

Saskatchewan Cancer Agency Public Board Meeting Minutes

Date of Meeting: October 27, 2022

Time: 9:00 – 4:00 pm

Location: SCA University Heights Meeting Room, Saskatoon

Board Members: Ron Waschuk (Chair), Howard Crofts (Vice Chair), Doug Finnie, Don Ravis, Kelly Scott, Gord Wyatt, Marilyn Rice and Tom Lukiwski

Administrative Staff: Deb Bulych (CEO), Denise Budz (Interim VP Care Services), Ron Dufresne (VP Corporate Services), Kevin Wilson (VP Population Health, Quality and Research), and Lisa Moens (Board Secretary)

Guests: Lisa Adam, Michelle James

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 AIMS and follow-up from the Board Generative Discussion. The following motion was made:

THAT the Thursday, October 27, 2022 meeting agenda is approved as amended.

CROFTS/RAVIS – CARRIED

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

Committee Chair, Don Ravis, presented his Committee report noting the last Committee meeting of August 16, 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 Community Oncology Program of Saskatchewan (COPS)* by Heather Choquette. The Committee also received an annual update on the *Emergency Preparedness Program* and *Safety Management System Audit* by Jaimie Piper.

The Board Education Day is held annually and facilitated by the Quality, Safety and Risk Committee. The Committee Chair informed the Board members of the top four ranked topics for the December Education Day. The topics selected were Models of Care including Disease Site Groups and Virtual Care, Recruitment and Credentialing of Physicians, Key Cancer Sites and Typical Treatment Protocols and Emerging Technologies including CAR-T.

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.

5. Board Governance and HR Committee Report

Committee Chair, Kelly Scott, presented her Committee report noting the last Committee meeting of September 30, 2022. She spoke to the items that had been presented, reviewed and discussed at the last committee meeting.

The Committee received a presentation from Monty Gendall and Ron Dufresne on *Understanding Conflict of Interest*. The presentation provided guidance and various sources such as the SCA policy, governing legislation and fiduciary obligations. Mr. Gendall and Mr. Dufresne continued with an update on the Officer and Director Indemnity Agreement.

The Committee reviewed the amended CEO Objectives for the 2022/23 fiscal year. Ms. Scott shared the changes made by the Committee. There was no further discussion or additional changes on the CEO Objectives for the 2022/23 fiscal year and the following motion as presented:

THAT the Board of Directors approve the amended 2022/23 CEO Objectives as presented.

FINNIE/LUKIWSKI – CARRIED

Ms. Scott reported that the Committee reviewed the new Board Member Orientation Evaluation. The survey was conducted with the three new Board members approximately 2 months after onboarding. The SCA Executive Leadership Team was also surveyed regarding the one-on-one meet and greets, which received positive feedback.

Lastly, the Committee conducted an in-camera session.

6. Board Finance and Audit Committee Report

Committee Chair, Howard Crofts, presented his Committee report noting the last Committee meeting of September 29, 2022. He spoke to the items that had been presented, reviewed and discussed at the last committee meeting.

At the September 29 Committee meeting, the Provincial Auditor's office was in attendance to provide their Independent Auditor's Report on the five Canadian Partnership Against Cancer (CPAC) funded projects to ensure the funds are spent in accordance with the project terms. They reported that all five audit opinions are "clean". The Board considered the report and had no discussion on the Auditor's report and the following motion was presented:

THAT the Board of Directors approve the financial statements of operations for fiscal year ended March 31, 2022 for the following CPAC funded projects: SP Indicators, Early Integration of Palliative Care, Culturally Responsive Strategy, Evolution of Cervical Screening and Lung Cancer Screening Readiness.

RICE/WYATT – CARRIED

The Committee reviewed the June 30, 2022 first quarter financial reports. The SCA Capital budget was submitted towards the end of June and was approved on October 20.

Annually, the Committee recommends to the Board the appointment of an external auditor for the audit of the SCA. The Finance and Audit Committee is recommending for Board approval the appointment of the Provincial Auditor of Saskatchewan for the Saskatchewan Cancer Agency fiscal year ending March 31, 2023. The Board considered the motion and with no discussion, the following motion was presented:

THAT the Board of Directors approve the Provincial Auditor of Saskatchewan for the Saskatchewan Cancer Agency fiscal year ending March 31, 2023.

During the Committee meeting, an update was provide on AIMS by Ron Dufresne. Mr. Crofts shared that the Committee reviewed the Provincial Auditor Board Questionnaire response that the Board Chair and Vice-Chair responded to. The Committee received the Cancer Foundation of Saskatchewan Fund Balance Summary during an in-camera session.

Lastly, the Committee conducted an in-camera session at the end of the meeting.

7. Presentation: Digital Communications at the Cancer Agency

The Board received a presentation from Lisa Adam, Director of Communications and Michelle James, Communications Consultant who provided a presentation on digital communications at the Saskatchewan Cancer Agency. The digital strategy includes expanding engagement, building awareness and trust amongst the public. The strategy also includes rebranding of the external website, rewriting sections on the website and engagement with the public through the four social media channels.

8. Chair of the Board Report

Board Chair, Ron Waschuk, provided his report verbally which included updates on the CEO announcement, Board remuneration rates and the Cancer Foundation of Saskatchewan Strategic Planning Session that took place on September 24.

In follow-up to the August 19 Board Generative meeting, the Board Chair was tasked with contacting the Ministry regarding term limits. Mr. Waschuk will be seeking opinions from the current Board members regarding the matter via email.

The Board Chair informed the members that he has not received any further information regarding the expired Board members terms, whether they will be renewed or cancelled.

Lastly, he informed the members that a meeting will occur, in the new year, with the Minister of Health, Board members and Executive Leadership Team.

9. 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 pediatric oncology, National Association of Pharmacy Regulatory Authorities (NAPRA), pandemic, SCA budget, Saskatoon patient lodge, remote work/space planning and Cancer Foundation of Saskatchewan. Lastly, she provided an update on Provincial and National initiatives and meetings.

10. 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 October 27, 2022 containing the Board Minutes of July 14, 2022, Board Public Meeting Minutes of July 14, 2022, PFAC Report to the Board September 28, 2022 meeting and the 2022/23 Financial Statements for 1st Quarter.

RAVIS/LUKIWSKI – CARRIED

11. Generative Discussion

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

12. In-Camera Session

The Board Chair referenced the new mandate to go in-camera at the end of every meeting. At 2:35 pm, with Management and the Corporate Secretary excused from the meeting, the following motion was presented:

THAT the Board of Directors' meeting of October 27, 2022 will move in-camera.

WASCHUK/RICE – CARRIED

At 3:20 pm, the October 27, 2022 Board of Directors' meeting returned to regular session.

13. Termination

The Chair of the Board asked for additional discussion. There was none and at 3:30 pm, the following motion was made:

THAT the Board of Directors' meeting of October 27, 2022 terminate.

RICE