



**Ontario College
of Pharmacists**

Putting patients first since 1871

MINUTES OF MEETING

OF COUNCIL

MARCH 25, 26, 27, 2018

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SUNDAY, MARCH 25, 2018 – 1:07 P.M.

THE WHITE OAKS, CONFERENCE RESORT AND SPA, NIAGARA ON THE LAKE

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 – **Regrets**
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. Gerry Cook, London - **Regrets**
District N Ms. Leigh Smith, Cambridge
District N Dr. Karen Riley, Sarnia
District P Ms. Rachelle Rocha, Sudbury
District P Mr. Douglas Stewart, Sudbury - **(Regrets for Tuesday)**
District T Ms. Ruth-Ann Plaxton, Owen Sound
District TH Mr. Goran Petrovic, Kitchener - **Regrets**

Dr. Heather Boon, Dean, Leslie Dan Faculty of Pharmacy, University of Toronto – **(Regrets for Tuesday)**

Dr. David Edwards, Hallman Director, School of Pharmacy, University of Waterloo

Members Appointed by the Lieutenant-Governor-in-Council

Ms. Kathleen Al-Zand, Ottawa
Ms. Linda Bracken, Marmora
Ms. Christine Henderson, Toronto
Mr. Robert Hindman, Shuniah
Mr. Azeem Khan, Pickering
Mr. Javaid Khan, Markham
Mr. James MacLaggan, Bowmanville - **Regrets**
Ms. Elnora Magboo, Brampton
Ms. Sylvia Moustacalis, Toronto
Ms. Joan A. Pajunen, Kilworthy
Mr. Shahid Rashdi, Mississauga - **Regrets**
Ms. Joy Sommerfreund, London - **Regrets**
Mr. Dan Stapleton, Toronto
Mr. Ravil Veli, North Bay
Mr. Wes Vickers, LaSalle - **Regrets**

Staff present

Ms. Connie Campbell, Director, Corporate Services
Ms. Susan James, Director, Quality
Mr. Todd Leach, Manager, Communications
Ms. Nancy Lum-Wilson, CEO and Registrar
Ms. Ushma Rajdev, Council and Executive Liaison
Ms. Anne Resnick, Deputy Registrar/Director, Conduct

Invited Guests

Ms. Vania Sakelaris, Principal, VAS & Associates Inc.
Mr. Dale Tinkham, Senior Managing Partner, Tinkham LLP
Ms. Georgina Veldhorst, Associate, VAS & Associates, Inc.

1. Noting Members Present

Member attendance was noted.

2 Declaration of Conflict

Referring to the Briefing Note on pharmacists' education and role respecting cannabis, President Vaillancourt clarified to Council that in his opinion, he did not believe that any member of Council could be deemed to be conflicted since it did not deal with the sale of cannabis. He asked for any other declarations of conflict. There were none.

3. Approval of Agenda

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

4. President's Opening Remarks

President Vaillancourt welcomed Council members to the meeting. He then introduced Ms. Nadia Facca, who was elected to Council late December 2017 in the by-election for District H. Council noted for information that Ms. Facca has been appointed to serve on the Accreditation, Drug Preparation Premises and Quality Assurance Committees of the College. Ms. Facca was invited to briefly introduce herself to Council.

4.1 Briefing Note - President's Report to March 2018 Council

Dr. Vaillancourt referred to his report which summarized his activities since the previous Council meeting. These included attending various committee meetings at the College and various phone calls and meetings with the Registrar and the Vice President.

He reported that at the last Executive Committee meeting, there was discussion regarding election of Council members and their preparedness to serve on Council. Pending recommendations from the Task Force on Council Member Competence later this year, which was created in December 2017 with a mandate to examine the legal and practical requirements of instituting a competency screening process for members seeking election to Council, the Committee decided that a member of the Executive Committee will be contacting each nominee for election to Council in the upcoming election cycle to conduct a pre-orientation interview. The purpose of the interview is to emphasize, through direct personal communication, the College's public interest mandate. He added that the recommendations of the Task Force will replace this practice for the 2019 election cycle.

The report was received for information by Council.

4.2 Briefing Note – December 2017 Council Meeting Evaluation

Referring to the December 2017 Council meeting evaluation, President Vaillancourt thanked Council for their input, stressing that feedback was very important and strongly encouraged everyone to provide input as it will serve to ensure efficiency and enhance their participation at Council meetings. He noted that some of the comments appeared to suggest that one or two individuals either were dissatisfied with or did not understand the governance process employed by the College. Referring to the Governance Manual, he clarified for Council the supporting roles of the Executive Committee as well as that of the Registrar and how these roles related to Council and invited members to meet with him if further clarification was needed.

