

Workshop Date	Title	Workshop Background	Facilitation and Format	Is this workshop mandatory?	Workshop Description	Staff Lead
March 7, 2024	Chair Training	This workshop was brought forward by staff at the February 27, 2023 Procedure By-law Workshop as a response to suggestions for more information to guide the chair in meetings, and how to use certain procedural motions.	This workshop will be facilitated by a Certified Professional Parliamentarian and Teacher of Parliamentary Law. Clerks staff will be in attendance to answer questions relating to the Procedure By-law. The workshop will include facilitated discussion and activities.	No, the scheduling of this workshop is not mandated or legislated.	The goal of this workshop to refine the chair's understanding and application of procedural motions in accordance with Robert's Rules of Order, and provide meeting chairs the knowledge and confidence to lead efficient meetings and navigate difficult procedural situations.	Samantha Yew (Office of the City Clerk)
April 11, 2024	Event Policy				This workshop topic will be discussed at a future Committee of the Whole meeting.	
May 16, 2024 (moved from February 8)	Media Training for Emergencies	The workshop was initiated by staff, in response to a request by Council during the March 20, 2023 Council Workshop, during which Council participated in the provincial Senior Elected Officials Workshop.	A vendor will be facilitating this session, with designated staff attending to answer program specific questions.	It is not mandatory, legislated training. It is strongly recommended that all Council members attend this training, which will be offered once per Council term, as all Council members have been assigned to the Political Liaison Officer position on the City's Emergency Control Group, and therefore may need to serve as a City spokesperson during emergencies.	The media relations training provided in this Council Workshop will help prepare Council members to fulfill the Political Liaison Officer position on the City's Emergency Control Group during large-scale emergencies or disasters by providing media relations best practices as well as media interview skills.	Robyn Heibert (Fire)