



Board of Directors
Governance & Human Resources Policies
July 2022

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Saskatchewan Cancer Agency Board of Directors

POLICIES & PROCEDURES

POLICY TITLE:	Board Code of Conduct	POLICY #:	GP-1
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	AUGUST 15, 2018
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	June 29, 2022

Policy Statement

The Board expects of itself and its members ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behaviour when acting as Board members.

Board members are accountable to all applicable legislation. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member, including as a consumer of the organization's services.

1. Accordingly with Regard to Conflict of Interest:

- 1.1. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
- 1.2. The Saskatchewan Cancer Agency will comply with the conflict of interest provisions of *The Interpretation Act, 1995* and General Bylaws for the Saskatchewan Cancer Agency.
- 1.3. "Interests" include, but are not limited to:
 - 1.3.1. Any position or financial interest in any concern from which the Saskatchewan Cancer Agency purchases services or goods or which is in competition with the Saskatchewan Cancer Agency;
 - 1.3.2. Any direct or indirect competition with the Saskatchewan Cancer Agency in the purchase or sale of property, property rights or services;
 - 1.3.3. Any governing body membership or management or consulting relationship with any concern that does business with or competes with the Saskatchewan Cancer Agency and;
 - 1.3.4. Any other matter in which the individual's ability to act in the best interest of the Agency may be compromised by a competing outside interest.
- 1.4. "Associate" refers to a body corporate, a partner (other than a limited partner), a trust or estate, or the partner, spouse, child, parent, or any other person who has the same

residence as the Member.

- 1.5.** Any Member who has a direct or indirect interest in any matter before the Agency or any of its committees or who has an Associate who has a direct or indirect interest in any matter before the Agency or any of its committees shall declare his or her interest and shall excuse himself/herself from the meeting until discussion and voting (if applicable) on the matter has been completed.
- 1.6.** Board members must not use their positions of trust or information to secure special privileges or gain for themselves or any other persons.
- 1.7.** Board members must not accept gifts, favours, or services from individuals, organizations, or corporations doing business with the Agency, other than normal exchanges of hospitality or tokens of gifts exchanged for reasons of protocol or participation in public functions.
- 1.8.** Board members shall sign the Annual Saskatchewan Cancer Agency Member Sign-off Documentation (herein called the Sign-off Documentation) on an annual basis. In the event that the board member has a change to any element of the Sign-Off Documentation they are responsible to bring that to the attention of the Agency.
- 1.9.** A member shall declare a perceived conflict of interest of another member at the beginning of the item's discussion at a meeting of the Agency or one of its committees.
 - 1.9.1.** The member shall be given the opportunity to state why the other member should or should not be allowed to discuss and/or vote on the issue, and the affected member will be given an opportunity to respond.
 - 1.9.2.** After discussing the issue, the Board shall determine whether or not there is a conflict of interest.
 - 1.9.3.** Any member who is determined to be in a conflict of interest in a matter before the Board will be excused from the meeting until discussion and voting has been completed.
- 1.10.** If a person declaring the perceived conflict of interest of another member is the Chairperson, then he or she shall not chair the meeting during the discussion or voting on that issue. If the Vice Chairperson also has declared a perceived conflict of interest of another member, then a member who has not declared a perceived conflict of interest shall be appointed by the Board of Directors to chair that portion of the meeting.
- 1.11.** If any member of the Board perceives there may be a conflict of another member, they shall make the declaration to the Chairperson of the Board. The Chairperson will in turn discuss the matter with the identified Board member and make a final determination with respect to a potential conflict of interest.

2. Accordingly with Regard to Board Authority:

- 2.1.** Board members do not have authority over the Agency except as explicitly set forth in Board policies.
- 2.2.** Board members' interaction with the Chief Executive Officer or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above.
- 2.3.** The expertise of individual members will be used to enhance the knowledge and ability

of the Board as a whole, rather than being the exclusive basis for Board action.

