

DATE OF MEETING: December 4, 2017

LOCATION: Saskatchewan Cancer Agency – University Heights Square (#130, 1804 McOrmond Drive, Saskatoon)

Authority Members: R.W. (Dick) Carter (Chairperson), Judy Davis (via teleconference), Grant Kook (Vice-Chairperson), Brenda Abrametz (via teleconference), Marilyn Charlton (via teleconference), Rob Pletch (via teleconference), Dr. Preston Smith, Rosalena Smith (via teleconference), Dr. Janet Tootoosis (via teleconference), Tom Zurowski and Max Hendricks (Ex Officio) (via teleconference).

Administrative Staff: Scott Livingstone (Authority CEO), Suann Laurent (Authority COO), Lori Frank (Executive Director Governance & Policy), Ajinkya Khare (Governance & Policy Working Group) and Denni Wood (Recorder) (via teleconference).

1.0 Call to Order

- Chairperson, Mr. R.W. Carter, called the public meeting of the Saskatchewan Health Authority (Authority) to order at 10:00 hours.
- R.W. Carter welcomed members of the public, introduced Authority members and the CEO and explained the meeting protocols.

2.0 Approval of Agenda

SHA #01-17 [Carried]. Moved by Grant Kook and seconded by Tom Zurowski that: the meeting agenda be approved.

3.0 Conflict of Interest Declaration

- No conflicts of interest were declared.

4.0 Ethical Decision Making Checklist Reminder

- The Board was reminded of the ethical decision making checklist.

5.0 Appointment of the Board Secretary

- Followed by a brief overview the Authority agreed to appoint Lori Frank (or delegate), Executive Director of Governance & Policy as the Board Secretary.
- Lori Frank explained that Denni Wood as Board Administrative Assistant is appointed as delegate.
- The following motion was brought forward:

SHA #02-17 [Carried]. Moved by Marilyn Charlton and seconded by Dr. Preston Smith that: the Saskatchewan Health Authority, in accordance with Section 9 of the *Saskatchewan Health Authority Initial General Bylaws*, appoints Lori Frank (or delegate) as the designated Board Secretary.

6.0 Appointment of the Chief Executive Officer

- The Authority agreed to approve the appointment of Scott Livingstone to the Chief Executive Officer position of the Saskatchewan Health Authority.
- The following motion was brought forward:

SHA #03-17 [Carried]. Moved by Brenda Abrametz and seconded by Rob Pletch that: the Saskatchewan Health Authority approves the appointment of Scott Livingstone to the Chief Executive Officer position.

7.0 Introduction from the Chairperson

- R. W. Carter informed the members of the public that they will be going through each of the agenda items with a brief explanation but the Authority has gone over the items in detail at previous meetings.

8.0 General Bylaws

- The Minister of Health has established the initial set of general bylaws as is permitted under Section 6-1(2) of the *Provincial Health Authority Act*. It is recommended that the Saskatchewan Health Authority adopt the General Bylaws (November 2017) established by the Minister of Health.
- The following motion was brought forward:

SHA #04-17 [Carried]. Moved by Tom Zurowski and seconded by Grant Kook that: the Saskatchewan Health Authority adopt the General Bylaws (November 2017) as established by the Minister of Health.

9.0 Practitioner Staff Bylaws

- The Minister of Health has established the initial set of practitioner staff bylaws as is permitted under Section 6-2 of the *Provincial Health Authority Act*. It is recommended that the Saskatchewan Health Authority adopt the Practitioner Staff Bylaws (December 2017) established by the Minister of Health.
- Dr. Janet Tootosis declared that she may have a real or perceived conflict as she is a physician.
- The following motion was brought forward:

SHA #05-17 [Carried]. Moved by Dr. Preston Smith and seconded by Rob Pletch that: the Saskatchewan Health Authority adopt the Practitioner Staff Bylaws (December 2017) as established by the Minister of Health.

10.0 Governance Charter Approval

- The initial draft of the Authority Governance Charter was developed by the Transition Team's Governance and Policy Working Group. The Governance Charter had input and review by the Transition Team, Ministry of Health representatives and the Authority members. It was drafted in consideration of current Accreditation Canada Governance standards. The Authority Governance Charter replaces all former Regional Health Authority governance policies and/or charters. The Governance Charter will be reviewed every two years or as substantial changes arise.
- The following motion was brought forward:

SHA #06-17 [Carried]. Moved by Grant Kook and seconded by Rosalena Smith that: the Saskatchewan Health Authority approves the Governance Charter.

