

PUBLIC BOARD MEETING

Minutes of the meeting of the Alberta Health Services (“AHS”) Board (the “Board”) held at Southport Tower, Room 1002 and 1003, 10301 Southport Lane SW, Calgary, Alberta, on April 27, 2017.

Attendees:

Board Members: Ms. Linda Hughes (Chair)
Dr. Brenda Hemmelgarn (Vice-Chair)
Mr. David Carpenter
Mr. Richard Dicerni
Ms. Heather Hirsch
Mr. Hugh Sommerville
Ms. Marliss Taylor
Ms. Glenda Yeates

Management: Dr. Verna Yiu, President & Chief Executive Officer
Ms. Deborah Rhodes, Vice President, Corporate Services & Chief Financial Officer
Ms. Colleen Turner, Vice President, Community Engagement & Communications
Ms. Ronda White, Chief Audit Executive, Internal Audit & Enterprise Risk Management
Ms. Catherine MacNeill, Corporate Secretary & Legal Counsel

Ms. Hughes acted as Chair of the meeting and Ms. MacNeill acted as Recording Secretary.

Ms. Hughes called the meeting to order at approximately 2:00 p.m. Notice of the meeting had been properly given and quorum was met.

❖ Welcome & Comments from the Chair

The following is an abstract of Ms. Linda Hughes’, Board Chair, remarks at the meeting. It is not an official transcript:

Good afternoon, everyone. I am Linda Hughes, Chair of the Alberta Health Services Board, and I am happy to welcome you to our April public board meeting.

Today’s meeting falls during National Volunteer Week in Canada. This week is an opportunity to celebrate volunteers and the power of volunteerism in our communities. At Alberta Health Services, we have more than 13,000 volunteers who generously dedicate nearly one million hours every year to improving the experience of our patients. We could not do what we do at AHS without the tireless efforts of these community minded volunteers who help us with a wide range of skills depending on their interests and their experiences. We have volunteers who greet visitors and give them directions. We have volunteers who provide comfort and companionship to patients and families as they cope with stressful times in their lives. We have volunteers who cuddle newborns, and knit them caps to keep them warm. We have volunteers who drive patients to medical appointments. And, we have volunteers who support our teams, our research, and our fundraising.

To all of those volunteers, I would like to say thank you on behalf of the AHS Board, our Leadership Team and the site teams across the province. We are incredibly grateful for all that you do. As an

organization, we want to ensure our volunteers enjoy their work and feel recognized and valued as members of our healthcare teams. Recently, several of our senior leaders spent time job-shadowing volunteers to gain a better understanding and appreciation of their work. We call the initiative Volunteer Buddies, and we created a short video that captures some of the job shadowing that has happened in the last few weeks. I hope you enjoy it.

[A video was shown with respect to Volunteer Buddies]

It is nice to see how much volunteers love what they do. The job shadowing is going to continue for the next few months so keep an eye out for that. I would like to thank everyone including all the leaders who went out and did that. Verna you looked very lovely patting the dog. That was great. Most importantly thank you again to all our volunteers for all that you do.

Now, onto today's agenda. We are going to hear today from: the Audit & Risk Committee; the Finance Committee; and, the Community Engagement Committee, which is seeking approval to create a new Provincial Advisory Council, focused on seniors and continuing care.

❖ **Review of Agenda**

UPON MOTION duly moved, seconded and unanimously carried, the Board approved the agenda for the meeting of the Board held on April 27, 2017, which was provided to the Board in advance of the meeting.

❖ **Declaration of Conflicts of Interest**

Ms. Hughes requested that any conflicts of interest relevant to the meeting or items noted on the agenda be declared. None were declared.

1. **Approval of Minutes – March 29, 2017**

UPON MOTION duly moved, seconded and unanimously carried, the minutes of the AHS Board meeting held on March 29, 2017 were approved and the Chair of the Board and Corporate Secretary were authorized and directed to sign the minutes in the form so approved; and the Corporate Secretary was directed to file them, together with all ancillary documents attached thereto, in the corporate records of AHS and to deliver a copy of these to the Minister of Health.

2. **Comments from the President & Chief Executive Officer**

The following is an abstract of Dr. Verna Yiu's, President and Chief Executive Officer, remarks at the meeting. It is not an official transcript:

Thank you, Linda, and welcome everyone to our public Board meeting. Today, as we near the end of April, Alberta Health Services is marking two important anniversaries. Both anniversaries show how far we have come as a healthcare organization. To start, consider this.

