

AV NIGHTMARES

IN PUBLIC MEETINGS





Problem:

“We require an accessible solution to provide a more transparent forum to demonstrate openness in decision making.”



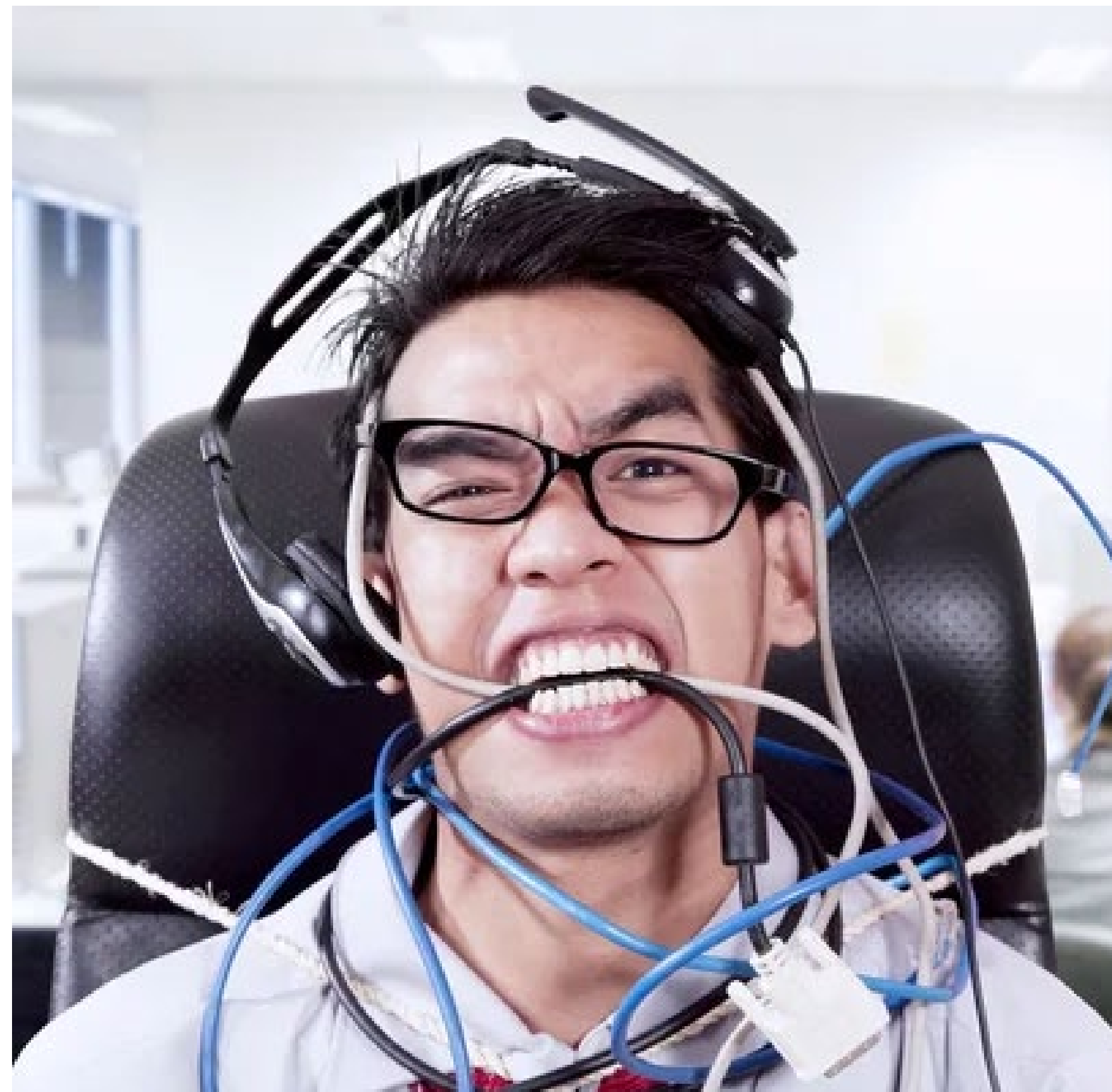


Who Do we
call?





IT?



