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MUNICIPALITIES
build Communities

Schedule

Topic	Instructor Led Session
Effective Meetings, Public Engagement and Communications <i>Presented by: Maria Sanderson, JD</i>	Online Date: February 4 Time: 1:00 – 3:00 PM

The live instructor led session will take place over Zoom. Participants will receive Zoom meeting details up on registration.

Description

This education and training will allow participants to develop their skills and confidence related to **effective meetings, public engagement and communication**, including a clear understanding of:

- ✓ Best practices for effective and efficient meetings
- ✓ Procedural rules around notice, quorum, voting, and meeting type
- ✓ Documentation requirements related to meetings
- ✓ Committee structures and purpose

During the session there will be an opportunity for peer exchange between learners to build meaningful connections, and exchange ideas and experiences that build on the knowledge and skills contained in the session.

Instructor-Led Session

Agenda

1:00 PM	Welcome and Introduction
1:05 – 1:25 PM	Municipal Meetings & Decision Making
1:25 - 1:50 PM	Meeting Procedures & Conduct
1:50 – 2:30 PM	Administrative Support to Council
2:30 – 2:40 PM	Committees
2:40 – 3:00 PM	Records Management & Access to Information

Session will include facilitated discussion, case study and Q&A opportunities.

Session Pre-Reading

(approximate time to complete 1.75 hours)

Learners are asked to complete the following reading and viewing prior to the instructor-led session:

1. *Municipal Government Act (MGA)*
 - Meetings of Municipal Council: Scheduling and Notification – Sections 109 and 110; Quorum – Sections 113 and 114; Voting at meetings – Section 115; CAO Attendance – Section 120; Electronic Meetings – Section 122
 - Records Management – Sections 93 (3) and 117
 - Access to Information – Sections 147 and 148
2. Local Government Resource Handbook: Guide to the Municipal Government Act 2nd Edition (January 2021):
 - Managing Meetings – Pages 33 – 41
 - Making Decisions – Pages 22 – 26
 - Calculating Notice for Meetings – Page 30
 - Procedural Bylaw – Page 29
 - Public Engagement – Pages 49 – 51
3. Model Procedural Bylaw – “Committees” Section
4. Infographics: Council Meeting Quorum, Access to Information, Procedural Bylaw
5. Videos
 - Council Meeting 101 <https://youtu.be/LW7cR7XVfIA>
 - Engagement 5 levels of public participation <https://youtu.be/dX7nGBnj33s>
 - Municipal Coordinator Access to Information <https://youtu.be/JsXJrgmBHMw>
 - Privacy Protection <https://youtu.be/C3Rdow4sUVc>

Participants are strongly encouraged to **print and bind** a current version of the ***Municipal Government Act*** and the **Local Government Resource Handbook**.

- *Municipal Government Act*: <https://www.princeedwardisland.ca/en/information/fisheries-and-communities/municipal-government-act-and-regulations>
- Local Government Resource Handbook: Guide to the Municipal Government Act 2nd Edition (January 2021):
https://www.princeedwardisland.ca/sites/default/files/publications/local_government_resource_handbook.pdf

Independent Learning

(approximate time to complete 2.5 hours)

The following recommended resources may be reviewed in advance of or after the instructor-led session:

1. MGA Regulation – Access to Information and Protection of Personal Information
2. MGA Regulation – Records Retention
3. MGA Regulation – Procedural Bylaw
4. FPEIM – A Guide to Open Meetings
5. Local Government Resource Handbook: Guide to the Municipal Government Act 2nd Edition (January 2021):
 - Citizen Concerns – Page 68
 - Open Government – Page 65 – 66
 - Protection of Privacy – Page 66
6. Videos:
 - Council Meeting Quorum <https://youtu.be/aflUYmPv52M>
 - Electronic Meetings MGA <https://youtu.be/dCHIO1OK8dw>
 - Special meeting <https://youtu.be/9Kn24aNslxY>
 - Public engagement <https://youtu.be/BhQ47gTeCw0>
 - Forms of Engagement <https://youtu.be/L1yvs7qdUMQ>
 - Access Charges for Information <https://youtu.be/jcPmlmj6snk>
 - Responsibilities Municipal Coordinator <https://youtu.be/flXz0UMuSBI>
7. Template:
 - Meeting Minutes (adapt for your own municipality)
 - Template Agenda

Instructor Bio

Maria Sanderson, JD

Consultant with MRSB Consulting Services

Maria is a member of the Law Society of PEI, an executive committee member of the Institute of Corporate Directors Maritime Chapter and graduate of the ICD Not-for-Profit Governance Essentials Program. Maria holds a Bachelor of Laws (JD) from Dalhousie Schulich School of Law and a Bachelor of Integrated Studies (Business Concentration) from UPEI.

Maria has practical experience in management support services, having served as the Acting Chief Administrative Officer for the Town of Borden-Carleton during a time of transition. Maria regularly develops and delivers training sessions and has a keen ability to communicate in plain language, develop clear and concise learning material, and make complex information understandable. An education in business and law allows Maria to have a comprehensive understanding of and appreciation for the practical needs of organizations existing in complex environments.

Maria is very pleased to be joining the Federation of PEI Municipalities in delivering Municipal CAO Education and Training.