On this date last year, Albertans had no inkling of the crisis that our province would face in less than a week's time. Wednesday marks the first anniversary of the Fort McMurray wildfire evacuation. Many of our staff, physicians and volunteers will gather that day at Northern Lights Regional Health

Centre to mark the occasion and remember the remarkable events of May 3, 2016. This will be a good opportunity for them – and, really, for all Albertans – to remember their heroic actions as they safely evacuated a hospital in less than two hours and ensured patients and clients were transported to safety.

The immediate response to the Fort McMurray wildfire was one of the biggest challenges that we faced as an organization and as a province. I am incredibly proud of our people across Alberta who, in a very stressful and volatile situation, did everything possible to ease the burden of 90,000 displaced residents and to provide comfort, compassion and life-saving continuity of care to patients, clients and families. AHS showed its resiliency during this disaster and, just one month after the Northern Lights Regional Health Centre was evacuated, the facility had been restored and reopened following weeks of around-the-clock work by our staff and contracted partners.

The wildfire has long been extinguished yet AHS is still working to support the people of Wood Buffalo, including many AHS staff, physicians and volunteers, as they try to deal with the emotional toll of the tragedy. Recovery takes time; and, it takes continuous attention. Thousands of people experienced the wildfire and every person had his or her unique story of the challenges and fears they faced and overcame. Similarly, the path to recovery is going to look different for each individual. But rest assured, just as AHS was there for Wood Buffalo residents on May 3, 2016, and in the days and weeks that followed, we continue to stand by them and support them as they put their lives back together. I would like to salute the fortitude and tremendous heart shown by AHS staff, physicians and volunteers across the province as they responded to the disaster as it unfolded, as well as for providing continued, long-term support to Albertans affected by the wildfire. I am very grateful and I am humbled by their dedication. I encourage you to visit www.ahs.ca/oneyearlater to see a special One Year Later webpage devoted to the ongoing Fort McMurray wildfire response.

This month also marks a happier anniversary. One year ago this month, the Community Engagement Committee of the Board held its inaugural meeting and I cannot overstate the significance and importance of what has followed. The committee was established to provide governance leadership to AHS community engagement activities. And, with the committee's leadership and oversight, our organization has a renewed focus and commitment to proactively consulting with Albertans regarding decisions that affect them.

Over the last year, our AHS leaders and community engagement teams have met with Albertans in all parts of the province to talk about their healthcare needs and concerns. More and more, we are meeting with communities early, before their concerns turn into crises. Often these meetings — in communities such as Beaverlodge, Sundre and Sylvan Lake — have led to changes in healthcare delivery that directly address issues raised by the people who live in those communities. AHS wants Albertans to know that we are listening, and that we care.

AHS also launched long-range planning initiatives in the Calgary and Central Zones, to supplement similar work now ongoing in Edmonton. The South and North Zones are next to follow. Through face-to-face sessions, as well as through online input, long-range planning is giving Albertans the information they need to help shape what healthcare delivery will look like over the next 15 years. The committees have been involved in connecting with our foundations and working in true partnership with AHS' 69 foundations and trusts to celebrate and encourage philanthropy. AHS is a person-centred organization. As such, we need to listen to the people we serve. I think, for the past year, we have been doing a much better job of doing that.

Part of the renewed focus on the proactive community engagement involved revitalizing our health advisory councils, provincial advisory councils and the Indigenous Wisdom Council. We have done this by recruiting more than 80 new members for these councils and revising guidelines to ensure their work is both meaningful and strategic. I would like to show you a video that explains the unique mandates of our health, provincial and Indigenous Wisdom councils, and introduces you to some of the people who volunteer their time to sit on these councils and work with AHS to build a better healthcare system.

[A video was shown with respect to advisory councils]

As you can see, our advisory councils play a crucial role in helping our provincewide health system be responsive to the needs of the populations and communities, big and small, in all parts of the province. I would like to thank the 188 volunteer members of our advisory councils who collectively devote thousands of hours every year to ensure AHS makes the best decisions possible for the people of this province. I would also like to thank board members Dr. Brenda Hemmelgarn and Marliss Taylor for their continued support for, and contributions to, AHS community engagement efforts. Brenda and Marliss not only provide leadership on the community engagement committee but they have given generously of their time to attend events, such as meetings of advisory committee chairs and long-range planning sessions. I also want to thank Colleen Turner, who is our VP for Communications and Community Engagement who has been a tremendous leader for us.

