

**Township of Southgate  
Administration Office**

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**CAO Succession Plan – CAO Planned Retirement**

**Updated June 22, 2022**

Step	Task	Proposed Timeline	Status
1	Appoint Coordinator of CAO Succession Plan	September 21, 2021	Complete
2	Internal Intent to Apply	September 27, 2021	Complete
3	Closed Session re: Internal Interest	October 6, 2021	Complete
4	Approval of Process and Timelines	October 20, 2021	Complete
5	Job Description Updates	March 31, 2022	Complete
6	CAO Profile Creation	March 17, 2022 to April 30, 2022	Complete
7	Observation Period for Internal Candidate(s)	October 20, 2021 to April 30, 2022	Complete
8	Internal / External Posting	May 3 to June 2, 2022	Complete
9	Selection of Candidates	June 15, 2022	Complete
10	Interviews	June 20 to June 24, 2022	Complete
11	Selection of Candidates to move to next stage, Contact Candidates	June 24 to June 30, 2022	In Progress
12	Second Interviews	July 11 to July 22, 2022	
13	Selection of Successful Candidate & Background Checks	July 25 to August 3, 2022	
14	Negotiations	August 4 to August 12, 2022	
15	Appointment	August 17, 2022	
16	Notice Period/Backfill Period	August 17 to September 17, 2022	
17	Official Start Date	TBD	