

| | | | |
|----------------------|----------------------------------|---------------------|---|
| NAME | Succession Plan Policy | | |
| TYPE | Administration – Human Resources | | |
| STATUS | Final | VERSION | 1 |
| DATE APPROVED | December 5, 2024 | DATE REVISED | |

PURPOSE

The *Regulated Health Professions Act, 1991* directs Council to appoint a Registrar for the College. In addition to the statutory responsibilities for the Registrar, the Registrar also acts as the Chief Operating Officer of the College. This policy guides Council in ensuring statutory obligations are fulfilled and College operations are continued in the event of a vacancy in the Registrar and CEO position, whether permanent or temporary.

POLICY

a. Deputy Registrar

Section 14.02 of the College By-Laws allow Council to appoint a Deputy Registrar to exercise the powers and to perform the duties, powers and functions of the Registrar when the Registrar is absent or unable to act or when there is a vacancy in the office of the Registrar. Council will maintain the position of Deputy Registrar to ensure the functions of the Registrar remain fulfilled at all times. Upon vacancies in the Deputy Registrar position, Council will prioritize the appointment of a new Deputy Registrar.

As the Deputy Registrar may be asked to fulfill the duties of the Registrar at any time, it is important that the Council retain the decision-making authority over this position. However, the Deputy Registrar will otherwise be an employee reporting to the Registrar. They must fulfill duties assigned by the Registrar and fit within the organizational structure of the College. In respect of this, Council will seek recommendations from the Registrar in regard to a suitable candidate.

b. Acting Registrar

Where the Registrar is absent or unable to act, or where there is a vacancy in the position, the Deputy Registrar will perform the duties, powers and functions of the Registrar. In circumstances where there is no Deputy Registrar, or they are unable to fulfil the role of the Registrar, the Council may temporarily appoint another CTCMPAO employee as Acting Registrar.

c. Appointment of a Registrar

Where there is a vacancy in the Registrar position, Council will commence a recruitment process to fill the vacancy. The Guiding Principles set out in this policy should act as a guide to the Council in this recruitment process.

GUIDING PRINCIPLES

- a. Council supports the development and growth of internal human resources for key leadership positions. Council will support the Registrar in:
 - The development of well rounded, knowledgeable, and competent staff.
 - Nurturing internal talents for leadership positions.
 - Preparing for unexpected changes.
- b. While the development of internal candidate for the Registrar position is ideal, Council is not limited from seeking external candidates in the event of a vacancy in the position



- c. Council will maintain written procedures for a recruitment process that includes:
- Creation of a Search Committee, and delegation of powers
 - Composition of the Search Committee, including members from Council, senior HR staff, and external members with subject matter expertise.
 - Hiring of a third-party recruitment firm to assist in the Registrar search.