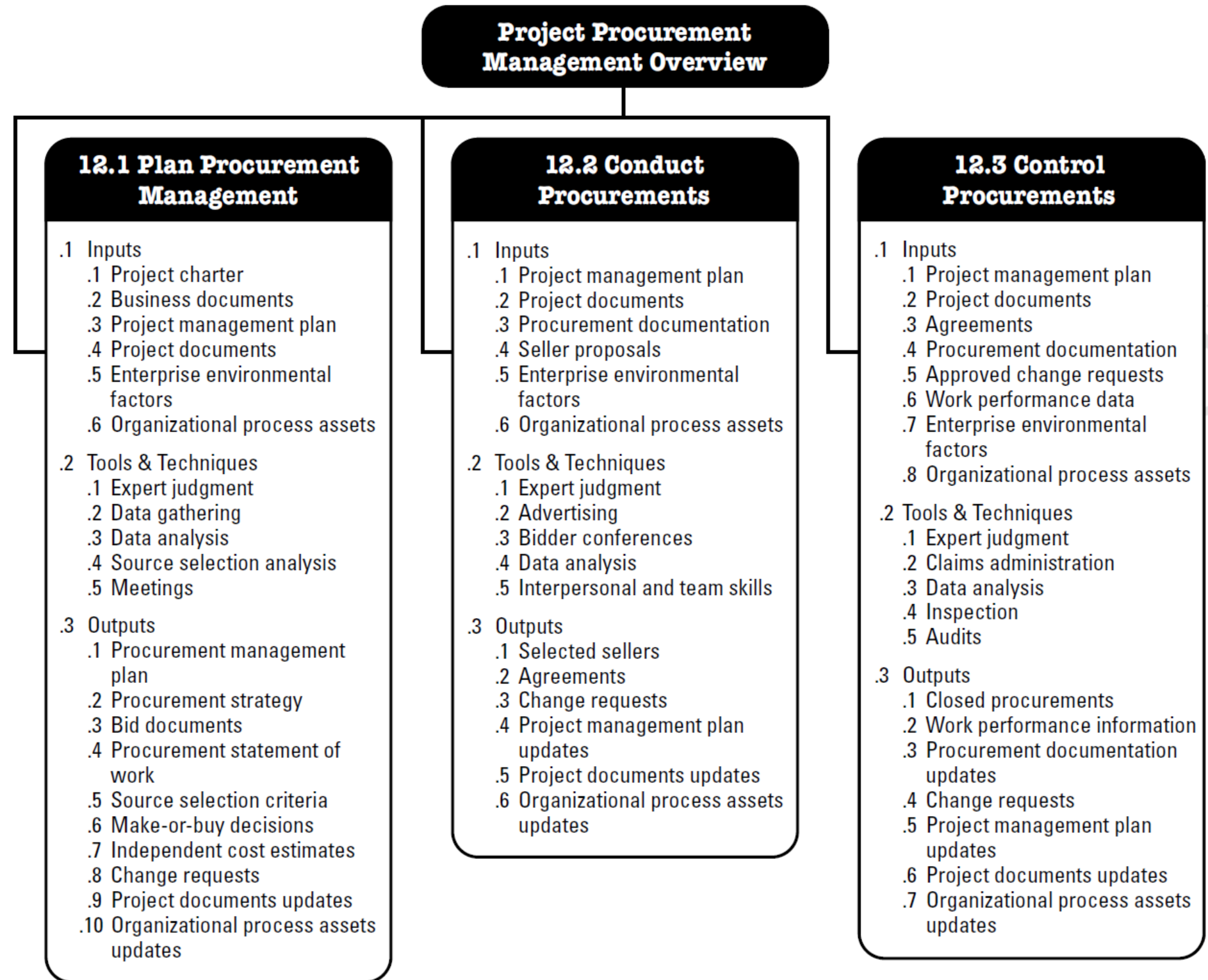
Solution:



Procurement?