- 2.4. Board members shall respect the confidential nature of the business of the Board and its committees.
- 2.5. Only the Chairperson or Chief Executive Officer, or persons delegated by the Chairperson or Chief Executive Officer, may make official statements on policy matters or controversial issues on behalf of the Board.
- 2.6. After advising the Chairperson, or designate, individual members may speak on public issues of concern both before and after decisions have been taken by the Board in relation to those issues. The member must ensure that he/she clearly states that his/her remarks reflect a personal opinion, and this shall be done in a manner which does not undermine confidence in the Board.

Exclusions:

- Specifics of contractual relationships
- Personnel matters - including medical staff
- Labour relations - negotiations
- Client confidentiality
- Details of pre-budget discussions
- Legal issues

3. Annual General Disclosure of Material Interest Declaration

- 3.1. Annually in Q1 of each fiscal year, Board members will complete the Sign-off Documentation and submit to the Board Secretary.



Saskatchewan Cancer Agency Board of Directors

POLICIES & PROCEDURES

POLICY TITLE:	Board Orientation	POLICY #:	GP-2
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	MAY 1, 2017
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	JUNE 29, 2022

Policy Statement

On appointment to the Board of Directors, the Board Member will have an orientation with the Chief Executive Officer and the Board Chairperson.

Accordingly:

- Supporting materials and information will be provided electronically at the orientation meeting. A comprehensive Orientation and Onboarding Checklist outlines a guide to the orientation of new Board members, including supportive reading material. Refer to the Board of Directors Orientation and Onboarding Checklist.
- An outline of the topics to be reviewed at the orientation meeting will be provided.
- Orientation is the introductory step in the ongoing learning of Board members.
- An evaluation of the orientation process, including the identification of the individual's learning needs will be conducted for each new Board member. (Appendix A)

POLICIES & PROCEDURES

POLICY TITLE:	Board of Directors Remuneration and Reimbursement of Expenses	POLICY #:	GP-3
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	AUGUST 22, 1996
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	SEPTEMBER 5, 2019

Policy Statement

Board members are eligible to be paid an honorarium and reimbursement of expenses while attending board and committee meetings or when on other Agency business authorized by the Board. Per Diems, hourly rates, travel time and expense payments shall be consistent with the current Order in Council, Government of Saskatchewan.

Accordingly:

Agency Business refers to:

- Attendance at Agency board and committee meetings.
- Attendance at Agency sponsored events (i.e. committee meetings, service recognition awards, social events).
- Attendance at programs required by Saskatchewan Health. In addition, attendance at such programs as deemed appropriate and as authorized by the Board Chairperson
- Board members attending conferences, workshops, etc. on behalf of and sponsored by the Board are accountable for submitting a report to the Cancer Agency shortly after the event date for inclusion in the next board information package.

Per Diems, Hourly Rates, Meeting Prep and Travel Time are defined as:

- Per Diem: an amount paid for all regularly scheduled board meetings of at least five hours.
- Hourly rate: the hourly remuneration rate paid to board members for preparation and attendance at meetings/events of less than five hours.
- Travel time payments will be paid to board members attending qualifying functions/meetings as stipulated above and as per the current Order in Council.

Expenses refer to:

- Meals, accommodation and travel expenses which will be reimbursed as per current Public Service Commission policy.
- Conference registration and other reasonable expenses, which will be reimbursed.
- Signed expense claim forms will be completed in a timely manner and submitted to the Cancer Agency. Expense claims, following the rules outlined above, will be approved for payment by the Chief Executive Officer.

POLICIES & PROCEDURES

POLICY TITLE:	Expectations of Board Members	POLICY #:	GP-4
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	MARCH 24, 2010
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	SEPTEMBER 5, 2019

- Understands the role and responsibility of governance;
- Understands the organization’s purpose and mission;
- Have current knowledge and understanding of emerging challenges and opportunities related to the Saskatchewan Cancer Agency’s mission;
- Have current knowledge and understanding of the emerging challenges related to the provincial health system;
- Challenges the status quo, innovates and takes calculated risks;
- Have financial literacy to contribute to the Board’s fulfillment of its fiduciary responsibility;
- Contributes as a collaborative team member and can work effectively with other Board members and the CEO;
- Monitors the progress of strategic initiatives relative to their desired outcome;
- Promotes a collective agenda that supersedes individual agendas or interests;
- Governs with an external vision;
- Supports voicing of minority views/opinions to ensure that they receive full consideration in decision making;
- Fosters an environment that builds and maintains trust among Board members and with the CEO;
- Preserves appropriate levels of confidentiality;
- Contributes to the work of the Board through regular attendance at meetings and by participating in standing and special committees as assigned;
- Builds on the expertise and knowledge of the Board; and
- Continuously learns and develops.

