



**Ontario College
of Pharmacists**

Putting patients first since 1871

**MINUTES OF MEETING
OF COUNCIL
SEPTEMBER 16 & 17, 2019**

	Page
1. Noting Members Present	4
2. Declaration of Conflict	4
3. Approval of Agenda	4
4. President's Opening Remarks	4
4.1 Reflections from a Patient	4
4.2 Briefing Note – President's Report to September 2019 Council	4
5. Approval of Minutes of Previous Meeting	
5.1 Minutes of June 2019 Council Meeting	5
5.2 Minutes of August 2019 Council Meeting	5
6. Notice of Motions Intended to be Introduced	5
7. Motions, Notice of Which Had Previously Been Given	5
8. Inquiries	5
9. Matters Arising from Previous Meetings	5
10. Briefing Note – Registrar's Report on Election of Members of Council	5
11. Briefing Note – Elections Committee	5
11.1 Election of President	6
11.2 Election of Vice President	6
11.3 Past Presidents Award	6
11.4 Appointment of Nominating Committee	6
11.5 Election of Executive Committee	6
11.6 Election of Committee Chairs	7
12. Registrar's Annual Performance Appraisal – In Camera	9
13. For Decision	
13.1 Briefing Note – Executive Committee – Governance Renewal	9
13.1.1 Motion of Adjournment	
13.2 Briefing Note – Finance and Audit Committee – Cost of Living Fee Increases	12
13.3 Briefing Note – Finance and Audit Committee – Appointment of Auditor	12
13.4 Briefing Note – Patient Relations Committee – Indigenous Cultural Competency	13
14. For Information	
14.1 Briefing Note – Statutory and Standing Committee Reports	14
14.2 Briefing Note – Assurance and Improvement in Medication Safety (AIMS)	15
14.3 Briefing Note – Opioid Strategy: Narcotics Monitoring Systems (NMS) Data Snapshot ...	15
14.4 Briefing Note – Registrar's Report to Council	15
15. Other Matters	
15.1 2020 Operational Plan Presentation	16
15.2 Approval of Appointments to Statutory And Standing Committees	16
16. Unfinished Business	
16.1 Motion respecting Circulation of Minutes	17
17. Motion of Adjournment	17

MONDAY, SEPTEMBER 16, 2019 – 9:00 A.M.

COUNCIL CHAMBERS, ONTARIO COLLEGE OF PHARMACISTS

Elected Members

District H	Dr. Régis Vaillancourt, Ottawa
District H	Ms. Nadia Facca, London
District K	Mr. Mark Scanclon, Peterborough
District K	Ms. Tracey Phillips, Westport
District L	Mr. Billy Cheung, Markham
District L	Mr. James Morrison, Burlington
District L	Mr. Siva Sivapalan, Burlington
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. Connie Beck, Petrolia
District TH	Mr. Goran Petrovic, Kitchener

Dr. Lisa Dolovich, Interim Dean, Leslie Dan Faculty of Pharmacy, University of Toronto
Dr. David Edwards, Hallman Director, School of Pharmacy, University of Waterloo

Members Appointed by the Lieutenant-Governor-in-Council

Ms. Kathleen Al-Zand, Ottawa
Mr. David Breukelman, Burlington
Ms. Christine Henderson, Toronto
Mr. Azeem Khan, Pickering
Ms. Elnora Magboo, Brampton
Ms. Sylvia Moustacalis, Toronto
Ms. Joy Sommerfreund, London
Mr. Dan Stapleton, Toronto
Mr. Gene Szabo, Kanata

Staff present

Ms. Nancy Lum-Wilson, CEO/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/Registrar

Invited Guests

Valerie Davis, President, Lysistrata Incorporated

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 members to the new Council year and offered her gratitude to those who were able to be in attendance at the Council Reception the evening before. The President noted the returning members: Billy Cheung and James Morrison were reelected in District L and Tracey Phillips was acclaimed in District K. She then welcomed the new Council members: Connie Beck elected in District T, Siva Sivapalan elected in District L and Mark Scanlon acclaimed in District K. Ms. Weyland asked each of them to introduce themselves and say a few words.

Ms. Weyland noted the launch of the Nasdaq Boardvantage system for the posting and disseminating of Council and Committee materials and commended staff on the rollout efforts to date.

