



Alberta
Municipal Clerks
Association

Annual Conference

April 26 – 28, 2017

Coast Hotel and Conference Centre

511 Bow Valley Trail

Canmore, Alberta

The AMCA executive is pleased to welcome you to our 29th annual conference.

The AMCA is made up of municipal employees who have the responsibilities of a municipal clerk, assistant municipal clerk, returning officer, or election officer. Our primary function is to give municipal clerks across the province a forum to share information and ideas.

The annual conference offers professional development and opportunities for attendees to discuss common concerns and interests.

Executive Committee

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|-----------|--------------------------------------|
| President | Aleta Neufeld, City of Lethbridge |
| Secretary | Wanda Pintye, City of Calgary |
| Treasurer | Nancy Lougheed, Red Deer County |
| Director | Bonnie Hilford, City of Calgary |
| Director | Cheryl Hyde, Town of Canmore |
| Director | Jacqueline Roblin, Strathcona County |

Mission Statement

The Alberta Municipal Clerks Association works to support and improve local government administration by:

- providing opportunities for information sharing among our members,
- encouraging and supporting the professional development of our members,
- advocating for changes on behalf of our members, and
- building relationships with municipal government organizations.

Agenda at a Glance

Day 1: Wednesday, April 26

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| 7:00 – 8:00 | Full Buffet Breakfast |
| 8:00 – 8:15 | Introductions |
| 8:15 – 10:15 | Alberta Municipal Affairs Update |
| 10:15– 10:30 | Refreshment Break |
| 10:30 – noon | Michael Solowan: Avoiding Social Media Pitfalls: Why Municipalities should give a Tweet |
| Noon – 1:00 | Buffet Lunch |
| 1:00 – 2:45 | Matt Booth: What’s the Value of your Attitude? |
| 2:45 – 3:00 | Refreshment Break |
| 3:00 – 3:45 | Matt Booth: What’s the Value of your Attitude? |
| 7:00 – 9:00 p.m. | Welcome Reception |

Day 2: Thursday, April 27

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| 7:00 – 8:00 | Full Buffet Breakfast |
| 8:00 – 8:15 | Introductions |
| 8:15 – 10:00 | Ian McCormack: Before and After – Preparing Candidates and Newly Elected Officials to Take On Governance Roles |
| 10:00 – 10:15 | Refreshment Break |
| 10:45 – noon | Ian McCormack: Before and After – Preparing Candidates and Newly Elected Officials to Take On Governance Roles |
| Noon – 1:00 | Buffet Lunch |
| 1:00 – 2:45 | Sergeant Robert Wondra: Active Killer & How to Respond: Guidance for Surviving the Incident |
| 2:45 – 3:00 | Refreshment Break |
| 3:00 - 3:45 | Sergeant Robert Wondra: Active Killer & How to Respond: Guidance for Surviving the Incident |
| 6:00 – 7:00 | Reception |
| 7:00 – 8:00 | Banquet |
| 8:00 – 8:30 | Long Service Awards and Door Prizes |
| 8:30 – 9:30 | Entertainment – The Velvet Hand |

Day 3: Friday, April 28

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| 7:00 – 8:00 | Full Buffet Breakfast |
| 8:00 – 9:00 | Annual General Meeting |
| 9:00 – 10:15 | Let's Talk! Member Round Table Discussions |
| 10:15 – 10:30 | Break |
| 10:30 – noon | Let's Talk! Member Round Table Discussions |

Day 1: Wednesday, April 26, 2016

Full Breakfast 7 a.m. – 8 a.m.

A hot breakfast will be available at our conference room between 7 and 8 a.m.

Morning Session 1 8:15 a.m. – 10:15

Alberta Municipal Affairs Update

The modernized Municipal Government Act and its associated regulations will affect how we operate, especially as we prepare for the 2017 elections. The Municipal Affairs team will provide us with an overview of topics related to pending MGA amendments and draft regulations that will come into effect later in 2017, including:

- councillor codes of conduct bylaws
- public participation policies
- council meeting
- council orientation
- municipal and intermunicipal development plans
- intermunicipal collaboration frameworks
- a review of available reference and support resources

We will also hear updates on the determination of population regulation and on election forms, resources, and database.

Morning Session 2 10:30 a.m. – noon

Avoiding Social Media Pitfalls: Why Municipalities should give a Tweet

Michael S. Solowan, Associate, Brownlee LLP

Reputations, relationships, elections and careers can be damaged or even lost at the click of a button. This legal education session will examine emerging social media-related case law and offer proactive risk management strategies to effectively manage social media use by municipalities, their elected officials and employees.



Michael Solowan is a partner with Brownlee LLP who practices municipal and administrative law with an emphasis on governance. Michael is the firm's Legislative and Policy Practice Group team leader and is routinely called upon by clients for advice on councillor conduct, conflicts of interest, bylaw drafting, meeting procedures and elections-related issues.

Lunch noon – 1 p.m.

A nutritious buffet lunch will be served outside our conference room.

Afternoon Session 1 p.m. – 3:45 p.m.

What's the Value of your Attitude?