POLICIES & PROCEDURES

POLICY TITLE:	Board Communication Policy	POLICY #:	GP-5
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	SEPTEMBER 12, 2019
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	JUNE 29, 2022

Policy Statement

- The Communications Policy applies to all members of SCA’s Board of Directors. Its purpose is to ensure effective communications among SCA, stakeholders and the public.
- The Board of Directors is responsible for reviewing and approving a corporate communications policy and plan (when available), including stakeholder and public relations.
- The Board of Directors speaks with one voice on all board decisions.

Accordingly, the Board will:

In terms of formal communications:

- Formal communication is the exchange of official information that follows an appropriate route of communication and is deliberately managed. It complies with organizational hierarchy and adheres to the approved rules, policies, standards, and regulations of the organization;
- The Chair, or designate, and the President and CEO, or designate, are the authorized spokespersons of, and communicate on behalf of, SCA;
- The President and CEO, or designate, communicates on behalf of SCA on all matters other than board matters;
- The Chair, or designate, communicates on behalf of the Board of Directors of SCA on all board matters;
- An important principle is that the Chair and the President and CEO, or their designates, co-ordinate all communications with any parties so that SCA is heard to speak with only one voice; and,
- Individual Board members refer all enquiries to the President and CEO, or designate.

In terms of informal communications:

- Individual Board members will inevitably and legitimately have informal communications with stakeholders and the public; in all cases, it is incumbent on Board members to be explicitly clear that they are communicating in a personal capacity. In particular, the Chair and Board members need to exercise discretion and restraint when speaking with external parties including our patients, clients, suppliers, the media or other SCA stakeholders, as even informal remarks can be construed as an official SCA position that could unintentionally undermine the efforts of SCA’s management and staff in dealing with these parties.
- There may be instances when individual Board members are requested to participate in various other events by virtue of their association with SCA. For these situations, such as a speaking engagement to a professional organization or community group:

- The Board member should advise the Board Chair, or designate, of the request;
- The request will be considered and vetted by the Board Chair; or designate;
- The Board member may be provided with generic speaking notes for the occasion;
- The Board member will make it clear that he/she is not speaking on behalf of SCA, but in a personal capacity; and
- The Board member will provide the Board Chair with a verbal debrief of the event.
- Occasions may arise from time to time whereby a Board member is approached, either in writing or otherwise, by an individual or organization requesting their assistance in resolving an issue with SCA. Under these circumstances, the request should be directed to the President and CEO's office that will route the enquiry or request for appropriate action within SCA.

Maintaining Board Confidences:

The aspect of confidentiality permeates any interaction a Board member may have with others, exclusive of fellow Board members. This includes other individuals, colleagues, governments or organizations.

- All information about the Board or its activities should be presumed to be confidential. The business of the Board should not be discussed outside the boardroom.
- Should an instance arise which prompts a Board member to have concern, it should be discussed with the Chair of the Board, at the earliest opportunity.

Media Relations:

- The primary media spokesperson for SCA is the President and CEO or his/her designate(s). The Chair of the Board, or designate, may also speak (e.g. board matters, or matters concerning the CEO.) An important principle is that the Chair and the President and CEO, or designates, co-ordinate all communications with any parties so that SCA is heard to speak with only one voice.
- Board members will refer any requests for media interviews to the President and CEO and/or his/her designate. In referring a media enquiry, Board members should be mindful that:
 - Media requests for information may require a speedy response or no response and should be handled on a priority basis;
 - By referring the enquiry to the President and CEO, Board members provide a signal as to the limit of their authority; and
 - Be careful not to talk "off the record".