4.1 Reflections from a Patient

Ms. Weyland reminded Council that hearing patient reflections and stories allow the Council the opportunity to learn from the perspectives of patients and their families regarding their experiences with pharmacies, pharmacists and pharmacy technicians. Council then viewed a video recorded by a patient.

4.2 Briefing Note – President's Report to June 2019 Council

Ms. Weyland referred to her report, which contains a summary of her activities since the previous Council meeting. These included attending various committee meetings at the College as well as meetings with the Registrar and the Vice President.

The Council received the report on meeting attendance which comes forward annually in September as per the College's current Governance Manual. Ms. Weyland thanked Council members for completing the Council Meeting, annual Council, and Council member evaluations. It was noted that many of the questions in the current Council yearly evaluation are based on the governance manual developed in 2016 and could be considered quite operational, therefore falling outside of the oversight scope of a governing Board. Ms. Lum-Wilson explained that with the governance reform well underway this manual will be replaced with a guiding document that will be reflective of the new framework of the Board of Directors and that subsequently a new evaluation will be developed.

The briefing note was received for information by Council.

5. Approval of Minutes of Previous Meeting

5.1 Minutes of June 2019 Council Meeting

It was moved and seconded that the Minutes of the June 2019 Council meeting be approved.
The motion CARRIED.

5.2 Minutes of August 2019 Council Meeting

It was moved and seconded that the Minutes of the August 2019 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. Briefing Note – Registrar’s Report on Election of Members to Council

11. Briefing Note - Elections Committee

Ms. Weyland advised Council that the Elections Committee was appointed at the June 2019 Council meeting and that she, together with committee members Dr. Vaillancourt and Mr. Stapleton, met on August 22, 2019 to put together the slate of members being presented in this briefing note. Ms. Campbell provided Council members with an overview of the electronic voting process, whereby votes would be displayed on the screen upon the close of each vote.

Ms. Weyland asked Mr. Stapleton, as a member of the elections committee, to preside over the elections for President and Vice President of Council.

11.1 Election of President

Council noted that there was one candidate (Mr. Doug Stewart) nominated for the position of President. Upon being asked to confirm that he wished to let his name stand, Mr. Stewart indicated that he wished to withdraw his name and that he would like to nominate Ms. Laura Weyland. Mr. Stapleton confirmed that Ms. Weyland wished to let her name stand and then asked for further nominations from the floor.

Hearing none, **a motion to close the nominations was moved and seconded. The motion CARRIED.**

Ms. Weyland was declared President for the 2019/2020 term, after which she briefly addressed Council.

11.2 Election of Vice President

Council noted that there was one candidate (Mr. Billy Cheung) nominated for the position of Vice President. After confirming that Mr. Cheung wished to let his name stand, Mr. Stapleton asked for further nominations from the floor.

No further nominations were received and **a motion to close the nominations was moved and seconded. The motion CARRIED.**

Mr. Cheung was declared Vice President of the College for the 2019/2020 term.

Mr. Stapleton advised Council that with the mandate of the Elections Committee now over, the President would continue with the remaining elections and agenda.

11.3 Past President's Award

With President Weyland's re-election the past president award was not presented.

11.4 Appointment of Nominating Committee

It was moved and seconded that together with President, Ms. Weyland, newly elected Vice President, Mr. Cheung, Mr. Stapleton and Dr. Vaillancourt be appointed to serve on the Nominating Committee. CARRIED.

11.5 Election of Executive Committee

Ms. Weyland announced that the bylaws required that the past president position on the Executive Committee would be held by the immediate past president, and accordingly, that position would continue to be held by Dr. Vaillancourt. She added that elections would now be held for the one remaining elected member position on the Executive Committee.

Council noted that Ms. Facca, Mr. Maseh, Mr. Morrison, Ms. Rocha and Mr. Scanlon had expressed an interest in serving on the Executive Committee. President Weyland then asked for nominations from the floor.

No further nominations were received and **a motion to close the nominations was moved and seconded. The motion CARRIED.**

All candidates were invited to briefly address Council after which members were requested to cast their electronic ballots.

Ms. Weyland announced that Mr. Morrison was elected to serve on the Executive Committee for the 2019/2020 term.

