

**Saskatchewan Cancer Agency  
Public Board Meeting Minutes**

**Date of Meeting:** May 19, 2023

**Time:** 9:00 – 4:00 pm

**Location:** SCA Harbour Landing Boardroom, Regina

**Board Members:** Ron Waschuk (Chair), Howard Crofts (Vice Chair), 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), 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 9:05 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 a discussion on the Committee Accomplishments document under the Governance and HR Committee Report.

**UPON MOTION** duly moved, seconded and unanimously carried that the Board of Directors approve the May 19, 2023 meeting agenda as amended.

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

Committee Chair, Don Ravis, noted that there has not been a Committee meeting since the last Board meeting. Mr. Ravis shared Committee highlights from the 2022/23 fiscal year.

**5. Presentation of ERM Risks**

The Board Chair called upon Ron Dufresne, VP Corporate Services, to present the following three risks from the Risk Register: Recruitment and Retention, Space Planning and IT Security Risk.

**6. Board Governance and HR Committee Report**

Committee Chair, Kelly Scott, presented her Committee report noting the last Committee meeting of April 13, 2023. She spoke to the items that had been presented, reviewed and discussed at the last committee meeting.

The Committee meeting began with a review of the Board Committee Charters. The three Charters were reviewed for consistency and the inclusion of in-camera sessions. There was no further discussion and the following motion was made:

**UPON MOTION** duly moved, seconded and unanimously carried that the Board of Directors approve the Finance and Audit Committee Charter, Governance and HR Committee Charter and the Quality, Safety and Risk Committee Charter as submitted.

Next, the Committee reviewed the Board of Directors Job Description. This document outlines the involvement and commitment of an SCA Board Member. The job description accompanies the skills matrix upon a Board vacancy. There was no further discussion and the following motion was made:

**UPON MOTION** duly moved, seconded and unanimously carried that the Board of Directors approve the Board of Directors Job Description as submitted.

The Committee conducted their annual review of the General Bylaws for the Saskatchewan Cancer Agency. There were two significant changes. The first can be found under *Part V. General Procedures – Indemnity* with a change that indemnity coverage will be provided through section 2-40 of *The Legislation Act*. The other change was in the second bullet of *Part II. Organization of the Board – Appointment of the Chief Executive Officer*, making the word “goal” plural. There was no further discussion and the following motion was made:

**UPON MOTION** duly moved, seconded and unanimously carried that the Board of Directors approve the General Bylaws for the Saskatchewan Cancer Agency as submitted, and directed that they be forwarded to the Ministry for approval.

Annually, the Committee reviews the CEO Evaluation Survey Tool. In addition to the Board evaluation survey, two additional surveys were developed to solicit feedback from SCA ELT and external partners. The CEO evaluation will be scheduled in the near future.

Lastly, the Committee discussed the annual accomplishments document which is completed by each Committee Chair. The Committee found these documents to be redundant as the work completed is reflected in the Committee Work Plans. The Board members decided that the Committee accomplishments document will be discontinued.

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

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

At the May 17<sup>th</sup> meeting, the Provincial Auditor was in attendance to deliver their Independent Auditors Report. Mr. Crofts referred to the Independent Auditors Report as a “clean” audit. The Provincial Auditor reviewed the Management and the Certain Other Matters letters. The Committee discussed, with the Auditor, the statuses of the two outstanding prior year suggestions. The Statement of Financial Position, the Statement of Operations, the Statement of Cash Flow and the Notes to the Financial Statements were reviewed. The Board Members thoroughly reviewed and discussed the statements and notes. There was no further discussion and the following motion was made:

**UPON MOTION** duly moved, seconded and unanimously carried that the Board of Directors approve the Saskatchewan Cancer Agency’s Audited Financial Statements for the year ended March 31, 2023 as submitted.

Next the Committee reviewed the proposed 2023/24 budget. The budget does reflect a deficit budget in order to access the accumulated surplus. The unfunded items from last fiscal year deficit budget was not funded, thus increasing the expenses without additional funding. The 2023/24 budget does not include new drugs approved this fiscal and will continue with quarterly drug submissions and in-year funding requests to the Ministry of Health. Funding has been allocated to areas of the 2023/24 strategic plan. The Board Members thoroughly reviewed and discussed the proposed 2023/24 budget. There was no further discussion and the following motion was made:

**UPON MOTION** duly moved, seconded and unanimously carried that the Board of Directors approve the Saskatchewan Cancer Agency’s 2023/24 budget as submitted.

Lastly, the Committee Chair reviewed the cash flow document that supports the importance of permanent funding options.

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

Board Chair, Ron Waschuk, provided his report verbally which started by informing the members that the remuneration rates have yet to be reviewed by the Ministry. Lastly, he thanked the members for completing the CEO evaluation survey and that the evaluation will be rescheduled this summer.

#### **9. CEO Report**

Deb Bulych, CEO, was called upon to provide the CEO Report. Her report included the Board Metrics, which were comprised of the SCA Accountability Document, Accreditation Canada Follow-up Items and any Provincial Auditor of Saskatchewan Performance Audits. Updates also included Screening Communications, AIMS, Accreditation 2024, and Cancer Foundation of Saskatchewan. Ms. Bulych also provided updates 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:

**UPON MOTION** duly moved, seconded and unanimously carried that the Board of Directors approve the Consent Agenda of May 19, 2023 containing the Board Minutes of March 23, 2023, January 12, 2023 Public Board Summary, October 27, 2022 Public Board Summary, PFAC Report to the Board March 29, 2023 meeting, the 2022/23 Financial Statements for 4th Quarter, the Board Finance and Audit Committee Accomplishment Document 2022/23, and the Board Governance and HR Committee Accomplishment Document 2022/23.

#### **11. Generative Discussion**

The Board members discussed the Public Board Meeting Minutes, specifically noting who moves and seconds motions. The Board recognizes that transparency is an important value. Following a discussion, the Board agrees to continue with the Public Meeting Minutes but eliminating the names of movers and seconders.

#### **12. In-Camera Session**

At 3:14 pm, with the CEO excused from the meeting, the following motion was made:

**UPON MOTION** duly moved, seconded and unanimously carried that the Board of Directors' meeting of May 19, 2023 will move in-camera.

At 3:18 pm, the May 19, 2023 Board of Directors' meeting returned to regular session.

#### **13. Termination**

The Chair of the Board asked for additional discussion. There was none and at 3:19 pm, the following motion was made:

**UPON MOTION** duly moved and unanimously carried that the Board of Directors' meeting of May 19, 2023 terminate.