POLICIES & PROCEDURES

POLICY TITLE:	Board Correspondence	POLICY #:	GP-6
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	MARCH 24, 2010
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	FEBRUARY 20, 2010

Policy Statement

All correspondence to the Board, or to individuals in their capacity as Board members, shall be brought to the Board as correspondence.

Accordingly:

- Individuals receiving correspondence in their role as Board members are responsible for bringing this correspondence to the attention of the Chairperson.
- Board correspondence shall be filed and made accessible for Board use.
- All correspondence received between Board meetings will be available at the next Board meeting.

POLICIES & PROCEDURES

POLICY TITLE:	Appointment to Board Committees	POLICY #:	GP-7
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	JUNE 23, 2010
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	AUGUST 15, 2018

Policy Statement

Special committees and standing committee appointments will be made in an inclusive and transparent manner best matching committee needs with member’s abilities.

Accordingly:

- Committee membership appointments including committee chairs are recommended by the Governance Committee in consultation with the Chair of the Board and brought to the Board for consideration.
- The term of office for a Board standing committee member is one year and renewable.
- A list of current committees and membership will be provided to all Board members.

POLICIES & PROCEDURES

POLICY TITLE:	Board, Board Committee, Individual Board Member and Board Chairperson Evaluation	POLICY #:	GP-8
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	AUGUST 28, 2008
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	OCTOBER 12, 2018

Policy Statement

The Board will assess the performance of itself, its chairperson, its committees and its individual members in relation to their respective roles and responsibilities to determine its success in achieving its accountabilities. It is also intended as a process for self-improvement, to inform Board renewal, and to influence change in policy and/or practice.

Accordingly:

The Board will complete an annual comprehensive self-evaluation survey, which evaluates the function and process of the Board, Board Committees, individual Board member self-evaluation, Board chairperson, Committee chairperson’s performance and the relationship between the Board and CEO.

POLICIES & PROCEDURES

POLICY TITLE:	Board Development and Education	POLICY #:	GP-9
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	MARCH 24, 2010
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	OCTOBER 27, 2020

Policy Statement

The Board recognizes that continual updating of skills and awareness are vital to ensure the highest performance and contribution of all Board members.

Accordingly:

- New Board members shall receive an orientation as per Board Orientation Policy GP-2.
- Each Board member shall annually identify specific areas in which additional knowledge is desired related to governance and cancer-related issues. This input, along with advice from the Chief Executive Officer, shall form the basis for developing a program for Board development and education, which is coordinated through the Board Quality, Safety and Risk Committee.
- The Board will annually develop a Board budget, which includes member education and development.
- Remuneration will be provided to Board members attending developmental and educational programs consistent with the Board of Directors’ Remuneration and Reimbursement of Expenses Policy GP-3.

POLICIES & PROCEDURES

POLICY TITLE:	Board Linkage with Community	POLICY #:	GP-10
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	MARCH 24, 2010
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	October 27, 2020

Policy Statement

The Board Members of the Saskatchewan Cancer Agency shall represent the Agency according to and as determined by the needs and priorities of the Agency. This representation may include attendance at or presentations to:

- community meetings with outside organizations including the Cancer Foundation of Saskatchewan;
- surveys;
- community advisory committees;
- public forums;
- presentations to the Board;
- media events;
- open Board meetings;
- interviews by third parties;
- dialogue with other Boards or public officials; and
- correspondence.

POLICIES & PROCEDURES

POLICY TITLE:	Political Contributions Policy	POLICY #:	GP-11
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	JULY 1, 2015
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	JUNE 29, 2022

Policy Statement

The political process significantly impacts the Saskatchewan Cancer Agency through government policies, legislation, and judicial and regulatory decisions. The Saskatchewan Cancer Agency encourages the advancement of sound public policy that supports our Mission. This policy outlines the Agency’s prohibition of corporate political contributions, even where permitted by law.

