


<b>Policy Title:</b> <b>EXECUTIVE SUCCESSION PLAN</b>		<b>Policy Section: II</b> Executive Limitations	<b>Policy Number:</b> II-80
<b>Approved By:</b> Board of Directors	<b>Date Approved:</b> Jan 23, 1996	<b>Date Reviewed/ Revised:</b>  Dec 1, 2009 Nov 29, 2010 Nov 29, 2011 Sept 15, 2015 Nov 28, 2019 Sept 13, 2022 May 27, 2024	<b>Board Chair's Signature:</b> 

## BACKGROUND

The Board is responsible and accountable to ensure continuity of leadership and sufficient organizational capacity for the continuous competent operation of the organization in the event of the loss of the Registrar and CEO services.

In order to mitigate the risks involved in the loss of the Registrar and CEO services, prudent governance requires the Board to be sure that the College has mitigated the risks of not having a proactive approach to building and sustaining a talent pipeline, as well as a plan for service continuity.

## POLICY PURPOSE

The purpose of this policy is to outline the Board's ethics, equity, prudence, and risk boundaries in the form of Executive Limitations related to CMLTO executive succession planning and ensure that the requirements of CMLTO By-Law Section 2.5.2 Appointment of Acting Registrar and CEO are met if the position of Registrar and CEO becomes vacant.

## POLICY

In order to protect the Board, the CMLTO, and the public from a loss of Registrar and CEO services, the Registrar and CEO shall not operate without:

1. Ensuring one or more senior staff member(s) who are familiar with the Board and Registrar and CEO processes and issues, and who are capable of assuming Registrar and CEO responsibilities in emergency situations.
2. Maintaining an organization-wide succession plan, for short-term, long-term, and permanent loss of Registrar & CEO services along with other leadership positions, in an equitable and fair manner.



## DEFINITIONS

“Registrar & CEO services” refers to the services outlined in the Board-CEO Relationship Policies (BCR III-04) Registrar & CEO Position Description Policy and (BCR III-05) Registrar & CEO Job Products Policy. Specifically, these include services provided in the following five categories:

- Regulatory program leadership
- Staff leadership & organizational capacity
- Financial & administrative management
- Relationship with the Board
- Linkage to external environment

“Loss of Registrar & CEO services” means the inability of the Registrar & CEO to provide their services for a short-term or long-term period, or due to permanent loss.

“Emergency loss of Registrar & CEO services” means the sudden, unexpected, and immediate loss of Registrar & CEO services. It would be considered to be the condition until the short-term loss plan could be brought into place.

“Short-term” means a planned or unplanned Registrar & CEO absence of one (1) month or less.

“Long-term” means a planned or unplanned Registrar & CEO absence of greater than one (1) month, but less than six (6) months.

“Permanent loss” means Registrar & CEO termination, resignation, or other unplanned absence which does not allow the Registrar & CEO to provide their services.