SCPO

Saskatchewan Commission of Professional Outfitters

Board of Directors

2027 Elections and Candidate Nomination Guide

October 26th, 2026

Through excellence in governance and programming the industry-driven Commission works in partnership with the provincial government and other stakeholders to ensure a healthy and sustainable outfitting industry exists in Saskatchewan.

1. Nominations Period

The window for the nomination of candidates for SCPO's board of directors commences on Monday, October 26th, 2026 at 8:30 a.m. The nominations period closes Friday, December 4th, 2026 at 5:00 p.m.[1]

2. Submission Instructions

Nomination forms may be obtained from SCPO's administration. The nomination form is also included in this document. Completed nomination forms may be submitted by mail or registered mail, addressed to:

Saskatchewan Commission of Professional Outfitters
PO Box 572 STN MAIN
Saskatoon, Saskatchewan
S7K 3L6
Attn: Board Nominations Committee

Completed nomination forms may also be submitted through email, with the subject line 'Nominating Committee', to the following email address: admin@scpo.ca. In order to be valid, emailed nominations forms must be received no later than 5:00 p.m. Friday, December 4th. If forwarded by mail, the letter must be postmarked no later than Monday, November 23rd.

NOTE: it is recommended that nominations be forwarded by email.

3. Candidate Eligibility

Licensed Saskatchewan outfitters are eligible to run for SCPO's board of directors if they meet the following requirements.

1. The candidate is a member of SCPO at the time of their nomination (current 2026 member).[2]
2. The outfitter making the nomination is a member of SCPO at the time of nomination (current 2026 member).
3. The candidate is a member in good standing and is in compliance with provincial regulations and laws pertaining to outfitting.
4. The candidate is an owner/operator or senior manager directly involved in all relevant aspects of a specific outfitting business.

1 With consideration of special circumstances and on a case-by-case basis, as defined and approved through motion by the Board (e.g., not a full slate of candidates) a nomination may be accepted by the board after the December 4th deadline.

2 2026 membership application period has closed.

5. As required by the Non-Profit Act, the candidate is present at the meeting in which the election or appointment takes place.

4. Members eligible to Vote

SCPO members will be eligible to vote for the election of 2027 Board of Directors if they meet the following requirements:

1. The outfitter has a 2026 SCPO membership.
2. The outfitter is registered and participates in the 2026 Annual General Meeting.

Individuals eligible to vote must be the camp representative as identified on their SCPO membership application form (section D). The camp's representative may be changed, if required, by contacting SCPO and completing the change form (deadline for changes is November 23rd, 2026). Member representatives must be owner/operators or senior managers involved in all aspects of the specific outfitting business.

Proxy, or advance votes will not be accommodated.

5. Board Composition and 2027 Election Scope

SCPO's Board of Directors is comprised of seven directors. At a minimum, the 2026 Annual General meeting will include the election of two current board positions, as the terms associated with these two seats expire at the end of 2026.

The term for a director is three years, and a director may serve three consecutive terms if re-elected at the end of each term. A director is not eligible to let their name stand for the board election after serving three consecutive terms.

The 2027 Board of Directors will be comprised of a Chair, Vice-chair, Sector Chair for each of the three sectors (angling, big game, game bird), and two directors at large. Directors will be expected to serve as a sector chair at some point during their time on the Board. These appointments will be made by the Board of Directors at the first full meeting of the board.

6. Board of Director Job Description

SCPO Board members are accountable to the membership. The primary function of a director is to direct the affairs of SCPO. Directors are committed to effective preparation for meetings, serving the industry as a whole, making a commitment to the established governance and business practices, and dedicating the time required to support the organizations and members' interests. The Board meets in person a minimum of three times per year, and holds online meetings on a frequent basis as required.

All board members will be required to confirm their commitment to policy-based governance. The role of the Board of Directors is guided by the policies outlined in the board's governance manual (SCPO Policy Manual), with portions of key policies referenced as follows.

Policy 2.1 Governance Commitment

The Board strives to ensure the accountability of the Commission by:

1. Achieving appropriate results at an appropriate cost; and
2. Avoiding unacceptable activities, conditions and decisions.

The Board is committed to rigorous, continual improvement of its capability to define Vision, Mission and Strategic Priorities.

Policy 2.2 Governance Style

The Board strives to ensure the accountability of the Commission and governs with outward vision, recognizes diversity in viewpoints, provides strategic leadership, maintains a distinction between Board and Chief Executive roles, reaches collective decisions, and is proactive by looking to the future.

The Board will:

1. Cultivate a sense of group responsibility. The Board will use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute individual judgements for the Board's values.
2. Initiate policy with a major focus on the intended long-term impacts outside the operating organization.
3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, and ensuring the continuity of governance capability. The Board will allow no officer, member or committee of the Board, to hinder or be an excuse for not fulfilling its commitments.
4. Recognize that continual updating of skills and awareness of all issues relating to the outfitting industry are vital to a Board member's contribution to the Board. Therefore, it is expected that:

    a) All Board members shall undertake a complete orientation to ensure familiarity with The Commission's structure, current Board issues and governance process.
    b) All Board members shall ensure that they gain reasonable knowledge and understanding of current outfitting issues and activities in Saskatchewan.
    c) On an annual basis, the Board will identify its education needs with respect to the external environment and exploration of future perspectives which may have implications for the outfitting industry.

5. Monitor and discuss the Board's process and performance regularly in accordance with the Governance Policies.
6. The Board will review Governance Process Policies on a regular basis, at least annually.

Policy 2.3 Role of the Board

The Board is to represent the membership by determining and ensuring appropriate organizational performance and well-being. To distinguish the Board's own unique role from the jobs of The Commission staff, the Board will concentrate its efforts on the following "products" or outputs.

1. The link between the organization, the membership, the Government of Saskatchewan, and the market.
2. Written governing policies which address:

    a) Strategic Priorities: organizational services, impacts, benefits, outcomes, recipients, and their relative worth.
    b) Executive Limitations: constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
    c) Governance Process: specification of how the Board conceives, carries out and monitors its own tasks.
    d) Board-CEO Relationship: how power is delegated and its proper use monitored; authority and accountability of the Chief Executive Officer.

3. The assurance of Chief Executive Officer's performance.
4. The link between the organization and the outfitting industry, with a primary purpose of cultivating relationships in support of Board effectiveness.

    a) The Board of Directors attend as many industry and industry-related events and activities as possible. This would include but not be limited to Commission conferences, tourism conferences and events, and other stakeholder association events.
    b) Board members attend industry events if deemed appropriate.

SCPO Board of Directors – 2027 Director Nomination Form

PLEASE NOTE: all candidates are required to review the 2027 Nomination Guide which outlines a Director's roles and responsibilities.

Candidate Information

Candidate Name: _____

Camp Name: _____

Home Address: _____

Outfitting License #: _____

Email: _____ Primary phone #: _____

Sectors (please check): □ angling □ game bird □ big game
If multiple sectors, identify primary sector: □ angling □ game bird □ big game

SCPO Membership #: _____ (to be completed by SCPO Office)

Nominating Member Information

Nominating Member Name: _____

Camp Name: _____

Home Address: _____

Outfitting License #: _____

Email: _____ Primary phone #: _____

SCPO Membership #: _____ (to be completed by SCPO Office)