

Virtual Fall Workshop Lineup!

October 20 & 21, 2022



Alberta
Municipal Clerks
Association

Day 1: Thursday, October 20, 2022

9:00 AM Greetings and Introductions
Jade Brown, AMCA President

9:15 AM More About Robert – Using Him to do Good in the World
Speaker: David Sarsfield, Deputy City Clerk / Parliamentarian, City of Lethbridge

10:30 AM Break

10:45 AM The Modernization of Meeting Technologies
*Speaker: Marielle Crisanti, Principal Consultant & Partner,
VW Mason Technology Consultants*

12:00 PM Adjourn

Day 2: Friday, October 21, 2022

9:00 AM Welcome Back

9:10 AM The Application of Records Management Relating to FOIP
Speaker: Jesse Sopko, General Manager, Corporate Services, Sturgeon County

10:30 AM Break

10:45 AM The Application of Records Management Relating to FOIP *continued*

11:15 AM Round Table and Closing
Ryan Westerson, AMCA Director

12:00 PM Adjourn

Registration Fees:

For this Virtual Workshop we are excited to offer discounted rates when more than one person signs up from a municipality. After you sign up its only an additional \$25 for each guest to get in on this amazing learning and networking opportunity. Please note that guests must be from the member's municipality.

Member	\$100
Additional Guest of Registered Member	\$25
Non-Member	\$150
Intern	\$100

[Stay tuned for the registration link.](#)

Speakers

David Sarsfield

More About Robert – Using Him to do Good in the World

To continue on the journey of exploring Robert's Rules of Order. Focus will be on the distinction between Council and Committees as well as tips for making Robert and your Council your friend.

Marielle Crisanti

The Modernization of Meeting Technologies

We will explore the considerations required for audio-visual technologies in today's modern Council Chambers. Video, audio, and automation are standard requirements for both in-person and remote participants, and we will see their impact on environments and what important factors must be evaluated for proper deployment.

Jesse Sopko, General Manager, Corporate Services - Sturgeon County

The Application of Records Management relating to FOIP

It is a lovely Friday afternoon before a long weekend and moments before logging off for the long weekend, you, the Municipal Clerk, receive a FOIP request. The 30-day clock has started. You don't panic. You got this. You ask yourself:

- Should the municipality respond, or is the request better made to another public body?
- Does the FOIP Act even apply to the records being requested?
- Has the record been dispositioned in accordance with the municipality's bylaw? What if it hasn't?
- Do I, as Municipal Clerk, have delegated authority to make decisions regarding this request?
- Is there recent precedence from the Information and Privacy Commissioner I should consider?
- How can I make this easier for myself next time?
- What advice can I give to my organization to ensure that legislative requirements are being met?

This session will help to answer all of these questions, and more.