



Board of Directors

Minutes of Meeting

Thursday, October 21, 2021

5:00-7:00 p.m.

Microsoft Teams

Mr. J. Chipman (Chair)	P	Mr. K. McNeill	P	Ms. M.B. Taylor	P
Mr. D. Mortimer (Vice-Chair)	P	Ms. D. Grantham	P	Dr. K. Juce	P
Mr. V. Warden (Treasurer)	P	Ms. Jan Belanger	P	Dr. B. Schacter	P
Ms. P. Bell	R	Dr. E. Renner	P		

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	R	Ms. P. Smith (CCMF CEO)	P
Dr. D. Turner (Guest)	P	Mr. B. Gibson (Guest)	P		
Ms. K. Peters (Exec Asst)	P	Ms. V. Giesbrecht (Board Coordinator\Recorder)	P		

Legend: P-Participated; R-Regrets; A-Absent

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

- The Chair called the meeting to order at 5:00 pm.
- The meeting began by acknowledging that between 1871 and 1906, Treaty Commissioners, acting on behalf of the Crown, signed seven Treaties with First Nations leaders in what is now called Manitoba. This land on which we gather is the traditional territory of the Cree, Dakota, Dene, Anishinaabeg, Oji-Cree and Ojibway Peoples, as well as the homeland of the Métis Nation.
- Also joining the meeting are Dr. Donna Turner and Mr. Brent Gibson.

2.0 Consent Agenda

A consent agenda was utilized for the Board meeting. Items on the Consent Agenda included:

- Minutes of the September 16, 2021 Meeting
- Highlights of the Board Meeting
- Board Meeting Evaluation
- Approved Committee Minutes of Current Month’s proceedings (Executive Committee and Highlights of the Nominations and Governance Subcommittee and Planning Committee Meeting notes, Quality and Patient Safety Committee, Finance and Audit Committee, Advisory Medical Board, and Research Committee.)
- Facilities Planning and Development Update
- Bi-Annual Privacy Compliance Report

Mr. Warden asked that “audited” be removed from item 3 on the Highlights of the September 16, 2021 Board meeting document.

***It was MOVED to adopt the Consent Agenda.
SO MOVED***

- The appended Board Minutes and highlights to be posted on the CCMB website were noted.
- **Board Meeting Evaluation – This is very important for every meeting. Members were reminded to complete the evaluation following Board meetings. Members are also encouraged to use the Chat feature in Microsoft Teams to raise a question or ask to speak to a 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 Evaluating the impact of the COVID-19 pandemic on new cancer diagnoses, oncology care, and cancer screening in Manitoba – Dr. D. Turner

The material presented at the Board meeting is work that is coming from the CancerCare Manitoba Research Institute (Health Services Research section), and Epidemiology and Cancer Registry, led by Dr. Kathleen Decker. A report prepared by Dr. Navaratnam and Dr. Turner was included in the meeting package and Dr. Turner presented the report.

- The COVID-19 pandemic declared mid-March 2020 with several COVID-19 “waves” to date.
- CCMB Research Institute’s Health Services Research Group and the Department of Epidemiology and Cancer Registry looked at what we could have expected and what we have seen in backlog using various data sources addressing cancer screening, diagnosis (pathology reports), and treatment (oncologist visits, surgery, intravenous systemic therapy and radiation therapy).
- The largest impact of COVID-19 on cancer services occurred in the first wave (early 2020).
- Cancer services are now back at pre-pandemic levels or higher.
- The health care system continues to adapt, while working to catch-up where needed.
- Dr. Turner spoke to the CCMB COVID adaptations to date.
- Future directions include continuing to monitor and provide updates to information service and resource decision making and the Manitoba Cancer Registry staff will provide more timely diagnosis, treatment and outcome data (stage and survival), which is foundational to further describe the impacts to cancer incidence, stage distribution and long-term effects of the pandemic on Manitoba’s cancer patient.

3.2 Confidentiality and the Personal Health Information Act (PHIA) – Mr. Brent Gibson, Chief of Corporate Services and Finance

Mr. Gibson presented on Confidentiality and PHIA. The presentation was included in the meeting package as well as the Confidentiality Pledge form. Board members are asked to sign the Pledge form. Ms. Giesbrecht will send an email following the meeting along with the form to be return.

Mr. Gibson reviewed

- what PHIA is and definitions of Personal Health Information (PHI), Trustee, Confidentiality, Culture of Privacy, what Health Information does not include. He reviewed the individual's rights
- purpose of the PHI Act
- guidelines for requesting PHI and timeframe to release information per PHIA
- privacy obligation of CCMB employees
- when breach of confidentiality happen, what happens when a breach is confirmed, and who is responsible for reporting a breach
- Culture of Privacy staff message

Mr. Gibson reminded Members that while conducting business at CCMB, they may come into contact with an individual's PHI (computer screen, patient appointment list), may overhear a patient conversation, or you may see someone you know coming into a clinic. Please remember anything you see or hear while at CCMB is confidential.

