



Board Meeting
Minutes of the Meeting
Thursday, September 21, 2023
5:00 – 7:00 PM
ON4017 – Executive Boardroom
With Microsoft Teams Link

Mr. J. Chipman, Chair	P	Ms. P. Bell	R	Ms. J. Muller	P
Mr. D. Mortimer, Vice-Chair	P	Ms. H. Bryant	P	Ms. R. Pronteau	P
Mr. V. Warden, Treasurer	P	Dr. K. Juce	P	Ms. M.B. Taylor	P
Ms. Jan Belanger	P	Mr. K. McNeill	P		

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	P	Ms. P. Smith (CCMF CEO)	P
Dr. B. Schacter (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 5:00 pm.
He welcomed and introduced two new Board members; Ms. Helga Bryant and Ms. Julie Muller.
- 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 today is Janice, Ms. Tracy Thiele, Ms. Rachel Evans, Dr. Donna Turner and Ms. Twylla Krueger.

2. Consent Agenda

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

- 2.1. Minutes of the June 15, 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, Facilities Planning and Development, Quality and Patient Safety, Finance and Audit, and Research)
- 2.5. CancerCare Manitoba Foundation Report
- 2.6. Board Work Plan 2023-2024

- 2.7. Annual Board Self-Assessment Reports June
- 2.8. Annual Workplace Safety and Health Report
- 2.9. Policies and guiding documents including a summary of changes to the documents
 - a) CEO Performance Review
 - b) P&P Pertaining to Extraordinary Absence from Duty of CEO
 - c) Board of Directors Assessment
 - d) Board Governance Model
 - e) Guidelines for Good Governance
 - f) Corporate Management Framework
 - g) Delegation of Signing Authority
 - h) Corporate Risk Management
- 2.10. CCMB Accountability Agreement Schedules A, B, C, and D

***It was MOVED to approve the Consent Agenda.
CARRIED***

- 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. Special Presentation

3.1 Patient Story – Janice, T. Thiele/R. Evans/Dr. D. Turner

The Chair welcomed Janice to the meeting. T. Thiele, Director of Quality and Patient Safety, introduced Janice to the Board stating that Janice was the daughter of a patient and she would be sharing her mom's story. The Chair thanked Janice for attending the meeting and entrusting the Board with her mother's story. The patient and T. Thiele and R. Evans (patient representative) left the meeting and Dr. Turner remained for a time of reflection for the Board.

3.2 Accreditation Preparation and Next Steps – Dr. D. Turner

Dr. Turner provided a presentation on Accreditation Preparation and Next Steps which was included in the meeting package. There were a number of documents also included in the meeting package for Board members to review.

Dr. Turner provided an update on where CancerCare Manitoba is in the process, background of the surveyors coming, the status of the Required Organizational Practices (ROPs). She spoke specifically to the Governance ROP stating that we must pass on all these criteria.

Dr. Turner reviewed the schedule for the site visit and appointments will be sent to members as required. There is a debrief session on Friday, November 24, in the Lecture Theatre with a Teams link available which everyone is invited to attend.

The Accreditation Reports from 2015 and 2019 are available on the Board SharePoint site under Accreditation.

4. President's Office

4.1 President's Report – Dr. S. Navaratnam

The President's report was included in the meeting package. Dr. Navaratnam reported on the Bilateral meeting with Government and the newsletter to the staff. The newsletter reflected on the past six months, going forward, and updates on accreditation 2023, research and innovation, investing in people, expanding high-quality evidenced-based care and programs, and concluding with encouraging physicians, staff and researchers at CCMB.

4.1.1 Annual Progress Report (APR) – T. Krueger

The draft APR was included in the meeting package. This is the second year we are reporting on the Road Map to Cancer Control for Manitoba. T. Krueger advised that the report is about 95% complete with minor amendments pending and highlighted some aspects.

The report is due to the Government by September 30, 2023 and will be made public following the election. It is more extensive than required but is forward facing to the general public and our stakeholders. Community engagement is import and this report will be used for that purpose.

