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## Council Orientation Materials and Updates

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**From** Executive Assistant on Behalf of Dana Mackie <ea\_dmackie@abmunis.ca>

**Date** Fri 10/17/2025 8:49 AM

**To** Abe Tinney <Abe@claresholm.ca>

 2 attachments (928 KB)

RMA ABmunis-WorkingWellTogether-Toolkit-V4.pdf; Orientation Slides.pdf;

Hello CAOs,

I am sure you are all gearing up for a busy election on Monday. I know this will be a stressful day (and week) for many of you, and on behalf of ABmunis, I wanted to wish you luck!

Recently, we have promised you folks a few items which will help you in the orientation phase for your new councillors and hopefully alleviate some pressure off you.

1. **Council Orientation slides** – we have prepared a few short slides you can share with your council on ABmunis, which may help explain our convention and your attendance, as well as demonstrate the benefits they can utilize throughout their term.
2. **CAO-Council Toolkit** – We have developed, in partnership with RMA, a toolkit focused on how to build strong relationships between a new council and the CAO. The toolkit features practical tips, which have been reviewed by LGAA, and we hope will offer everyone a common ground to build from.
3. **CAO-Council Toolkit Webinar** – we will be hosting a webinar on this toolkit on December 3, from noon to 1:00pm. This webinar will be facilitated by Berlin Communications, the developer of the resource and be a great place to ask questions on the toolkit. Feel free to [register](#) yourself and your council!

As well, we have a great offering at convention this year as part of the Elected Officials Education Program (EOEP): Council's Role in the Employment of the CAO. This course focuses on:

- Council's legal and strategic responsibilities in employing a CAO
- Best practices in recruitment, onboarding, and retention
- Setting performance expectations and conducting evaluations
- Supporting long-term success through a healthy council-CAO dynamic

This is a new course offering for EOEP and we encourage CAOs to register new council members. This will be hosted after the Fall 2025 Convention on November 14 and 15. For more information on this course, or other EOEP courses, please email: [registration@abmunis.ca](mailto:registration@abmunis.ca)

Good luck next week and I look forward to seeing you all at convention!

**Dana Mackie MBA | Chief Executive Officer**

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