



**Minutes of the Meeting of the Members  
Held Thursday, November 20, 2014, 4:00 p.m. – Executive Boardroom - CCMB**

**PRESENT:**

**Board Members:**

Dr. A. Naimark, Chair	Ms. S. Boulter	Dr. J. Butler
Mr. G. Campbell	Mr. J. Chipman	Mr. M. Evans
Dr. G. Glavin	Ms. A. Kennedy	Ms. B. Lillie
Mr. D. MacDonald (via teleconference)		Ms. A. Magnifico
Ms. T. Mrozek	Ms. G. Paziuk	Ms. D. Samatte
Mr. G. Tallon		

**Invited Guests:**

Ms. A. Stenning

**Management/Staff Members:**

Dr. S. Navaratnam                      Mr. B. Funk

**Regrets:**

Ms. E. Bishop                      Ms. S. Mazur

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**1.0 Call to Order/Meeting Overview**

Dr. A. Naimark called the meeting to order at 5:15 p.m. He noted that:  
The Special Presentation on the Financial Structure at CCMB follows the October meeting's presentation "Good Governance Update". Further discussion on questions related to both presentations will be included during regular business in future agendas.  
Reports from the President's Office will appear in two forms: a) Reports from individual officers on specific topics that will appear in the appropriate sections of the agenda (e.g. business arising; for information only; for discussion etc); (b) a Report from the President's Office as a whole outlining notable events and activities.

**2.0 Presentation – CCMB Financial Structure** (the Presentation is posted on the Diligent Boardbooks – CCMB web site)

The Chair of Finance & Audit expressed her thanks to management for their dedication to ensuring that all documentation for this presentation and for day to day financial management is delivered in a professional timely manner. The following comments/observations were made in regard to the presentation.

**Investment Portfolio:** The portfolio consists of funds invested in long term financial vehicles. As all funds at CCMB originate from the public (either through Manitoba Health or donations to CancerCare Manitoba Foundation) it is the role of Finance & Audit to ensure all financial resources are well managed.

**Finance & Audit Committee Composition:** The committee is comprised of Board members and members from the community who are financially literate and, in cases finance professionals. It is the responsibility of the Board, assisted by the Nominations and Governance Committee, to ensure that the Committee has the desired skills, knowledge and experience.

**Budgetary Restrictions & Impact on Patient Care:** It was noted that while the agency is challenged with the current restrictive provincial economy it is through the ongoing high level of work carried out by front line staff that patient care is not jeopardized. Staff ensure that patient centric care is the focal point of all areas of clinical, academic and business functions. The Board commended the staff on their outstanding effort to maintain high quality patient care in financially challenging times.

**Budget Process & Strategic Planning:** The concept of multi-year funding has proven to be impractical in the health sector. However multi-year forecasting does take place as an input to strategic planning.

### 3.0 Board Minutes

The minutes of the October 16, 2014 meeting were distributed for review and approval. It was:

***Moved by Anna Maria Magnifico, seconded by Greg Tallon that the minutes of the October 16, 2014 meeting be approved in principle pending editorial revisions. Amended October 16 2014 meeting minutes will be posted with the December 18 2014 meeting package.***

**Motion carried without dissent**

### 3.2 Matters Arising from Board Meeting Evaluations

The Chair advised that Board members who have a concern that cannot be adequately conveyed in ticking off a Yes or No choice they should convey their concern in writing in the space provided in the questionnaire.

### 3.3 Business Arising

#### a) Follow Up – Governance Update

The Chair advised that every Board meeting going forward will be reviewed to include items of follow up for governance (i.e. November's presentation on Financial Review).

#### b) Chief Executive Officer, Annual Performance Review

The Chair advised that the process for the CEO's APR will commence in December 2014 as posted in the Resources Section of the Diligent Boardbooks. The aim of this exercise is to identify areas for strengthening. A report on the outcomes of this review will be presented at the January Board meeting.

### 4.0 For Information Only

The Board received material on the various Board Committees including minutes from October meetings (approved) and highlights of November meetings to date.

### 5.0 For Concurrence Ex-Debate

There were no items tabled for the November 20<sup>th</sup> Board meeting.

## **6.0 Discussion and/or Resolution**

### **6.1 Operating Budget**

Chair of Finance & Audit presented a revised budget to the Board for its consideration of adoption. The presentation is available to all Board members through the Diligent Boardbooks portal. Discussion points included:

The letter of funding from the Province of Manitoba received in October 2014 indicated an unanticipated decrease in level of support. The previous draft working budget was based on an assumption of 3% increase as was historically the precedent set out by the Province. As the 2014-15 funding levels did not meet this level a fully revised budget has been discussed at Finance & Audit to reflect adjustments to pressure points including the addition of investment income. Ongoing provincial initiatives that require the transfer of funding from the Province are being closely monitored for impact on the operational funding. The Finance & Audit Committee are satisfied that management has performed due diligence in the review of the impact of the funding letter. Management is hopeful that the Province will still find avenues to alleviate the impact of the lower than anticipated funding level.

