



MEMORANDUM

Date: April 24, 2015

Date Last Updated: April 25, 2014

To: Board of Governors
From: President
Subject: **MONITORING REPORT – EL-2h Emergency Executive Succession**

In order to protect the Board from the sudden loss of Presidential leadership, the President shall not permit there to be fewer than two (2) executives, sufficiently familiar with Board and President issues and procedures, to enable either to take over with reasonable proficiency as an interim successor.

I interpret “sudden loss” to mean that I, the President, suddenly become unavailable to do my work for the College, regardless of whether or not I may be able to return in the future. I interpret “no fewer than 2 executives sufficiently familiar with Board and President issues and procedures” to mean that at least 2 people in the College have been identified and trained to assist in such circumstances.

I interpret “trained” to mean that the individuals have attended Board and senior management meetings on a regular basis and have successful experience replacing me when I am away on a short-term basis, e.g. vacation.

Evidence:

The Vice President - College Services, the Vice President - Academic and the Vice President - Centre for Policy in Aboriginal Learning are on the senior management team and attend those meetings regularly. All three act in my absences and are fully apprised of any issues at the College. I meet individually with these Vice Presidents on a monthly basis and discuss College-wide matters at that time. They also attend Board meetings and are therefore familiar with all College and Board issues.

A test of emergency executive succession in the context of an emergency exercise is conducted annually. The exercise serves as a beta test for a revised emergency management structure, based on current staff roles, and on the standards for governance established in the 2014 *Emergency Management / Business Continuity (EM / BC) Program Framework*. The *Framework* was a Productivity and Innovation Fund (PIF) project, sponsored by Colleges of Ontario Security and Emergency Preparedness Committee (COSEP), and developed by MNP LLP.

I therefore report compliance.

MOTION:

THAT we accept Report EL2h – Emergency President Succession, showing full compliance with a reasonable interpretation of the policy.

Respectfully submitted,

D. Jim Madder
President