Council next noted that public members Ms. Al-Zand, Ms. Moustacalis and Mr. Breukelman had all expressed an interest in serving on the Executive Committee. The President then asked for nominations from the floor.

No further nominations were received and **a motion to close the nominations was moved and seconded. The motion CARRIED.**

Ms. Al-Zand, Ms. Moustacalis and Mr. Breukelman were declared acclaimed to three seats allocated to public members on the Executive Committee for the 2019/2020 term.

11.6 Election of Committee Chairs

Accreditation and Drug Preparation Premises Committees (DPP)

The President noted that Dr. Vaillancourt had indicated his intention to run for the position of Chair of the Accreditation and DPP Committees. President Weyland confirmed that Dr. Vaillancourt wished to let his name stand then asked for further nominations from the floor. There were no further nominations from the floor and **a motion to close the nominations was moved and seconded. The motion CARRIED.**

Dr. Vaillancourt was declared Chair of the Accreditation and DPP Committees.

Discipline Committee

The President noted that Ms. Henderson and Mr. Scanlon had indicated they would run for the position of Chair of the Discipline Committee. Ms. Henderson confirmed her willingness to serve as Chair and Mr. Scanlon withdrew this name. The President then asked for further nominations from the floor, and hearing none, **a motion to close the nominations was moved and seconded. The motion CARRIED.**

Ms. Henderson was declared Chair of the Discipline Committee.

Finance and Audit Committee

The President noted that Mr. Stapleton had indicated his interest in running for the position of Chair of the Finance and Audit Committee. Mr. Stapleton confirmed his willingness to

serve as Chair. President Weyland then asked for further nominations from the floor and hearing none, **a motion to close the nominations was moved and seconded. The motion CARRIED.**

Mr. Stapleton was declared Chair of the Finance and Audit Committee.

Fitness to Practise Committee

The President noted that Mr. Morrison and Ms. Riley had indicated their interest to serve as Chair of the Fitness to Practise Committee. Mr. Morrison confirmed his willingness to serve as Chair and Ms. Riley chose to withdraw her name. President Weyland then asked for further nominations from the floor. There were no further nominations and **a motion to close the nominations was moved and seconded. The motion CARRIED.**

Mr. Morrison was declared chair of the Fitness to Practise Committee.

Inquiries, Complaints and Reports Committee (ICRC)

The President noted that Mr. Hannalah and Ms. Rocha had indicated their interest to serve as Chair of the ICRC. Ms. Rocha confirmed her willingness to serve and Mr. Hannalah withdrew his name. President Weyland asked for further nominations from the floor. There were no further nominations and **a motion to close the nominations was moved and seconded. The motion CARRIED.**

Ms. Rocha was declared the Chair of the Inquiries, Complaints and Reports Committee.

Patient Relations Committee

The President noted that Ms. Al-Zand had indicated her interest in running for the position of Chair of the Patient Relations Committee. Ms. Al-Zand confirmed her willingness to serve as Chair. President Weyland then asked for further nominations from the floor and hearing none, **a motion to close the nominations was moved and seconded. The motion CARRIED.**

Ms. Al-Zand was declared Chair of the Patient Relations Committee.

Quality Assurance Committee

The President noted that Ms. Phillips had indicated her interest in serving as Chair of the Quality Assurance Committee. Ms. Phillips requested the President ask for nominations from the floor and the President did so. Ms. Smith and Ms. Riley indicated they were interested in running for the position of Chair, and Ms. Phillips withdrew her name. **A motion to close the nominations was moved and seconded. The motion CARRIED.**

Both candidates were invited to provide brief remarks to Council after which Council members were asked to cast their electronic ballots. The President announced that Ms. Riley had been elected Chair of the Quality Assurance Committee.

Registration Committee

The President noted that Mr. Hannalah, Ms. Moustacalis and Mr. Scanlon had declared their intention to run for Chair of the Registration Committee. Mr. Hannalah withdrew his name and Ms. Moustacalis and Mr. Scanlon confirmed their willingness to serve as Chair. The President then asked for further nominations from the floor, and hearing none, **a motion to close the nominations was moved and seconded. The motion CARRIED.**

Both candidates were invited to provide brief remarks to Council after which Council members were asked to cast their electronic ballots. The President announced that Ms. Moustacalis had been elected Chair of the Registration Committee.