Solution:

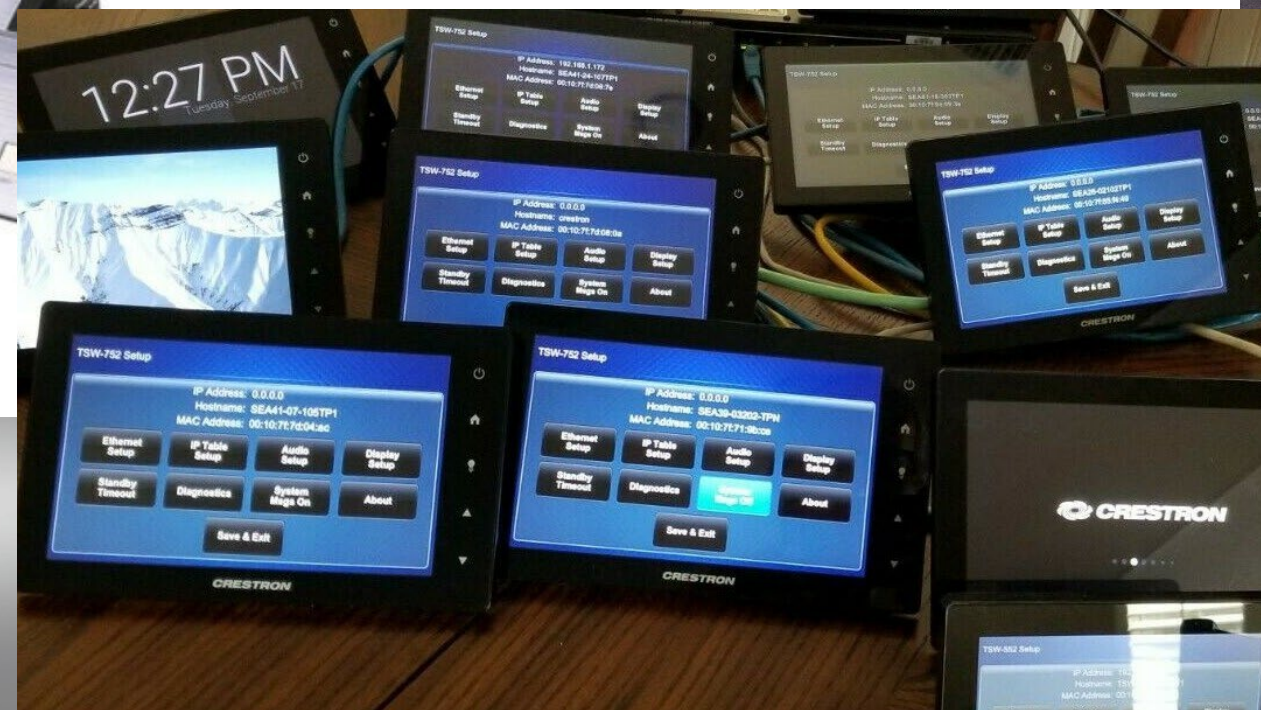




**Or your
Trusted
AV Partner**



Solution:



Solution:

Typically includes Microphones, Speakers, Audio Processors, Cameras, Camera Control, Video Switching, Presentation Inputs, Display, Streaming encoders, Streaming providers..... and the list goes on.

And with every component MORE complexity, MORE things to go wrong!

Municipality Seeking Municipal Clerk

Position Overview

The **Municipal Clerk** serves as the key administrative officer responsible for supporting Council, maintaining official records, and ensuring compliance with legislative requirements. The Clerk acts as the procedural advisor to Council, oversees the preparation and distribution of agendas and minutes, and manages public access to municipal information. This position is central to ensuring the transparency, accountability, and efficient operation of municipal governance.

Council and Committee Support

- Prepare, publish, and distribute Council and Committee agendas, minutes, and supporting documents.
- Attend Council and Committee meetings, record proceedings, and ensure accurate minutes.
- Advise the Mayor, Council, and staff on meeting procedures in accordance with the **Municipal Act** and **Procedure By-law**.
- Coordinate delegations, public hearings, and statutory notices.
- Manage follow-up on Council decisions and resolutions.

Legislative Compliance and Records

- Serve as the **Custodian of Official Records**, by-laws, and minutes.
- Ensure compliance with relevant legislation including the **Municipal Act**, **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**, **Elections Act**, and **Accessibility for Ontarians with Disabilities Act (AODA)**.
- Oversee records management systems and retention schedules.
- Maintain the corporate seal and certify official documents.

Municipal Elections

Act as the **Returning Officer** for municipal and school board elections. Plan, organize, and execute all aspects of the election process in compliance with legislation.

Supervise election staff, voter lists, and certification of candidates.

