



MINUTES OF MEETING

OF COUNCIL

MARCH 25, 2019

	Page
Noting Members Present	4
Declaration of Conflict	4
Approval of Agenda	4
President's Opening Remarks	4
Patient Reflections	4
Briefing Note – President's Report to March 2019 Council	5
Approval of Minutes of Previous Meeting – December 2018	5
Notice of Motions Intended to be Introduced	5
Motions, Notice of Which Had Previously Been Given	5
Inquiries	5
Matters Arising from Previous Meetings	
For Decision	
Briefing Note – Finance & Audit Committee (<i>2018 Audited Financial Statements</i>)	5, 6
Briefing Note – Discipline Cost Recovery	6, 7
For Information	
Briefing Note – Registrar's Report to Council	7, 8
Other Matters	
Unfinished Business	
Motion respecting Circulation of Minutes	9
Motion of Adjournment	9

MONDAY, MARCH 25, 2019 – 9:04 A.M.

COUNCIL CHAMBERS, ONTARIO COLLEGE OF PHARMACISTS

Elected Members

District H Dr. Régis Vaillancourt, Ottawa
District H Ms. Nadia Facca, London
District K Dr. Esmail Merani, Carleton Place
District K Ms. Tracey Phillips, Westport
District L Mr. Billy Cheung, Markham
District L Mr. James Morrison, Burlington
District L Dr. Sony Poulouse, Hamilton
District M Mr. Mike Hannalah, Toronto
District M Mr. Kyro Maseh, Toronto
District M Ms. Laura Weyland, Toronto
District N Mr. Tom Kontio, London
District N Ms. Leigh Smith, Cambridge
District N Dr. Karen Riley, Sarnia
District P Ms. Rachelle Rocha, Sudbury
District P Mr. Douglas Stewart, Sudbury
District T Ms. Ruth-Ann Plaxton, Owen Sound
District TH Mr. Goran Petrovic, Kitchener

Dr. Christine Allen, Interim Dean, Leslie Dan Faculty of Pharmacy, University of Toronto - **Regrets**
Dr. David Edwards, Hallman Director, School of Pharmacy, University of Waterloo - **Regrets**

Members Appointed by the Lieutenant-Governor-in-Council

Ms. Kathleen Al-Zand, Ottawa
Ms. Linda Bracken, Marmora - **Regrets**
Ms. Christine Henderson, Toronto
Mr. Azeem Khan, Pickering
Mr. James MacLaggan, Bowmanville - **Regrets**
Ms. Elnora Magboo, Brampton
Ms. Sylvia Moustacalis, Toronto
Ms. Joan A. Pajunen, Kilworthy - **Regrets**
Ms. Joy Sommerfreund, London - **Regrets**
Mr. Dan Stapleton, Toronto

Staff present

Ms. Nancy Lum-Wilson, CEO and Registrar
Ms. Anne Resnick, Deputy Registrar/Director, Conduct
Ms. Connie Campbell, Director, Corporate Services
Ms. Susan James, Director, Quality
Ms. Sarah MacDougall, Council & Committee Liaison
Ms. Stephenie Summerhill, Executive Assistant to the CEO and Registrar

Invited Guests

Ms. Michelle Tkachenko, Audit Engagement Principle, Tinkham LLP

1. Noting Members Present

Member attendance was noted.

2. Declaration of Conflict

There were no conflicts declared.

3. Approval of Agenda

A motion to approve the Agenda was moved and seconded. The motion CARRIED.

4. President's Opening Remarks

President Weyland welcomed the new Council and Committee liaison Ms. Sarah MacDougall. Ms. Weyland also informed the Council of two new committee appointments. Ms. Kathy Al-Zand has been appointed as Chair of the Patient Relations Committee further to Ms. Linda Bracken's absence; and Mr. Deep Patel has been appointed as Chair of the Registration Committee as Mr. Ravil Veli's term as a public member expired on March 22, 2019.

Ms. Linda Bracken passed on April 8, 2019. The Council and staff remember Ms. Bracken for her thoughtful dedication and service to the College. We extend our deepest condolences and prayers to Ms. Bracken's family.

