

Local Government Administration Association Spring Workshops

Dates & Locations

Friday, April 30, 2010

Royal Canadian Legion, Branch 71
25-8th Avenue
High River, Alberta
Register by: April 15, 2010

A room block has been set up at the High River Ramada. Call 403-603-3183 to reserve. When speaking with the reservation agent please tell them you are with the Local Government Administration Association.

Standard room - \$116.99 plus tax
Suite - \$143.99 plus tax

Friday, May 7, 2010

Nisku Inn & Conference Centre
Edmonton Airport
1101-4th Street
Nisku, Alberta
Register by: April 22, 2010

A room block has been set up at the Nisku Inn. Call 1-800-661-6966 to reserve. When speaking with the reservation agent please use room code **LGAA**.

Standard room - \$114.00 plus tax

**LIMITED TO 60 PEOPLE
PER SESSION**

**Please refer all inquiries to:
Lavinia Henderson
403-647-7850**

**Deanna Keiver
403-443-5815**

Minutes and Agendas

Agendas and minutes are an important part of the corporate governance functions of your municipality – they record decisions, preserve corporate history and have significant legal importance.

Learn best practices which will assist you in streamlining internal processes to generate easy to use agenda and minute formats that:

1. Assist presiding officers better manage meetings and public hearings;
2. Provide more consistency in procedure, recording and corporate documents; and
3. Meet legislative requirements.

This workshop will also provide you with tips and insight into improving agenda development, preparing a Request for Decision, converting to e-agendas and recording real time minutes. Attendees will gain a better understanding of how a Procedure Bylaw impacts the agenda format and how you can aid a Presiding Officer in those instances where “surprises” threaten to disrupt a meeting.

Registration Fees:

LGAA/ARMAA/SLGM member	\$ 125.00 plus \$ 6.25 GST
Non-member	\$ 150.00 plus \$ 7.50 GST

Registration Policies

Registrations will not be processed until full payment is received

Notice of cancellation must be received in writing. A \$50 cancellation fee will be applied. After April 15, no refunds will be issued.

In the event that the sessions fail to take place as scheduled, or is interrupted/or discontinued, or access is prevented or interfered with, or any other cause beyond the reasonable control of the Association, the delegates release the Association from all damages and claims for damages, and agrees that the sole liability of the Association shall be to return each delegate's registration fees less a prorated share of the costs committed by the Association to that time and date.

www.lgaa.ab.ca

LGAA Registration Form & Invoice

Name: _____ email: _____

Employer: _____ phone: _____

Address: _____

Invoice to P.O.: _____

Total Payment: _____ GST 88824 16919 RT000

Credit Card Number _____ expiry _____ ccv _____

This information is collected for the purposes of processing your registration. This information is not sold or distributed and is maintained in a confidential and secure manner.

dietary needs: _____

Send all registrations and payment to:

LGAA
Box 565
Thorhild AB T0A 3J0
Fax: (780) 398-2643
email: info@lgaab.ca

Registration confirmation will be sent to the email address provided above.

Registration Fees (please indicate):

LGAA/ARMAA/SLGM member \$ 131.25 (Incl GST)
Non-member \$ 157.50 (Incl GST)

I AM ATTENDING:

Friday, April 30, 2010
Royal Canadian Legion, Branch 71
High River, Alberta

Friday, May 7, 2010
Nisku Inn & Conference Centre
Nisku, Alberta

What do I bring?

An open mind and a willingness to share your knowledge and learn from your peers. Session materials will be provided to all workshop participants.

Lunch and coffee breaks will be included with your registration.

Schedule

8:30 Registration
9:00 Session begins
10:00 Break
Noon Lunch
1:00 Resume Session
3:00 Coffee Break
4:00 Session Ends

Registration Policies

Registrations will not be processed until full payment is received

Notice of cancellation must be received in writing. A \$50 cancellation fee will be applied. After April 15, no refunds will be issued.

In the event that the sessions fail to take place as scheduled, or is interrupted/or discontinued, or access is prevented or interfered with, or any other cause beyond the reasonable control of the Association, the delegates release the Association from all damages and claims for damages, and agrees that the sole liability of the Association shall be to return each delegate's registration fees less a prorated share of the costs committed by the Association to that time and date.