



**Board of Directors**

**Minutes of Meeting**

Thursday, September 20 2018, 4:00-6:00pm

Embassy Room E-F, Victoria Inn and Convention Centre, 1808 Wellington Ave, Winnipeg

(Held in conjunction with the Provincial Cancer Care Conference, Sept 20-21, 2018 at the Victoria Inn)

**PRESENT:**

**Board Members:**

Mr. J. Chipman (Chair)	P	Mr. R. Campbell	R	Ms. Darlene Grantham	P
Mr. V. Warden (Sec/Treas)	P	Mr. J. London	P	Dr. Karen Juce	P
Dr. B. Schacter (Med Adv Brd)	P	Mr. D. Mortimer	P	Ms. Mary Beth Taylor	P
Dr. G. Glavin	P	Mr. Matt Bolley	R		
Mr. M. Evans	P	Ms. Susan Graham	P		

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	P	Ms. V. Giesbrecht (Brd Coordinator)	P
Mr. G. Tallon (Past Chair)	R	Ms. K. Peters (Exec Asst to CEO)	P	Ms. I. Anderson (Brd Recorder)	P
Ms. A. Stenning (CCMF CEO)	R				

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

Guest Presenters: Ms. Judy Edmond, Strategy Officer, CCMB  
 Mr. Ian Shaw, Consultant to Shared Health Services  
 Ms. Karen Herd, Deputy Minister, Health, Seniors and Activing Living

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

- The Chair called the meeting to order at 4:00 p.m. As the new Board Chair, he is looking forward to working with Board Members in this capacity.

***It was MOVED and SECONDED that the Agenda be approved  
 Motion Carried without dissent***

**2.0 June 21, 2018 Meeting**

**2.1 Minutes of the June 21, 2018 Meeting**

For amendment - Item 6.1, the statement “*It was moved and seconded that the privileges be approved.*” should be deleted. It is correctly stated under 7.1.

***It was MOVED and SECONDED that the appended Minutes of the June 21, 2018 Board Meeting be approved with the amendment as noted above.***

***Motion Carried without dissent***

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- Board Meeting Evaluation – Members comments were noted and addressed.
- There were no matters of Business Arising from the minutes, other than those dealt with in other parts of the Agenda.

### 3.0 For Resolution

#### 3.1 2017-2018 Annual Progress Report - Ms. Judy Edmond

The final draft of the Annual Progress Report, *Improving Outcomes for Manitobans with Cancer*, was distributed to Members. Ms. Edmond reviewed the themes and content of the Report. Dr. Navaratnam and the Board Chair thanked Ms. Edmond and the team for their work on the Report.

***It was MOVED and SECONDED that the 2017-2018 Annual Progress Report be approved.  
Motion Carried without dissent***

### 4.0 Special Presentation

#### 4.1 Healthcare Transformation - Mr. Ian Shaw and Ms. Karen Herd

Mr. Shaw and Ms. Herd presented an overall review and update on Healthcare Transformation. Discussion followed.

### 5.0 President's Office

#### 5.1 President's Report

Dr. Navaratnam highlighted a number of items from the President's Report. Discussion followed.

### 6.0 For Information Only

#### 6.1 Approved Committee Minutes & Highlights of Current Month's Proceedings:

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 Chair of the **Finance and Audit Committee** provided a brief report:
  - The Committee approved a one-year deferral of issuance of an RFP for audit services for CCMB. This is due to the conversion to public sector accounting standards being implemented in the Department of Finance.
  - The Committee approved the issuance of an RFP for investment advisory services for CCMB. The recommendation will be brought to the November meeting of the Board for approval.
  
- The Chair of the **Executive Committee** provided a brief report:
  - As noted under item 7.3.
  
- The Chair of the **Community Engagement Committee** provided a brief report:
  - There was no report.
  
- The Chair of the **Facilities Planning and Development Committee** provided a brief report:

- The Committee approved its Annual Workplan and received project updates from Facilities and Information Services.
- An update on the status of the Reimagined Cancer Project was provided.
- The Chair of the **Communications Committee** provided a brief report:
  - There was no report.
- The Chair of the **Quality and Patient Safety Committee** provided a brief report:
  - The Committee received regular updates including PHIA, Accreditation readiness, and MIPS. The Workplan for the coming year will be finalized.
  - With regard to Accreditation, Board Members are encouraged to review the Accreditation Canada Board Standards on SharePoint.
  - An additional meeting was held in early September where the Committee received a full review of the underdosing issue. Formal recommendations will be reported to the Board once the final report is received.
- The Chair of the **Nominations & Governance Committee** provided a brief report:
  - As noted under item 7.3 and 7.4.