11.0 Legislative Requirements Resolution

- R.W. Carter outlined the resolutions the Board must pass due to legislative requirements.
- The Authority had discussion regarding the delegation of responsibilities to the public health officers and how they report to the Authority. It was decided that the Authority and management will further discuss items that will be reported to the Authority.
- The Authority discussed whether or not they should be appointing a position or a person to act as head of the Authority the precedence is that it is the person not the position.
- The following motions were brought forward:

SHA #07-17 [Carried]. Moved by Tom Zurowski and seconded by Grant Kook that: the Saskatchewan Health Authority declares that all quality improvement committees presently established and to be established within the Saskatchewan Health Authority by the Authority and Administration are designated as quality improvement committees for the purposes of Section 10 of *The Evidence Act*.

SHA #08-17 [Carried]. Moved by Rosalena Smith and seconded by Judy Davis that: the Saskatchewan Health Authority in accordance with section 10 of *The Public Health Act, 1994*, as a local authority, hereby delegates all of the powers and responsibilities that are given to the local authority by the Act, regulations or bylaws made pursuant to the Act to public health officers that are employed or under contract to the Saskatchewan Health Authority.

SHA #09-17 [Carried]. Moved by Grant Kook and seconded by Brenda Abrametz that: the Saskatchewan Health Authority appoints Andrew Will of the Authority as the head of the local authority for the purposes of *The Local Authority Freedom of Information and Protection of Privacy Act*.

SHA #10-17 [Carried]. Moved by Judy Davis and seconded by Dr. Janet Tootoosis that: the Saskatchewan Health Authority appoints Suann Laurent of the Authority to be designated as the head of mental health services for the Saskatchewan Health Authority pursuant to *The Mental Health Services Act*; and the Saskatchewan Health Authority affirms all licenses granted by previous regional health authorities in Saskatchewan for mental health approved homes pursuant to *The Mental Health Services Act*.

12.0 Appointment of the Chief Medical Officer

- The Authority agreed to approve the Chief Executive Officer appointment of Dr. Susan Shaw as Chief Medical Officer of the Saskatchewan Health Authority.
- The following motion was brought forward:

SHA #11-17 [Carried]. Moved by Dr. Preston Smith and seconded by Brenda Abrametz that: the Saskatchewan Health Authority endorse Chief Executive Officer appointment of the Chief Medical Officer position to Dr. Susan Shaw.

13.0 Approval of the Internal Audit Function

- In the new Authority organizational structure, there is an internal audit function identified reporting functionally to the Authority and administratively to the CEO. The initial step is to hire a Chief Audit Officer (CAO) who will develop the function and program as needed.
- The following motion was brought forward:

SHA #12-17 [Carried]. Moved by Judy Davis and seconded by Grant Kook that: the Saskatchewan Health Authority supports an internal audit function with the position of the Chief Audit Officer who will develop the function and program as needed.

14.0 Appointment of External Auditor

- The Office of the Provincial Auditor (OPA) has indicated its desire to be the primary auditor for the Authority and meets the audit qualifications as outlined in the Saskatchewan Health Authority Act. In anticipation of the appointment of the OPA, RHAs had been instructed not to renew contracts with or appoint auditors for the 2017/18 fiscal year.
- The Authority had a discussion regarding the fees for service.

SHA #13-17 [Carried]. Moved by Marilyn Charlton and seconded by Judy Davis that: the Saskatchewan Health Authority appoints the Office of the Provincial Auditor as its independent auditor for the fiscal year ending March 31, 2018. It is further recommended that there be one consolidated financial statement audit for the year ending March 31, 2018.

15.0 Other Business

- No other business items were brought forward.

16.0 Meeting Evaluation

- The Authority liked the material provided in the meeting package.
- The Chairperson thanked the Governance and Policy team for their efforts in preparing the Authority up to and including today's meeting.

17.0 Next Public Meeting Date & Time


- December 14, 2017 at the Saskatoon City Hospital, Saskatoon.

18.0 Adjournment

SHA #14-17 [Carried]. Moved by Tom Zurowski that: the meeting of the Saskatchewan Health Authority of December 4, 2017 be adjourned at 10:50 hours.

- Following adjournment, the floor was open to the public to receive questions and comments.

APPROVED THIS 14 day of December, 2017.



Recorder (D. Wood)



Chairperson (R.W. Carter)