

# CAMA LAUNCHES "TOOLKIT FOR THE EFFECTIVE EXECUTIVE ASSISTANT TO THE CAO"



## Webinar: "Building Administrative Excellence in Local Government, Creating Partnerships and a Work-Life Balance"

Wednesday, June 21  
2:00 p.m. to 3:00 p.m. EST

Having appreciation for the role of the Executive Assistant in local government, the Board of the [Canadian Association of Municipal Administrators](#) (CAMA) developed a "[Toolkit for the Effective Executive Assistant to the Chief Administrative Officer](#)". This Toolkit was compiled, produced and authored by Jennifer Goodine, CAMA Executive Director (and former Office Administrator to the CAO and Mayor of the City of Fredericton), with the assistance of a National Committee of local government Executive Assistants that work, or have worked, with CAOs and senior managers from across Canada, from all size municipalities.

The primary audience of this Toolkit is the Executive Assistant to the CAO in local government (and all administrative staff), which includes existing Executive Assistants with experience in the role, as well as new Executive Assistants with minimal local government experience.

While this Toolkit is meant to be a resource to Executive Assistants in local government, it is also focused on how a CAO or senior manager can effectively use their Executive Assistant to improve their own productivity and build a successful partnership.

## About This Webinar:

Join this webinar to get a high-level overview of the Toolkit by Jennifer Goodine (CAMA Executive Director), hear from Gary Kent, CAO for the Region of Peel, about the importance of building a successful partnership with your Executive Assistant, and Dianna Leeder, personal coach will provide you with some tools that will help with work-life balance in this highly demanding profession.

Bring your questions and your scenarios for a Q&A moderated by Dianna Leeder.

[Click here to Register](#)



## About the Speakers:

### Jennifer Goodine

CAMA Executive Director

Jennifer has served as the Executive Director of the Canadian Association of Municipal Administrators (CAMA) for the past eighteen years. She also worked for the City of Fredericton for 27 years starting her career as the Committee Clerk in the City Clerk's Office, moving into the role of Executive Assistant to the Mayor and CAO, and lastly as the Office Administrator to the Mayor and CAO, before she resigned from her position in 2021 to focus solely on CAMA. She worked under five Mayors, two CAOs, and three Deputy CAOs.

Jennifer earned her diploma as an Executive Secretary from the Atlantic Business College in 1993 and has taken numerous leadership courses over the years. She was awarded the Queen's Diamond Jubilee Medal in 2012 for her dedication to excellence in local government. Local government is her passion and she is known for her amazing customer service, dedication, strong work ethic, and kind outgoing demeanour.

### Gary Kent

Chief Administrative Officer | Region of Peel, ON

Gary Kent is the Chief Administrative Officer of Peel Region, Ontario, Canada, which delivers essential services and infrastructure to 1.5 million residents and 175,000 businesses.

Gary joined the Region of Peel in 2021 as CFO and Commissioner of Corporate Services after 25 years of progressively senior roles at the City of Mississauga. Prior to that, he worked in the UK as the Finance Manager for a large private sector transit company, and was also the CEO of Enersource Corporation, which is part of Alectra, the second largest municipally-owned electricity utility in North America.

A graduate of Glasgow Caledonian University, Gary is a Fellow accountant with the Association of Chartered Certified Accountants, a CPA, CGA, and also holds the ICD.D designation. Current Board and Committee positions include the ACCA's Global Council, their Public Sector Global Forum and the Canadian Association of Municipal Administrators. Gary has also been involved in volunteering in the community for many years and has lived with his family in Mississauga all his Canadian life.

### Dianna Leeder

Personal Life Coach | Crave More Life Coaching

Dianna Leeder CPTC is an award winning author, podcaster, and owner of Crave More Life Coaching. She is a Certified Professional Co-Active Coach, an American Confidence Institute Certified Confidence Coach, and an intuitive who has dedicated the last four decades to helping people find and use their voices.

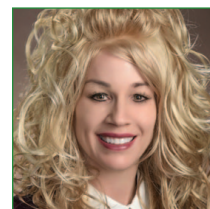
Working with both individuals and holistic healers through her Certified Find Your Voice Healer training, Dianna is fulfilling her mission to support the healing of people and the planet. She believes the use of voice to express our true selves is the answer to living a blissful, contented life. By learning to manage our relationship with ourselves, we can consciously and intentionally manage all our other relationships; the intimate, the family, the friends, and with the workplace.

Web: [CraveMoreLife.com](#)

Facebook women's group: [facebook.com/groups/findyourvoicewomen/](#)

Find Your Voice, Save Your Life Books on Amazon:

<https://www.amazon.com/gp/product/B09BG6BMV8>



Jennifer Goodine



Gary Kent



Dianna Leeder