



Board Meeting
Minutes of the Meeting
May 18, 2023
 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)	R	Dr. E. Renner	R	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
Ms. K. Peters (Exec Asst)	P	Ms. V. Giesbrecht (Board Coordinator\Recorder)	P		
Dr. Donna Turner (Guest)	P	Dr. Pamela Hebbard (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 5:04 pm.
- 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 are Dr. Donna Turner, Chief of Population Oncology, and Dr. Pamela Hebbard, Lead, Surgical Oncology, CancerCare Manitoba, and Provincial Cancer Surgery Network, Shared Health and the University of Manitoba.

2. Consent Agenda

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

- 2.1. Minutes of the April 20, 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, Community Connections, Finance and Audit, Quality and Patient Safety)
- 2.5. CancerCare Manitoba Foundation Report
- 2.6. Policy 07.002 – Use of External Auditor for Non-Audit Services

2.7. Code of Ethics

2.8. Board and Committee Meeting Date 2023/24

The Chair removed Item 2.3, Board Meeting Evaluation, from the Consent Agenda to address the comment related question one. The Chair explained the process undertaken specifically for committee minutes, presentations and financial statements. Dr. Navaratnam stated that comments included on the evaluations are taken very seriously and we want to be respectful of Board members and not cause difficulties. We want to facilitate making member participation as easy as possible. There were no additional comments.

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 Cancer Standards as Cancer Authority: Surgical Standards; System Performance – Dr. Donna Turner and Dr. Pamela Hebbard

The Chair welcomed Dr. Turner and Dr. Hebbard to the meeting.

Dr. Navaratnam provided an introduction to the presentation and spoke to the framework for developing cancer standards – findings and recommendations. Dr. Turner and Dr. Hebbard will be presenting on one of the standards which is Surgery.

Dr. Hebbard provided an overview of the presentation she and Dr. Turner will be giving on Cancer Surgical Standards and System Performance:

- Where are we now?
 - o Cancer Surgery in Manitoba
- Our priorities: A cancer surgery framework
 - o Pillars, goals, standards
- How do we achieve our goals
- Quality improvement and system performance indicators
 - o Using data: Cancer Surgery Quality Reports

Time allowed for fulsome discussion and comments. The Chair thanked Dr. Hebbard and Dr. Turner for an excellent and informative presentation.

4. President's Office

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

The President's Report was included in the meeting package and Dr. Navaratnam highlighted some of the items included in the report.

Dr. Navaratnam provided an update on staffing:

- Radiation Oncology and Pediatric Oncology have been successful in recruiting physicians.
- Recruitment within Medical Oncology and Hematology is a challenge.
- A physician town hall was held. Dr. Navaratnam felt that they did not speak out as much as was hoped.
- Staffing levels in nursing (nurses and clerks) is an issue and of concern to the medical staff and it impacts practice. There is dissatisfaction among physicians.
- Clinics don't all run the same way which contributes to nurse/clerk dissatisfaction.
- Dr. Navaratnam will bring department leaders together, along with Ken Borce and Brent Gibson, to come up with solutions.
- This is a big problem throughout the health care sector and country. Our concern is CCMB and we don't live in isolation of the broader problem.
- We continue to provide quality care with patient satisfaction remaining high.

The Chair stated that he assumes that Health is addressing these issues because it is a provincial matter but the Board should be aware of the extent of the issues and be kept apprised of the possible solutions. He asked that Dr. Navaratnam and the management team provide a presentation at the June Board meeting.

Dr. Navaratnam concluded review of the President's Report.

5. For Discussion and/or Resolution

5.1. Financial Statements – Chair, F&A

Due to year end, the Financial Statements were not presented. The audited Financial Statements will be presented at the June Board meeting.

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

5.2.1. Membership Update as per Bill 10– Chair, N&G

At the April Board meeting, Mr. Mortimer reported that a call was put out for names of individuals outside of the catchment of Winnipeg as possible Board members. Our intention is to bring representation from broader geographical regions. We received a

number of names with follow up with one individual at this time. That individual's CV was included in the Board package. Mr. Mortimer feels strongly that she is an ideal candidate for our Board and has a strong skill set. We will continue our process to narrow down another individual to bring to the Board, either electronically or at next meeting.

**It was MOVED and SECONDED that the Board approves that Ms. Helga Bryant be recommended to Agencies, Boards and Commissions for appointment to CancerCare Manitoba's Board of Directors.
SO MOVED**

A letter will be sent to Agencies, Boards and Commissions with this recommendation.

5.2.2. Accreditation 2023 Update – Chair, N&G

Mr. Mortimer advised that the Quality Patient and Safety Committee continues to spend a lot of time on this and the monthly meeting. Preparation is progressing along as expected.

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

As part of our evaluation process, Board members are asked to complete a self-assessment annually. Ms. Giesbrecht will be sending these out following the meeting. Please return to Viola by fax or email by Wednesday, June 14.

In addition, the Chair and Vice-Chair will conduct one-on-one meetings and get further feedback on what can be improved on and what's working.

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 6:56 p.m. and continued with a private session without the CEO.