12. Registrar's Annual Performance Appraisal – In Camera

Ms. Valerie Davis, President, Lysistrata Incorporated was asked to facilitate a presentation to Council members regarding the 360° feedback received on the Registrar's performance over the past year. This feedback had been collated for final approval by Council. President Weyland advised that since this issue pertained to a personnel matter, and accordingly met the requirements for having an in-camera session under Section 7 of the Health Professions Procedural Code, the discussion would be held *in-camera*. **It was moved and seconded that Council do now, at 11:00 a.m., move *in-camera* in order to discuss the Registrar's annual performance appraisal. CARRIED.**

All staff members and observers were requested to leave the Council Chambers during the discussion of this agenda item.

It was moved and seconded that at 12:07 p.m., Council end the closed meeting discussion and return to the public meeting. CARRIED.

Staff members and observers were invited back into the Council Chambers.

13. For Decision

13.1 Briefing Note – Executive Committee – Governance Renewal

President Weyland introduced the briefing note on behalf of the Governance Working Group of the Executive Committee. Ms. Weyland indicated that Council would put aside the rules of procedure that would normally be followed and will undertake a facilitated discussion to allow for debate on the points under consideration. A motion will then be brought forward and voted on at the end of the discussion.

Council was provided the background information regarding the governance reform work to date both at OCP and the Advisory Group for Regulatory Excellence (AGRE) Colleges. Council initially considered the issue of governance reform in December of 2018. In June 2019, Council further considered formal governance reform intentions that will guide the specific recommendations and changes to be brought forward to Council for decision in order to allow for the drafting of bylaws to operationalize the new governance framework.

Council discussed the proposed eligibility criteria and desired competencies as written in the briefing note and made one change to allow for the nature of the Inquiries, Complaints and Reports Committee (ICRC) findings to be considered before determining if the candidate meets the criteria to run for election.

Council also discussed the amount that Council and committee members would receive as a taxable honorarium for time spent on College work. Council approved the amount proposed by the Executive Committee of \$260/day or \$130 for less than three hours.

The proposed governance framework includes the recruitment and appointment of lay members to committees to ensure the public voice is represented on those committees with no government appointed public member. Lay committee appointees will be selected using the same competency-based recruitment and screening process as professional non-Council committee appointments and will receive the same honorarium as professional committee appointees.

Ms. Weyland emphasized that the new governance framework is grounded in adopting best practices and in building greater public trust in the College and its ability to deliver on its mandate of public protection. The bylaws reflecting Council's decisions and approved intentions will be drafted and presented at the December 2019 meeting and, following stakeholder consultation and final Council approval in the spring, will become effective at the start of the 2020/21 Council year.

President Weyland asked Dr. Vaillancourt to bring forward a motion.

The **motion**: That Council approve the concepts as articulated through the discussion agreed to by Council to enable the drafting of bylaws to operationalize the framework effective the start of the 2020/2021 Council year **was called to a vote**.

The motion was moved and seconded. The motion CARRIED.

13.1.1 Motion of Adjournment

It was moved and seconded that Council do now, at 3:30 p.m., adjourn to reconvene on Tuesday, September 17, 2019 at 9:00 a.m. President Weyland further reminded the Nominating Committee and newly-elected Chairs to remain in the Council Chambers after the meeting to consider the appointment of members to the statutory and standing committees of the College. **Council members voted in favour of the motion. CARRIED.**

TUESDAY, SEPTEMBER 17, 2019 – 9:00 A.M.

