



Minutes of the Meeting of the CCMB Board Members

Thursday, May 19, 2016 at 5:00 pm

Executive Boardroom, ON4017, 675 McDermot Avenue

CancerCare Manitoba

PRESENT:

Board Members:

Mr. G. Tallon (Chair)	P	Ms. S. Boulter	P	Mr. G. Campbell	P
Mr. J. Chipman (Vice Chair)	P	Mr. M. Evans	P	Dr. G. Glavin	P
Ms. A. Kennedy (Sec/Treas)	P	Mr. R. Shaffer	P	Mr. D. MacDonald	P
Ms. A.M. Magnifico	P	Mr. R. Dhalla	P	Dr. A. Naimark	P
Ms. G. Paziuk	P	Ms. E. Bishop	P	Ms. R. Gage	P
Dr. B. Schacter (Med Adv Brd)	P	Dr. K. Van Ameyde	P	Ms. F. Swedlove	P
		Dr. S. Barakat	P	Judge Rocky Pollack	R

Dr. S. Navaratnam (CCMB CEO)	P	Dr. J. Butler (MSA President)	R	Ms. K. Peters (Exec Asst)	P
Ms. A. Stenning (CCMF CEO)	P	Ms. V. Giesbrecht (Brd Coord)	P	Ms. I. Anderson (Brd Recorder)	P

Legend: P-attended in Person; T-attended via Teleconference; R-Regrets sent; A-Absent

Invited CCMB Guests: Ms. Nardia Maharaj, COO; Mr. Bill Funk, Business Innovation, for presentation of the Annual Health Plan, agenda item 6.3.

1.0 Call to Order

1.1 Welcome & Introduction of New Members

- The Vice Chair called the meeting to order at 5:00 p.m. and chaired the meeting on behalf of the Chair as he would be arriving late to the meeting.
- Dr. Samia Barakat, Professor of Psychiatry, was welcomed to the Board as a member appointed by Manitoba Health.

1.2 Meeting Overview

- The recent passing of Ms. Jackie Shymanski, CCMB Communications Director, was noted.
- Dr. H.S. Dhaliwal recently received the Order of Manitoba in recognition of his dedication to advancements in the prevention and treatment of cancer during his time as President and CEO of CancerCare Manitoba.

It was moved and seconded that a letter of congratulations be sent to Dr. Dhaliwal from the Board Chair on behalf of the Board. Carried.

- PHIA Confidentiality Pledges distributed at the April Board meeting still need to be submitted by some members. Pledge forms are available at the meeting today.

1.3 Review and Approval of Agenda

- **Agenda item 6.3 Annual Health Plan will be moved to follow 1.3.**

It was MOVED and SECONDED that the Agenda be approved with the amendment as noted. *Motion Carried without dissent*

2.0 Special Presentation - Board Governance

Mr. McDonald reviewed the Memorandum and Proposed CCMB Policy on Governing Documents distributed at the meeting. The Policy document was developed by a Board/CCMB Joint Working Group led by Dr. Naimark and adapted from the University of Manitoba's Policy on Governing Documents. The need for this was noted during preparation for Accreditation in December 2015 when development and modification of policies was in process. The Proposed Policy will provide a comprehensive architecture for CCMB's governing documents, including how they are developed, reviewed, approved and implemented, and the accessibility of documents for those subject to them.

Members are asked to review these documents and to provide any feedback to Viola by May 31st. The Policy will be brought forward for approval at the June Board meeting.

3.0 April 21, 2016 Meeting

It was MOVED and SECONDED that the appended minutes of the April 21, 2016 meeting be approved. *Motion Carried without dissent*

- There were no matters of business arising from the minutes, other than those dealt with in other parts of the Agenda.
- The Board Meeting Evaluation was provided for members' review. It was noted that the number columns tallying up responses need to be reviewed and corrected.

4.0 President's Report to the Board – April/May 2016

- Dr. Navaratnam's monthly report as appended highlighted three recent major events: Operationalizing the Manitoba Cancer Plan, the MD Anderson Cancer Centre site visit in Houston Texas, and Research at CCMB.
- Dr. Navaratnam provided her presentation from the recent Research Celebration held on May 17th.

