

**Saskatchewan Cancer Agency
Public Board Meeting Minutes**

Date of Meeting: January 12, 2023

Time: 9:00 – 4:00 pm

Location: SCA University Heights Meeting Room, Saskatoon

Board Members: Ron Waschuk (Chair), Howard Crofts (Vice Chair), Don Ravis, Kelly Scott, Gord Wyatt, Tom Lukiwski, and Catherin Gryba

Administrative Staff: Deb Bulych (CEO), Ron Dufresne (VP Corporate Services), Kevin Wilson (VP Population Health, Quality and Research), Dr. Shazia Mahmood (VP Medical Services) and Lisa Moens (Board Secretary)

Guests: n/a

1. Call to Order

Board Chair, Ron Waschuk, called the Board meeting of the Saskatchewan Cancer Agency (SCA) to order at 9:00 am. He welcomed Board members and executive management in attendance. Mr. Waschuk acknowledged that the land on which we gather today is the traditional territory of the First Nations people and the homeland of the Métis.

2. Conflict of Interest

No conflicts of interest were declared.

3. Approval of Agenda

There was a change to the agenda with the inclusion of an update on the Strategic Plan under the CEO Report, Cancer Foundation of Saskatchewan membership following the CEO Report, and discussion regarding Committee Reports following the Finance and Audit Committee Report. The following motion was made:

THAT the Thursday, January 12, 2023 meeting agenda is approved as amended.

WYATT/SCOTT – CARRIED

4. Welcome and Introductions of Board Members and Executive Leadership Team

The Chair of the Board introduced the new Director Catherine Gryba. He asked the Directors and Executive Leadership Team (ELT) to provide a short biography of themselves.

5. Board Quality, Safety and Risk (QSR) Committee Report

Committee Chair, Don Ravis, presented his Committee report noting the last Committee meeting of November 15, 2022. He spoke to the items that had been presented, reviewed and discussed at the last committee meeting.

The Committee received a presentation on *Safety and Quality in the Symptom and Pain Management Clinic* by Bryan Jorgensen. Mr. Ravis reported that the Committee received and reviewed the Risk Pulse, which is data from the SCA's Unusual Occurrence Management System.

The Chair of the Committee informed the Board that the Committee Metrics were reviewed and discussed. The metrics will be reported quarterly and will include the screening participation rates (excluding SPBC), referral to first appointment and medication reconciliation.

The Committee received the updated Terms of References for the Population Health Quality Improvement Committee. To be included under the SCA's Protected Quality Improvement Committee

structure as per Section 10 of *The Evidence Act*, Board approval is required. Upon review and discussion, the following resolution was submitted:

WHEREAS the Saskatchewan Cancer Agency has established specific committees and sub-working groups for the purposes of:

- The provision of maintaining quality of care and implementing quality improvement;
- Educating staff who provide cancer care services; and,
- Improving the care, practices, or cancer care services provided to patients;

AND WHEREAS the Board desires to designate those committees and sub-working groups for the purposes of *The Evidence Act*;

BE IT RESOLVED THAT: For the purposes of section 10 of *The Evidence Act*, the following are designated as quality improvement committees of the Saskatchewan Cancer Agency:

- Provincial Quality Improvement Committee;
- Radiation Oncology Quality Improvement Committee and any of its sub-working groups;
- Medical Oncology Quality Improvement Committee and any of its sub-working groups;
- Population Health Quality Improvement Committee and any of its sub-working groups;
- Gynecologic Oncology Quality Improvement Committee and any of its sub-working groups

AND, BE IT RESOLVED THAT: This Board motion replaces any earlier designations done by the Board for this purpose.

RAVIS/SCOTT – CARRIED

Lastly, the Committee conducted an in-camera session.

6. Board Governance and HR Committee Report

Committee Chair, Kelly Scott, presented her Committee report noting the last Committee meeting of November 23, 2022. She spoke to the items that had been presented, reviewed and discussed at the last committee meeting.

The Chair of the Committee informed the Board that the CEO Succession Plan was received and presented by Deb Bulych. There was no further discussion or additional changes on the CEO Succession Plan and the following motion was presented:

THAT the Board of Directors approve the CEO Succession Plan as presented.

