



Board Meeting
Minutes of the Meeting
Thursday, April 20, 2023
 5:00 – 7:00 PM
 Microsoft Teams

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

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	P	Ms. P. Smith (CCMF CEO)	P
Mr. D. MacDonald (Guest)	P	Mr. B. Gibson (Guest)	P	Ms. K. Peters (Exec Asst)	P
Ms. V. Giesbrecht (Board Coordinator\Recorder)	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 joining the meeting Mr. Don MacDonald and Mr. Brent Gibson.

2. Consent Agenda

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

- 2.1. Minutes of the March 16, 2023 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, Finance and Audit, Quality and Patient Safety, and Research)
- 2.5. Facilities Planning and Development Update
- 2.6. CancerCare Manitoba Foundation Report

The Chair thanked Ms. Patti Smith for the CancerCare Manitoba Foundation report. This will be submitted monthly going forward.

***It was MOVED to approve 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. Special Presentation

3.1 Governance Developments 2023 – Mr. Don MacDonald (guest and member of the Nominations and Governance Subcommittee)

The Chair welcome Mr. MacDonald to the meeting and thanked him for his willingness to give this presentation to the Board. The outline for his presentation was as follows:

1. The Health System Governance and Accountability Act
 - Duties of Directors
 - By-laws and policies
 - By-laws and policies open to the public
2. Corporate Governance Guidelines
3. Accreditation
 - Five key functions of governance
 - Functioning as an effective governing body
 - Developing a clear direction for the organization
 - Supporting the organization to achieve its mandate
 - Being accountable and achieving sustainable results

The Chair stated that when there isn't good governance it is obvious. Since his involvement with CancerCare Manitoba, he has been impressed how CCMB has fulfilled its responsibilities. We need to remain focused on this and it is great to be able to call on Mr. Macdonald to remind us how important this is.

4. President's Office

4.1. President's Report – Dr. S. Navaratnam

Dr. Navaratnam's report focused on engagement; patients, community and staff.

Patients

- Patient and community-centred care; the best care for Manitobans
- Responding to the unique needs of the patient
- 1st Annual Patient and Family Conference
- Connecting patients with their care team at CCMB – CancerCare Manitoba MyCare

Community

- Engagement combines creativity and discipline
- Engagement with Indigenous communities
- Engagement with newcomers
- Community engagement for Cancer Research
- Engagement with global community for bilateral learning
- Leveraging Foundation events to engage with our community

Staff

- Engagement with our staff to value and empower them
- Staff town hall with the CEO
- Medical Staff Association town hall with CEO
- Internal Day of Women and Girls in Science
- Recognition programs for physicians, staff, volunteers
- Addressing ongoing human health resource challenges

5. For Discussion and/or Resolution

5.1. Proposed 2023-2024 Budget Update – Mr. B. Gibson

The preliminary budget was presented to the Board on March 16, 2023. The Board requested that the budget is updated to include costs for identified priorities. Details of the additional costs were presented to the Finance and Audit Committee and there was discussion. A revised proposed 2023-2024 budget was presented to the Board.

There was some additional discussion and the Chair provided some context to the revised proposed budget.

It is MOVED and SECONDED that the Budget for 2023/24 be approved as follows:

a) A General Operations Budget with total projected revenues of \$206.0 million and total projected expenses of \$212.8 million, resulting in a deficit of \$6.8 million to be recovered during the year with anticipated additional revenues and/or reduction in expenses.

This budget is based on the assumption of additional revenues from Manitoba Health.

b) A Clinical, Basic Research and Special Projects Budget with total projected revenues of \$31.4 million and total projected expenses of \$15.6 million, resulting in a projected surplus of \$15.8 million; and

c) A Capital Budget with total projected revenues of \$4.1 million and total projected expenses of \$5.5 million, resulting in a projected deficit of \$1.4 million.
So MOVED

5.2. Financial Statements – February 28, 2023 – Chair, F&A

Mr. Warden reviewed the financial statements.

It was MOVED and SECONDED that the financial statements for the 11-month period ended February 28, 2023 showing an overall deficit on operations of \$680K be approved as presented.
So MOVED

5.3. Nominations and Governance – Chair, N&G Subcommittee

5.3.1. Membership Update – Chair, N&G

Mr. Mortimer advised that we have two external candidates recruited to the Research Committee; Mr. Ian Shaw and Dr. Jude Uzonna. Short bios were included in the meeting package. Ms. Belanger added that Dr. Jude Uzonna is the appointee from Dr. Peter Nickerson who held that position. In addition, Mr. Ian Shaw just recently stepped down from Health Transformation and has a lot of experience and will be a valuable asset as well.

It was MOVED and SECONDED that the Board approves the recommendation to appoint Dr. Jude Uzonna and Mr. Ian Shaw as members of the Research Committee effective immediately.
So MOVED

5.3.2. Accreditation 2023 Update – Chair, N&G

Work towards accreditation continues to progress well. The Quality and Patient Safety Committee receive comprehensive reports and nothing to alert the Board. As part of accreditation we need to review various Board policies and we are attempting to do over a period of time.

5.3.3. Bill 10 – Chair, Board

Mr. Mortimer received communication from the Agency, Boards and Commissions of the Province. That office has been in contact with the Province and the Minister's office and we have been advised that we can move forward based on our recommendations nothing there may be adjustments made in the future. To begin with, we have been asked to recommend two individuals from outside of Winnipeg as Board members by mid May. Mr. Mortimer asked that if anyone has suggestions to contact him.

5.3.4. Policies – Chair, N&G

The following policies were included in the meeting package:

07.001 – Investment Policy

07.005 – Code of Conduct – Board of Directors

07.006 – Values and Ethics

07.008 – Policy and Procedures Pertaining to Governing Documents

The Investment Policy was reviewed by the Finance and Audit Committee and Mr. Warden provided background today regarding the minor revisions to the Investment Policy. The Investment Policy was discussed with the Nominations and Governance Subcommittee and the remaining policies were reviewed by the Nominations and Governance Subcommittee and are submitted to the Board for approval. There were no major revisions to any of the policies.

It was MOVED and SECONDED that the Board approve revisions to the Investment Policy, Code of Conduct – Board of Directors Policy, Values and Ethics Policy, and Policy and Procedures Pertaining to Governing Documents as presented.
SO MOVED

6. For Concurrence/Ex-Debate

7. Private Sessions

7.1. With CEO – not required

7.2. Without CEO – required

8. Closing Remarks and Adjournment

The Chair thanked everyone for their attendance and input into the meeting. The meeting adjourned at 6:55 pm continuing with a private session without the CEO.