

PUBLIC BOARD MEETING

Minutes of the meeting of the Alberta Health Services (“AHS”) Board (the “Board”) held by teleconference, on June 1, 2021.

Attendees:

Board Members: Mr. David Weyant, QC, Chair
Dr. Sayeh Zielke, Vice-Chair
Ms. Deborah Apps
Mr. David Carpenter
Mr. Tony Dagnone, CM
Ms. Sherri Fountain
Mr. Stephen Mandel
Ms. Natalia Reiman
Mr. Brian Vaasjo
Ms. Glenda Yeates, CM
Ms. Vicki Yellow Old Woman

Management: Dr. Verna Yiu, President & Chief Executive Officer
Ms. Colleen Purdy, Vice President, Corporate Services & Chief Financial Officer
Ms. Colleen Turner, Vice President, Community Engagement & Communications
Ms. Tina Giesbrecht, General Counsel
Ms. Catherine MacNeill, Corporate Secretary & Legal Counsel

Regrets: Ms. Heidi Overguard

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

Mr. Weyant called the meeting to order at approximately 5:15 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 Mr. David Weyant’s, QC, Board Chair, remarks at the meeting. It is not an official transcript:

Good afternoon, everyone. I am David Weyant, Chair of the AHS Board, and I would like to welcome you to this AHS Public Board meeting. Thank you for taking the time to join us.

I want to take a moment to mourn and honour the 215 Indigenous children whose remains were found near the site of Canada’s largest residential school near Kamloops, B.C.

AHS and this Board stand together with the families and communities who loved these children.

AHS has lowered flags to half-mast at all of our sites to honour the memory of these 215 children, and the others like them who did not return home.

We know that, for many, this discovery has brought back memories of their own traumatic experiences in residential schools. Their stories, and this recent discovery, underscore the fact that all Canadians have a solemn duty to truth and reconciliation.

In that spirit, I would like to acknowledge that the work of AHS takes place on historical and contemporary Indigenous lands, including the territories of Treaties 6, 7 & 8 and the homeland of the Metis. I would also like to acknowledge the 46 First Nations communities within what we call Alberta, as well as the Metis and Inuit Peoples who form an important part of our healthcare system.

Our Board members are joining us from across the country and we acknowledge the Indigenous peoples' territories in which they live and work. We are grateful to those who have come before us and mindful of those who will follow us as we steward and protect these lands.

AHS and this Board also mourn with our Indigenous communities, and vow that our actions will continue to be guided by the calls to action from the Truth and Reconciliation Commission.

Before I address some administrative matters, on behalf of the AHS Board, I would like to note that last week was Alberta Rural Health Week as well as National Paramedic Services Week.

I would like to pass along, on behalf of the AHS Board, respect and gratitude to everyone who delivers or supports the delivery of healthcare services in rural and remote communities, as well as to our EMS staff who respond to Albertans, often in crisis, each and every day.

We appreciate the special skills you bring to AHS and thank you for being there for Albertans across the province, wherever they choose to live and work.

Next I would like to invite AHS President and CEO, Dr. Verna Yiu, to make a few comments.

❖ **Comments from the President & CEO**

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

Thank you, David, and good afternoon everyone.

I would also like to acknowledge the collective grief we are all experiencing with the news of the loss of so many Indigenous children's lives and the impact on their families and communities. Many of you may be wondering what you can do. The first step to reconciliation is awareness.

We have been directing our staff to the numerous resources and training we have around Indigenous awareness, intergenerational trauma and reconciliation. I also encourage all of you to take part in this month's activities and sessions to mark National Indigenous Peoples Month.

Throughout June, we will be hosting online presentations and encourage you to share your stories of strength and resilience online through our Together4Health page. And although David said this earlier, I also want to affirm that AHS will continue to be guided by the calls to action from the Truth and Reconciliation Commission.

I also want to spend a few minutes talking about COVID-19 immunization here in Alberta.

In short, we are doing well, and we need to help encourage all Albertans to be immunized as soon as possible. More than 2.75 million doses have been administered, with almost two million Albertans having received their first dose of vaccine, and more than 375,000 having received both doses.

Recently, we have also been seeing Alberta's numbers of active and new cases drop significantly from week to week. We are making good progress but we cannot afford to become complacent about vaccination or the virus.