SCOTT/RAVIS – CARRIED

The Committee discussed the Officer and Director Indemnity Agreement based on the information provided at the September Committee meeting. The Committee will be updating the Bylaws referencing Legislation as indemnification coverage. One Board member was opposed to utilizing the Legislation and rescinding the current agreements.

With the addition of five new Board members, the annual review of Committee Chairs and Membership will be deferred until the fall. The Committee received and reviewed the Board of Directors Self-Evaluation Survey Results. Ms. Scott shared highlights from the results. There was no further discussion on the Self-Evaluation Survey Results for 2022/23 fiscal year and the following motion was presented:

THAT the Board of Directors approve the 2022/23 Board Self-Evaluation Survey Results as presented.

SCOTT/LUKIWSKI – CARRIED

The Committee Chair presented the updated Board Sign-off Package. There was no further discussion or additional changes on the Sign-off Package and the following motion was presented:

THAT the Board of Directors approve the Board Sign-off Package as presented.

SCOTT/CROFTS – CARRIED

Lastly, the Committee conducted an in-camera session.

7. Board Finance and Audit Committee Report

Committee Chair, Howard Crofts, presented his Committee report noting the last Committee meeting of December 13, 2022. He spoke to the items that had been presented, reviewed and discussed at the last committee meeting.

At the December 13 Committee meeting, the Provincial Auditor's office was in attendance to deliver their audit plan for fiscal year ending March 31, 2023.

The Committee received an annual review of the SCA insurance coverage provided by HIROC. The Committee reviewed the September 30, 2022 second quarter financial reports.

Lastly, the Committee did not conduct an in-camera session at the meeting.

8. Board Committee Reports

The Corporate Secretary will be developing a standardize reporting template for the Committee Chairs.

9. Chair of the Board Report

Board Chair, Ron Waschuk, provided his report verbally which started with the recommendation of the Standing Committee membership with the addition of two new Board members. There was no further discussion and the following motion was presented:

THAT the Board of Directors appoint Catherine Gryba to the Governance and HR Committee and Cheryl Cook to the Finance and Audit Committee.

WASCHUK/SCOTT – CARRIED

Lastly, he provided an update from the Generative Discussion regarding Board member term limits.

10. CEO Report

Deb Bulych, CEO, was called upon to provide the CEO Report. Her report included the Board Metrics, which included metrics from the SCA Accountability Document, Accreditation Canada Follow-up Items and any Provincial Auditor of Saskatchewan Performance Audits. She also provided updates on Workforce, National Association of Pharmacy Regulatory Authorities (NAPRA), AIMS, Cancer Foundation of Saskatchewan, Communications Update, Data and Analytics, Remote Work, Space Planning, and Pandemic Recovery. Ms. Bulych also provided an update on Provincial and National initiatives and meetings.

Lastly, Ms. Bulych presented a recommendation to change the calendar sequence of the strategic planning process to align with the provincial budget approval. There was no further discussion and after consideration, the following motion was presented:

THAT the Board of Directors approve realigning the SCA Strategic Planning cycle to coincide with the budget process commencing July 1.

WASCHUK/CROFTS – CARRIED

11. Membership on the Cancer Foundation of Saskatchewan Board

Board member, Ravis, informed the members that his term on the Cancer Foundation of Saskatchewan Board of Directors is coming to an end. Being a member on the Foundation Board is not a requirement of being an SCA Board member.

12. Approval of the Consent Agenda

No items required pulling from the Consent Agenda for discussion and the following motion was made:

THAT the Board of Directors approve the Consent Agenda of January 12, 2023 containing the Board Minutes of October 27, 2022, PFAC Report to the Board November 24, 2022 meeting and the 2022/23 Financial Statements for 2nd Quarter.

WASCHUK/SCOTT – CARRIED

13. Generative Discussion

The Board members and Management conducted a round table generative discussion on governance and leadership at the Board meeting.

14. In-Camera Session

At 2:45 pm, with Management and the Corporate Secretary excused from the meeting, the following motion was presented:

THAT the Board of Directors' meeting of January 12, 2023 will move in-camera.

CROFTS/WYATT – CARRIED

At 3:15 pm, the January 12, 2023 Board of Directors' meeting returned to regular session.

15. Termination

The Chair of the Board asked for additional discussion. There was none and at 3:16 pm, the following motion was made:

THAT the Board of Directors' meeting of January 12, 2023 terminate.

WYATT