The report was received for information by Council.

5. Approval of Minutes of Previous Meeting

5.1 Minutes of December 2017 Council Meeting

It was moved and seconded that the Minutes of the December 2017 meeting be approved. 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

10.2 Briefing Note – Educating pharmacists to provide therapeutic support for patients using cannabis

A motion to receive the Briefing Note for discussion was moved and seconded. CARRIED.

Dr. Vaillancourt addressed Council, noting that the Cannabis Task Force is currently in the process of drafting a Cannabis Strategy that it plans to present to Council in June. One of the goals of the Strategy is to address the need for members to respond to changes in the pharmacy practice environment related to the impact on patients as a result of the legalization of recreational cannabis. He advised that during their discussion, the Task Force determined that requiring education of members in preparation for this legalization is a significant and time sensitive issue and needed to be brought forward to Council in advance of the Task Force completing its mandate of drafting a Cannabis Strategy.

Together with Ms. James, Director, Quality, he then responded to questions from the floor, most of which involved specifics on implementation and appropriate access to courses. Comments from Council members indicated they were strongly in support of mandatory education. There were also suggestions regarding the courses themselves, the importance of building-in education on how to communicate in a consistent and non-biased way with patients as well as on the need to communicate with pharmacists on this issue once details were confirmed.

Council noted that College staff will work towards establishing a process for implementation of the requirement and collaborate with continuing education providers to assure appropriate courses are accessible to pharmacists to meet this mandatory education requirement.

A motion was moved and seconded that Council approve the recommendation that the College require all Part A pharmacists to complete cannabis education in preparation for anticipated practice changes due to the legalization of cannabis for recreational use. Council members voted unanimously in favour of the motion. CARRIED.

10.1 Briefing Note – Finance and Audit Committee (Audited Financial Statements for 2017)

A motion to receive the Briefing Note from the Finance and Audit Committee was moved and seconded. CARRIED. Mr. Khan, Chair of the Finance and Audit Committee, was invited to present the Briefing Note to Council.

He reminded Council that late last year, the College appointed a new audit firm, Tinkham LLP, Chartered Professional Accountants, to undertake the financial and pension audits for the College. He then provided a very brief overview of the financial statements, before introducing and inviting Mr. Tinkham, senior managing partner, Tinkham LLP, to present the audited statements to Council.

Mr. Tinkham advised Council that upon review of the College's accounting practices, they recommended a change to the manner in which annual member and pharmacy fees are recognized as revenue. To more accurately reflect the financial position at year-end, the portion of annual fees that relate to a future period will be recorded as deferred revenue. He added that as the change required a restatement of prior year financials, the impact to the Statement of Income and Expenses for 2017 was minimal. He went on to note some of the other changes which included consolidation of line items to simplify the statements; a separation of hardware and software costs, removal of the budget numbers from the statements (as this was not considered part of the audit); and merging fixed assets with unrestricted net assets. It was noted that both College management and the Finance and Audit Committee supported the recommended changes and accordingly, the financial statements for 2016 were restated and the change reflected in the audited statements for 2017.

Mr. Tinkham added that the auditors had received full co-operation 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.

A motion was moved and seconded that Council approve the Audited Financial Statements for the operations of the Ontario College of Pharmacists for 2017 as prepared by management and audited by Tinkham LLP, Chartered Professional Accountants. Council members voted unanimously in favour of the motion. **CARRIED.**

11.0 For Information

11.1 Briefing Note – Opioid Strategy Update

The Chair invited Ms. James to address Council. Council noted that following a request at the December 2017 Council meeting for more details on all of the specific activities in progress in relation to the Opioid Strategy, a Briefing Note was prepared to demonstrate this progress. Referring to the dashboard, which was distributed at the beginning of the meeting, Ms. James stated that while progress at the specific initiative level was currently available, impact reporting will be developed over time as data sources and measurement approaches are identified.

Although there was consensus around the table that Council's mandate was to provide oversight, and that only completed or significant milestones ought to be reported to Council, they felt that the information in the dashboard provided a useful depth of detail on the specific activities. Following several comments on the effectiveness of the dashboard, the Registrar agreed to append the dashboard to the Council materials to provide an update every six months.

The Briefing Note was received for information by Council.

11.2 Briefing Note – Registrar's Report on Election of Members to Council

The Briefing Note was received for information by Council.