I encourage all Albertans to get their first dose of vaccine as soon as they are eligible, which is open to everyone now, no matter what vaccine option is provided. Moderna, Pfizer and AstraZeneca are safe, effective vaccine products that provide protection from the COVID-19 virus, and will help make symptoms less severe for those who do contract the virus.

It is also important to get your second dose when you are eligible. Earlier today, Alberta Health announced a timeline for these second doses. Anyone vaccinated in March or earlier can book their second dose starting on June 1, which is right now. Anyone vaccinated in April can book their second dose starting June 14. Anyone vaccinated in May can book their second dose starting June 28.

Where possible, AHS and participating pharmacies who administered the first dose will contact Albertans to remind them that they are eligible for their second dose. However, Albertans do not need to wait to be contacted to book once they become eligible.

Albertans who received a first dose of AstraZeneca will have a choice: book a second appointment for AstraZeneca by using the AHS online booking tool or by calling 811, or book an appointment for Pfizer or Moderna vaccines through participating pharmacies or AHS.

All vaccines are safe and effective and, whatever vaccine you get, second doses significantly increase your protection, so I urge everyone to sign up for an appointment as soon as possible.

I also stress that all Albertans, regardless of how many doses they have received to date, must continue to follow public health guidelines, including physical distancing, practising good hand hygiene, masking when in public and staying home when sick.

Finally, I would like to pass along my gratitude to everyone involved in the vaccination rollout. This is and was a mammoth and complex endeavour and yet, overwhelmingly, we are hearing Albertans marvel at the speed and efficiency of their vaccination experiences. That is a testament to the dedication and professionalism of our teams throughout the province. They are doing a great job, and I am sure Albertans are grateful for their efforts.

Thank you.

Mr. Weyant noted that the Board was participating by teleconference and that, therefore, he would ask for a vote on the motion, and ask for those opposed or abstaining. Those who neither opposed nor abstained, would be viewed as in favour of the motion. If there were none, or a minority, who either opposed or abstained, the motion would be declared carried.

❖ **Review of Agenda**

UPON MOTION duly moved, seconded and unanimously carried, the Board approved the agenda for the meeting of the Board held on June 1, 2021, which was provided to the Board in advance of the meeting.

❖ **Declaration of Conflicts of Interest**

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

❖ **Approval of Minutes – April 12 & May 4, 2021**

UPON MOTION duly moved, seconded and unanimously carried, the minutes of the AHS Board meetings held on April 12, 2021 and May 4, 2021 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.

1. **Quality & Safety Committee**

a) **Meeting Report – May 19, 2021**

Ms. Glenda Yeates, Committee Chair, reported that the Quality & Safety Committee met on May 19, 2021.

Ms. Yeates noted that the Committee received and reviewed the Q3 2020-2021 Patient Safety Report, and received an update on the status of the Alberta Surgical Initiative.

Ms. Yeates advised that the Committee also received Risk Report Updates with respect to Patient Experience and Patient Safety, and received and reviewed the Response to the Auditor General Report on CT and MRI Services.

Ms. Yeates also noted that the Committee received an overview on the Continuing Care Quality Plan and Continuing Care Health Service Standards Audit, and an update on Accreditation activities. The Committee also received an update on the COVID-19 vaccine roll-out in the Province.

Ms. Yeates reported that there were no items that came through the Committee for Board approval.

2. Community Engagement Committee

Ms. Vicki Yellow Old Woman, Committee Chair, reported that the Community Engagement Committee met on May 20, 2021.

Ms. Yellow Old Woman advised that the Committee received presentations from both the Peace Health Advisory Council and the Stollery Children's Hospital Foundation. The Committee also received an update on processes for Foundation funded projects and a Community Engagement Committee of the Board Update.

Ms. Yellow Old Woman noted that she would be presenting two motions for Board approval.

a) Advisory Council Appointments

Ms. Vicki Yellow Old Woman, Committee Chair, advised that the Committee considered the appointments of Advisory Council members and the appointment of Trustees to established Foundations.

Ms. Yellow Old Woman stated that AHS is very grateful for the commitment of volunteers across the province, values their work and appreciates their commitment to health care.

