



**SMOKY LAKE COUNTY COUNCIL
CHIEF ADMINISTRATIVE OFFICER (CAO) RECRUITMENT MEETING
AGENDA**

Tuesday, September 26, 2023 at 9:00 a.m.

Virtual - Meeting ID: 941351839

<https://video.businessconnect.telus.com/join/941351839>

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

- 1) Call to Order
- 2) Adoption of Agenda
- 3) In Camera / Executive Session
Personnel Issue: Chief Administrative Officer (CAO) Recruitment, under FOIP Act Section 24: Advice from Officials, and FOIP Section 27: Privileged Information, to Review and Discuss CAO Recruitment:
 1. *GUIDE TO HIRING A CAO*
 - 1.1. *Alberta Municipal Affairs - Guide to hiring a Chief Administrative Officer*
 - 1.2. *CAO Recruitment and Hiring: Recommended Process (Rocky View County - Policy)*
 2. *ADVERTISEMENT*
 - 2.1. *Smoky Lake County CAO Advertisement: Draft*
 - 2.2. *Smoky Lake County CAO Advertisement: Summary: Draft to be posted on Website*
 - 2.3. *Sample: CAO Advertisement - M.D. of Bighorn*
 - 2.4. *Sample: CAO Advertisement - Cam rose County*
 - 2.5. *Sample: CAO Advertisement '-' County of Minburn No. 27*
 - 2.6. *Sample: CAO Advertisement - Mackenzie County*
 - 2.7. *Sample: CAO Advertisement - Athabasca County*
 - 2.8. *Advertisement: Locations.*
 - 2.9. *Recruitment (Head Hunting) Agencies.*
 3. *SHORT LISTING - APPLICATIONS*
 - 3.1. *Screening Process: Chart*
 - 3.2. *Interview Panel Guidelines*
 4. *INTERVIEW QUESTIONS*
 - 4.1. *Interview Questions*
 - 4.2. *Interview Tips*
 - 4.3. *Interview - Evaluation Score Card*
 - 4.4. *Check Reference Format*
 5. *CAO ROLES*
 - 5.1. *CAO Bylaw: Job Description ""*
 6. *MGA- LEGISLATIVE*
 - 6.1. *MGA - Section referencing the CAO*
 - 6.2. *Sample: CAO Role Statement prepared by George Cuff - posted on Rocky Mountain House Website.*
 7. *CONTRACT AND SALARY*
 - 7.1. *Current CAO Contract - prepared by Brownlee LLP*
 - 7.2. *Salary Information*
 - 7.3. *Letter to Offer*
 - 7.4. *Letter to Unsuccessful Candidates*
 8. *CAO HANDBOOK*
 - 8.1. *Guide for CAO: Quick reference to the roles and responsibilities of municipal administrators.*
- 4) Adjournment