

**SMOKY LAKE COUNTY**

Minutes of the **County Council Chief Administrative Officer (CAO) Recruitment Meeting** held Tuesday, **September 26, 2023**, at 9:06 A.M. in Smoky Lake County Council Chambers.

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

			<b>ATTENDANCE</b>
			<u>Tuesday, Sept. 26 2023</u>
<u>Title</u>	<u>Name</u>		
County Division 1 / Deputy Reeve	Dan Gawalko		Present in Chambers
County Division 2	Linda Fenerty		Present in Chambers
County Division 3	Dominique Cere		Present in Chambers
County Division 4 / Reeve	Lorne Halisky		Present in Chambers
County Division 5	Jered Serben		Present in Chambers
County Interim CAO	Lydia Cielin		Present in Chambers
County Executive Services /R.S.	Patti Priest		Present in Virtually
Member of the Public	N/A		N/A

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**Agenda:**

879-23: Gawalko      That the **Smoky Lake County Council Chief Administrative Officer (CAO) Recruitment Meeting Agenda**, for Tuesday, September 26, 2023, be adopted as presented.

Carried Unanimously.

**Executive Session / In-Camera:**

**Personnel Issue: Chief Administrative Officer (CAO) Recruitment**

880-23: Cere      That Smoky Lake County Council go into Executive Session, to discuss a Personnel Issue: Chief Administrative Officer (CAO) Recruitment, under FOIP Act Section 24: Advice from Officials, and FOIP Section 27: Privileged Information, in the physical and virtual presence of all Council, Interim Chief Administrative Officer, and Executive Services Clerk, time 9:07 a.m., to review and discuss the following:

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 - Camrose 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.

Carried.

