



Registrar/CEO Emergency Contingency Plan

Governance Processes
Policy Number: GP-30

Date of Approval	Responsible Authority	Last Revised
February 25, 2026	CMLTM Council	February 25, 2026

Purpose

The purpose of this emergency contingency plan is to ensure continuous coverage of executive duties, critical to ongoing operations and organizational stability, in the event of an unplanned extended absence or unexpected permanent departure of the Registrar/CEO.

Policy

Executive Committee Authority

1. Authority to Establish a Selection Committee

The CMLTM Council delegates authority to the Executive Committee to establish an ad hoc Selection Committee for the purpose of appointing an Interim Registrar/CEO as required. The Selection Committee shall be convened only when necessary and shall function with the authority granted by Council and in accordance with applicable governance policies and bylaw. An ad hoc committee will exist only for the specific purpose for which they have been appointed and will dissolve upon acceptance of offer by a successful candidate.

The Executive Committee shall review the Registrar/CEO position description every three (3) years and make revisions as necessary to ensure executive responsibilities are consistent with legislative requirements and organizational needs.

2. Composition of the Selection Committee

The Selection Committee may be composed of **members of the Executive Committee** and shall include, at minimum:

- **one (1) Public Representative**, and
- **one (1) additional Council member** who is not a member of the Executive Committee.



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The Council shall ensure the Selection Committee reflects balanced representation and adheres to principles of fairness, transparency, and good governance.

3. Voting Rights

All Council representatives appointed to the Selection Committee, including Executive Committee members, the Public Representative, and the additional Council member, **are entitled to one (1) vote** in the selection process. Decisions of the Selection Committee shall be determined by consensus unless otherwise directed by Council or existing bylaws.

4. Mandate of the Selection Committee

The Selection Committee is responsible for identifying, assessing, and recommending a qualified individual to serve as Interim Registrar/CEO. The Committee shall carry out its mandate in accordance with all relevant Council policies, bylaws, and established procedures.

Contingency Plan

1. The Selection Committee shall identify one or more possible appointees for the position of Interim Registrar/CEO, considering the Coverage Plan developed by the Registrar/CEO, as per Appendix A.
2. In the event of an unexpected extended absence/departure of the Registrar/CEO, the Council Chair shall act as the key spokesperson for the College until an Interim Registrar/CEO is appointed.
3. The Council Chair shall call a meeting of the Selection Committee within 15 days to discuss the implementation of the contingency planning process.
4. The Selection Committee may consider appointing one or more of the individuals identified in the Coverage Plan developed by the Registrar/CEO and/or identifying alternate individuals to assume full/partial interim executive duties to ensure that all responsibilities outlined in the position description are fulfilled. The Selection Committee shall appoint an Interim Registrar/CEO within 15 days.
5. The Executive Committee will determine limitations to the Interim Registrar/CEO's responsibilities and decision-making authority based on their qualifications and



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experience. In all circumstances, an Interim Executive Registrar/CEO requires approval from the Executive Committee regarding:

- Financial decisions over \$5000;
- Termination of staff;
- And issues that may negatively impact the College's reputation in the community.

6. The Council Chair shall lead the contract development/negotiation for the Interim Registrar/CEO considering the following:
 - a. When an internal employee is appointed to serve as Interim Registrar/CEO, compensation shall be determined based on the scope of duties assigned for the interim period. Where appropriate, a temporary salary adjustment may be applied to ensure fair and equitable remuneration. The final compensation package shall be negotiated with the Executive Committee and aligned with current market standards for comparable executive roles.
 - b. Compensation for a contracted employee or external candidate shall be negotiated based on assigned duties, qualifications, and experience.
7. The Council Chair shall ensure communication with the CMLTM Council, staff, registrants/members, Committees, and key stakeholders regarding the appointment of the Interim Registrar/CEO.
8. The Council Chair/Vice-Chair shall meet/plan with the Interim Registrar/CEO within 2 weeks of their appointment to ensure they have the necessary resources and information to support a successful transition.
9. The Council Chair/Vice-Chair shall provide ongoing support to the Interim Registrar/CEO as required.

References

1. Medical Laboratory Technologists Act, Subsection 6(7).
2. College of Medical Laboratory Technologists of Manitoba By-Laws. Article I
3. Nonprofit Executive Succession-Planning Toolkit. Federal Reserve Bank of Kansas City.
4. Emergency Succession Plan. Center for Nonprofit Advancement. 2006.



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Revision History

- February 25, 2026 – Date of Approval



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Registrar/CEO Emergency Contingency Plan Appendix A – Coverage Plan

The Registrar/CEO shall maintain a coverage plan for consideration by the Executive Committee, to be updated annually, in the event of an unplanned extended absence of the appointed Registrar/CEO.

Name:
Title:
Classification:

Name:
Title:
Classification:

Signed on: _____

Signature: _____

NAME
Registrar/CEO
CMLTM