## **6.2 Advisory Medical Board**

- Minutes of the March, June and September meetings were included in the Board package.
- Dr. Schacter brought forward the names of 3 individuals for approval to the Membership of the Advisory Medical Board: Dr. Bill Pope, Dr. Ken Van Ameyde, and Dr. Matthew Seftel.

***It was MOVED and SECONDED that these individuals  
be approved as Members of the Advisory Medical Board.  
Motion Carried without dissent***

## **6.3 Briefing Note**

### **6.3.1 Workplace Safety and Health Annual Report**

The Board received the above Briefing Note for information.

## **6.4 Board Work Plan 2018-2019**

The annual Board Work Plan was included in the Board package. Board Members are asked to review the document and to send any comments to the President and CEO and the Board Chair.

## **7.0 For Discussion and/or Resolution**

### **7.1 Proposed Budgets for 2018/19 (Final) and 2019/20 (Interim)**

The Chair of the Finance & Audit Committee reviewed the Budget summaries and brought forward two motions as recommended by the Finance and Audit Committee:

**1. That the updated proposed Budget for 2018/19 showing a projected net deficit in the General Fund of \$2,334,494 be approved and that the Interim Proposed Budget for 2019/20 showing a projected balanced budget in the General Fund be approved.**

***Motion carried without dissent***

**2. That the proposed Consolidated Budgets for 2018/19 and 2019/20 (Interim) consisting of the Capital Fund, the Clinical, Basic Research and Special Projects Fund, and the General Fund showing an overall projected net deficit of \$2,738,125 for 2018/19 and an overall projected net surplus of \$3,858,432 for 2019/20 be approved.**

***Motion carried without dissent***

## **7.2 Financial Statements - July 31, 2018**

### **7.2.1 Income Statement**

### **7.2.2 Balance Sheet**

The Chair of the Finance and Audit Committee reviewed the Financial Statements for the months ending July 31, 2018, and brought forward the motion as recommended by the Finance and Audit Committee:

***That the Financial Statements for the 4 month period ending July 31, 2018, showing a net deficit in the General Fund of \$106,291 be approved.***

***Motion carried without dissent***

## **7.3 Committee Restructuring**

The Nominations and Governance Committee met over the summer and have brought forward several recommendations reflecting change and reorganization of the Board and its Committees resulting from the impact of Bill 10 legislation on numbers of Board Members.

The Recommendations were included in the Board package and are, in summary:

- Amendment of the CCMB By-Laws; including the addition of the office of Immediate Past Chair of the Board;
- Restructuring of Committees such that:
  - The Community Engagement and Communications Committees be combined;
  - The composition and function of the Executive Committee be modified to assume the activities of the Nominations and Governance Committee.

***It was MOVED and SECONDED that the recommendations brought forward by the N&G Committee be approved.***

***Motion carried without dissent***

## **7.4 Immediate Past Chair**

As noted in 7.3, one of the recommendations for amendments to the CCMB By-laws is creation of the office of Immediate Past Chair of the Board. The Immediate Past Chair would be a member of the Board as well as the restructured Executive Committee. The intent of this office is to provide continuity to the new Chair for a one-year period.

## **8.0 Matters For Concurrence without Debate**

### **8.1 Granting Privileges**

Dr. Navaratnam recommended the granting of privileges for four individuals at CancerCare Manitoba. Dr. Ashley Chopek to the Department of Pediatric Oncology, Dr. Adetunji Fatoye as the Head of the newly formed Department of Primary Care Oncology, Dr. Julie Kickbush to the Department of Surgical Oncology and Dr. Sokulan Sivananthan to the Department of Radiation Oncology.

***It was MOVED and SECONDED that the privileges be approved.  
Motion carried without dissent.***

## **9.0 Private Session**

### **9.1 With CEO**

There was discussion.

### **9.2 Without CEO**

There was no discussion.

## **10.0 Closing Remarks & Adjournment**

The CCMB Annual General Meeting will take place in Brandon on Thursday, October 25, 2018, at the Brandon Regional Health Centre and Western Manitoba Cancer Centre. Further details for Members were provided in the Board package.

The meeting was adjourned at 6:30 p.m.