Licensing, Vital Statistics, and Other Duties

Issue licenses, permits, and certificates as authorized by by-law or statute (e.g., marriage, business, lottery).

Register births, deaths, and marriages as required under provincial legislation.

Administer oaths, declarations, and affidavits.

Support corporate communications, public engagement, and accessibility initiatives.

Management and Leadership

Supervise staff within the Clerk's Department.

Develop and implement departmental policies, procedures, and budgets.

Foster a culture of service excellence and transparency within municipal administration.

Municipality Seeking Municipal Clerk

Qualifications:

Post-secondary education in **Public Administration, Political Science, or Business Administration** (or related discipline).

Accreditation as a Certified Municipal Officer (CMO) or AMCTO designation (AOMC/CMC) preferred.

Minimum **5 years of progressive municipal administration experience**, including Council/committee coordination and records management.

Strong knowledge of relevant legislation (Municipal Act, MFIPPA, Elections Act, AODA, Planning Act, etc.).

Excellent communication, organizational, and leadership skills.

Proficiency with agenda management and records software (e.g., eScribe, MVI, iCompass, Laserfiche).

Not one word about...

- **An Expert in Video Production...**
- **Must be able to troubleshoot AV solution**

But when it goes wrong...

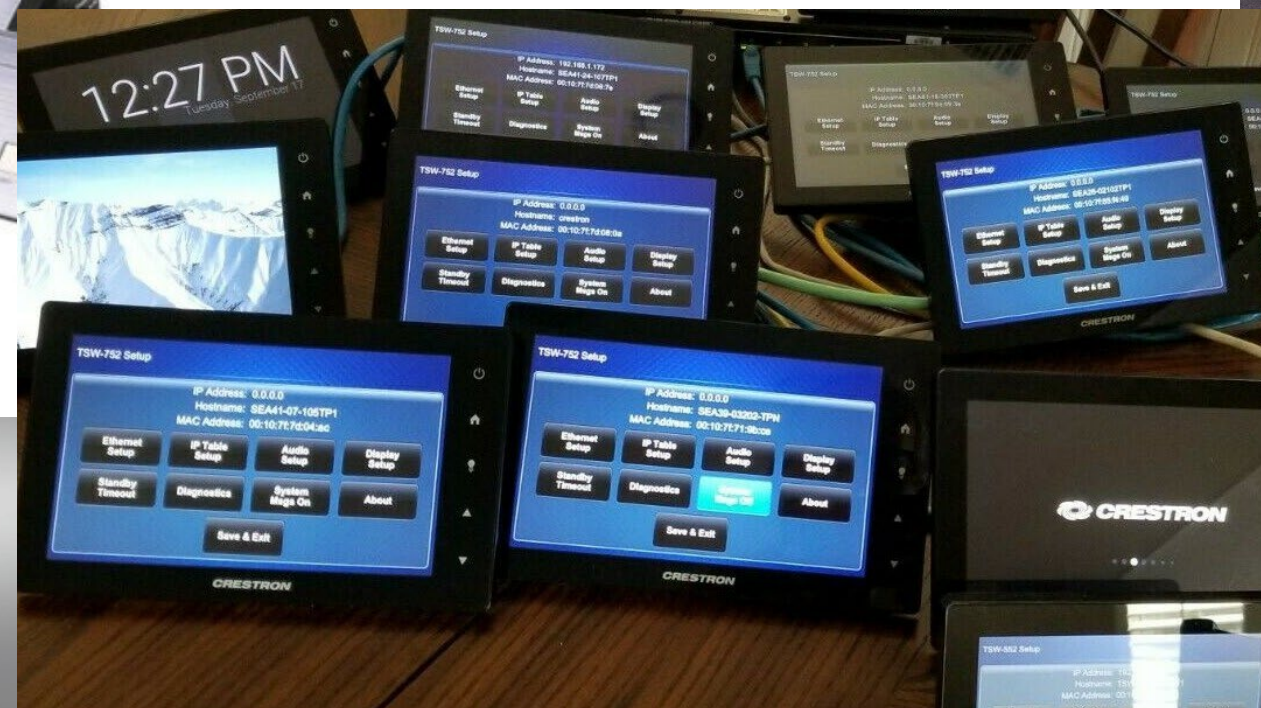
- **An Expert in Video Production...**
- **Must be able to troubleshoot AV solution**



