

Policies and Procedures! What the heck?



Workshop Locations and Times

Leduc

Hilton Garden Inn. – Full conference location

8208-36 Street

Leduc Alberta – T9E 6A9

PH: 780.980.9888

Call to book your room and mention the LGAA conference for the \$129.00 room rate

Dates: Thursday Sept 22 7 p.m. Wine and Cheese Reception and Seminar on Sept 23 from 8:30–4:30

Okotoks

Foothills Centennial Centre – Seminar and reception location

4-204 Community Way

Okotoks Alberta

PH: 403-938-2907

HOTEL INFORMATION

Okotoks Country Inn - 403.938.1999

Lakeview Inns and Suites – 403.938.7400

DATES: Thursday October 13, 2011 Wine Cheese Reception 7 p.m

Seminar on Oct 14 from 8:30 – 4:30

Join your LGAA Board of Directors and your hosts Transitional Solutions at the fall training seminar.

Transitional Solutions invites you to join them the evening before for their hosted wine and cheese reception.

Policies and Procedures are the backbone of any municipality. They come in all shapes and sizes from Standard Operating Procedures, Financial policies, Governance policies, Guidelines, Procedures and the list goes on.

The skill is to know when to write what policy when, how to write it, how to finesse it, and when to discard it for a better version.

You will come away from the day with a tool kit, renewed friendships, and a zest to create brilliance.

Cost to Register:

LGAA Members \$125.00

Non Members \$175.00

How to Register:

Call 780.986.3508 and Donna Tona at Transitional Solutions will be pleased to register you. Please make cheques payable to Transitional Solutions Inc. at 4303-35 Ave Leduc, Alberta T9E 6A9. The seminar must be prepaid as registrations are reserved for the first 60 participants at both locations.

