

Board of Director Meeting Highlights

Toronto, Ontario

January 24, 2012

Chair's Report/Executive Committee Report

Jessica Hill, CEO, provided an update on the general approach being taken to strengthen the organization's structure reflecting the needs of the new strategic plan. The Board recognized the need for this work in order to deliver on the 2012-17 strategic plan.

The Chair of the Governance and Nominating Committee briefly provided an update on upcoming Board vacancies and asked members to provide input into the identification of potential candidates that would further strengthen the Board.

CEO Report

Jessica Hill, CEO, referenced her report and highlighted the following:

- International Partnerships: The World Cancer Congress, organized every two years by the Union for International Cancer Control, will take place in Canada for the first time in Montreal in August 2012. Ms. Hill is chairing the Congress' Canada-Wide Advisory Committee and Dr. Heather Bryant, VP, Cancer Control, is Co-Chair of the Executive Scientific Committee.
- First Nations, Inuit and Métis Cancer Control: The Knowledge Exchange forum, held in Ottawa was well attended and allowed for the sharing of early learnings at the midpoint of the Action Plan's first year.
- System Performance Report: Board members were provided with a hard-copy version of the 2011 Cancer System Performance Report. Ms. Hill referred to a series of regional consultations to engage experts and knowledge leaders from across the country for advice and input into the planned directions for cancer system performance measurement and reporting in 2012 and beyond.

Canadian Partnership for Tomorrow Project

Dr. Bryant provided an overview of CPTP achievements and identified objectives to be completed. She then reviewed the International Scientific Advisory Board's recommendation for a new recruitment target of 230,000 participants by March 31, 2012, which the Board approved.

2012-17 Business Plan: Continuing Initiatives

Mel Cappe, Vice-Chair of the Board and Chair of the Performance Committee, provided an update on the January 11, 2012 joint meeting between the Performance and Finance and Audit Committees. The Board approved the 2012/13 program budgets for the following continuing initiatives: CLASP; Population Based Screening Programs; Embedding Evidence in Care – Synoptic Reporting and Staging; First Nations, Inuit and Métis Cancer Control; System Performance; and

cancerview.ca.

2012-17 Business Plan

Mel Cappe, Chair of the Performance Committee, introduced the five-year business plan outlining the Partnership's intended accomplishments during its second mandate. Andrea Reed, Strategy Lead, referred to the preliminary business plan presented at the October 2011 meeting and highlighted updates since that time. The Board commented on the quality of information in the document and the clarity of the information presented. The Board approved the 2012-17 Business Plan and high-level budget allocations as amended.

2012/13 Corporate Plan

Ms. Reed provided background on the 2012/13 corporate plan, which is a requirement of the Health Canada funding agreement. Aslam Bhatti, Chief Financial and Administrative Officer, presented the 2012/13 budget and allocations over the five-year period ending March 31, 2017. The Board made suggestions to strengthen the corporate plan and approved the 2012/13 corporate plan as amended for submission to Health Canada by January 31, 2012.

2011/12 Corporate Plan-Risk and Forecast Summary

Chris Clark, Chair of the Finance and Audit Committee, presented for Board review the Risk and Forecast Summary Report relating to the 2011/12 corporate plan. Mr. Bhatti updated the Board on the risk status of various projects, highlighting those with high and medium risk and identified the mitigating strategies being implemented by management. The Board reviewed and accepted the 2011/12 Corporate Plan: Risk and Forecast Summary as at November 30, 2011.

2011/12 Interim Financial Statements

Chris Clark, Chair of the Finance and Audit Committee, reported that the Finance and Audit Committee reviewed the statements and found nothing unusual or untoward. The Board approved the Interim Financial Statements for the six month period ending September 30, 2011.

Portal and Corporate IT Contract Renewal

Lee Fairclough, VP, Knowledge Management, updated the Board on procurement activities and risk mitigation strategies associated with the portal and corporate IT contract renewal. Ms. Fairclough expressed confidence in the preferred vendor, iTMethods, selected through an RFP process. The Board authorized management to execute the five-year contract with iTMethods for the Portal and Corporate IT services and maintenance contract.

Integrated Corporate Services System

Mr. Bhatti presented the rationale for an in-house integrated corporate services system and indicated that the preferred vendor was selected through an RFP process. Mr. Clark noted the efficiencies gained through this upgrade make it worthwhile. The Board authorized

management to enter into the contract with Unit4 Software, for the integrated corporate services system for the period 2012-2017.

Board Director Recruitment

René Gallant, Chair of the Governance and Nominating Committee indicated that four Board members have terms expiring in 2012 and three have terms expiring in 2013. The Board discussed solutions for maintaining continuity in Board composition and agreed to extend the contract of one of the four members with a term expiring in 2012. The Board also discussed the recruitment process for the other three expiring terms given the geographic and affiliation requirements of the positions and the skills and attributes needed for successful candidates. The Board approved the recruitment process as presented.

Selection Process for Board Chair

The Board approved the process for selection of a Board Chair as outlined by Mr. Gallant, including the steps to be taken in the event of a tie situation.