



## **Staff Report HR2021-024**

**Title of Report:** HR2021-024 – CAO Succession Plan  
**Department:** Human Resources  
**Council Date:** October 20, 2021

**Recommendation:**

**Be it resolved that** Council receive Staff Report HR2021-024 for information; and  
**That** Council approve the CAO Succession Plan document as guidance to fill the upcoming CAO vacancy.

**Background:**

At the June 5, 2019 Council Meeting, Council approved the following motion for report CAO2019-061

**Moved By** Deputy Mayor Milne **Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report CAO2019-061 as information; and  
**That** Council review the CAO Succession Plan as a guidance document, and make suggestions for changes and refinement so that it can be filed for future use as a Township Standard Operating Procedure when needed in the future.

Carried. No 2019-358

At the October 6, 2021 Council Meeting, Council approved the following motion for report HR2021-023C

**Moved by** Councillor Rice **Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report HR2021-023C for information; and

**That** Council discuss internal interest for the upcoming CAO vacancy; and

**That** Council direct staff to bring an updated CAO Succession Plan to the October 20, 2021 Council Meeting.

Carried. No 2021-576

**Staff Comments:**

Staff have reviewed the draft CAO Succession Plan – CAO Planned Retirement Document and have updated based on feedback received. The updated document includes some proposed steps and timelines. Some important notes on the updated document:

- Staff have put an Internal/External Posting step only (opposed to just Internal), regardless of whether there is internal interest or not, for the

reason of clear timing and direction. This may be changed throughout the process if Council wishes.

- Staff have based the proposed timelines with Lane Duck in consideration as this could potentially be an issue with Nomination Day being August 19, 2022.
- With the proposed timelines, this leaves approximately three (3) months of overlap between the current CAO and the new CAO. This should be discussed with Council if they feel it is an appropriate period of time.

This document will be used as guidance and is meant as a living document that can be updated as required.

**Financial Implications:**

There is no current financial impact as a result of this report to the Township. The 2022 budget will need to take into consideration the salary of the new CAO while working with the current CAO in 2022.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate and timely information to the public.

**Concluding Comments:**

1. That Council receive this report as information.
2. That Council approve the CAO Succession Plan – CAO Planned Retirement as a guidance document for filling the upcoming CAO vacancy.

Respectfully Submitted,

**HR Coordinator:** *Original Signed By*

Kayla Best, HR Coordinator/Assistant to the CAO

**CAO Approval:** *Original Signed By*

Dave Milliner, CAO

Attachments:

Attachment #1: CAO Succession Plan – CAO Planned Retirement Document.