COUNCIL CHAMBERS, ONTARIO COLLEGE OF PHARMACISTS

Elected Members

District H	Dr. Régis Vaillancourt, Ottawa – Regrets
District H	Ms. Nadia Facca, London
District K	Mr. Mark Scanclon, Peterborough
District K	Ms. Tracey Phillips, Westport
District L	Mr. Billy Cheung, Markham
District L	Mr. James Morrison, Burlington
District L	Mr. Siva Sivapalan, Burlington
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. Connie Beck, Petrolia
District TH	Mr. Goran Petrovic, Kitchener

Dr. Lisa Dolovich, Interim Dean, Leslie Dan Faculty of Pharmacy, University of Toronto
Dr. David Edwards, Hallman Director, School of Pharmacy, University of Waterloo

Members Appointed by the Lieutenant-Governor-in-Council

Ms. Kathleen Al-Zand, Ottawa
Mr. David Breukelman, Burlington
Ms. Christine Henderson, Toronto
Mr. Azeem Khan, Pickering
Ms. Elnora Magboo, Brampton
Ms. Sylvia Moustacalis, Toronto
Ms. Joy Sommerfreund, London
Mr. Dan Stapleton, Toronto
Mr. Gene Szabo, Kanata

Staff present

Ms. Nancy Lum-Wilson, CEO/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/Registrar

Invited Guests

None

13.2 Briefing Note - Finance and Audit Committee - Cost of Living Fee Increases

Ms. Weyland invited Mr. Stapleton, Chair of the Finance and Audit Committee, to introduce the briefing note.

Mr. Stapleton reminded Council that in December 2018 the decision was made to increase fees by 25% after years of stable fees. The College had been able to manage the increasing fiscal demands due in large part to the steady growth in pharmacist and pharmacy technician registration. That growth has tapered off impacting revenue while expenses continued to climb as the College faced increasing volume and complexity of complaints and subsequent investigations. After considering the feedback received from registrants through the open consultation in 2018 on the fee increase, Council considered how it could avoid similar large fee increases in the future and recommended that the Finance and Audit Committee consider other alternatives. In response, College staff conducted a review of the approach of other health regulators in Ontario and found that nearly half had implemented by-laws which allowed for annual increases tied to the Consumer Price Index (CPI). Accordingly, the Finance and Audit Committee is recommending bylaws be amended to provide for annual cost of living fee increases tied to CPI beginning in 2021.

Following discussion, **the motion** that Council approve that the College bylaws be amended to provide for annual cost of living fee increases across all fee categories to commence in 2021 **was called to a vote.**

The motion was moved and seconded. The motion CARRIED.

13.3 Briefing Note - Finance and Audit Committee - Appointment of Auditor

Ms. Weyland invited Mr. Stapleton, Chair of the Finance and Audit Committee, to introduce the briefing note.

Mr. Stapleton provided that the audit firm Tinkham and Associates was appointed in 2017 after dissolution of the previous auditor with the commitment to go to market in 2019. The Finance and Audit Committee has decided that it is satisfied with the performance of the current firm and that undertaking a full market review at this time is unnecessary.. The Committee is committed to evaluating the firm's performance annually and requesting the periodic cycling of the audit lead to ensure ongoing independence and objectivity. Accordingly, the Finance and Audit Committee is recommending Tinkham and Associates be appointed as the auditor for 2019. The audit fees were discussed and Mr. Stapleton and Ms. Campbell both indicated that the fees charged by Tinkham are priced competitively.

Following discussion, **the motion** that Council approve that Tinkham and Associates LLP be appointed as auditor for **2019 was called to a vote.**

The motion was moved and seconded. The motion CARRIED.

13.4 Briefing Note - Patient Relations Committee - Indigenous Cultural Competency

Ms. Weyland invited Ms. Al-Zand, Chair of the Patient Relations Committee, to introduce the briefing note.

Ms. Al-Zand informed Council of the work of the Patient Relations Committee and its recent approval of an initiative to improve patient care for Indigenous communities in Ontario. Through the Truth and Reconciliation Commission of Canada: Calls to Action published in 2015, regulated health care professionals are implored to actively contribute to positive change and improved health outcomes of the indigenous population of Ontario.

Ms. Resnick added that the Indigenous populations are underserved in Ontario and that there is experience among health care practitioners and other regulatory colleges in acknowledging and implementing some of the recognized opportunities for change. The catalyst for this initiative arose from a meeting in 2018 called by the Royal Canadian Mounted Police in Kingston to address the state of emergency facing the local Indigenous population. Ms. Resnick also pointed out that there is confluence with the College's established strategic priorities and alignment with its Opioid Strategy. It was also noted that other communities will benefit from the College establishing a response to the work needed to recognize at-risk populations.

