKSHOP & SPRING 2019
ZONE 4 MEETING REGISTRATION FORM**

1-Day AMCTO Workshop & Zone 4 Spring Meeting
Friday May 3, 2019

Time

1-Hour Zone 4 Meeting from 8:30 a.m. to 9:30 a.m.
AMCTO Workshop from 9:30 a.m. to 12:30 p.m.
Zone 4 Workshop from 1:15 p.m. to 4:00 p.m.

Location

The Ajax Convention Centre
550 Beck Crescent, Ajax, ON L1Z 1C9

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

MEETING/WORKSHOP (PLEASE CONFIRM YOUR ATTENDANCE):

OPTION	PACKAGES	COST BREAKDOWN
1	<ul style="list-style-type: none"> 1-Hour Zone 4 Meeting (Breakfast included) 	\$40.00 Zone Members \$65.00 Non-Zone 4 Members
2	<ul style="list-style-type: none"> 1-Hour Zone 4 Meeting AMCTO Workshop - "Municipal Freedom Of Information and Protection Of Privacy Act (MFIPPA) Learning The Ropes" (Breakfast & Lunch included) 	\$250.00 Zone 4 Members \$275.00 Non-Zone 4 Members
3	<ul style="list-style-type: none"> 1-Hour Zone 4 Meeting AMCTO Workshop - "Municipal Freedom Of Information and Protection Of Privacy Act (MFIPPA) Learning The Ropes" Zone 4 Workshop – Leadership in Changing Times (Breakfast & Lunch included) 	\$300.00 Zone 4 Members \$325.00 Non-Zone 4 Members

TOTAL AMOUNT SUBMITTED: \$ _____

Dietary Restrictions: _____

Make cheques payable to AMCTO Zone 4 and mail to:

Evan Read, Treasurer, Zone 4
c/o City of Vaughan
Office of the City Clerk
2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1

Please invoice me!

Notes:	<ul style="list-style-type: none"> • Payments may be made before the meeting by cheque • Invoices may be emailed to registrants upon request • No-shows who have registered and not paid will be invoiced • Please consider bringing one promotional item from your municipality as a door prize!
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Email your completed registration form to:

Evan Read, Treasurer
evan.read@vaughan.ca

AMCTO Zone 4 Workshop Details:

**MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT- (MFIPPA)
 LEARNING THE ROPES**

AMCTO’s Municipal Freedom of Information and Protection of Privacy workshop is a fast-paced and interactive workshop, which will provide a working understanding of MFIPPA using real life case examples and orders issued by the Information & Privacy Commission orders. Attendees will have the opportunity to work through various scenarios in order to help them understand the legislation, its interpretation and its practical application on a day to day basis.

What Attendees Will Learn:

- The Municipal Freedom of Information/Privacy Law framework in Ontario
- Basics steps for responding to MFIPPA requests
- Applying exemptions
- The role of the Information and Privacy Commissioner
- Creating a framework for protecting privacy in your municipality
- Managing compliance

Why Attend:

This course will allow those with little exposure to MFIPPA to understand the basic tenets of the legislation. A step-by-step walk through the MFIPPA request process will outline the roles and responsibilities of the municipality and its officials, timelines, the application of exemptions, and the role of the Information & Privacy Commissioner. Discussion of relevant and timely case studies will provide useful context and background. Useful tips for creating a framework for compliance in your municipality will also be covered.

Who Should Attend: Anyone who deals with freedom of information or privacy compliance issues in a municipal setting.

About the Instructors:

Jim Purser, AMCT was the former Manager of Records and Information Services for the City of London. Prior to 2004 he held a similar position for the City of Kingston. Jim retired at the beginning of 2017 after 28 years of municipal service in records management and information access and privacy. Jim was a long time active member of both AIIM and ARMA International and is currently a retiree member of the Association of Municipal Managers, Clerks and Treasurers of Ontario. Since 2006 he has provided workshops on municipal records management and municipal access and privacy for AMCTO member municipalities. In retirement, Jim does some consulting work and enjoys his time as a volunteer leader for Scouts Canada.

Matthew Trennum been with Niagara Region’s Office of the Regional Clerk for 7 years, during which time he has served in a number of roles including: Access and Privacy Analyst responsible for processing Freedom of Information Requests; Information and Privacy Advisor responsible for privacy policies and consent management for Public Health and Community Services, as well as the responsibility for managing the municipality’s records retention By-law. Currently, Matthew holds the position of Deputy Regional Clerk overseeing the Council and Committee legislative process. He has a B.Sc. in Biomedical Neuroscience from the University of Guelph and is a certified clinical research coordinator. In 2013 he was recognized as a Privacy by Design ambassador by the Information and Privacy Commissioner/Ontario.

LEADERSHIP IN CHANGING TIMES

It is said that it is changing and challenging times that leadership most keenly felt and needed. It requires all leaders to develop not only a plan but to have a leadership strategy and approach that best facilitates the process of planning change and implementing new ideas and programs.

For some change is viewed an opportunity and a challenge that is taken on with positive and even adoptive attitude. For other change is viewed as another mountain that must be climbed and it is particularly unwanted and resisted if there has already been a lot of change.

The key is to change management from a leadership perspective – having and transferring that vision and being keenly aware of all its short and long-term benefits. This workshop discusses the impact change in depth, selective vs. imposed change, the attraction of predictability. We'll also discuss why some people willingly look at change as something to accept and why others are hesitant and resist. Finally, we'll look at the seven import steps in leading people though change and as a bonus module we'll talk about keys to employee engagement.