



TITLE:	Succession Planning for the President & CEO and Chiefs of Staff		
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1. POLICY

The departure of the Integrated President & Chief Executive Officer (CEO) and/or Chiefs of Staff (COS's) represents a significant business risk to the Almonte General hospital Corporation and Carleton Place & District Memorial Hospital Corporation ("the Corporations"). As part of its responsibility of ensuring excellent management, the Allied Boards are responsible for ensuring that provision is made for succession planning for its three employees.

2. SCOPE

This policy documents the Allied Boards' process for succession should - the CEO or COS's positions become vacant, for any reason, or in the event that any or all of the incumbents require an extended leave of absence.

3. GUIDING PRINCIPLES: N/A

4. DEFINITIONS: N/A

5. PROCEDURES

To the extent possible in a small hospital, the CEO and COS's are expected to cultivate potential successors through internal succession planning and to report on this annually during the evaluation process.

5.1 Planned absence

It is expected that there will be times when the CEO and COS's will be unavailable for short periods due to vacation or other planned absences. In advance of departure, the CEO and/or COS's will:

- Identify a qualified individual to provide coverage as the Acting CEO/Acting COS
- Brief the individual regarding ongoing or emerging issues
- Communicate the name, coverage timeframe and duties to the Leadership Team and to the Allied Boards

5.2 Unplanned or sudden absence indefinitely or for an uncertain period of time

The CEO will designate to the Allied Boards Chair, in writing annually in June, which member of the Hospital's Senior Management Team is recommended to fill the role of interim CEO in the

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event of sudden or unexpected loss of the CEO. The CEO will update such designation from time to time should circumstances warrant.

If required, the Allied Boards Executive Committee will recommend a candidate for the role of Interim CEO to the Allied Boards for approval in accordance with the terms of the CEO Purchase of Service Agreement with Carleton Place & District Memorial Hospital. The Allied Boards may choose to appoint an interim CEO from outside the Corporations if circumstances are such that an external appointment will best serve the needs of AGH and CPDMH. The interim CEO will exercise all authority resting in the CEO position subject only to such reporting and monitoring requirements as the Allied Boards may wish to adjust for the duration of the interim appointment.

If required, the Allied Boards Executive Committee will recommend a candidate for the role of Interim COS to the Allied Boards for approval. The COS's will each identify to the Allied Boards Chair and CEO, in writing annually in June, which member of the Medical Advisory Committee is recommended to fill the role of interim COS in the event of sudden or unexpected loss of the COS. The COS's will update such designation from time to time should circumstances warrant. The appointment of an interim COS at either Corporations will be subject to approval by the Allied Boards. The Allied Boards may choose to appoint an interim COS from outside the Corporations if circumstances are such that an external appointment will best serve the needs of the Corporations. The interim COS will exercise all authority resting in the COS position subject only to such reporting and monitoring requirements as the Allied Boards may wish to adjust for the duration of the interim appointment.

The Allied Boards Chair provides confirmation to Directors of the Allied Boards annually in June that the designations for interim appointments have been made. Barring exceptional circumstances, the identity of the designates will be kept in confidence by the Allied Boards Chair.

5.3 Long-term appointment

For a CEO search, the Allied Boards will establish a search committee in accordance with the terms of the CEO Purchase of Service Agreement. A search firm or consultant may be retained to assist the search committee in its work. The preferred candidate will be recommended to the Allied Boards for approval.

For a COS search, the Allied Boards Executive Committee, excluding the incumbent COS, will act as the search committee. The search committee will be chaired by the Allied Boards Chair or his/her designate and will make a recommendation of a preferred candidate to the Allied Boards for approval.

In the event that a new CEO or COS has not been appointed prior to the departure of the incumbent, the Allied Boards will make an interim appointment in accordance with the immediately preceding section of this policy.

6. **REFERENCES:** N/A

7. **APPENDICES:** N/A

Evaluation: This policy will be reviewed annually.