The Patient Relations Committee formally recommended to Council that the College adopt the opportunities outlined in the briefing note to cultivate Indigenous cultural competency amongst College staff and its registrants. These include the development of a formal Commitment to Act, the creation of web materials and resources related to the development of Indigenous cultural competency among registrants, and the introduction of a land acknowledgement at every Council meeting. In addition, the College should strive for relationship building and engagement with Indigenous communities and healthcare advocacy groups that focus on Indigenous health.

Both Deans of the Schools of Pharmacy offered that there are courses in development on cultural competency which will allow future graduates to have had the opportunity to learn about how to best interact with patients from various cultures. Ms. Resnick confirmed that the College's initiatives will continue to be developed in partnership with members of Indigenous populations. Council commended the efforts of the Patient Relations Committee in recognizing the importance of this work to begin to understand how to respond to the unique needs of Indigenous communities. Several Council members provided their feedback on various initiatives and training they have had the opportunity to participate in and supported the view that the rollout will need to be thoughtful and deliberate. The opportunity to have Council participate in education regarding Indigenous populations was also discussed and supported.

Following discussion, **the motion** that the College adopt the opportunities outlined in the briefing note to cultivate Indigenous cultural competency amongst the College staff and its registrants **was called to a vote.**

The motion was moved and seconded. The motion CARRIED.

Special recognition of Ms. Melissa Sheldrick for her significant contributions to advancing medication safety

On the second day of the Council meeting, the College celebrated World Patient Safety Day by formally recognizing patient safety advocate Melissa Sheldrick as an Honourary Member of the College (non-practicing) for her work on the development of the Assurance and Improvement in Medication Safety (AIMS) Program and for her outstanding contributions to advancing medication safety in Ontario.

From the very beginning in the College's journey toward the development of the AIMS Program, Melissa provided the voice and perspective needed to guide the College's work and ground its efforts in doing what is best for patients after losing her son Andrew to a medication error involving a pharmacy. She was instrumental in shaping the program that we have today – one focused on the principles of a safety culture that includes anonymous medication incident reporting, effective documentation and analysis and the sharing of learnings.

As the College moved forward, Melissa remained an invaluable supporter, from the moment that Council approved the program, through to the Ambassador phase, and through to where the College is now with full province wide roll out in 4,500+ community pharmacies in sight.

Her contributions, and her son's legacy, are also eternally etched into the visual identity of the AIMS Program, a name chosen to not only capture the essence of the program but also done deliberately in a way that recognizes Andrew's initials, the stylized A and S, in the program's logo. As the College sets its sights on completing the province-wide roll out with the remaining community pharmacies this fall, the College felt it was an ideal time to formally recognize Melissa for her contributions to medication safety in Ontario, and around the world.

As presented by Ms. Nancy Lum-Wilson, CEO and Registrar:

"Melissa, on behalf of the Council, staff and registrants of the Ontario College of Pharmacists, and on behalf of all Ontarians, it is an honour and privilege to officially bestow upon you an Honourary Membership of the College for the outstanding contributions you have made to advancing medication safety in this province, across the country and around the world, and for your commitment to the College's mandate to regulate the profession of pharmacy in the public interest.

In doing so, we hope that it serves well as an expression of the extent of our appreciation and gratitude for your work, with best wishes for what we hope will be an ongoing role in promoting patient safety throughout the country for years to come. Our health system will be better for it."

14. For Information

14.1 Statutory and Standing Committee Reports

President Weyland next advised Council that as required in the *Regulated Health Professions Act* and the College by-laws, all statutory committees were required to submit an annual report to Council. She referred Council to the reports, added that they were provided for information only and none of the material in the reports was new but a re-cap of what had occurred and reported on during the previous Council year. She acknowledged the work done by all the Committees over the past year.

A motion to approve the appointments to the Statutory and Standing Committees was moved and seconded. Council members voted in favour of the motion. **CARRIED.**

14.2 Briefing Note - Assurance and Improvement in Medication Safety (AIMS)

Ms. Weyland invited Ms. James, Director of Quality to introduce the briefing note.

Ms. James emphasized the release of the first expert bulletin on medication safety through the AIMS Program which was released along with an aggregate data snapshot of incidents and near misses reported by pharmacies on-boarded to the AIMS Program to date. Council members were urged to read the first expert [bulletin](#) to see the learnings to date.