Corporate Political Contributions:

As an organization, the Saskatchewan Cancer Agency is not permitted in Canada to make any financial or in-kind contributions to a federal or provincial political party, federal, provincial or municipal election candidate or federal/provincial/municipal electoral district association. Corporate political contributions include: any direct or indirect payment, distribution, subscription, loan, advance, deposit, or gift of money, services or anything of value to any candidate, campaign committee, political committee, or political party in connection with any municipal, provincial or federal election.

1. The Saskatchewan Cancer Agency does not make political contributions using corporate funds.
2. The use by employees, contractors or directors of the Agency's financial or material resources for political purposes is strictly prohibited.
3. The Saskatchewan Cancer Agency shall not pay admission fees to partisan political activities. These activities are generally organized for the purpose of raising funds and may take the form of cocktails, meetings, banquets, meals, sporting events or other similar activities. Activities organized by, and with all proceeds going to, a recognized and registered charity, are not covered by this Policy.
4. Any exception to this Policy must have the prior written approval of the President and Chief Executive Officer and the Vice-President, Corporate Services.
5. The Vice-President, Corporate Services is responsible for implementation of this Policy.

6. Nothing in this Policy shall restrict, in any way, personal political contributions made by employees to candidates for public office, political parties or any other political activity.

Individual Political Contributions:

Saskatchewan Cancer Agency employees, contractors or board members may choose to become involved in or contribute to political activities on their own behalf and may, on a personal level, give to any political party or candidate but any reimbursement from the Agency is prohibited. Any political activity shall reflect individual interest and not the interest of the Saskatchewan Cancer Agency.

In no circumstances shall any Saskatchewan Cancer Agency employee, contractor or board member be permitted to leverage their position or office with the Saskatchewan Cancer Agency with any political activity or donation or in any circumstances in which any such association could be reasonably inferred.

The Saskatchewan Cancer Agency will not make any financial contributions to any political party, electoral candidate, political associations or the like in any other foreign jurisdictions.

Interaction with Representatives of Government Agencies:

It is the Agency's business practice to maintain cordial and harmonious relations with officials and employees of governments at various levels. Although the Saskatchewan Cancer Agency encourages such relations, it is absolutely essential that they comply with legislation.

1. Under Canadian law, the offer and acceptance by an elected representative or government employee of compensation, advantages, or benefits, for consideration of collaboration, help, influence, acting or failure to act, etc., constitutes a criminal offense subject to fines and/or imprisonment. This statutory offense involves both the giver and the taker, and certain jurisdictions do not set a minimum amount (e.g., "no cup of coffee rule.") Gifts shall not be provided by Agency to elected and appointed officials.
2. If a long-term personal relationship has been maintained by an Agency employee, contractor or director and a government official, such relationship shall be declared and documented. In cases such as this, any applicable federal or provincial regulation shall be adhered to.
3. If the Agency hosts an elected or appointed government official for a facility visit, or otherwise as part of an education component, applicable laws and regulations must be followed with regard to meals provided and any samples, goods with Agency logo, etc. that might be provided. Advice in this regard should be sought in advance from the President and CEO and Vice-President, Corporate Services.
4. Prudence and good judgment must be exercised and in case of doubt, the Vice-President, Corporate Services should be consulted.

POLICIES & PROCEDURES

POLICY TITLE:	CEO Recruitment	POLICY #:	GP-12
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	OCTOBER 18, 2018
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	JUNE 29, 2022

Policy Statement:

The Board recognizes the importance of ensuring effective leadership for the Saskatchewan Cancer Agency (the Agency).

The Board is responsible conducting an effective, responsible, transparent process for the recruitment of the President and Chief Executive Officer (CEO) of the Agency.

Accordingly:

The Governance and Human Resources Committee of the Board will establish and oversee the process advertising, recruiting and selecting the CEO for the Agency.