Mr. Mortimer, Chair of the Quality and Patient Safety Committee, stated that PHIA is a report that comes to the Q&PS committee on a quarterly basis. The Committee works with the Quality department on the trending. Although this is good information for the Board, this has oversight by the Committee.

Since Mr. Gibson was at today's meeting to present on PHIA, item 5.1 was moved up to allow him to stay for that discussion.

4.0 President's Office

4.1 President's Report – Dr. S. Navaratnam

Dr. Navaratnam provided a brief update on COVID-19 and staff vaccination which has gone very well, finances (which was spoken to under item 5.1, and Research. Now that there is a formal Research Committee, reports will come from the Committee to the Board.

The annual Provincial Cancer Care Conference is coming up on November 4 & 5, followed by the Board Annual Public Forum at noon on Friday, November 5.

Dr. Navaratnam then spoke to the monthly President's report which was included in the meeting package. The focus of the report was on the Roadmap to Cancer Control for Manitoba 2020 – Community Engagement as the first step.

- In July 2020 CCMB transitioned to the Roadmap to Cancer Control for Manitoba 2020 from the Manitoba Cancer Plan 2016-2021.
- Community engagement is an important piece and she is currently focusing on this and outlined the progress to date.
- She expressed appreciation to the CancerCare Manitoba Foundation and Canadian Partnership Against cancer towards community engagement called for in the Roadmap.
- She expressed appreciation of the commitment of CCMB leaders to long-term planning and implementation of the Roadmap, amid the stressed of the pandemic.

5.0 For Discussion and/or Resolution

5.1 Financial Statements – August 31, 2021 – Mr. Warden, Chair, Finance & Audit Committee

Mr. Warden reported there was not a lot of change year over year. Mr. Warden and Mr. Gibson addressed some of the current issues. Following the completion of the September statements, a meeting will be held to discuss the financial standing and next steps.

Mr. Warden review the statements included in the Board meeting package. He noted that this is the first month that they have identified the Research Institute separately. Work on this will continue.

**It was MOVED and SECONDED that the financial statements for the five-month period ended August 31, 2021 showing an overall net surplus of 3.1M be approved.
CARRIED.**

5.2 Nominations and Governance – Mr. Mortimer, Chair, N&G Subcommittee

5.2.1 Update

The N&G subcommittee met over the summer primarily to discuss the Research Committee but have met several more times since do discuss Board member renewals, individuals on the evergreen list, and review of committee membership keeping in mind the important of diversity.

Mr. Mortimer advised that Mr. Chipman's term is up on June 30, 2022; Ms. Grantham expressed her desire to step down from the Board but will remain on until a replacement is found; Judge Rocky Pollack has resigned a Chair of the Community Connections Committee. Mr. Mortimer also as Members to let him know if they have interest to sit on any additional committees.

5.2.2 Appointment of Chair to the Community Connections Committee

With the resignation of Judge Pollack as Chair of the Community Connections Committee, the Nominations and Governance Subcommittee has endorsed the

appointment of Ms. Mary Beth Taylor as Chair as is bringing her name forward for appointment.

**It was MOVED and SECONDED that Ms. Mary Beth Taylor be appointed as Chair of the Community Connections Committee.
CARRIED.**

5.2.3 Bill 10 update – Chair, Board

Mr. Chipman and Mr. MacDonald sit on the Bill 10 Implementation Committee. Mr. Chipman provided a brief update.

6.0 For Concurrence\Ex-Debate

6.1 Privileges

Dr. Navaratnam was pleased to bring Dr. Brady Anderson forward for approval of Associate Privileges. This is special because is he the inaugural Medical Oncologist recruited to the Western Manitoba Cancer Centre. He is currently in Winnipeg pending some required infrastructure development and implementation of clinics in Brandon.

Dr. Veena Agrawal and Dr. Tyler Peikes have previously been granted Associate Category privileges and they have applied for Active Privileges.

**It was MOVED and SECONDED to approve Associate Category privileges for Dr. Brady Anderson and Active Category privileges for Dr. Veena Agrawal and Dr. Tyler Peikes.
CARRIED.**

7.0 Private Sessions

7.1 With CEO – required

7.2 Without CEO – not required

8.0 Closing Remarks & Adjournment

The meeting adjourned at 6:55 PM but continued with a Private Session with the President.