



Minutes of the Meeting of the CCMB Board Members

Thursday, April 20, 2017, 5:00-7:00 p.m.

Executive Boardroom, ON4017, 675 McDermot Avenue, CCMB

PRESENT:

Board Members:

Mr. G. Tallon (Chair)	P	Dr. G. Glavin	P	Judge R. Pollack	P
Mr. J. Chipman (Vice Chair)	P	Mr. D. MacDonald	P	Mr. R. Campbell	P
Ms. A. Kennedy (Sec/Treas)	P	Mr. M. Evans	P	Ms. K. Kumedan	P
Dr. A. Naimark	R	Mr. R. Shaffer	P	Mr. J. London	P
Dr. B. Schacter (Med Adv Brd)	P	Mr. R. Dhalla	P	Mr. D. Mortimer	P
Ms. A.M. Magnifico	P	Ms. R. Gage	P	Mr. V. Warden	P
Ms. G. Paziuk	P	Ms. F. Swedlove	P		

Dr. S. Navaratnam (CCMB CEO)	P	Dr. J. Butler (MSA President)	P	Ms. K. Peters (Exec Asst)	P
Ms. A. Stenning (CCMF CEO)	P	Ms. V. Giesbrecht (Brd Coord)	P	Ms. I. Anderson (Brd Recorder)	P

Legend: P-attended in Person; T-attended via Teleconference; R-Regrets sent; A-Absent

1.0 Call to Order, Welcome, Review & Approval of the Agenda

- The Chair called the meeting to order at 5:00 p.m.
- New Board Members Mr. Jack London and Mr. Rob Campbell were in attendance for their first meeting and were welcomed to the Board.

It was MOVED and SECONDED that the Agenda be approved with the change as noted.

Motion Carried without dissent

2.0 March 9 & 16, 2017 Meetings

It was MOVED and SECONDED that the appended Minutes of the March 9 2017 Special Meeting of the Board and the March 16 2017 Board Meeting be approved.

Motion Carried without dissent

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- Board Meeting Evaluation – comments received from members were noted.
- There were no matters of business arising from the minutes, other than those dealt with in other parts of the Agenda.

3.0 Special Presentation

3.1 Governance

The Chair of the Nominations & Governance Committee provided the annual Governance presentation with a focus on CCMB’s Conflict of Interest policy and its “Whistleblower” policy.

- CCMB will take into consideration a mechanism to determine if staff are aware of their responsibilities with regard to these policies and how reporting can be captured.
- Board Members are encouraged to be aware of their own potential conflicts of interest as it may be related to the Board and to disclose these to the Board Chair as they may arise.
- Note was made of the Values and Ethics Policy developed by the Board in October 2015 as a framework for CCMB's commitment to conduct and impartiality.
- Dr. Navaratnam noted a new Confidentiality Policy and pledge was being implemented with CCMB staff to ensure the appropriate use of confidential information.

3.2 Mandate Letter

The Board Chair reviewed the CCMB mandate letter received by Board Members from the Minister of Health, dated April 10, 2017, and reminded Members that in the unlikely event of a conflict, their duty was to CCMB and not to the Minister. The Board Chair will take under advisement and consider inviting the Minister of Health to a future Board meeting. The Minister will be invited to attend the annual Community Oncology Conference in October 2017.

4.0 President's Report to the Board

Dr. Navaratnam provided a review of the Report, noting the new journey of financial constraints in the current economic environment and its implications for cancer services. Other points made:

- The Annual Health Plan is due in June and will be brought to the Board for approval in May. This year, no new initiatives are to be included to maintain a zero deficit.
- Wait times and other performance indicators will be posted on the CCMB intranet in June 2017 in preparation for anticipated public reporting on the CCMB website in September. Current constraints cannot impact patient care; therefore, the need to measure, monitor and report these indicators becomes increasingly important.

Discussion followed.

- CCMB needs to prepare for what might affect patient care in the upcoming environment of limited funds and reduced management numbers.
- Access to sufficient space to accommodate increases in patient care needs could lead to prolonged wait times for care and so the need for a new facility must remain a top priority.

5.0 For Information Only

5.1 Approved Committee Minutes & Highlights

The Board received the latest approved minutes of meetings of the standing committees and the highlights of more recent meetings of which had not yet been considered and approved (as appended documents).

- The **Community Engagement Committee** met on April 19th and will meet again in June 2017.
- The Chair of the **Quality and Patient Safety Committee** provided highlights of the meeting held April 20th, including a report by Dr. Donna Turner, Provincial Director of Population Oncology focused on CCMB's link with the Canadian Partnership Against Cancer (CPAC).
- The Board Chair noted activities of the **Communications Committee** including the Annual Progress Report and renovation of the CCMB website.
- The Chair of the **Nominations & Governance Committee** brought forward a recommendation for the approval of the appointment of Members to Committees: Ms. K. Kumedan and Mr. D. Mortimer to Quality and Patient Safety Committee, and Mr. V. Warden to the Finance and Audit Committee.

It was MOVED and SECONDED that the appointments be approved.

Motion Carried without dissent

The Committee is still waiting for four government appointees to the Board.

- The Chair of the **Facilities Planning & Development Committee** provided an update:
 - The CCMB/CCMF Joint Capital Project Strategy Committee, a small subcommittee of the Facilities Planning & Development Committee, met to investigate alternative structures of funding as a way to move forward to a new facility. One of the alternatives being considered is P3 financing. Updates will be provided as they become available.
 - CCMB/CCMF representatives will attend a keynote address by the Premier on "The Future of Public-Private Partnerships in Manitoba" on May 2nd.

5.2 Advisory Medical Board

Dr. Brent Schacter, as Chair, provided an update on the March 17th meeting of the Advisory Medical Board, coming together after a five year hiatus. The meeting included an update on the Capital Project from the CMO followed by discussion. Members agreed on the need for compiling data of projected workloads and incidence of cancer to 2030 or 2035 to impress on government the need for the new facility and to plan for the future.

5.3 Briefing Note: 2016 Risk Management Report

5.3.1 2016 Risk Management Report Highlights

The Board received the annual report for information. Mr. Funk provided highlights of the report including a five-year risk comparison showing a 70% decline in risk profile. A formal risk assessment is carried out prior to the start of any major project. Discussion followed.

6.0 Discussion and/or Resolution

6.1 Financial Statements as at February 28, 2017

6.1.1 Income Statement

6.1.2 Balance Sheet

The Chair of the Finance & Audit Committee provided a review of the financial statements provided. As the Committee did not meet in April, the statements will be recommended for approval by the Board at the May Board meeting.

6.2 Financial Deficit Plan Update

A \$340K deficit is projected for the year 2016/17.

6.3 Capital Project Update

As provided earlier in the meeting.

6.4 Bank of Montreal – Certificate and Authorization

It was **MOVED** and **SECONDED** that the addition of signatories to the banking resolution be approved.

Motion Carried without dissent

7.0 Matters For Concurrence without Debate

8.0 Private Session

8.1 With CEO

Discussion was held.

8.2 Without CEO

Discussion was held.

9.0 Closing Remarks & Adjournment

The meeting was adjourned at 7:30 p.m.