First, the appointments of members to Advisory Councils. Ms. Yellow Old Woman stated that the responsibility to appoint Advisory Council members lies with the AHS Board. The Committee recommended the Board approve the member appointments as reviewed by the Committee. The Board considered such recommendation and the members support its approval.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the following Advisory Council appointments and renewals for the terms as follows:

Health Advisory Council Appointment – for a Three-Year Term – effective June 1, 2021 to May 31, 2024	
Health Advisory Council	Name
David Thompson	Janey Olson
Greater Edmonton	Vincent Liu
Lakeland Communities	Lorin Tkachuk
Oldman River	Betty Ann Little Wolf
Tamarack	Kathryn Howe
True North	Jill Didzena
Wood Buffalo	Sonia Burke-Smith

b) Q1 Appointments and Reappointments of Trustees to Health Foundations

Ms. Yellow Old Woman reported that the second item considered by the Committee was with respect to the appointments and reappointments of Trustees to Foundations.

Ms. Yellow Old Woman noted that the responsibility to appoint Trustees to established Foundations lies with the AHS Board. The Committee recommended the Board approve the Trustee appointments and reappointments as reviewed by the Committee. The Board considered such recommendation and the members supported its approval.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the reappointments of Trustees to the Calgary Health Foundation for the terms as follows:

Trustee Appointment – for a One Year Term - effective June 1, 2021 to May 31, 2022	
Foundation	Name
La Biche Regional Health Foundation	Sharon Hutchinson Claire Richard Yvonne Zevola
Trustee Appointment – for a Two Year Term - effective June 1, 2021 to May 31, 2023	
Foundation	Name
Brooks and District Health Foundation	Leona Ferguson Struan Vaughn
Trustee Appointments – for a Three Year Term - effective June 1, 2021 to May 31, 2024	
Foundation	Name
Alberta Cancer Foundation	John Donald Barbara Munroe
Bassano and District Health Foundation	Jan Armstrong Ron Wickson

Canmore and Area Health Care Foundation	Pierre Boucher Pierre Doyon Jon Olthuis Dave Somerville
Medicine Hat and District Health Foundation	Perry Dooley Mark Yeast
North County Health Foundation	Estelle Anderson Joan Boras Ineke Broers
Oyen and District Health Foundation	Muriel Martin
Ponoka and District Health Foundation	Brenda Durie Lynette Hycha Charles Park
Strathcona Community Hospital Foundation	Susan Chesney

3. Human Resources Committee

a) Report to the Board

Dr. Sayeh Zielke, Committee Vice Chair, reported that the Human Resources Committee met on May 20, 2021.

Dr. Zielke reported that the Committee received the Our People Results Quarterly Pulse Report for Q4 2020-2021, an update on Labour Relations, the Our People Strategy Refresh and Action Plan, an Overview of AHS Succession Planning, and a presentation on Supporting Operations through Data Innovation in Workplace Health & Safety.

Dr. Zielke noted that there were no items that came through the Committee for Board approval.

4. Finance Committee

Mr. David Carpenter, Committee Chair, reported that the Finance Committee met on May 27, 2021.

Mr. Carpenter noted that the Committee received financial updates, the draft AHS 2020-24 Health Plan & Business Plan for review, and updates on the 2021/22 COVID-19 Forecast, the AIMCo transition and a report from the Asset Optimization Committee, which is a sub-committee of the Finance Committee.

Mr. Carpenter stated that the Committee reviewed several recommendations for Board approval as outlined in detail below and that he would be presenting four motions for Board approval.

a) Q4 2020-21 Investment Report

The Committee reviewed the Q4 2020-21 Investment Report, and recommended Board approval. The Board reviewed the report, and the members supported the approval.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board ratified the investment portfolio and transactions described as follows:

- a) as at March 31, 2021, AHS held restricted and unrestricted funds managed by Phillips, Hager & North Investment Management and Manulife Financial totalling \$1.613 billion;**
- b) the funds were invested in short term treasury bills, federal, provincial, municipal and corporate fixed income bonds, pooled mortgage funds, bond funds, real estate funds, Canadian and Global equity funds; and**
- c) all of the funds invested during the quarter ended March 31, 2021, were invested in accordance with the Investment Bylaw and Investment Policy.**

b) Q2 COVID Interim Authorization to Spend

Second, the Committee reviewed the Interim Authorization to Spend for COVID-19 Costs in 2021-22, and recommended Board approval. The Board reviewed the authorization, and the members supported the approval.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board authorized Alberta Health Services to incur the following costs for the COVID-19 pandemic response:

- a) maximum expenses of \$914 million for the period April 1, 2021 to August 31, 2021; and**
- b) maximum capital expenditures of \$28 million for the period April 1, 2021 to August 31, 2021.**

c) Borrowing for Ambulances and EMS Support Vehicles

Third, the Committee reviewed a proposal related to borrowing for the acquisition of ambulances and EMS Support Vehicles, and recommended Board approval. The Board reviewed the proposed borrowing, and the members supported the approval.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved that Alberta Health Services may:

- a) borrow up to \$40M from Alberta Treasury Board & Finance for a 5-year term to finance the acquisition of Ambulances and EMS Support vehicles as reviewed by the Finance Committee and the Alberta Health Services Board at the current interest rate charged by Alberta Treasury Board & Finance at the onset of the loan;
 - b) if required, pledge collateral as security for such borrowing as determined by Alberta Treasury Board & Finance;
 - c) repay the Alberta Treasury Board & Finance loan and interest from Alberta Health Services funds assigned to annually internally funded capital asset replacement; and
 - d) delegate the authority to the Alberta Health Services President and CEO to execute all documentation that may be required to put into effect the foregoing on behalf of Alberta Health Services.
- d) Delegation of Authority
- i) Silverado Senior's Village Partnership
 - ii) Shepherd Care Foundation

Finally, the Committee reviewed renewals and amending agreements for continuing care facilities and recommended same for Board approval. Board approval is required in accordance with Policy 1100 *Delegation of Authority and Establishment of Controls for Commitments*. The Board reviewed the recommendation, and the members supported the approval.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board:

- a) approved a new Master Services Agreement between Alberta Health Services and Silverado Senior's Village Partnership for 129 long term care spaces at the new facility in Calgary for a 30 year term, on the terms and conditions reviewed by the Finance Committee and the Alberta Health Services Board, with such non-substantive changes that management of Alberta Health Services considers necessary or advisable.
- b) approved the extension for 5 years to July 31, 2026 of the current Master Services Agreement between Alberta Health Services and Shepherd's Care Foundation relating to continuing care services at the following facilities:
 - Shepherd's Care Kensington Campus
 - Shepherd's Care Greenfield
 - Shepherd's Care Millwoods Campus,on the terms and conditions reviewed by the Finance Committee and the Alberta Health Services Board, with such non-substantive changes that management of Alberta Health Services considers necessary or advisable.

- c) **delegated the authority to the Alberta Health Services President and CEO to execute the new Master Services Agreement with Silverado Senior's Village Partnership and the extension of the Master Services Agreement with Shepherd's Care Foundation as so approved by the Alberta Health Services Board on behalf of Alberta Health Services in accordance with the *Delegation of Authority and Establishment of Controls for Commitments Policy*.**

5. Audit & Risk Committee

Mr. David Carpenter, Committee Chair, reported that the Audit & Risk Committee met on May 27, 2021 & June 1, 2021. 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.

Mr. Carpenter noted at the May 27, 2021 meeting, the Committee received drafts of the 2020-21 Annual Report and the March 31, 2021 Consolidated Financial Statements and Financial Statement Discussion and Analysis. In addition, the Committee received a report on outstanding and implemented audit recommendations, and the 2020-21 Performance Report for Internal Audit and Enterprise Risk Management.

Mr. Carpenter advised that there were two items presented to the Committee to be considered for Board approval.

a) 2021-22 Internal Audit and Enterprise Risk Management Department Plan and 2021-22 Provincial Continuing Care Audit Team Plan

The Committee reviewed the 2021-22 Internal Audit and Enterprise Risk Management Department Plan and the 2021-22 Provincial Continuing Care Audit Team Plan. The Internal Audit and Enterprise Risk Management Department Plan outlines the audits and advisory projects to be conducted over the next year which will focus on key organizational strategic priorities and risks. It also includes the Department's goals, strategies, performance measures and budget. The Provincial Continuing Care Audit Team Plan focuses on the planned routine and high risk audits of continuing care services and programs across the province in the next year. The Plan also includes goals and priorities to improve the effectiveness of audit processes.