Ms. James informed Council of the progress of the AIMS Program in community pharmacies in Ontario. Currently, 83% of all community pharmacies have on-boarded to the AIMS program and the Pharmapod incident recording platform. It is expected that remaining pharmacies will be on boarded by late fall. As well, the College has introduced a Pharmacy Safety Self Assessment (PSSA) tool designed to bring heightened awareness to the distinguishing characteristics of safe pharmacy systems. The tool is being piloted in a group of community pharmacies this fall. Self-assessment criteria that will influence safe medication use have been developed and will be used by pharmacy teams to make improvements in their practice and operations, to proactively improve patient safety. Feedback from the pilot will be collected and analyzed before full roll-out. Ms. James also updated Council on the work related to implementation of the AIMS Program within hospital pharmacies by better understanding how to build upon their well-established medication safety processes. The College is continuing to collaborate with hospital pharmacy stakeholders as this work moves forward.

14.3 Briefing Note - Opioid Strategy: Narcotics Monitoring System (NMS) Data Snapshot

Ms. Weyland invited Ms. James, Director of Quality to introduce the briefing note.

Ms. James provided an update on the College's collaboration with the Ministry of Health related to the release of an aggregate data analysis from the provincial Narcotics Monitoring System (NMS) focused on opioid dispensing. The goal of releasing this data analysis is to provide information to help the College, its partners, and pharmacy professionals, to identify areas for further education and collaboration, educate pharmacy stakeholders (including the public) about dispensing patterns in the province, and highlight opportunities for pharmacy professionals to assess and enhance the quality and safety of their opioid-related practice.

The data analysis is provided to the College by the Ministry of Health; it is in an aggregate format and does not identify any specific pharmacies or pharmacy professionals. The first NMS opioid dispensing snapshot report is anticipated to be publicly released later this fall.

14.4 Briefing Note - Registrar's Report to Council

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

The report, included with the materials for the meeting, outlined key activities of the College since the last Council meeting. Of specific note, Ms. Lum-Wilson provided Council with an update that

following the Special Council meeting on August 22, 2019, the first set of proposed regulatory amendments to enable expanded scope of pharmacists have been posted for consultation, following which Council will consider the consultation feedback and final regulatory amendments for approval prior to submitting them to the Minister by November 30, 2019. As this work proceeds, the College has also begun to focus on the development of regulatory amendments required to enable pharmacist prescribing for certain minor ailments, for submission by June 30, 2020.

Council was also presented the results of the latest staff engagement ‘pulse’ survey. Ms. Lum-Wilson indicated that she and the executive team are fully committed to acting on the opportunities to further strengthen staff engagement. Several strategies are already in development and will be rolled out over the coming year. Council commended the College and Ms. Lum-Wilson’s decision to share this information openly for discussion.

The briefing note was received for information by Council.

15. Other Matters

15.1 2020 Operational Plan Presentation

Ms. Lum-Wilson presented an overview of the Council-defined 2019-2021 strategic priorities as well as the milestones achieved to date expressed through the Council Scorecard. She was joined by College staff who presented highlights on the key initiatives and priorities for 2020 with a focus on risk-based regulation strategies, transparency and data and analytics. A high-level overview of the 2020 operational plan that will serve as the basis for the budget that will be submitted to Council for approval in December was provided .

15.2 Approval of Appointments to Statutory and Standing Committees

The President referred Council to the Committee appointments list distributed earlier in the day and thanked the Nominating Committee and the newly-elected Chairs of the statutory and standing committees, who had met the previous afternoon, for their work in this appointment process.

A motion to approve the appointments to the Statutory and Standing Committees was moved and seconded. Feedback from Council members was noted, and the President advised that adjustments to the list would be made, not only based on this feedback, but also if a need to make further changes was identified by the new Chairs and staff resources. Council members voted in favour of the motion. **CARRIED.**

16. Unfinished Business

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

16.1 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.

17. Motion of Adjournment

There being no further business, at 3:30 p.m., a motion to adjourn the meeting was moved and seconded. The motion CARRIED.

**Sarah MacDougall
Council & Committee Liaison**

**Laura Weyland
President**