It was MOVED and SECONDED that the 2022-2023 Annual Progress Report as presented and with further minor edits is approved.

CARRIED

At this point Dr. Schacter needed to leave and the Chair took a few moments to thank him for his time on the Board as this was his last meeting as the Board is now fully constituted under the Health System Governance and Accountability Act. Dr. Schacter will continue to sit on the Facilities Planning and Development Committee.

4.1.2 CCMB Dashboard – Dr. D. Turner

The SDO (Service Delivery Organization) Dashboard for CCMB was included in the meeting package. This is provided to government on a monthly basis, although some indicators are provided quarterly. This report is also presented at the CEO and Minister's table. Dr. Turner reviewed the Dashboard and the Level 2 indicators.

5. For Information/Discussion

5.1. Quarterly QPS Report and Occurrence Review – Chair, QPS

The Quarterly QPS Report and Occurrence Review was included in the meeting package. Mr. Mortimer stated that the Quality and Patient Safety Committee receives this report on a regular basis and is discussed in a fairly robust way. This is a typical report and he stated that nothing jumped out as being of concern.

5.2. Nominations and Governance

5.2.1 Membership Update as per Bill 10 – Chair, QPS

Mr. Mortimer reported that a lot has happened throughout the summer. We are trying to bring to life Bill 10 as it relates to the governance of our organization. We have been in consultation back with the government/province regarding feedback on our proposals. In August we received confirmation that the Province appointed and reappointed members as required to our Board under the new construct of Bill. Mr. Chipman has been reappointed as Board Chair. We have transitioned away from representation from the Advisory Medical Board and University of Manitoba representation. There is going to be an element of medical council that is going to be reconnected into our board. The next step is to follow up with the two new board members to talk more specifically about committees and consider which they may want to sit on.

Mr. Chipman advised that, now that the Board is fully constituted, review of committees will begin with input from committee chairs. He asked the chairs to consider structure, required skills sets and equity, diversity and inclusion (EDI).

6. For Discussion and/or Resolution

6.1. Financial Statements – July 31, 2023 – Chair, F&A

Mr. Warden reviewed the financial statements.

It was MOVED and SECONDED that the financial statements for the four-month period ended July 31, 2023 showing an overall deficit of 1.373M be approved as presented.
CARRIED

6.2. Capital Activity Report – June 30, 2023 – Chair, F&A

This report was included in the meeting package. Mr. Warden advised that this is a new report being presented to the Board. The plan is to provide this to the Board quarterly under the consent agenda.

This report lists the activity, total project budget, expenditures to date, what percentage is complete, projected completion date and the project lead. Most of the projects are under the

supervision of Shared Health. The projects are funded by Manitoba Health or by the CancerCare Manitoba Foundation. Mr. Warden noted that this report does not include the new building which is required to meet the growing requirements for cancer services in Manitoba.

Mr. McNeill noted that the Facilities Planning and Development Committee includes a lot of this information and suggested to ensure there is alignment.

6.3. Annual Operating Plan – Chair, F&A

This item was discussed in camera.

7. For Concurrence/Ex-Debate

7.1. Privileges – CEO

Dr. Kevin Brown and Dr. Hanbo Zhang are with the Department of Medical Oncology and Hematology and received Associate category privileges in 2021. Upon review it is recommended to grant them Active category privileges. Dr. Megan Delisle and Dr. Sangita Sequeira are new Surgical Oncologists and upon review it is recommended to grant them Associate Category Privileges.

It was MOVED and SECONDED to approve Active privileges for Dr. Kevin Brown and Dr. Hanbo Zhang, and Associate Privileges for Dr. Megan Delisle, Dr. Sangita Sequeira, and Dr. Bryan Janzen.
CARRIED

8. Private Sessions

8.1. With CEO – not required

8.2. Without CEO – not required

9. Closing Remarks and Adjournment

The Chair thanked everyone for their attendance and input into the meeting. The meeting adjourned at 7:40 p.m.