



MEMORANDUM

Date: April 22, 2016

Date Last Updated: April 24, 2015

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, as a group, sufficiently familiar with Board and President issues and procedures, to enable them 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 two executives sufficiently familiar with Board and President issues and procedures” to mean that at least two 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 and out of town meetings.

Evidence:

Currently, there are three executives, individually or as a group, that can take over with reasonable proficiency as an interim successor, if I should suddenly become unavailable to perform my duties for the college, the Vice President - College Services, the Vice President - Academic and the Vice President -Centre for Policy in Aboriginal Learning. These Vice Presidents are on the senior management team and attend those meetings regularly. In addition, I meet individually with them 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. All three act during my absences and are fully apprised of any issues at the College.

The upcoming retirement of the Vice President – Academic (VPA) on June 30, 2016, will reduce the number of fully apprised executives to two, until the new VPA is hired and fully acclimated in their role at the College. However, the Vice President – Workforce Development could take over with reasonable proficiency, as I meet regularly with this individual to discuss College-wide

issues as well, however the nature of this position takes them away from the College and the district of Thunder Bay on a regular basis.

It should be noted, that in the event that I am not able to perform my duties for the college, the Board has the discretion to choose to take these recommendations into consideration when appointing an interim President or select their own candidate.

A test of emergency executive succession in the context of an emergency exercise is conducted annually. In 2015, the test occurred on May 15 and focused on the management of a hypothetical flood emergency at the Thunder Bay Campus (based on revised flood plain mapping), in the absence of the President. 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