

Saskatchewan Cancer Agency Public Board Meeting Minutes

Date of Meeting: May 19, 2022

Time: 9:00 – 4:00 pm

Location: WebEx

Board Members: Ron Waschuk (Chair), Howard Crofts (Vice Chair), Doug Finnie, Don Ravis, Kelly Scott

Administrative Staff: Dr. Jon Tonita (CEO), Deb Bulych (VP Care Services), Ron Dufresne (VP Corporate Services), Dr. Shazia Mahmood (VP Medical Services), Kevin Wilson (VP Population Health, Quality and Research), Stacy Martin (Executive Assistant to CEO), and Lisa Moens (Board Secretary)

Guests: Nora Yeates (CEO, Cancer Foundation of Saskatchewan), Terry Lynn Zerff (Director, Organizational Development) and Cheryle Thompson (Director, Human Resources)

1. Call to Order

Board Chair, Ron Waschuk, called the Board meeting of the Saskatchewan Cancer Agency (SCA) to order at 8:59 am. He welcomed Board members and executive management in attendance. Mr. Waschuk acknowledged the Saskatchewan Cancer Agency recognizes that our work takes place on the traditional territory of First Nations and Métis people, and includes Treaties 2, 4, 5, 6, 8, and 10. We respect and honour the Treaties, we acknowledge the harms of the past, and we are committed to moving forward with First Nations and Métis people in truth, reconciliation and collaboration.

2. Conflict of Interest

No conflicts of interest were declared.

3. Approval of Agenda

There were no additions or changes to the agenda. The following motion was made:

THAT the Thursday, May 19, 2022 meeting agenda is approved as circulated.

CROFTS/RAVIS – CARRIED

4. Board Finance and Audit Committee Report

Committee Chair, Howard Crofts, provided an update on the May 17, 2022 Committee meeting, which had been attended by the Provincial Auditor, who provided their Independent Auditor's Report. The Committee considered and accepted the Independent Auditor's Report. The Committee then reviewed and approved the 2021/22 Financial Statements and recommended that they be submitted to the full Board.

The Board reviewed the Financial Statements and the following motion was made:

THAT the Board of Directors approve the Saskatchewan Cancer Agency's Financial Statements for the year ended March 31, 2022.

CROFTS/SCOTT – CARRIED

Mr. Crofts reported on the Committee's review and approval of the proposed 2022/23 budget, which was submitted to the full Board for approval.

The Board reviewed the proposed budget and the following motion was made:

THAT the Board of Directors approve the Saskatchewan Cancer Agency's 2022/23 budget as submitted.
CROFTS/FINNIE – CARRIED

5. Board Governance and HR Committee Report

Committee Chair, Kelly Scott, presented her Committee report noting the last Committee meeting of April 28, 2022. The Committee received a verbal update from Legal Counsel on the Director and Officer Indemnity Agreement. The Committee reviewed the Board and Board Committee Charters and recommended them for Board approval.

The Board considered the Board Committee Charters and the following motion was made:

THAT the Board of Directors approve the Board and Board Committee Charters as submitted.
FINNIE/CROFTS – CARRIED

Ms. Scott reported that the Committee reviewed the newly created Board of Directors Job Description. This document outlines what is involved with being a Board member with the Saskatchewan Cancer Agency. The Committee reviewed the Job Description and approved it for submission to the full Board.

The Board considered the Job Description and did not have any additions or changes. The following motion was made:

THAT the Board of Directors approve the Board Job Description as submitted.
CROFTS/RAVIS – CARRIED

Ms. Scott reported that the Committee reviewed and approved for submission to the full Board the Board of Directors Orientation and Onboarding Checklist. The Checklist was created to ensure that new Board members are properly introduced to the Agency and orientated to the Board.

The Board reviewed the Checklist and did not have any additions or changes. The following motion was made:

THAT the Board of Directors approve the Board Orientation and Onboarding Checklist as submitted.
RAVIS/SCOTT – CARRIED

Lastly, the Committee reviewed the CEO Objectives for 2022/23. These objectives were created noting that they will apply to the successful candidate upon Dr. Jon Tonita's retirement.

The Board reviewed the CEO Objectives and did not have any additions or changes. The following motion was made:

THAT the Board of Directors approve the 2022/23 CEO Objectives as presented.
FINNIE/WASCHUK – CARRIED

6. Special CEO Search Committee Update

Committee Chair, Kelly Scott, provided the Board members with an update on the current CEO Search Committee progress. The Committee reviewed and approved the outline of the recruitment phase. The CEO job description and posting were reviewed and approved via email. The interview guide was reviewed and updated.

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

The Committee Chair, Don Ravis, provided his verbal report noting that the Committee has not met since the last Board meeting. Mr. Ravis shared that the Committee completed the work outlined in their 2021/22 Work Plan.

8. Chair of the Board Report

Board Chair, Ron Waschuk, provided his report verbally. The 2022/23 Board Work Plan was presented but not approved as updates may be required. He informed the Board members that three new members have been selected and are awaiting approval by Order in Council. Lastly, he shared that the Board remuneration rates will be reviewed by the Government's Compensation Review Committee and any adjustments will be made by Order in Council.

9. Presentation: Cancer Foundation of Saskatchewan – 3 Years in Review

Nora Yeates, CEO of the Cancer Foundation of Saskatchewan (CFS), joined the meeting at 10:48 am to provide a review of the CFS over the last three years in operation. Nora Yeates left the meeting at 11:46 am.

10. Presentation: SCA Talent and Workforce

Terry Lynn Zerff, Director of Organizational Development, and Cheryle Thompson, Director of HR, joined the meeting at 1:00 pm to provide an update on the Agency's Talent and Workforce. Terry Lynn Zerff and Cheryle Thompson left the meeting at 1:30 pm.

11. CEO Report

Dr. Jon Tonita was called upon to provide the CEO Report. His report started with a discussion on Board Metrics. The Board agreed that their metrics would include the Accountability document, Provincial Auditor recommendations and Accreditation Canada recommendations. He provided an update on the pandemic, Saskatoon Patient Lodge and Physician Workforce. Lastly, he provided an update on Provincial and National initiatives and meetings.

Board Chair, Waschuk, acknowledged Dr. Tonita for his hard work and dedication to the Agency over the many years of service.

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 May 19, 2022 containing the Board Minutes of March 17, 2022, Governance & HR Committee 2021/22 Accomplishments, Finance & Audit Committee 2021/22 Accomplishments, and PFAC Report to the Board March 24, 2022 meeting.

FINNIE/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

An in-camera session was not required.

15. Termination

The Chair of the Board asked for additional discussion. There was none and at 3:28 pm, the following motion was made:

THAT the Board of Directors' meeting of May 19, 2022 terminate.