

**Saskatchewan Cancer Agency  
Public Board Meeting Minutes**

**Date of Meeting:** March 23, 2023

**Time:** 9:00 – 4:00 pm

**Location:** SCA University Heights Meeting Room, Saskatoon

**Board Members:** Ron Waschuk (Chair), Howard Crofts (Vice Chair), Cheryl Cook, Catherine Gryba, Tom Lukiwski, Don Ravis, Marilyn Rice, Kelly Scott, and Gord Wyatt

**Administrative Staff:** Deb Bulych (CEO), Ron Dufresne (VP Corporate Services), Kevin Wilson (VP Population Health, Quality and Research), Lisa Moens (Board Secretary), Lisa Vass (EA to CEO)

**Guests:** N/A

**1. Call to Order**

Board Chair, Ron Waschuk, called the Board meeting of the Saskatchewan Cancer Agency (SCA) to order at 9:02 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 Budget under the CEO Report and the Public Board Meeting Minutes pulled from the Consent Agenda for discussion.

**UPON MOTION** duly moved, seconded and unanimously carried that the Board of Directors approve the March 23, 2023 meeting agenda as amended.

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

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

**5. Generative Discussion: IT Security**

Deb Bulych, CEO, called upon Ron Dufresne to address the IT Security generative topic that was identified at the last Board meeting. A one page summary was provided to the Board members.

**6. CEO Report**

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

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

Committee Chair, Don Ravis, presented his Committee report noting the last Committee meeting of February 21, 2023. 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 Patient Information Services and the Cancer Registry* departments by Danielle Langston and Laci Davies. He shared that the SCA Cancer Registry is one of the oldest registries in the world. 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 shared key highlights from the Board Education Day evaluation results. The Committee recommended moving the Education Day to the summer, and the Board had no concerns. Mr. Ravis shared that the Committee Metrics were reviewed and discussed. The Committee conducted the annual review of their Charter, which was submitted to the Governance and HR Committee for final review prior to Board approval. The Committee approved their 2023/24 Work Plan as part of the Consent Agenda.

With the recent name change of the Population Health Quality Improvement Committee, the Provincial Quality Improvement Committee Terms of Reference required updating, which the Committee received. The Board had no further discussion and the following motion was made:

**UPON MOTION** duly moved, seconded and unanimously carried that the Board of Directors approve the SCA Provincial Quality Improvement Committee Terms of Reference as presented.

Lastly, the Committee received an update on Enterprise Risk Management (ERM). The first 3 risks will be presented at the May Board meeting.

#### **8. Board Governance and HR Committee Report**

Committee Chair, Kelly Scott, presented her Committee report noting the last Committee meeting of January 26, 2023. She spoke to the items that had been presented, reviewed and discussed at the last committee meeting.

The Committee meeting began with a presentation from Cheryle Thompson and Ron Dufresne on the SCA's *Hard to Recruit Classifications*. There are currently seven classifications on the hard to recruit list.

Annually, the Committee reviews the General Bylaws for the Saskatchewan Cancer Agency. The amended Bylaws are being reviewed by the SCA Legal Counsel and will be reviewed at the following Committee meeting.

The Committee Chair presented the updated Board of Directors Statement, Philosophy, Rules of Order and Board Meeting Procedures document. After further discussion and an additional change, the following motion was made:

**UPON MOTION** duly moved, seconded and unanimously carried that the Board of Directors approve the Board of Directors Statement, Philosophy, Rules of Order and Board Meeting Procedures as amended.

The Committee conducted the annual review of their Charter, which will be submitted with the other two Committee Charters for Board approval. The Committee approved their 2023/24 Work Plan as part of the Consent Agenda. Lastly, the Committee conducted an in-camera session.

#### **9. Board Finance and Audit Committee Report**

Committee Chair, Howard Crofts, presented his Committee report noting the last Committee meeting of February 17, 2023. He spoke to the items that had been presented, reviewed and discussed at the last committee meeting.

The Committee reviewed the December 31, 2022 third quarter financials. The Committee conducted the annual review of their Charter, which was submitted to the Governance and HR Committee for final review prior to Board approval. The Committee approved their 2023/24 Work Plan as part of the Consent Agenda.

Next, the Committee received updates on AIMS, 2023/24 Budget, and the Screening Program for Breast Cancer performance audit. Lastly, the Committee conducted an in-camera session.

#### **10. Chair of the Board Report**

Board Chair, Ron Waschuk, provided his report verbally which started with informing the members that the 2023/24 budget was received via email. The budget will be reviewed and approved at the May Board meeting. On March 13, 2023, the Ministry of Health provided the SCA with funding to support the Saskatoon Patient Lodge replacement project.

The Chair of the Board shared that the Ministry continues to review and discuss Board remuneration rates. No decision has been made. Lastly, he commented on the meeting with the Minister of Health and that it was viewed as a positive and supportive meeting.

#### **11. Approval of the Consent Agenda**

With the Public Board minutes pulled from the Consent Agenda, the following motion was made:

**UPON MOTION** duly moved, seconded and unanimously carried that the Board of Directors approve the Consent Agenda of March 23, 2023 containing the Board Minutes of January 12, 2023, PFAC Report to the Board January 19, 2023 meeting, the 2022/23 Financial Statements for 3<sup>rd</sup> Quarter, and the 2023/24 Work Plans for the Quality, Safety and Risk Committee, Governance and HR Committee and the Finance and Audit Committee.

#### **12. Generative Discussion**

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

#### **13. In-Camera Session**

At 2:39 pm, with Management and the Corporate Secretary excused from the meeting, the following motion was made:

**UPON MOTION** duly moved, seconded and unanimously carried that the Board of Directors' meeting of March 23, 2023 will move in-camera.

At 3:13 pm, the March 23, 2023 Board of Directors' meeting returned to regular session.

#### **14. Termination**

The Chair of the Board asked for additional discussion. There was none and at 3:14 pm, the following motion was made:

**UPON MOTION** duly moved and unanimously carried that the Board of Directors' meeting of March 23, 2023 terminate.