I mentioned earlier that the community engagement and wildfire anniversaries show how far we have come as a healthcare organization. Today, we remain steadfastly focused on helping people cope with the physical and emotional toll of the Fort McMurray wildfire. We also remain steadfastly focused on reaching out to Albertans, listening to what they have to say, and ensuring their ideas and preferences are considered when decisions are made.

So, yes, we are marking two important anniversaries this month. Yet we also know we have a lot of work ahead of us, so thank you for your time today, and for your commitment to Alberta Health Services.

3. Audit & Risk Committee

a) Report to the Board

Mr. David Carpenter, Committee Chair, reported on the Audit & Risk Committee meeting on April 12, 2017. He noted that standard practice is that the Office of the Auditor General and KPMG are guests at the meeting in their role as external auditors of AHS. He advised that the Committee received an update on the preparation of the 2016-17 year-end financial statements, an audit report on internal controls and a quarterly report addressing risk management.

b) [ARC17-11] Internal Audit and Enterprise Risk Management Departmental Plan

Mr. David Carpenter, Committee Chair, advised that the Committee reviewed the Internal Audit and Enterprise Risk Management Department Plan. The Plan is a three year rolling plan that is aligned with the AHS strategic priorities, key risks and the Health Plan. The Plan outlines the internal audit

and enterprise risk management audit and advisory projects to be conducted over the next 3 years. It also includes the Department's goals, strategies performance measures and budget.

The Committee recommended that the AHS Board approves the 2017-20 Internal Audit and Enterprise Risk Management Plan which was reviewed by the Board.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the 2017-20 Internal Audit & Enterprise Risk Management Department Plan in the form reviewed by the Board with such non-substantive changes that management of Alberta Health Services considers necessary or advisable.

c) [ARC17-12] Internal Audit and Enterprise Risk Management Team Charter

Mr. David Carpenter, Committee Chair, advised that the Chief Audit Executive reports annually to the Committee on the adequacy and relevance of Internal Audit's mandate, authority and responsibility as defined in the Internal Audit Charter. The Charter has been revised to reflect changes in the *International Standards for the Professional Practice of Internal Auditing* that came into effect January 1, 2017.

The Committee is responsible to recommend annually that the Board approve the Internal Audit Charter. The Committee reviewed the Internal Audit Charter dated April 2017 and recommended the Board approve it.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the amended Internal Audit Charter, April 2017, in the form reviewed by the Board, with such non-substantive changes that management of Alberta Health Services considers necessary or advisable.

4. Community Engagement Committee

a) Report to the Board

Dr. Brenda Hemmelgarn, Committee Chair, reported on the meeting of the Community Engagement Committee on April 20, 2017. She noted it was a special meeting of the Committee to consider for Board approval draft Terms of Reference and Bylaw for the creation of a Provincial Advisory Council on Seniors and Continuing Care.

b) [CEC17-07] Seniors & Continuing Care Provincial Bylaws and Terms of Reference

Dr. Brenda Hemmelgarn, Committee Chair, advised that the establishment of the Provincial Advisory Council on Seniors and Continuing Care will enable greater opportunity for public, expert and stakeholder engagement on matters relating to strategy, policy and program development in continuing care (Long Term Care, Supportive Living, Home Care, Palliative and End-of-Life Care), and initiatives arising from the work of the Seniors Strategic Clinical Network. The Committee recommended the Board approve the Terms of Reference and the Bylaw.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the Terms of Reference and Bylaw of the Provincial Advisory Council on Seniors and

Continuing Care in the form reviewed by the Board, with such non-substantive changes that management of AHS considers necessary or advisable, and submit the Bylaw to the Minister of Health for approval.

5. Finance Committee

a) Report to the Board

Mr. David Carpenter, Committee Chair, reported on the meeting of the Finance Committee on April 27, 2017. He noted all Board members were in attendance. He advised that the Committee received an update on the preparation of the 2017-20- AHS Health Plan and Business Plan, and the 2016-17 Annual Report. In addition, the Committee discussed matters with respect to the 2016-17 Financial Statements. There were no items considered by the Committee for Board approval.

❖ Adjournment

There being no further business, the meeting was adjourned at 2:20 p.m.

Linda Hughes
Chair

Catherine MacNeill
Corporate Secretary & Legal Counsel