

## TERMS OF REFERENCE CANCER PROVINCIAL ADVISORY COUNCIL

### A. PURPOSE

The Advisory Council will provide advice to the Alberta Health Services (AHS) Board (Board) and management on service delivery and program design for a province-wide cancer system. The advice and suggestions will draw upon evidence-based practice and innovative delivery, while meeting community and client needs, and taking financial parameters into consideration. The Board will communicate to the Minister of Alberta Health, any advice relating to cancer policy that is developed as a result of the work of the Advisory Council that may impact Alberta's Cancer Control Plan.

### B. MANDATE

The Advisory Council shall consider and provide evidence-based suggestions on the following services, specifically as it relates to cancer:

- prevention and screening;
- diagnosis, treatment and care; and
- research.

### C. ROLE AND RESPONSIBILITIES

In an advisory role, the Advisory Council will encourage Albertans to participate in the development of its advice for comprehensive and effective cancer control. The Advisory Council will also provide advice related to cancer priorities for services provided throughout the province, drawing upon other expertise as required. Therefore, the Advisory Council will:

- seek and appropriately consider evidence and information from Albertans when advising on cancer planning, delivery and evaluation of cancer services;
- provide advice regarding potential challenges, gaps, opportunities and strategic investment within the cancer services as provided by AHS;
- actively communicate the Advisory Council's purpose and role;
- develop an Annual Work Plan for review by the Community Engagement Committee of the Board;
- develop an Annual Report of progress against their Annual Report for review by the Community Engagement Committee of the Board; and
- review key performance indicators for the AHS cancer system, including indicators of quality and safety.

## **D. MEMBERSHIP**

### **1. Members**

The Advisory Council shall be appointed by the Board. The membership may include a range of 15 to 18 individuals, which will be comprised of:

- international oncology experts knowledgeable in various fields of cancer research, prevention, screening and treatment i.e. representation from the following:
  - Canadian Partnership Against Cancer (CPAC)
  - Canadian Cancer Research Alliance (CCRA)
  
- experts from areas of the cancer control spectrum, as follows:
  - prevention and screening;
  - specialized acute care;
  - primary care;
  - supportive care;
  - palliative and end of life;
  - biomedical research
  - diagnostics
  
- stakeholder representation, which should include:
  - Alberta Cancer Foundation (ACF);
  - Canadian Cancer Society (Alberta/NWT Division);
  - Wellspring Calgary
  - Wellspring Edmonton
  - Up to nine (9) members of the general public (including clients and families with experience in the area of cancer).

Appointments will be made for either two or three year terms with option for renewal, not to exceed six years of total time served. All members will have voting rights.

### **2. Chair**

The Chair will:

- be knowledgeable and experienced in the field of cancer;
- possess and demonstrate a passion to support a vision for cancer in Alberta that is collaborative and integrated; and
- hold the position for up to a maximum of six years.

### **3. Vice-Chair**

The Vice-Chair will:

- be responsible for chairing the Advisory Council meetings in the absence of the Chair;

- possess and demonstrate a passion to support a vision for cancer in Alberta that is collaborative and integrated;
- hold the position for up to a maximum of six years; and
- be appointed and voted into the position by the council members.

#### **4. Sub-Committees and Project Groups**

The Advisory Council may from time to time, as required, form sub-committees or project groups to achieve time-limited work, or to seek expertise not resident within the then current Advisory Council. These sub-committees or project groups will:

- be established by the Advisory Council at scheduled meetings with approval of the attending members;
- be established for a maximum length of time, appropriate to need;
- report back to the Advisory Council on progress;
- provide a written report to the Advisory Council and Community Engagement Committee of the Board upon completion of their specific task or project; and
- fulfill such deliverables as requested by the Advisory Council.

#### **5. Recruitment and Vacancy Management**

A recruitment process developed for members of the general public, in consultation with consumer groups, ensuring representation from people whose lives have been affected by cancer. Vacancies on the Advisory Council shall be filled through appointment by the AHS Board.

#### **6. Remuneration of Cancer Provincial Advisory Council Members**

Members of the Advisory Council are not entitled to remuneration for acting as members; however, pursuant to the terms set out in the Ministerial Order, as amended from time to time and as administered by CancerControl Alberta, members will be reimbursed for pre-approved travel costs and expenses related to meetings.

### **E. MEETINGS**

#### **1. Frequency**

The Advisory Council shall meet at least three times per year or more frequently as necessary at the call of the Chair.

#### **2. Location**

Location of meetings will alternate between Calgary and Edmonton. Other locations may be chosen if deemed necessary by the Advisory Council.

### **3. Minutes**

Minutes and agendas shall be prepared and master copies of the minutes shall be retained by the office of CancerControl Alberta, AHS.

### **4. Quorum**

- A quorum shall be constituted by the presence of 50% (+1) of the members of the Advisory Council.
- Decisions shall be made on the basis of a quorum, and each Advisory Council member, including the Chair, shall be entitled to one vote only.
- Face to face meeting attendance is preferred but in situations when a council member cannot be present, participation through electronic measures (teleconference call, Skype, etc.) may be acceptable.

### **5. Support to the Cancer Provincial Advisory Council**

Logistical and process supports to the Advisory Council to be provided by CancerControl Alberta, AHS.

### **6. Relationship with Health Advisory Councils**

Health Advisory Councils can provide a valuable perspective on cancer issues. The Advisory Council will work to establish relationships with these councils and to seek their input where appropriate.

## **F. REPORTING**

The Advisory Council will report through the Chair to the Community Engagement Committee of the Board.

## **G. APPROVAL**

These Terms of Reference may be reviewed and approved as required by the Board.

## **H. EVALUATION**

The Advisory Council will conduct a self-evaluation annually for inclusion in its Annual Report to the Board.

The Advisory Council will participate in activities to evaluate community engagement across AHS.