Dr. Jim Butler, Chair of the Medial Staff Association indicated that the physician community is also concerned with regards to provincial support levels in terms of physician complement. The President thanked the MSA for their ongoing support as together all staff continue to ensure patients receive the cancer care services they require.

A deficit budget has not been presented to the Board in recent history however there are contingency plans in place to address this issue and the planning for the 2015-16 fiscal year has commenced exercising extreme caution. The Finance & Audit presented the budget based on current knowledge.

***It is MOVED by the Finance & Audit Committee that the revised operating budget for the 2014-15 fiscal year meeting be accepted as presented at the November 20 2014 CancerCare Manitoba Board meeting.***

***Motion Carried Without Dissent***

### **6.2 Financial Statements as at September 30 2014**

***It is MOVED by the Finance & Audit Committee that the Operating Statements as at September 30 2014 be accepted as presented to the CancerCare Manitoba Board of Directors at its November 20 2014 meeting.***

***Motion Carried Without Dissent***

### **6.3 Approval of Auditors**

***It is MOVED by the Finance & Audit Committee that the firm of KPMG be appointed as the Auditors for the 2014-15 fiscal period for CancerCare Manitoba.***

***Motion Carried Without Dissent***

## 6.4 Elements of Governance

During the discussion following the Good Governance update the question of where in the governance framework at CCMB the matter of values and ethics is addressed. The Chair drew the Board's attention to CCMB's Corporate Management Framework posted on the Diligent Boardbooks site that illustrates that values, standards and ethics underpin everything that CCMB does or strives to do.

## 6.5 Approval of New Institute Agreement

The new subsidiary agreement for the Research Institute in Oncology and Hematology to be housed at CancerCare Manitoba was presented for approval

***It was MOVED by the Chair of Nominations & Governance that the Board support the execution of the Subsidiary-Agreement between CancerCare Manitoba and University of Manitoba (pertaining to the Manitoba Institute of Cell Biology), Research Institute in Oncology and Hematology, by the Chair, Board of Directors and the Responsible Officer of University of Manitoba, as of the date upon which the agreement is to come into effect.***

***Motion Carried Without Dissent***

## 6.6 Board & Committee Membership & Chair Medical Advisory Board

***It was MOVED by Nominations & Governance that the Board recommend to the Province the following members for re-appointment:***

***Ms. Alyson Kennedy  
Ms. Anna Maria Magnifico  
Mr. Greg Tallon***

***Motion Carried Without Dissent***

***It was MOVED by Nominations & Governance that the following members accept the Committee appointments as:***

***Ms. Gloria Paziuk and Ms. Dolores Samatte, Co-Chairs of Community Advisory Council  
Mr. Jeoff Chipman, Member, Finance & Audit  
Mr. Mike Evans, Member, Planning***

***Motion Carried Without Dissent***

The Chair reported that Dr. Brent Schacter, Hematologist and former CEO of CancerCare Manitoba has agreed to let his name stand for recommendation to the Province as Chair of the Medical Advisory Board.

## 6.7 Accreditation 2015 – New Governance Survey

Ms. Venetia Bourrier, Director Quality, Patient Safety & Risk, presented in her capacity as CCMB staff lead for Accreditation 2015 Preparedness. The presentation focused on the new Required Operating Procedures as set forth by Accreditation Canada and the Governance Instruments. Each voting Board member will receive an email from the

Accreditation 2015 Preparedness Office at CCMB to participate in the Governance Instrument Survey on November 21 2014. It was noted that to receive the same standing as achieved in the 2011 accreditation process (Accredited with Exemplary Standing) site surveyors from Accreditation Canada will conduct on site testing and will determine CCMB's status based on documentation submitted, staff awareness of specific Required Organizational Practices (ROPs), etc. The site visit is scheduled for December 2015.

## **7.0 President's Office**

### **7.1 Notable Events**

The Chair presented the inaugural version of this report to members for their feedback. This report will be included as a monthly agenda item moving forward and it was developed in response to members request for information.

### **7.2 Strategic Forum: Brief Overview**

Dr. Navaratnam presented on the CancerCare Manitoba Strategic Forum: Cancer Care for the Next Decade held November 7 – 8 2014. The powerpoint presentation is to be posted to Diligent Boardbooks.. Navaratnam noted that the facilitator, Dr. Terry Sullivan has now finalized his observations and recommendations for emerging themes and has communicated these to her. The Chair will receive this document on behalf of the Board prior to posting to Diligent Boardbooks.

## **8.0 Private Session**

No private session was required at this meeting.

## **9.0 Adjournment**

***It was MOVED by Ms. Boulter and Seconded by Dr. Glavin that this meeting adjourn at 7:45 p.m.***

***Motion Carried***

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**Chair**

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**Date**

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**Secretary, Treasurer**

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**Date**