4.1 Patient Reflections

President Weyland welcomed Mr. Todd Leach, Communications Manager to share the story of Ms. Theresa Tai-MacArthur, the daughter of a patient, who reached out to the College about the care her father received by Mr. Michael Dawood, a pharmacist in Ancaster Ontario late last year.

4.2 Briefing Note – President’s Report to March 25

President Weyland referred to her report which summarized her activities since the previous Council meeting. These included attending various committee meetings at the College and various meetings with the Registrar and the Vice President.

Ms. Weyland expressed her gratitude for the Council members’ participation in the December meeting evaluation. In response to the feedback Ms. Weyland highlighted the information on the relationship and roles of the Council and the Registrar as it is laid out in the College’s Governance Manual.

The relationship between the Registrar and Council is best considered a partnership. The College as a whole is charged with serving and protecting the public and the role of Council is to provide high level strategic direction. The Registrar is appointed by the Council to manage the operations of the College and when issues arise or items come forward for consideration it is the responsibility of the Registrar to advise Council and bring forward any information that should be considered in the Council’s decision or discussion.

The Briefing Note was received for information by Council.

5. Approval of Minutes of Previous Meeting

5.1 Minutes of December 2018 Council Meeting

It was moved and seconded that the Minutes of the December 2018 Council meeting be approved. The motion CARRIED.

6. Notice of Motions Intended to be Introduced

There were none.

7. Motions, Notice of Which Had Previously Been Given

There were none.

8. Inquiries

There were none.

9. Matters Arising from Previous Meetings

There were none.

10. For Decision

10.1 Briefing Note – Finance and Audit Committee

President Weyland requested Mr. Dan Stapleton, Chair of the Finance and Audit Committee, to present the Briefing Note to Council. Mr. Stapleton provided a brief introduction of the Finance & Audit Committee briefing note and reminded Council that this is the second year that the audit firm, Tinkham LLP, Chartered Professional Accountants, has undertaken the financial and pension audits for the College.

A motion to receive the Briefing Note from the Finance and Audit Committee was moved and seconded. CARRIED.

Mr. Stapleton then introduced Ms. Michelle Tkachenko, Audit Engagement Principle, Tinkham LLP, to present the audited statements to Council.

Ms. Tkacheno advised Council that upon review of the College's accounting practices, Tinkham LLP audited the financial statements of the Ontario College of Pharmacists. The statements are comprised of the statement of financial position as at December 31, 2018, the statements of operations, changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

Ms. Tkacheno relayed that in the opinion of the Auditor, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at December 31, 2018, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Ms. Tkachenko added that the auditors had received full cooperation from management and staff in the conduct of their audit and that there were no restrictions placed on the approach to or extent of their work and further that they were given complete and timely access to all books and records, documents and other supporting data that were required.

Following discussion, the **motion** that Council approve the Audited Financial Statements for the operations of the Ontario College of Pharmacists for 2018 as prepared by management and audited by Tinkham LLP, Chartered Professional Accountants **was called to a vote.**

Council members voted unanimously in favour of the motion. **The motion CARRIED.**

10.2 Briefing Note – Policy on Discipline Cost Recovery

President Weyland invited Ms. Resnick, Deputy Registrar/Director, Conduct, to introduce the Briefing Note.

Ms. Resnick informed Council that approval of this policy means that Council is directing the external and internal counsel to seek to recover all or part of the costs and expenses related to the investigation and conducting of the hearing when members are found guilty of professional misconduct. Ms. Resnick also indicated that the tariff rates for internal counsel and staff have been established and are presented as part of this motion.

A motion in respect of the recommendation in the briefing note was moved and seconded. The motion CARRIED.

The impact of the College's ability to recover a higher proportion of discipline costs was discussed as well as the practical timing of these procedural changes. Newly referred cases will be impacted immediately as they can be notified of the policy intention from the start, while cases already under investigation will still be influenced by established precedents.

The staff tariff rate, if approved, will be publically available and can be communicated to members referred for a disciplinary hearing, providing a high degree of transparency. Ms. Resnick also offered that the rates can be reviewed as needed as labour costs rise.

Following discussion, the **motion** that Council direct, effective immediately, counsel for the College to seek costs in all appropriate cases and that the proposed hourly rates for the College staff be adopted **was called to a vote**.

