



Board of Directors

Minutes of Meeting

Thursday, September 16, 2021

5:00-7:00 p.m.

Microsoft Teams

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

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|---------------------------------|---|---|---|----------------------------|---|
| 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 | Ms. I. Anderson (Guest) | P |
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Legend: P-Participated; R-Regrets; A-Absent

1.0 Call to Order, Welcome, Review & Approval of the Agenda

- The Chair welcomed everyone to the first meeting after the summer break. The meeting was called to order at 5:02 p.m.
- 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.
- The Chair provided a brief overview of the meeting stating that Ms. Ingrid Anderson is joining the meeting to present the 2020/21 Annual Progress Report.

2.0 Consent Agenda

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

- Minutes of the June 17, 2021 Meeting
- Highlights of the Board Meeting
- Board Meeting Evaluation
- Approved Committee Minutes of Current Month’s proceedings (Executive Committee, Community Connections, Facilities Planning and Development, Quality and Patient Safety Committee, and Finance and Audit Committee)
- Annual Workplace Safety & Health Report

***It was MOVED to adopt 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.

3.0 President's Office

Prior to Dr. Navaratnam bringing a special presentation to the Board she provided a brief report on the activity over the summer months. She gave priority to connecting with staff leadership talking about staff development and education, ongoing work related to the Research Institute, immediate needs and stabilization projects and COVID. She spoke to the announcement made regarding the third dose. She also advised of the plans for the National Day of Truth and Reconciliation on September 30, 2021.

3.1 Special Presentation: Progress Made Building Momentum

In preparation for and background to the presentation on the 2020/21 Annual Progress Report under item 3.2, Dr. Navaratnam gave a presentation on "Progress Made Building Momentum."

This year's Annual Progress Report is the final report for the last five-year strategic plan (2016-2021). Dr. Navaratnam had provided a similar presentation in May 2021, but this presentation was more in depth looking at each individual strategic direction more closely. She advised how this progress would be reported on in the Annual Progress Report. With the progress we've made, we need to think about the challenges and how we will move forward with focus on collaborating with other stakeholders and increasing community engagement.

Dr. Navaratnam addressed some questions presented to her.

3.2 Annual Progress Report

The Annual Progress Report (APR) is a required document. A call letter was received in May stating the report was due on September 30. There are required components but we include more information and make it more engaging as we use it for other purposes as well. She is bringing the draft APR to the Board for approval, noting that there will be additional revisions prior to being submitted to the Government.

The draft report was included in the meeting package and Ms. Anderson presented on highlights of the document.

It was MOVED and SECONDED that the Annual Progress Report 2020/21, as presented and with final revisions as noted, be approved by the Board of Directors for submission to Government by September 30, 2021.
CARRIED

4.0 For Discussion and/or Resolution

4.1 CCMB Board Annual Public Forum – Chair

The Chair provided an update the planning of the Board Annual Public Forum. The Forum is being held on Friday, November 5, 2021 from 12:00 to 1:00 p.m. The Minutes of the last planning meeting were not included in the meeting package and will be sent to the Board members.

4.2 Financial Statements – July 31, 2021 – Chair, F&A

Mr. Warden reviewed the Operating Statements stating the format has been revised to round off to the nearest \$1,000. He then reviewed the Statement of Operations and Accumulated Surplus and the Schedules for General Operations; Clinical, Basic research and Special Projects; Capital. There were no questions or concerns.

It was MOVED and SECONDED that the financial statements for the four-month period ending July 31, 2021 showing overall surplus of \$4.4M be approved.
CARRIED.

4.3 Policy: Delegation of Signing Authority – Chair, F&A

Mr. Warden advised the Board that the policy for Delegation and Signing Authority has undergone considerable review at the Committee and by management. There were iterations related definitions and all are satisfied with this. What is being recommended is best seen in Appendix A which Mr. Warden reviewed. There was some discussion.

It was MOVED and SECONDED that Policy 01.002, Delegation of Signing Authority be approved.
CARRIED

4.4 Capital Projects Update – Chair, FP&D

Mr. McNeil provided an update on the immediate needs and stabilization projects.

4.5 Nominations and Governance – Chair, N&G

4.5.1 Research Committee

Mr. Mortimer, referred to the position control document included in the meeting package. The Nominations and Governance Subcommittee has worked with Dr. Navaratnam and other stakeholders to constitute the new research committee of the Board. The Committee met several times over the summer and is bringing

forward nominations of individuals to be appointed to the Board. It was pointed out that all appointments are for three years ending in 2024. There was no change to the terms at the Board meeting.

It was MOVED and SECONDED that Ms. Janet Belanger be appointed a Chair of the Research Committee and that Ms. Patty Bell, Dr. Digvir Jayas, Dr. Peter Nickerson, Mr. Steve Kroft and Mr. Don MacDonald be appointed as Members of the Research Committee.
CARRIED

4.5.2 Annual Board Self-Assessment

Mr. Mortimer thanked everyone for completing the annual Board Self-Assessment. The reports were included in the meeting package. There was no material change over previous years but he did comment that Members rated a bit lower and more lower in one area and spoke to why that could have been the case. The Nominations and Governance Subcommittee will be looking at some of these areas more closely.

5.0 For Concurrence\Ex-Debate

5.1 Privileges

The Attestation and brief bios were included in the meeting package on individuals seeking privileges at CCMB which Dr. Navaratnam reviewed.

It was MOVED and SECONDED to approve Associate Category privileges for Dr. Hanbo Zhang, Dr. Kevin Brown, Mr. Cameron Krisko (PA), Dr. Stacy Chapman and Dr. Cielle Wachnian.
CARRIED.

6.0 Private Sessions

6.1 With CEO – not required

6.2 Without CEO – not required

7.0 Closing Remarks & Adjournment

In closing the Chair gave an opportunity for Ms. Patti Smith, President and CEO of CancerCare Manitoba Foundation, to address the Board. She has now completed six months in this role and commented that she and Dr. Navaratnam are making great headway.

The Chair thanked everyone for their contribution at the meeting. The meeting adjourned at 7:03 p.m.