

Board of Director Meeting Highlights

Calgary, Alberta

October 4 – October 5, 2012

Chair's Remarks

Chris Clark, Chair welcomed Board members, and Shelly Jamieson, to her first meeting as CEO. He also acknowledged and thanked Dr. Heather Bryant, Vice-President, Cancer Control, for the contributions to the August 2012 World Cancer Congress organized by the Union for International Cancer Control (UICC) and extended his congratulations on her election to the UICC Board of Directors.

Board Development

The Board participated in a Board development session on “Board Governance” presented by Bonnie DuPont, Vice Chair of the Board of Governors at the University of Calgary; Chair of the Human Resources and Compensation Committee at the Bank of Canada; Chair of the Safety, Health and Environment Committee at Viterra Inc.; and Chair of the Governance, Compensation and Nominating Committee at SilverBirch Energy.

CEO Report

Shelly Jamieson, CEO, referred the Directors to the CEO Report, focusing on outreach, themes, and staff notes/events in her first 90 days as CEO. She reflected on telephone discussions and visits with stakeholders, noting that while they expressed support for the Partnership's work some conveyed a need for greater recognition of partners. Ms. Jamieson also gave her impressions of the Corporate Plan, highlighting areas of focus.

Canadian Partnership for Tomorrow Project Update

Dr. Bryant gave an update on project risks and areas of focus that will optimize the Canadian Partnership for Tomorrow Project's (CPTP's) opportunity for success. She noted that recruitment to date has surpassed the current year target of 230,000, however blood collection is steady but slower than expected to reach the target of 90,000 for this fiscal year. In several provinces, contracts with private labs will facilitate blood collection.

The CPTP's International Scientific Advisory Board (ISAB) recommended funding of the Principal Investigators' (PIs') scientific proposal for the 2013-2017 funding period, endorsing the concept of pay for performance for both blood collection and achievement of shared national objectives. The ISAB requested further clarification and planning by the PIs, which will be reviewed in November 2012.

The Partnership has committed up to \$14.5 million for cardiovascular disease research to expand the depth and breadth of CPTP. ISAB will make recommendations on research proposals for this area in November 2012.

Dr. Bryant noted that some articles have been published on CPTP, including details on establishing such a cohort and some Quebec publications on diabetes arising from the information gathered through CARTaGENE, a regional initiative of CPTP.

Cancerview.ca Update

Lee Fairclough, Vice-President, Strategy, Knowledge Management and Delivery, highlighted the current work of making cancerview.ca more accessible to the patients and families population. Key questions relating to the project are the role of cancerview.ca in making evidence available and interpretable, and how navigation of current content can be improved.

In the short term, the cancerview.ca team is establishing straightforward solutions to help cancerview.ca visitors identify what is currently available and accessible, in addition to improving the platform's menu and search functions.

In the long term, a strategy will be developed to gain clarity on the gaps cancerview.ca can fill for its various audiences. The strategy will involve engaging partners in discussion, understanding industry trends, and aligning cancerview.ca plans with public outreach and engagement objectives (as the public engagement and outreach plan is further developed). Options and potential trade offs for supporting other audiences such as professionals will be key considerations in decision making.

Performance Measurement Strategy

Andrea Reed, Director, Strategy, Evaluation and Analytics, presented the logic model and a set of outcome indicators that will form the core of the Performance Measurement Strategy and the basis of how the progress of the Partnership's work will be evaluated. Lee Fairclough indicated that approximately 50% of the data needed for measurement is currently available through the System Performance Report and that, where possible, data collection and measurement will be incorporated as a requirement in the design of initiatives.

The Board suggested that the following be developed:

- Tools or methods to integrate the knowledge transfer and exchange continuum with the other areas of convening, catalyzing and accelerating
- A subset of indicators to be used to ongoing reporting to the Board, and likely two per measurement to be used for Health Canada reporting
- Additional language to capture the collective impact of the cancer control community, including partners

The Board approved in principle the draft Performance Measurement Strategy as at October 5, 2012, pending additional input from partners and discussion at the December 2012 Board meeting.

Palliative Care and End of Life Initiative

The Partnership's 2012-2017 Strategic Plan commits to developing and implementing an integrative initiative to address an element of the Blueprint for Action to improve palliative and end of life care in Canada. Ms. Fairclough provided an overview of the initiative and the engagement process undertaken by the Partnership for its development. The summary of findings indicates that there is value in the Partnership taking leadership in this area.

The Board approved the proposed program of work and two-staged approach to the initiative, whereby Phase 1 would seek proposals from partners to organize within their jurisdiction and develop a plan. A network would be established to develop agreement on a common set of measures for the initiative, share information about existing tools and resources, and enable knowledge exchange among provincial partners about the approaches to achieving change in this area. Once a clear program of work is identified, reviewed multi-year proposals will go to the Board for approval. Subsequent to approval, Phase 2 will be initiated for implementation and evaluation. Under the new organizational structure, this initiative will be transitioned to Dr. Bryant's leadership in the Cancer Control division.

Partner Contribution to Coalitions Linking Action and Science for Prevention

Ms. Jamieson noted that the Partnership's Prevention team is receiving inquiries from potential funding partners interested in co-funding CLASP2 initiatives. The Board confirmed that it is comfortable with exploring and engaging with partners to supplement the work with direct contribution of funds. The very design of CLASP is to attract others which will build relationships and provide sustainability.

2012/13 Corporate Plan – Risk and Forecast Summary

Laura Talbot, Chair of the Finance and Audit Committee, updated the Board on the first quarter forecast and the review management is undertaking to align expenditures with available funds. The Board briefly discussed the risks they should focus on and their responsibility to also address non-financial risks.

The Board reviewed and accepted the 2012/13 Corporate Plan: Risk and Forecast Summary Report as at August 31, 2012.

2012/Interim Financial Statements – Q1

The Board approved interim financial statements for the three months ended June 30, 2012.

KPMG Performance Audit Recommendations

Ms. Talbot reported that the Finance and Audit Committee was provided with a progress update on the management action plan put into place to address the recommendations of the performance audit report dated September 2011. Aslam Bhatti, Vice-President, Finance and Corporate Services, advised that the recommendations have been completed with the exception

of the risk-based audit recommendation, which will be addressed next fiscal year once implementation of the system is complete.

Integrated Corporate Services System Update

Ms. Talbot gave a brief update on the implementation of an Integrated Corporate Services System (accounting, financial planning, project management, procurement and Human Resources components) noting that the project is progressing. Mr. Bhatti noted that the accounting system component is built and operational.

Framework for Board Committees

The Board approved the revised Framework for Board Committees as reviewed by the Governance and Nominating Committee.

Establishment of the Human Capital Committee

René Gallant, Chair of the Governance and Nominating Committee, presented the background leading to the establishment of a Human Capital Committee and reviewed the responsibilities of the committee to act as a resource for the CEO. The Board approved the Terms of Reference of the Human Capital Committee.

Committee Membership

The Board established and confirmed membership for the Executive Committee, Governance and Nominating Committee, Finance and Audit Committee, Performance Committee and Human Capital Committee.

Terms of Reference of Committees

The Board approved the Terms of Reference of the Executive Committee, Governance and Nominating Committee, Finance and Audit Committee, and Performance Committee.

Code of Conduct for the Partnership

The Board approved the revised Code of Conduct for the Partnership effective October 8, 2012.

Amendments to By-Law Number 4

The Board amended By-Law No. 4 of the Corporation and enacted By-Law No. 5 of the Corporation, allowing a Board member to exceed the six-year limit if the member is elected as Chair of the Board.

Review of Governance Model

Mr. Gallant presented the Terms of Reference for the work mandated to the Governance and Nominating Committee to review board composition, term and selection of members, legislative changes, transition, communication and committees, and to bring forward recommendations and observations to the Board. The Governance and Nominating Committee will report back to the Board on progress with a final report delivered at the April 2013 Board meeting.

Strategic Retreat

The Board discussed potential topics for discussion at the Board retreat in December.