5.0 Matters For Information

5.1 Approved Committee Minutes & Highlights

The Board received the latest approved minutes of meetings of the standing committees and the highlights of more recent meetings of which had not yet been considered and approved (as appended documents).

- The Chair of the **Nominations and Governance Committee (NGC)** provided the following updates:
 - Judge Pollack has agreed to join the membership of the Communications Committee.

- In response to a Manitoba Health accountability monitoring requirement due May 31st, the CCMB Travel Authorization and Expenses policy needs to be amended to include the Board Chair and Members in its applicability.
It was MOVED and SECONDED that the policy be amended to reflect this change. *Motion Carried without dissent*
 - Dr. Navaratnam had previously requested that the NGC review and update CCMB's Vision, Mission and Values statements. This has been done and will be circulated to members for review and discussion at the June Board meeting.
Members are asked to review the statements upon receipt and to provide comments to Mr. McDonald by May 31st in preparation for the June meeting.
 - The annual Board self-assessment will be distributed to members in advance of the June Board meeting to enable each member to submit a completed assessment at that time.
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- The Chair of the **Facilities Planning & Development Committee** provided highlights of their meeting earlier in the week including a presentation on the Annual Health Plan, plans to improve the current emergency power system, IT costs for the new building, and role and function of the Committee, particularly with respect to the Capital Project. The Project Director for the Capital Project has been hired and begins employment next week, relocating from Toronto.
 - The Board Chair highlighted activities of the **Executive Committee** including discussions on the potential impact of the change in government on CCMB's Capital Project.
 - The Chair of the **Community Engagement Committee** and Board Chair provided an update. The Committee will meet again in June; the agenda is being finalized and an annual workplan is being developed to outline activities for the coming year.
 - The Chair of the **Quality & Patient Safety Committee** provided highlights of their meeting today including the new work plan, compliance issues such as hand hygiene, and critical incidents. The draft Quality Improvement Plan will be presented at the June Board meeting.
 - The **Communications Committee** continues its involvement in internal/external communications, media requests, update of website, and the Annual Progress Report (APR). Information on the APR will be presented at the June Board meeting and is due to government in September. Consideration is being given as to where the CCMB website can be improved, particularly to increase public traffic on the website.

Following the Committee reports, there was discussion by members of the importance of provision of cancer services to Manitobans in rural and Northern Manitoba.

5.2 The Board received the appended **Briefing Notes** on the **FIPPA Annual Report** and the **PHIA Annual Report**. There was no discussion.

6.0 For Discussion and/or Resolution

6.1 Financial Statements

The Chair of the Finance and Audit Committee advised there would be no regular monthly report as the year end audit is in progress.

Approval of the February statements was deferred at the April meeting.

It was therefore MOVED on behalf of the Finance and Audit Committee that the Financial Statements of February 29th, 2016, be approved as submitted at the April Board meeting.

Motion Carried without dissent

6.2 Financial Deficit Plan Update

6.3 Annual Health Plan

Nardia Maharaj and Bill Funk presented the 2017/2018 Annual Health Plan. This is an annual legislative requirement for reporting CCMB's financial requirements to Manitoba Health and is important in outlining the costs needed to continue to deliver CCMB services. The letter of transmittal that accompanies the Annual Health Plan provides a narrative and financial summary including the long-term strategic planning for increased funding as numbers of patients continue to increase. This ties the Annual Health Plan to the Strategic Plan.

Discussion included the risk to CCMB if a major power outage were to occur. A survey of the current electrical wiring has been undertaken.

It was MOVED on behalf of the Finance and Audit Committee that the 2017/2018 Annual Health Plan be approved.

Motion Carried without dissent

7.0 Matters For Concurrence without Debate

7.1 Granting Privileges

The Board received Dr. Navaratnam's Attestation in support of Dr. Benjamin Goldenberg, medical oncologist, recommended for CCMB privileges in the Associate Category. Dr. Goldenberg will provide clinical services in the Breast and Gastrointestinal Disease Site Groups.

It was MOVED and SECONDED that the privileges for this physician be approved by the Board.

Motion Carried without dissent

The Board requested that CCMB management bring forward a position statement on low dose lung cancer screening for the Board's information.

8.0 Private Session

In camera discussion.

9.0 Closing Remarks & Adjournment

The meeting was adjourned at 7:00 pm.