We depend on the AV Professional

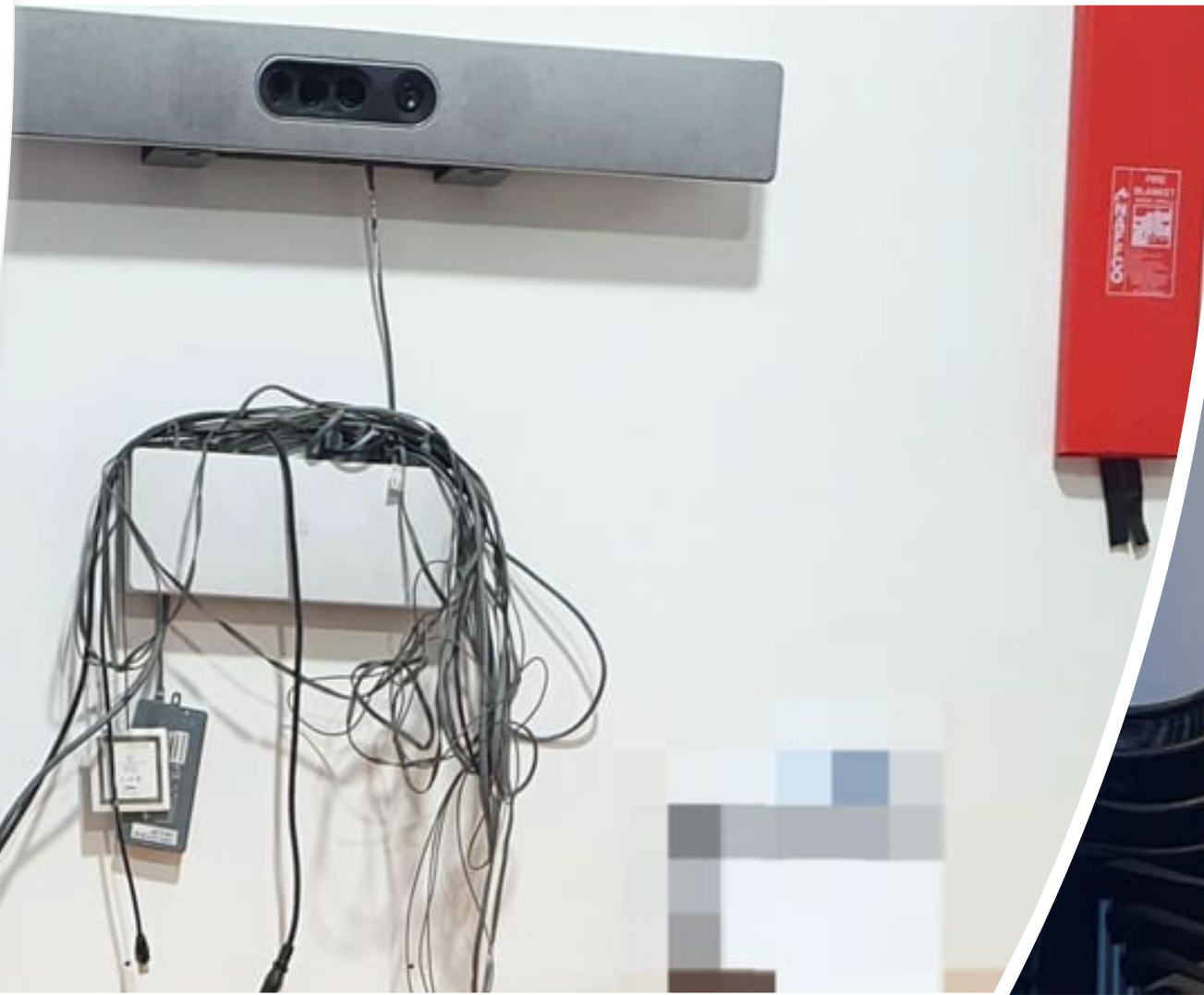
- **To engineer, program, support a solution that is governed in bylaw, rules of order, tradition.**
 - **To understand the nuances of procedure**
 - **To bridge the gap between process, workflow and technology**
-

Solution:





Poor Design





Poor Installation



Poor Results



g a city council meeting on the evening of
ly lets overstretched councillors meet ob
d to bad policy.



Asking for the right thing:

