

## Workshop Information and Registration

Date	Location
April 16, 2019	<b>North Battleford</b> Western Development Museum Highways 16 & 40
April 17, 2019	<b>Prince Albert</b> Prince Albert Inn 3680 2 <sup>nd</sup> Ave. W.
April 18, 2019	<b>Tisdale</b> Tisdale Rec Plex Hanover Room 800 101 <sup>st</sup> Street
April 23, 2019	<b>Melville</b> Horizon Credit Union Center 575 2 <sup>nd</sup> Ave. West
April 24, 2019	<b>Moose Jaw</b> Heritage Inn & Convention Center 1590 Main Street North
April 25, 2019	<b>Coast Swift Current Hotel</b> 905 North Service Road E.

**Time: 9:30 a.m. – 3:00 p.m. (Registration from 9:30 a.m. – 10:00 a.m.)**

**Registration Fee: \$80.00**

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### Overview

The morning portion of this workshop will provide an overview in dealing with everyday issues such as your Minute Book and Bylaw Register. There will be ample time for questions. It will be a good refresher for the seasoned Administrators and a valuable learning tool for the newer ones. An outline of the various topics, just to name some of the more important matters, will be:

- Clear, concise and informative minutes
- Rescinding a Resolution
- Recording the minutes of a Special Meeting
- Properly adopting the Budget
- Appointing a Development Appeals Board
- Appointing Election Officials and Naming Polling Places

- Meetings Held In Camera
- Waiver of Notice Forms
- Contents of a Bylaw Register
- Proper Certification of Bylaws
- Expired or Redundant Bylaws and Repealing Bylaws

The afternoon portion of the workshop will be a presentation by SAMA regarding MySAMA secure online portal implementation.

**Who Should Attend?**

This workshop is designed to provide both Urban and Rural participants with information to effectively facilitate efficiency in our daily responsibilities. We look forward to seeing you there!