

**Board of Directors**

**Minutes of Meeting**

Thursday, March 18, 2021

5:00-7:30 p.m.

Microsoft Teams

**PRESENT:**

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. J. Belanger	P	Dr. B. Schacter	P
Ms. P. Bell	P	Dr. E. Renner	P		

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	P	Ms. A. Stenning (CCMF CEO)	P
Ms. P. Smith (Guest)	P	Mr. B. Gibson (Guest)	P	Mr. A. Catamisan (Guest)	P
Mr. D. MacDonald (Guest)	P	Dr. N. Watkins (Guest)	P	Ms. K. Peters (Exec Asst)	P
Ms. V. Giesbrecht (Brd 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 5:02 p.m.
- A warm welcome to Dr. Eberhard Renner, who was appointed the University of Manitoba Board of Governor’s representative.
- Also joining the meeting are Mr. Brent Gibson, Mr. Alvin Catamisan, Mr. Don MacDonald and Ms. Patti Smith.
- Later in the meeting, the Chair acknowledged Ms. Annitta Stenning, President and CEO of the CancerCare Manitoba Foundation who will be retiring at the end of March. He thanked her for her great contributions to CancerCare Manitoba Foundation and CancerCare Manitoba. Dr. Navaratnam also expressed her gratitude for Ms. Stenning as a compassionate and strong leader and is recognized for her contributions.
- There were no additions to the agenda.

**2.0 January 21, 2021 Meeting Minutes**

The Minutes of the January 21, 2021 Board meeting were included in the meeting package.

***It was MOVED and SECONDED that the Minutes of the January 21, 2021 Board Meeting be adopted. All in favour and CARRIED.***

- 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 Zoom 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 Discussion and/or Resolution**

#### **3.1 Financial Statements – January 31, 2021**

##### **3.1.1 Statement of Financial Position**

The Statement of Financial Position was included in the meeting package. Mr. Warden reviewed the financial position for the ten-month period ending January 31, 2021.

##### **3.1.2 Statement of Operations and Accumulated Surplus**

The Statement of Operations and Accumulated Surplus was included in the meeting package and Mr. Warden reviewed the statement for the ten-month period ending January 31, 2021.

***It was MOVED and SECONDED to approve the Financial Statements for the 10-month period ending January 31, 2021. All in favor and CARRIED.***

#### **3.2 Proposed Budget: 2021-2022 – Mr. Brent Gibson**

Mr. Gibson, Chief of Corporate Services and Finance, along with Mr. Alvin Catamisan attended the Board Meeting. Mr. Gibson presented the proposed 2021/22 Budget and reviewed the assumptions that were used to develop the proposed budget. There was good discussion and Mr. Gibson and Dr. Navaratnam answered some questions.

**It was MOVED that the proposed budget for 2021/22 be approved as follows:**  
–A balanced budget for Operations with total projected expenditures of \$191.2 million including a provision for anticipated additional revenue and/or reduction of expenses of \$2.6 million  
–A Capital budget of \$5.7 million with a projected deficit of \$1.2 million; and  
–A balanced budget for Clinical, Basic Research and special Projects with total projected expenditures of \$13.1 million.

Mr. Warden suggested a revision to the motion to be consistent with the motion approved by the Finance and Audit Committee.

***It was MOVED and SECONDED that the proposed 2021-22 be approved with the following change to the first bullet:***

- **A balanced budget for General Operations with projected expenditures of \$188.6 million which is net of a provision for anticipated revenues/reduction of expenses of \$2.6 million. *All in favour and CARRIED.***

### **3.3 Health System Leadership Council (HSLC) Financial Indicators**

The HSLC Financial Indicators report for period ending January 31, 2021 was included in the meeting package. The report demonstrates that CancerCare Manitoba is doing very well at managing expenses.

## **4.0 President's Office**

### **4.1 Brand Development – Research Institute in Oncology and Hematology**

Dr. Navaratnam provided some background information. What started as the Manitoba Institute of Cell Biology transitioned to the Research Institute in Oncology and Hematology in 2015. The next step was to recruit Dr. Watkins. Now the goal is to build this portfolio with the investment from the Foundation. We are committed to have the facility refreshed and do some additional recruiting. We are now looking at brand development. We want to create a recognizable and memorable brand which will differentiate the Research Institute nationally and internationally in order to provide competitive funding, recruitment and reputational advantages. Dr. Navaratnam spoke to things like brand development methodology, what themes emerged, the position statement and recommendations on moving this work forward.

In addition to brand development there has also been discussion regarding governance of RIOH. To this end, Mr. Don MacDonald, a former Board member, volunteered to assist in development of this work and was invited to the Board meeting to report on this.

### **4.2 Research Governance**

Mr. MacDonald reported that

- Research is currently conducted through the Research Institute in Oncology and Hematology (RIOH) which is operated jointly by CCMB and the University of Manitoba
- Interviews were conducted with a number of people associated with CCMB and the University
- Various models of medical research institutes were reviewed
- There is agreement between CCMB and the University that the Institute should no longer have a dual reporting structure with the University
- It is recognized that the CCMB Foundation is a key stakeholder given their support of the Research Institute.
- He also spoke to what the governance structure may include and what the goals would be.