The Committee recommended that the AHS Board approve both plans. The Board has considered such recommendation and the members supported the approval.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved:

- i) **the 2021-22 Internal Audit and Enterprise Risk Management Department Plan; and**

ii) the 2021-22 Provincial Continuing Care Audit Team Plan;

in the forms reviewed by the Audit & Risk Committee and the Alberta Health Services Board with such non-substantive changes that management of Alberta Health Services considers necessary or advisable.

b) Internal Audit Charter Update

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 Committee is responsible to recommend annually that the Board approve the Internal Audit Charter. The Committee reviewed the Internal Audit Charter update as of May 2021 and recommended the Board approve the same. The Board considered such recommendation and the members supported its approval.

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

c) March 31, 2021 AHS Consolidated Financial Statements and Financial Statement Discussion and Analysis

At the June 1, 2021 meeting, the Committee reviewed the Office of the Auditor General Report for the year ended March 31, 2021, a draft of the Annual Report, a report on the annual risk summary, an audit report on IT general control and a legal & privacy update.

There was one item presented to the Committee to be considered for Board approval.

The Committee reviewed a final version of the March 31, 2021 Consolidated Financial Statements, the establishment of reserves, and the financial statement discussion and analysis. The Committee recommended the Board approve those items. The Board reviewed such recommendation and the members supported the approval.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board:

1. approved the internal restriction as at March 31, 2021 of:
 - (a) \$925.563 million to represent the amount of unrestricted surplus invested in tangible capital assets and not available for any other purpose;
 - (b) \$20.912 million to represent the amount of unrestricted surplus related to insurance equity requirements and not available for any other purpose;
 - (c) \$63.038 million to represent the amount of unrestricted surplus related to foundations and not available for any other purpose; and

2. approved the Alberta Health Services:
 - (a) Consolidated Financial Statements for the year ended March 31, 2021 as reviewed by the Audit & Risk Committee and the Alberta Health Services Board; and
 - (b) Financial Statement Discussion and Analysis for the year ended March 31, 2021;

both for inclusion in the Alberta Health Services 2020-21 Annual Report and both in the form reviewed by the Audit & Risk Committee and the Alberta Health Services Board, with such non-substantive changes that management of Alberta Health Services considers necessary or advisable; and

3. authorized and directed management of Alberta Health Services to deliver the Consolidated Financial Statements and Financial Statement Discussion and Analysis to Alberta Health and to later make them available to the public through the Alberta Health Services website.

6. **Governance Committee**

Ms. Sherri Fountain, Committee Chair, reported that the Governance Committee met on May 27, 2021.

Ms. Fountain advised that the Committee received the Ethics & Compliance Office Q4 2020/21 Report for discussion and an update on the Medical Staff Bylaws and Rules Review. The Committee reviewed the 2020/21 Policy Report, a draft of the Contracted Service Delivery Decision Framework and the AHS Midwifery Staff Bylaws.

Ms. Fountain noted that there were two items for recommendation for approval of the Board.

a) Board Member Terms of Reference

First, the Committee considered amendments to the AHS Board Member Terms of Reference, particularly related to external communications. The Committee recommended the Board approve the proposed amendments. The Board reviewed the proposed amendments and the members supported the approval. Once amended, the revised Board Member Terms of Reference will be made available on the Alberta Health Services public website.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the amendments to the Board Member Terms of Reference as reviewed by the Governance Committee and the Alberta Health Services Board.

b) Amendment to COI Bylaw

Second, the Committee considered an amendment to the AHS Conflict of Interest Bylaw. Specifically, a new section 8.2 is proposed for the Bylaw to ensure workforce recognition gifts are not restricted by the Bylaw, while requiring AHS to take steps to ensure that acceptance of such gifts does not pose a conflict of interest for AHS or AHS Representatives.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the proposed amendment to the AHS Conflict of Interest Bylaw to add the new section 8.2 as reviewed by the Governance Committee and the Alberta Health Services Board.

Mr. Weyant noted that even though they were at the end of the agenda, and he declared the business agenda adjourned, he had one final announcement to make. He noted that this was the last Board meeting for Ms. Glenda Yeates and Mr. David Carpenter. Mr. Weyant thanked David and Glenda for their service over the past six years. Each of them had made extraordinary contributions to AHS and accordingly to healthcare in this province. Mr. Weyant thanked them and wished them well in all their future endeavors. Mr. Weyant concluded the meeting and thanked everyone for joining and to be safe and well.

❖ **Adjournment**

There being no further business, the meeting was adjourned at 5:45 p.m.

Signed by
David Weyant, QC
Chair

Signed by
Catherine MacNeill
Corporate Secretary & Legal Counsel