



**Board of Directors**

**Minutes of Meeting**

Thursday, June 20, 2019, 5:00-7:00pm

Executive Boardroom, ON4017, 675 McDermot Avenue

**PRESENT:**

**Board Members:**

Mr. J. Chipman (Chair)	P	Mr. R. Campbell	P	Mr. M. Bolley	P
Mr. D. Mortimer (Vice-Chair)	P	Mr. J. London	P	Ms. D. Grantham	P
Mr. V. Warden (Treasurer)	P	Dr. Roberta Woodgate	R	Dr. K. Juce	T
Mr. M. Evans (Secretary)	P	Ms. S. Graham	R	Ms. M.B. Taylor	R
Dr. B. Schacter (Med Adv Brd)	P				

Mr. G. Tallon (Past Chair, by invitation)	P	Dr. D. Houston (MSA President)	R	Dr. S. Navaratnam (CCMB CEO)	P
Ms. A. Stenning (CCMF CEO)	P	Ms. K. Peters (Exec Asst)	P	Ms. V. Giesbrecht (Brd Coordinator\Recorder)	P
Dr. Donna Turner (Guest)	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. This is the last meeting before the summer break.

The Agenda was reviewed and items under 7.0 are moved to be included in 6.0.

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

*All in favour and approved.*

**2.0 May 16, 2019 Meeting Minutes**

**It was MOVED and SECONDED that the Minutes of the May 16, 2019 Board Meetings be approved.**

*All in favour and approved.*

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- Board Meeting Evaluation – Members were reminded to complete the evaluation following Board meetings. Members are also encouraged to provide comments during the meeting, for discussion.
- 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 System Performance Report

Dr. Donna Turner presented the draft System Performance Report. This is a milestone for CancerCare Manitoba as this is the first report of this kind that CCMB has produced and contains information that will be valuable to our stakeholders. In addition, it will be the building block for strategic planning. Dr. Turner highlighted the major messages. It is anticipated to be made public in the fall.

### 4.0 President's Office

#### 4.1 President's Report to the Board

The President's Report was included in the meeting package and there were no questions for Dr. Navaratnam.

Dr. Navaratnam presented the plan to stabilize and strengthen cancer services to 2025 and there was good discussion. The plan will be submitted to Health.

**It was moved and seconded that the Board supports the plan as presented to be submitted to Manitoba Health stressing the urgency not only of this plan but the continued planning of the comprehensive campus which includes the second CCMB building since the presented plan will only meet the demand to 2025. Further, that a meeting with the Minister of Health is requested by the Board Chair.**

***All in favour and approved.***

### 5.0 For Information Only

#### 5.1 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 **Quality and Patient Safety Committee** provided a brief report:
  - The Committee met just prior to the Board meeting of today, June 20.
  - Meetings will resume in September and will be held the week prior to Board meetings.
  - At today's meeting there were four business items; work plan, terms of reference, annual critical incidents analysis and implementation of recommendations, and received an accreditation and quality improvement plan update.
  - Accreditation preparation is going well and is on plan.

- The Chair of the **Advisory Medical Board** provided a brief report:
  - The Committee met on June 4 and the minutes are included in the meeting package.
  - Dr. Schacter highlighted the presentation by Dr. Jason Park.
  
- The Chair of the **Finance and Audit Committee** provided a brief report:
  - The Committee met on June 3 and the minutes are included in the meeting package.
  
- The Chair of the **Executive Committee** provided a brief report:
  - The Committee met on June 13 and the minutes are included in the meeting package.
  - The Chair highlighted that the Executive Committee is working closely with the Nominations and Governance Subcommittee and will hold an extended meeting in October.
  
- The report of the **Community Connections Committee** was provided by the Board Chair:
  - The Committee met on May 22 and minutes are included in the meeting package.
  - Mr. Chipman advised that the Executive Committee has had some discussion regarding the challenge of having a non-Board member Chair a committee of the Board and that a possible solution is to appoint a Board member as the Vice-Chair of this committee who could then report back to the Board.
  - It was noted this Committee is responsible for the Annual General Meeting and the Annual Progress Report.
  
- The Chair of the **Facilities Planning and Development Committee** provided a brief report:
  - The Committee met on June 6 and the minutes are included in meeting package.
  - It was noted that this was Mr. Martin Hak's last meeting.
  - Mr. Kevin McNeil has agreed to let his name stand for appointment to this Committee pending approval by the Board.

## 5.2 Briefing Note

### 5.2.1 FIPPA Annual Report

This is an annual report provided to the Board for information. There were no red flag identified and there were no questions.

5.2.2 PHIA Annual Report

This is an annual report provided to the Board for information. There were no red flag identified and there were no questions.

**6.0 Discussion and/or Resolution**

**6.1 Draft Audited Financial Statements as at March 31, 2019**

The Chair of Finance and Audit presented the draft Audited Financial Statements for year ending March 31, 2019. The Finance and Audit Committee reviewed the document at its June 3 meeting. He noted the Public Sector Accounting Standards (PSAS) has been adopted and thanked the Finance Department staff for their hard work to change over to the new system.

**It was moved by the Chair of the Finance and Audit Committee and seconded that the Financial Statements for year ending March 31, 2019 be approved by the Board.**  
*All in favour and approved.*

**6.2 Appointment of Facilities Planning and Development Committee Member**

With the departure of Mr. Hak, the Facilities Planning and Development Committee is in need of another non-Board member. Mr. Kevin McNeil's name was brought forward to the Nominations and Governance Subcommittee for consideration. Mr. McNeil is a senior member with the Birchwood Executive Management team and has extensive IT experience.

**It was moved and seconded that Mr. Kevin McNeil be appointed to the Facilities Planning and Development Committee.**  
*All in favour and approved.*

**6.3 Approval of Terms of Reference**

- 6.3.1 Facilities Planning and Development
- 6.3.2 Finance and Audit
- 6.3.3 Community Connections
- 6.3.4 Quality and Patient Safety

The proposed revised Terms of Reference for the Facilities Planning and Development, Finance and Audit, and Community Connections Committees were included in the meeting package. Mr. Mortimer distributed copies of the revised Terms of Reference for the Quality and Patient Safety Committee. It was noted the Board will be approving the clean copy of the Finance and Audit Terms of Reference and the mark up versions of the other Terms of References. There were no questions or concerns.

**It was moved and seconded that the above Terms of References be approved by the Board.**  
*All in favour and approved.*

## **7.0 Private Session**

### **7.1 With CEO**

There was no discussion.

### **7.2 Without CEO**

There was no discussion.

## **8.0 Closing Remarks & Adjournment**

- The Chair reminded members to complete and return the meeting evaluation.
- The September Board meeting will be held on Thursday, September 26, 2019 at the Fairmont Hotel as the Provincial Cancer Care Conference is being held there and this will allow Board members to participate in the reception, dinner and keynote address.
- The Chair advised that three Government appointed Board Members' terms are up in August 2019 with Mr. Bolley advising that he will not be able to let his name stand for re-appointment but that he will remain on the Board to December 2019.
- The Chair thanked Mr. Tallon for his years of service on the Board as a member, Vice-Chair, Chair and most recently as Past-Chair. He will remain on as a committee member. Dr. Navaratnam also thanked Mr. Tallon.

The meeting adjourned at 7:37 p.m.