Matt Booth, Professional Speak and Attitude Expert



“A positive attitude is a valuable asset. Protect it, nurture it and take care of it just like you do any of your other valuable assets.” Matt Booth

Do you know someone with a bad attitude? Do you wish you could be more positive? Have you ever had one of those days? If you answered yes to any of these questions, you're going to be glad you are here. If you didn't answer yes, you might be in serious denial! There is an old saying that “attitude is everything.” Is that true? Matt believes Attitude is the START of everything! Your attitude determines your thoughts, relationships, ability to communicate, time management, health and fitness and ultimately your life. During this program you will find that being positive as often as possible helps you be more successful at what you do. You'll leave this program with practical take-aways and the motivation to implement these new found tools. Take control of your personal and professional life and determine the value of your attitude! You determine where you are going and Matt will help you get there.

About Matt ...

Matt's humor, quick wit, and ability to connect with your people will create meaningful attitude changes. Matt has enjoyed getting to share his message throughout the United States and with international audiences around the world.

Matt grew up on a farm in Southwest Wisconsin in the heartland of America. He lives in Dubuque, Iowa on the banks of a small creek that feeds into the mighty Mississippi with his lovely wife Joie and their sons Carter and Graham. He received his undergrad at University of Wisconsin and then graduated with his Master's Degree in Communication from University of Dubuque.

Welcome Reception 7 p.m. – 9 p.m.

Be sure to drop by the welcome reception to catch up with old friends and meet new ones. There will be snacks and a cash bar, and your first drink is on us.

Day 2: Thursday, April 27, 2016

Breakfast 7 a.m. – 8 a.m.

A full breakfast buffet will be available at our conference room between 7 and 8 a.m.

Morning Session: 8:15 a.m. - noon

Before and After – Preparing Candidates and Newly Elected Officials to Take On Governance Roles **Ian McCormack**

This three-hour session has two main areas of focus. We'll begin with an overview of current practices that a returning officer may use to equip candidates with information necessary for them to decide whether the council role is right for them.

The second topic area will cover what newly elected councillors need to know 'right now' to effectively transition into a governance role. Orientation for new council members to governance concepts needs to be well managed, particularly since the elected officials take office at a particularly busy time of year. This will be particularly true in 2017 with the changes to the *Municipal Government Act*.

The session will comprise a combination of presented information and participant comments and wisdom. There will be small-group work involved.

About Ian ...



Strategic Steps President Ian McCormack has had a broad range of experience including work in government, for-profit and non-profit spheres. His areas of interest include local government, libraries, housing, post-secondary education, health, non-profit organizations and community safety.

Strategic Steps focuses on complex, independent work within the municipal realm. The company works on many projects that include governance, strategy development and implementation, municipal compensation, affordable housing and Municipal Inspections.

Having worked for Alberta's department of Municipal Affairs, Ian is well aware of the relationship that municipalities in Alberta have with the provincial government. Ian is also certified as a change management practitioner.

Ian and his family have lived in Sherwood Park for many years and he has always been involved in his community.

Lunch noon – 1 p.m.

A satisfying buffet lunch will be served inside our conference room.

Afternoon Session 1 p.m. – 3 45p.m.

Active Killer & How to Respond: Guidance for Surviving the Incident

Sergeant Robert Wondra, Omaha Police Department

We have all seen news coverage of mass violence being carried out around the world. What would you do if it happened to you? In this presentation, Sergeant Robert Wondra of the Omaha Police Department will give us the information we need to train ourselves and others how to respond to an Active Killer situation and survive the incident. This is applicable to your workplace and any other location that you may find yourself.

You will become familiar with:

1. Defining various terms used to report and describe an Active Killer event;
2. Identifying potential indicators of violence;
3. Understanding how staff can respond to the event and to law enforcement; and
4. Knowing in how to prepare for, train for, manage and manage the aftermath of an Active Killer event.



Robert Wondra is an Infantry Officer, UMSC and a Desert Storm veteran. He is a 24-year veteran with the Omaha Police and has served in Uniform Patrol Bureau, Criminal Investigations Bureau, Gang Unit, SWAT, Clandestine Lab Team, and the Training Academy.

Since 1999 he Robert been instructing the Omaha Police Department and other law enforcement agencies how to respond to active killer/shooter

situations. He is also a former adjunct instructor with the National Tactical Officers Association for Active Shooter.

Evening Festivities Starting at 6:00 p.m.

We have a big evening planned! A cash bar will be available between 6 and 7, and then we'll sit down to dinner at 7. At 8 we'll announce the long service awards and hand out door prizes. Then stick around for a lively rock n' roll show with cover band The Velvet Hand.

Day 3: Friday, April 28, 2016

Breakfast 7 a.m. – 8 a.m.

A full breakfast buffet will be available at our conference room between 7 and 8 a.m.

Annual General Meeting 8:00 a.m. – 9:30 a.m.

The agenda package for the annual general meeting will be distributed separately to the membership.

Business at the AGM will include:

- Election of executive members
- Executive report
- Treasurer and Auditor's reports

Let's Talk: Member Roundtable 9:00 – noon

This is your opportunity to bring your questions to a room full of experts with answers! Plan on winding up the conference by sharing your learnings from the past year or take this final opportunity to gather more information from your fellow clerks