



Board Meeting  
**Minutes of the Meeting**  
**May 19, 2022**  
 5:00 – 7:00 PM  
 Microsoft Teams

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

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

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

**1. Call to Order, Welcome, Review and Approval of the Agenda**

- 1.1. The Chair welcomed everyone to the meeting and called the meeting to order at 5:01 p.m.
- 1.2. 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.
- 1.3. Also attending the meeting are Dr. Piotr Czaykowski, Chief Medical Officer and Mr. Brent Gibson, Chief of Corporate Services and Finance.
- 1.4. The Chair added Equity, Diversity and Inclusion to the agenda (Item 4.4.6).

**2. Consent Agenda**

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

- 2.1. Minutes of the April 21, 2022 meeting
- 2.2. Highlights of the Board meeting
- 2.3. Board Meeting Evaluation
- 2.4. Approved Committee Minutes of the Current Month’s proceedings (Executive, Community Connections, Quality and Patient Safety). As the Research Committee Minutes have not yet been approved by the Committee, they are attached for information.
- 2.5. Facilities Planning and Development Update

***It was MOVED to approve the Consent Agenda with a correction to item 3 in the highlights of the April Board meeting to read “Approved the Financial Statements for the 11-month period ending February 28, 2022”.  
So MOVED.***

- The appended Board Minutes and highlights to be posted on the CCMB website.
- **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. President’s Office**

#### **3.1. President’s Report – Dr. P. Czaykowski**

In Dr. Navaratnam’s absence, Dr. P. Czaykowski, Chief Medical Officer, walked the Board through the report provided by Dr. Navaratnam and addressed some questions and comments.

This month’s report provided updates on activities over the past several months including:

- Enhancing the patient experience through a new digital companion at CCMB
- Enhancing patient-centred care – Systemic Therapy Program at CCMB
- Recent recruitment successes and other recruitments currently in process
- Staff engagement and support – investing in people
- Ensuring the sustainability of cancer services through capital projects

In addition, the Canadian Cancer Statistics were recently released and a summary of the Manitoba situation was provided to the Board in the meeting package.

### **4. For Discussion and/or Resolution**

#### **4.1. Annual Risk Management Report – Mr. B. Gibson**

The 2021 Annual Risk Management Report was included in the Board meeting package. Mr. Brent Gibson, Chief of Corporate Services and Finance gave a presentation highlighting some of the content, answering questions and addressing comments.

Mr. Gibson advised that CCMB manages risks daily and that the report is based on a snapshot in time and is dated December 31, 2021. The report was reviewed by the Executive Leadership of CCMB, the Executive Committee of the Board and is now presented to the Board for approval for submission to the Government by June 1, 2022. It will also be provided to some committees of the Board for information.

He spoke to:

- The definition of “Risk”
- Methodology
- HIROC approach/best practices
- HIROC defined healthcare risks
- Risk Management Heat Map
- Annual risk result comparison
- CCMB risk distribution
- Gave a couple of examples of risks, risk mitigation that is in place and what mitigation is required for 2022.

***It was MOVED and SECONDED to approve the CancerCare Manitoba  
2021 Annual Risk Management Report as presented.  
SO MOVED***

#### **4.2. Annual Operational Plan 2023-2024 – Mr. B. Gibson**

This item was discussed in camera.

***It was MOVED and SECONDED to approve the  
Annual Operational Plan 2023-2024 as presented.  
SO MOVED***

#### **4.3. Financial Statements – Chair, F&A**

Mr. Warden advised that there are no Financial Statements this month as the annual audit is underway. He did provide a verbal report on the projected deficit. The audited Financial Statements for year ending March 31, 2022 will be presented at the June Board meeting for approval.

#### **4.4. Nominations and Governance – Chair, N&G Subcommittee**

##### **4.4.1. Membership Update – Chair, N&G**

Mr. Mortimer advised that Mr. Chipman’s term on the Board is to expire June 2022. The Nominations and Governance Committee discussed this matter and advised the Board of the discussion.

**I David Mortimer, hereby MOVE that the CCMB Board approves the Recommendation by the Nominating & Governance Committee for Mr. Chipman’s term to be extended until June 30, 2023 and remain as Board Chair until a new Chair is proclaimed under the new Health System Governance and Accountability Act.  
The motion was SECONDED.  
SO MOVED**

**4.4.2. Annual Board Self-Assessment – Chair, N&G**

Mr. Mortimer advised that this self-assessment is something we do every year and we will follow the same process as in the past. The survey will be emailed to Members following the Board meeting and Members are asked to return completed surveys to Ms. Giesbrecht by June 15. We will review the findings and have discussion.

**4.4.3. Accountability Agreement – Chair, Board**

Mr. Chipman did not have new information to share with the Board.

**4.4.4. Bill 10 – Chair, Board**

Mr. Chipman did not have new information to share with the Board but is hopeful he will have a report for the June Board meeting.

**4.4.5. Research Committee Terms of Reference – Chair**

The Research Committee reviewed and revised the Terms of Reference at their meeting on May 10, 2022. This revised document was included in the Board meeting package and is coming to the Board for approval.

*It was **MOVED and SECONDED** to approve the  
revised Research Committee Terms of Reference as presented.  
So **MOVED***

**4.4.6 Equity, Diversity and Inclusion (EDI) – Chair, Board**

Mr. Chipman recently attended a session on EDI which he found beneficial. As CCMB is embracing EDI he suggested that the Board may want to participate in a similar event as it would be a good educational and awareness process. There was agreement to proceed and we will plan to hold a session this coming Board meeting year.

**5. For Concurrence/Ex-Debate**

There were no matters for concurrence/ex-debate.

**6. Private Sessions**

**6.1. With CEO – not required**

**6.2. Without CEO – required**

**7. Closing Remarks and Adjournment**

The Chair thanked Mr. Gibson and Dr. Czaykowski for participating in the meeting. The meeting adjourned at 6:41 p.m. and was followed by a private session with Board members.