Council members voted in favour of the motion. **The motion CARRIED.**

11. For Information

11.1 Briefing Note - Registrar's Report to Council

President Weyland invited the Registrar, Ms. Lum-Wilson, to address Council. The Registrar first presented the 2018 Q4 Performance Scorecard. The 2018 year end scorecard illustrates the performance of the College on the predetermined targets established for year three of the 2015-2018 strategic plan.

A draft version of the 2019 redesigned scorecard was then presented to Council. This new iteration of the scorecard is reflective of the current 2019-2021 strategic plan with the indicators divided under the four areas of identified risk and with the established strategic priorities listed.

Ms. Lum-Wilson indicated that due to the change in government there has been a more focused and intentional manner with which the Ministry and Government has been interacting with the College. This shift has resulted in a decrease in the frequency of Ministry and Government collaborations of late, although she had met with the Honorable Minister Christine Elliot, Minister of Health and Long Term Care and Dr. Reuben Devlin, Chair & Special Advisor Premiers' Council on Improving Healthcare & Ending Hallway Medicine along with other Ministry officials to keep them informed of the ongoing initiatives and to offer the assistance of the College. Ms. Lum-Wilson also highlighted the Colleges' attendance at a plenary session, held as part of the Public Inquiry into the Safety and Security of Residents in the Long-Term Care Homes System.

Health Canada has clarified that the intent of Section 348 of the *Cannabis Regulations*, as it relates to cannabis for medical use in hospitals, was to provide a mechanism for control and management for patients who already had a prescription and was not drafted with a view to allowing for the establishment of storefronts within hospitals.

Ms. Lum-Wilson provided information on the recent discussion at the Federation of Health Regulatory Colleges of Ontario (FHRCO) regarding governance reform. The FHRCO Colleges were encouraged to review governance structures to identify legislative and non-legislative changes that will permit governance reform, reduce regulatory burden and achieve the best outcomes for the public.

**Ontario College of Pharmacists
Council Meeting Minutes – March 25, 2019**

In response to a question from Council regarding the previously approved motion for mandatory cannabis education, the Registrar indicated that the development of a program by the Ontario Pharmacists' Association in collaboration with the University of Waterloo has been delayed, but is expected to be available very soon. Other organizations have indicated that they are also working on developing accredited programs which should be available in the near future. The College is working with continuing education providers to ensure that the cost of education is reasonable and accessible for registrants. All approved programs will be posted on the College website.

The National Association of Pharmacy Regulatory Authorities (NAPRA) met in March to review the process for the addition of three new public members to the Board, as previously approved with the changes to the governance structure in 2018. The new public members will be formally approved at the upcoming Annual Meeting of Members on May 8, 2019.

Ms. Lum-Wilson requested that Council Members attend the upcoming regional meetings if possible. Dates and locations of the regional meetings, which will run from approximately 6:00 to 8:30pm, are as follows:

- Thunder Bay: April 29, 2019
- Peterborough: May 2, 2019
- Ottawa: May 6, 2019
- Greater Toronto Area:
 - West Toronto: May 29, 2019
 - Markham: May 14, 2019
- Sudbury: May 16, 2019
- London: May 27, 2019
- Windsor: June 10, 2019

Members of the Council expressed their appreciation regarding the recent communication from the Registrar regarding the Colleges' response to the recent media coverage. Ms. Lum-Wilson reminded Council members to refer any media inquiries to the College's communications department.

Ms. Lum-Wilson presented her 2019 individual goals as linked to the 2019-2021 strategic plan and developed as part of the performance appraisal process established in consultation with the President and Vice President of the Council.

12. Other Matters

There were none.

13. Unfinished Business

Ms. Weyland reminded Council members to provide an evaluation of today's meeting, adding that the feedback will serve to ensure efficiency and enhance Council members' participation at these meetings.

Motion respecting Circulation of Minutes

A motion to approve the circulation of the draft minutes of this Council Meeting to Council members was moved and seconded. The motion CARRIED.

14. Motion of Adjournment

There being no further business, at 11:12 a.m., a motion to adjourn the meeting was moved and seconded. The motion CARRIED.

**Sarah MacDougall
Council & Committee Liaison**

**Laura Weyland
President**