11.3 Briefing Note - Registrar's Report to Council

President Vaillancourt invited the Registrar, Ms. Lum-Wilson, to address Council.

Council noted for information that College staff have been working on an improved planning and reporting structure for strategic priorities and the Registrar presented to Council a sample of the type of information that will be provided to Council at future meetings.

Registrar Lum- Wilson went on to advise that late last year, the College was asked to provide the Ministry of Labour with a written submission on whether exemptions in the *Employment Standards Act*, as they relate to pharmacists, should be maintained. She reported that the College's submission, which can be found on the College's website, was provided to the Ministry earlier this year.

Other informational updates included an update on meetings held with the Ontario Hospital Association (OHA). Registrar Lum-Wilson advised Council that meetings with the OHA have been collaborative with the College sharing information on the hospital assessments. She added that more recently, the two organizations had partnered to host a webinar with respect to the College's expectations on standards for sterile compounding and how hospitals can prepare for their implementation.

With respect to the Medication Safety Program, Council heard that implementation of Phase 1 of the program had commenced in 104 pharmacies across Ontario. Five training sessions, were held in January 2018 and more information on this initiative will be forthcoming as implementation progresses.

Also noted for information was the recent Supreme Court of Justice decision on a human rights challenge to the College of Physicians and Surgeons of Ontario (CPSO) policy on effective referral. The Supreme Court supported the policy of the CPSO to establish the duty to provide an effective referral if a physician has a conscientious or religious objection to meeting the provisions under MAiD (medical assistance in dying). Interestingly, the Supreme Court considered the policy as a form of "law" and stated that "The Policies fall within the CPSO's statutory mandate and are consistent with its duty to serve and protect the public interest."

Registrar Lum-Wilson advised that the College will be revisiting the current MAiD guideline with a view to modifying it to a Policy.

Registrar Lum-Wilson next reported that the College is working with Health Quality Ontario to host a roundtable in June aimed at bringing together stakeholders to set the stage for the development of a set of quality indicators for pharmacy. She reminded Council that one of the duties of the College is to ensure competent and quality services are provided to the public. The roundtable will be an opportunity to begin to shift the understanding of the impact of regulatory levers on the quality of pharmacy services provided and patient and system outcomes.

Responding to a question from the floor regarding the rejection of the proposed amendment to Bill 160 by the NDP which would have legislated patient choice of pharmacy, the Registrar advised Council that the issue of preferred provider networks had recently been discussed by the Executive Committee. Further information is being sought from other provincial regulatory authorities regarding any action they have taken to intervene on this issue. Following receipt of this information, the Executive Committee will be in a better position to determine whether there would be any recommendations for Council's consideration.

Registrar Lum-Wilson next announced that over the past few months, College staff have been working to review current processes and functions in the Investigations and Resolutions (I&R) department with a view to better position the team for sustained success in the face of increased demands related to investigations and disciplinary cases. Accordingly, starting in July, she advised that the I&R team, now referred to as the Conduct team, will operate within three streams: Investigations, Legal and Operations. This alignment, she added, will provide better role clarity and strengthen the College's capacity to manage the evolving complexity of the department's work.

12. Other Matters

12.1 Strategic Planning Session

Over the remainder of the subsequent two days (March 25 to March 27), Council members, with guidance and support from co-facilitators, Ms. Veldhorst and Ms. Sakelaris, participated in a planning session aimed at setting a new strategic plan to guide the work of the College over the next three years.

While reflecting on the College's accomplishments since 2015, Council members considered the input received from the public, government, professionals and other health system and regulatory partners and established updated vision, mission and values statements as well as set new strategic priorities for 2019-2021. These priorities are focused on enhancing system and patient outcomes through collaboration and optimization of practice within scope, enhancing the College's capacity to address emerging issues and opportunities, and increasing awareness of the College's value in the protection of the public and patient rights.

It was agreed that the College staff will move forward with preparing an operational plan, with the final proposed vision, mission, values and strategic priority statements, for approval at the June 2018 Council meeting.

12.2 Presentation: Communicating in the Public Eye

Mr. Leach, Manager, Communications, was invited to address Council. Council members received an update related to media and social media activities at the College. The presentation focused on the latest communication and media trends observed by staff and best practices to help Council and committee members understand the College's role and their responsibilities when communicating in the public eye.

13. Unfinished Business

There was none.

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

It was moved and seconded that the Council meeting be adjourned at 12:30 p.m. and to reconvene on Monday, June 11, 2018, or at the call of the President. The motion CARRIED.

**Ushma Rajdev
Council and Executive Liaison**

**Régis Vaillancourt
President**

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