

SMOKY LAKE COUNTY

A G E N D A: County Council Meeting - CAO Evaluation to be held on

Friday, **October 1, 2021** at 9:00 A.M.

Virtual through Zoom Platform

Meeting ID: 839 0410 2065 Passcode: 152987

<https://us02web.zoom.us/j/83904102065?pwd=MmhhQWRVZhtdnV6eGhuSjZkSTMrUT09>

And with Council physically present in the County Council Chambers, Smoky Lake.

- 1. Meeting:**
Call to Order
- 2. Agenda:**
Acceptance of Agenda:
as presented or
subject to additions or deletions
- 3. Minutes:**
 - 3.1 Minutes of March 19, 2021 - County Council Meeting for the Purpose of Chief Administrative Officer (CAO) Evaluation. ©
 - 3.2 Action List: March 19, 2021. ©
- 4. Request for Decision:**
 - 4.1 Chief Administrative Officer (CAO) Evaluation. *(See Executive Session)*
- 5. Request for Information:**
Nil.
- 6. Correspondence:**
Nil.
- 7. Delegation:**
- 8. Executive Session:**
 - 8.1 Personnel Issue in regard to the Chief Administrative Officer (CAO) Evaluation, under the authority of the FOIP Act, Section 19: Confidential Evaluation.

Date and time of Next Meeting(s):

Adjournment.

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting for the Purpose of the CAO Evaluation** held on Friday, **March 19, 2021** at 9:13 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

The meeting was called to order by the Reeve, Mr. Craig Lukinuk, in the presence of the following persons:

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Friday, March 19, 2021</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Absent
Legislative Svcs/R.S.	Patti Priest	Virtually Present

2. Agenda:

Agenda

491-21: Halisky

That the Smoky Lake County Council Meeting Agenda for Friday, March 19, 2021, for the purpose of the Chief Administrative Officer (CAO) Evaluation be adopted, as presented.

Carried Unanimously.

3. Minutes:

Minutes of September 25, 2019 – County Council CAO Evaluation Meeting

492-21: Orichowski

That the adopted minutes of the Smoky Lake County Council Meeting for the purpose of the Chief Administrative Officer (CAO) Evaluation, held on September 25, 2019, be accepted for information purposes.

Carried.

493-21: Cherniwchan

That the Action List of the Smoky Lake County Council Meeting for the purpose of the Chief Administrative Officer (CAO) Evaluation, held on September 25, 2019, be accepted for information purposes.

Carried.

8. Executive Session:

Chief Administrative Officer: Evaluation

494-21: Gawalko

That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue in regard to the Chief Administrative Officer Evaluation, under the authority of the FOIP Act, Section 19: Confidential Evaluation, time 9:14 a.m.

Carried.

Gene Sobolewski, Chief Administrative Officer left the meeting, time 9:14 a.m.

Patti Priest, Legislative Services Clerk/Recording Secretary virtually left the meeting, time 9:14 a.m.

Gene Sobolewski, Chief Administrative Officer entered Council Chambers, time 11:50 a.m.

495-21: Cherniwchan That Smoky Lake County Council go out of Executive Session, time 2:55 p.m..
Carried.

4. Request for Decision:

Chief Administrative Officer: Evaluation

496-21: Lukinuk That Smoky Lake County Council confirm the sixth-month probationary period has ended in accordance with the Employment Agreement executed by Mr. Gene Sobolewski for the position of Smoky Lake County's Chief Administrative Officer (CAO); and approve a retroactive salary increase from \$158,000.00 per year to \$160,000.00 (One Hundred Sixty Thousand Dollars) per year effective March 1, 2021 in response to Council's March 19, 2021 evaluation of Mr. Sobolewski's performance as the CAO; and agree to conduct the annual formal review and evaluation of Mr. Sobolewski's performance on October 1, 2021.
Carried.

County Council Meeting – Chief Administrative Officer Evaluation

497-21: Orichowski That the next Smoky Lake County Council Meeting for the Purpose of the Chief Administrative Office Evaluation be scheduled for Friday, October 1, 2021 at 9:00 a.m., to be held virtually through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.
Carried.

Adjournment:

498-21: Lukinuk That the Smoky Lake County Council Meeting of Friday, March 19, 2021, held for the purpose of the Chief Administrative Officer (CAO) Evaluation be adjourned, time 3:00 p.m..
Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER



COUNCIL CAO EVALUATION MEETING ACTION LIST FROM MAR.19'21 AS OF

Today

April 21, 2021

3.2

2
GOALS

100%
GOAL COMPLETION

● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN

COUNCIL MOTIONS 2021

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2021 03 19 Council CAO Evaluation				Root role		Comple
2021/03/19	496-21	↳ Chief Administrative Officer: Evaluation	That Smoky Lake County Council confirm the sixth-month probationary period has ended in accordance with the Employment Agreement executed by Mr. Gene Sobolewski for the position of Smoky Lake County's Chief Administrative Officer (CAO); and approve a retroactive salary increase from \$158,000.00 per year to \$160,000.00 (One Hundred Sixty Thousand Dollars) per year effective March 1, 2021 in response to Council's March 19, 2021 evaluation of Mr. Sobolewski's performance as the CAO; and agree to conduct the annual formal review and evaluation of Mr. Sobolewski's performance on October 1, 2021.	Assistant Chief Administrative Officer	<p>Patti Priest:</p> <p>Achievements: Reeve and CAO executed the 2021 CAO Evaluation. Evaluation document was filed in the CAO's personnel file.</p> <p>Copy of the March 19, 2021 Motion #496-21 was provided to Payroll on April 20, 2021.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple