

# MOHCCN STEERING COMMITTEE

## Terms of Reference (V2 July 2022)

### MARATHON OF HOPE CANCER CENTRES NETWORK

1. The Marathon of Hope Cancer Centres Network ('MOHCCN' or 'Network') is a consortium of designated Cancer Centres or Consortia that is co-funded by a Contribution Agreement between the Terry Fox Research Institute (TFRI) and Health Canada (HC)'s Health Care Policy and Strategies Program. The Federal Government's investment of \$150 million over five years is to be matched by co-investments by TFRI and its Cancer Centre partners across Canada.

2. The goal of the Network is to build and operate:

"a powerful collaborative platform of leading Cancer Centres across Canada to collaborate on precision medicine to benefit cancer patients and drive innovation. The Network will apply advanced technologies such as genomics, high-powered imaging and artificial intelligence (AI) to solve complex cancer cases, to optimize treatment decision-making. The Network will generate and share molecular, clinical and health outcomes data on its cancer patients."

3. TFRI is the Recipient in the Contribution Agreement with HC. Cancer Centre and Consortium partners who will receive funds, and who will also match funding, are referred to as Centres or Third Parties.

### RESPONSIBILITIES OF THE RECIPIENT (TFRI)

In its role as the Recipient of funds from Health Canada, TFRI will:

1. Appoint the Founding Network Council.
2. Appoint the Executive Director of the Network and other Staff ("TFRI Staff") to ensure the professional management of the Network and its central functions.
3. Execute agreements between TFRI and the Centres and Third Parties as set out in the Contribution Agreement.
4. Integrate the work of the Network with the distributed data-sharing platform.
5. Approve any amendments to these Terms of Reference upon recommendation of the Network Council.
6. Work collaboratively to recommend any changes to the terms, conditions, and schedules of the Contribution Agreement with Health Canada.

## **ROLES OF THE STEERING COMMITTEE**

1. The roles of the Steering Committee are to:
  - a. Identify issues that require Network level policy development, in collaboration with TFRI Staff and Network Council.
  - b. Support the creation of pan-Canadian Working Groups (WGs) to prepare policies and processes for review.
  - c. Review the activities and processes involved in the development of the policies by WGs to ensure their readiness for endorsement by the Network Council. Any contentious issues raised during this review will be addressed by the WG or MOHCCN Staff prior to Council submission.
  - d. Monitor progress to deliver upon each Designated Centre's goals, milestones and deliverables.
  - e. Provide guidance to management to solve problems, in particular scientific issues, and advice on the achievement of milestones and deliverables.
  - g. Promote Network-wide education and learning from scientific and clinical advances.
2. The Steering Committee is accountable to Network Council.
3. The Steering Committee meets regularly, at least 6 times a year.

## **STEERING COMMITTEE MEMBERSHIP CRITERIA**

1. *Commitment to the MOHCCN mission and goals.* Each Steering Committee member will show commitment to the shared mission of the vision of the MOHCCN and support the generation and sharing of genomic, clinical and health outcomes data on its cancer patients.
2. *Collaboration.* Members should demonstrate the expertise and willingness to collaborate and share knowledge and best practices and contribute to the development of a Network of leading Cancer Centres across Canada to collaborate on precision medicine to benefit cancer patients.

## **COMPOSITION OF THE STEERING COMMITTEE**

1. The Steering Committee includes a minimum of ten (10) voting members, exclusive of observers, invited guests and TFRI Staff. It is primarily comprised of at least one person from each of the MOHCCN Working Groups, either the Chair, the Co-Chair or a selected WG representative approved by the Chair of the Steering Committee. Additional voting members may be selected by TFRI Staff to ensure broad representation across Canada. Observers and invited guests are identified by the Steering Committee in collaboration with TFRI Staff, as needed. This includes an effort to align with the 50-30<sup>1</sup> Challenge to support gender parity and significant representation of under-represented groups. The appointment of voting members is for 2 years and is renewable.

2. The Executive Director of MOHCCN and representatives of TFRI Staff are ex-officio non-voting members of the Steering Committee.
3. The Executive Director of MOHCCN chairs the Steering Committee.
4. Committee members do not receive remuneration for their attendance, except for travel and accommodation costs to attend in-person meetings.

<b>Consortium</b>	<b>Institution</b>	<b>Working Group Chair</b>	<b>Member From</b>	<b>Member Until</b>
<b>BC2C</b>				
Marco Marra	BC Genome Sciences Centre	Technology	2019	Jan-2023
Daniel Renouf	BC Cancer		2019	
Dean Regier	BC Cancer	Health Technology Assessment	Sep-2022	
Steven Jones	BC Genome Sciences Centre	Data Policies and Standards	Jul-2022	
Janessa Laskin	BC Cancer	Return of Results, Prospective Enrolment	Nov-2022	
<b>PM2C/OCC</b>				
Lillian Siu	UHN - Princess Margaret Cancer Centre	Scientific Questions	2019	
Michael Brudno	UHN - Princess Margaret Cancer Centre		2019	
Trevor Pugh	UHN - Princess Margaret Cancer Centre	Technology, Biospecimens	Sep-2022	
Lincoln Stein	OICR	Data Policies and Standards, Clinical Data Standards	Sep-2022	
Lesley Rapaport	UHN - Princess Margaret Cancer Centre	IP & Commercialization	Sep-2022	
Enrique Sanz Garcia	UHN - Princess Margaret Cancer Centre	Prospective Enrolment	Nov-2024	
Yvonne Bombard	Unity Health Toronto	Health Technology Assessment	Nov-2024	
<b>PR2C</b>				
Jennifer A. Chan	University of Calgary		Jan-2022	
Marshall Pitz	CancerCare Manitoba		Jan-2022	Mar-2024
Hanne Ostergaard	University of Alberta	Immune Profiling	Sep-2022	
Sachin Katyal	CancerCare Manitoba		Mar-2024	
<b>MOH-Q</b>				
George Zogopoulos	McGill University	Return of Results	May-2022	
Simon Turcotte	U of Montreal		2019	
Ian Watson	McGill University	Technology, Immune Profiling	Jul-2022	
Nathalie Johnson	McGill University	Hematology Biospecimens	Nov-2024	
<b>PROFYLE</b>				
Anita Villani	SickKids		Sep-2022	Jan-2024
<b>ACC</b>				
Sherri Christian	Memorial University of Newfoundland		Jul-2022	
Robin Urquhart	Nova Scotia Health	Canadian Spectrum	Jul-2022	
<b>Other</b>				
Nicole Beauchemin	MOHCCN member	Patient	Jul-2022	
Nathalie Lamarche	MOHCCN member	Patient	Sep-2022	Dec-2024
Catalina Lopez-Correa	Genome Canada	Patient	Nov-2024	

TFRI (ex-officio)		From	Until
André Veillette (Chair)	Executive Director, MOHCCN	Feb-2022	
Jim Woodgett	President and Scientific Director	Aug-2021	
Natalie Szudy	Managing Director, DHDP	Oct-2021	Jan-2024
Isabel Serrano	Managing Director, MOHCCN	Nov-2021	
Jessie Micholuk	Network Program Manager	Sep-2022	
Adrian Thorogood	Legal Advisor and Data Governance Manager	Sep-2022	
Peter Mothe	Senior Communications Specialist	Mar-2023	
Kaitlin Hong Tai	Network Program Manager	May-2023	
Véronique LeBlanc	Network Program Manager, Scientific Writer	Nov-2023	
Clare Dean	Patient Working Group Coordinator	Dec-2024	

Membership Tables Last Updated: December 2024

## MANAGEMENT AND ADMINISTRATION OF THE STEERING COMMITTEE

1. *Agenda and Preparation.* Materials for Steering Committee meetings including agenda and background material, will be prepared and circulated by TFRI Staff, in advance of the scheduled meetings.
2. *Frequency.* Meetings are held at least 6 times a year. Meetings may be held at the call of the chair, or any two (2) members of the Steering Committee.
3. *Form of Meeting.* A member is present at a meeting either in-person or if the member participates electronically. Electronic consultation will be requested for the review of policies and guidelines along with a briefing note.
4. *Quorum.* A quorum shall not be less than 50% of the members of the Steering Committee and shall include the Chair.
5. *Calculation of Votes.* All voting members have one (1) vote. A majority vote of members present decides proposed resolutions during a meeting. The Chair does not vote unless there is a tie on any vote or unless the Chair's vote is required for quorum.
6. *Attendance.* Members are encouraged not to miss two (2) consecutive meetings, or they will be asked to re-examine their availability for the Steering Committee. Members may appoint another investigator, with the approval of the Chair of the Steering Committee, if they are unable to attend.
7. *Conflict of Interest.* Members are required to declare any personal, financial or organizational conflict of interest, and are expected to abide by the Researchers Code of Conduct. Members in conflict will not be permitted to vote on the resolution for which they are in conflict. The Chair will determine whether a member who has declared a conflict will be able to participate in the discussion of that topic.
8. *Confidentiality.* All members are required to abide by the TFRI's confidentiality agreement and will maintain confidentiality regarding all business of the Steering Committee, including but not limited to documentation and minutes.

9. *Resolution in Writing:* A resolution consented to in writing, whether by document, fax or any method of transmitting legibly recorded messages, by all the members shall be as valid and effectual as if it had been passed at a meeting of the Steering Committee duly called and constituted. Such resolution may be in two (2) or more counterparts, which together shall be deemed to constitute one resolution in writing.

<sup>1</sup> The 50 - 30 Challenge is an initiative co-created by the Government of Canada, civil society and the private sector that aims to attain gender parity and significant representation (at least 30%) of under-represented groups on boards and senior management positions in order to build a more diverse, inclusive, and vibrant economic future for Canadians