There was some discussion as to how this relates to Shared Health and how CCMB would proceed at this time. Dr. Navaratnam is seeking support to move this forward.

***It was MOVED and SECONDED that the CCMB Board provide approval in principle to proceed with proposed changes to the Research Institute structure. Any final structure and agreements will be subject to the approval of the CCMB Board.***

***All in favour and CARRIED.***

## **5.0 For Information Only**

### **5.1 Approved Committee Minutes of Current Month's Proceedings:**

The Board received the latest approved minutes and highlights of meetings of the standing committees.

- The Chair of the **Executive Committee** provided a brief report:
  - The Committee met on March 11, 2021 and the Minutes were included in the meeting package.
  - The Chair advised members that there will be a Special Board Meeting with Mr. Ian Shaw on April 6, 2021 to provide an update from the Transformation Office.
- **Community Connections Committee:**
  - The Committee met on March 10, 2021 and the Minutes were included in the meeting package.
- **Facilities Planning and Development:**
  - The Committee met on March 4, 2021 and the Minutes were included in the meeting package. The Chair provided some updates.
  - The Chair, Mr. McNeill, pointed out that the Committee would like to recruit and additional member to the committee and if anyone has a recommendation to please let him know.
- The Chair of the **Quality and Patient Safety Committee** provided a brief report:
  - The Committee met on March 11, 2021 and the minutes were included in the meeting package.
- The Chair of the **Finance and Audit** provided a brief report:
  - The Committee met on March 2, 2021 and the minutes were included in the meeting package.
  - The Chair commented that the Committee received a presentation from the Investment Manager and CCMB is getting good returns on investments.
- **Advisory Medical Board:**
  - The AMB met on February 1, 2021 and the minutes were included in the meeting package.

## **6.0 For Concurrence\Ex-Debate**

### **6.1 Privileges**

Dr. Navaratnam recommended the granting of Associate Category privileges at CancerCare Manitoba for Dr. Brett Houston, who is a Hematologist in the Department of Medical Oncology and Hematology.

***It was MOVED and SECONDED that the associate category privileges be approved for Dr. Brett Houston. All in favor and approved.***

## **7.0 Governance Discussion**

Mr. Mortimer, the Chair of the Nominations and Governance Subcommittee of the Executive Committee, reported that they have been working through a number of items and felt it was appropriate to provide the Board with an update.

### **Shared Health Board Governance Review**

Mr. Chipman provided an update and what the next anticipated steps are.

### **Bill 10 – Health Care Transformation Legislation**

Mr. MacDonald provided an update on the status of Bill 10 and what this may look like for the Board of CCMB. There was a question about screening for cancer and that it might be good to ensure that is included in the document. Following some discussion, it was noted that part of this process will be for us to collect feedback and to bring it forward at the appropriate time.

### **Board of Director Panel Review**

Mr. Mortimer reviewed the Board composition highlighting terms that have been extended and members re-appointed.

### **Board Committees**

Mr. Mortimer reviewed Board Committees, Chairs of Committees and which Board members appointed to each of the Committees. Blue font represents Board members and brown font represents non-board members. It was noted that Ms. Jan Belanger is new to the Executive Committee as a Member-at-Large and she, along with Mr. Don MacDonald, non-board member, are new to the Nominations and Governance Subcommittee.

***It was MOVED and SECONDED that the CCMB Board approve the Board Committee appointments as represented. All in favour and CARRIED.***

### **Terms of Reference**

Mr. Mortimer reviewed the process for reviewing the Terms of Reference. At this time, the Terms of Reference for the Facilities Planning and Development Committee, Finance and Audit Committee,

and the Quality and Patient Safety Committee are coming to the Board for final approval. A marked-up version and a clean version of the documents were included in the meeting package to allow Board members to see the revisions.

There were no concerns expressed at today's meeting.

***It was MOVED and SECONDED that the Terms of Reference for the Facilities Planning and Development, Finance and Audit, and Quality and Patient Safety Committees be approved as presented. All in favour and CARRIED.***

#### **Draft Accountability Agreement**

Mr. Chipman advised that he did not have an update on this item.

#### **Consent Agenda**

Mr. MacDonald stated that the purpose of a consent agenda is to get the most out of a meeting as possible and have time to discuss the most pressing matters. One idea discussed was to move towards a consent agenda and this is being brought forward for discussion and approval.

Mr. MacDonald walked through what this would look like. There was some discussion and some members advised that they have had experience with this type of agenda and that it works well. It was pointed out that it may take a few meetings to get accustomed to this new format.

***It was MOVED and SECONDED that a consent agenda may be presented by the Chair at the beginning of the meeting. Items may be removed from the consent agenda at the request of any one member. Items not removed may be adopted by general consent without debate or motion. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Chair.***

***All in favour and CARRIED.***

### **8.0 Private Sessions**

**8.1 With CEO - Not required**

**8.2 Without CEO - Required**

### **9.0 Closing Remarks & Adjournment**

The meeting adjourned at 7:55 pm with the continuation of private session without CEO.

The next Board meeting is April 15, 2021.