- The Chair of the Governance and Human Resource Committee chairs the Search Committee and coordinates the recruitment process;
- Search Committee will be appointed by the Board which will include the Chair of the Governance and Human Resources Committee, Board Chair and other members as recommended by the Board;
- Search Committee works with the Agency Human Resources (HR) Department to ensure the job description is relevant and updated;
- Develop a posting/advertisement for the vacant position with the assistance of the Agency HR Department;
- After consultation with the Chair of the Search Committee, the Agency HR Department will arrange for posting/advertisement of the vacancy;
- External consultant may assist with the positing of the vacancy and/or receive the applications if there is perceived to be a conflict of interest in using the Agency HR Department;
- The Search Committee may decide to utilize an external consultant to assist with the recruitment process. If so, a transparent, fair process will be used to select the consultant;

- The external consultant or Agency HR Department will assist the Search Committee to develop interview guides for use in the interview process;
- The external consultant or Agency HR Department will assist the Search Committee to develop selection criteria;
- With the assistance of the Agency HR Department or external consultant a short list of candidates will be established;
- Pre-employment testing may be used;
- Psychometric testing may be used;
- Criminal record check;
- Digital identification check (Facebook, Instagram, etc.)
- Interviews will be conducted with the short listed candidates;
- A second set of interviews or “meet and greet” may be conducted including all Agency Board members;
- The Agency HR Department and/or external consultant will check references, including global references;
- The Search Committee will recommend a candidate to the entire Board;
- The Board Chair will make the offer of employment; and
- The Agency HR Department will assist with the preparation of a contract and/or Letter of Offer.

It is recognized that circumstances could warrant the use of a search firm to coordinate and conduct the recruitment process.

**Saskatchewan Cancer Agency
Board of Directors**

POLICIES & PROCEDURES

POLICY TITLE:	Evaluation and Monitoring of CEO Performance	POLICY #:	GP-13
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	MAY 29, 2008
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	JUNE 15, 2021

Policy Statement

The Governance & Human Resource Committee shall, on behalf of the Board of Directors, coordinate activities related to evaluating the performance of the Chief Executive Officer. This will include the following:

Overview

- Facilitating an annual comprehensive evaluation of the CEO;
- Reviewing and making appropriate recommendations to the Board of Directors regarding evaluation tools and processes for conducting the evaluation;
- Making recommendations to the Board of Directors regarding the completed evaluation; and
- Communicating to the Ministry of Health by letter of the annual compliance with the CEO evaluation.

Accordingly:

- The Governance & Human Resource Committee will develop a process and establish evaluation tool(s) including input from the Board, Senior Leadership Team, stakeholders and CEO. This may include the completion of a 360 feedback tool to solicit this information from stakeholders;
- The Committee will collate and analyze data;
- Following consultation with the Board, the Committee will review goals, plans and objectives for the coming year with the CEO. This will include reaching agreement on setting of performance management objectives, deliverables, timelines and measurements;
- Following consultation with the Board, the Committee will meet with the CEO to discuss and finalize the CEO evaluation;
- The Committee will make recommendation regarding the CEO evaluation to the Board for approval and the Board will address CEO compensation as per Ministerial Directive;
- A letter of the results from the CEO evaluation will be submitted to the Ministry of Health;
- Each stage of the process will be duly documented and provided to the next in-camera meeting of the Board; and
- The Chair of the Governance and HR Committee will also solicit feedback from Board members throughout the year. The Committee Chair and the Board Chair will meet with the CEO for a performance feedback conversation at the mid-year point.



**Saskatchewan Cancer Agency
Board of Directors**

POLICIES & PROCEDURES

POLICY TITLE:	CEO Succession	POLICY #:	GP-14
AUTHORIZATION:	Governance & Human Resources Committee	DATE EFFECTIVE:	MARCH 24, 2010
		DATE REAFFIRMED:	JULY 14, 2022
		DATE REVISED:	JUNE 29, 2022

Policy Statement

The Board shall ensure there is a current succession plan in place and reviewed annually in accordance with the Governance and HR Committee Work Plan.

Appendix A – Board Orientation Evaluation

Board Orientation Evaluation

1. Was the information valuable?
2. Did you feel supported in this process?
3. Is there anything further you require?
4. How can the orientation process be improved?

Date: _____

Name: _____