



**Ontario College
of Pharmacists**

Putting patients first since 1871

**MINUTES OF MEETING
OF BOARD OF DIRECTORS
MARCH 23, 2020**

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MONDAY, MARCH 23, 2020 – 9:00 A.M.

HELD VIA VIDEOCONFERENCE

Elected Members

District H Dr. Régis Vaillancourt, Ottawa
District H Ms. Nadia Facca, London
District K Mr. Mark Scanlon, 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 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
Ms. Tammy Cotie – **Regrets**
Mr. Azeem Khan, Pickering
Ms. Elnora Magboo, Brampton
Ms. Sylvia Moustacalis, Toronto
Mr. Dan Stapleton, Toronto
Mr. Gene Szabo, Kanata

Staff present

Ms. Nancy Lum-Wilson, CEO/Registrar
Ms. Angela Bates, Director, Conduct
Ms. Connie Campbell, Director, Corporate Services
Ms. Susan James, Director, Quality
Ms. Sarah MacDougall, Board & Committee Liaison
Ms. Stephenie Summerhill, Executive Assistant to the CEO/Registrar
Ms. Sharlene Rankin, Executive Assistant to the Directors

Invited Guests

Mr. Dale Tinkham, Managing Partner, Tinkham & Associates LLP
Ms. Michelle Tkachenko, Principal, Tinkham & Associates LLP

The meeting agenda was amended prior to the meeting to streamline and shorten the meeting and defer any planned presentations. Meeting elements such as the land acknowledgement and patient story were also deferred.

President's Opening Remarks

President Weyland welcomed everyone to the meeting and explained that this meeting was being held via video and teleconference due to the social distancing measures recommended by Public Health in response to state of emergency declared regarding COVID-19.

Ms. Weyland expressed her gratitude to members for taking the time to attend the meeting given the pressures due to COVID-19. She also indicated that the agenda items coming forward for information will not have presentations, but should members have questions about the materials circulated there would be an opportunity to ask them at the end of the meeting.

Ms. Weyland provided a reminder to members of their fiduciary duty to the College to put the mandate of the College above their own interests. She also acknowledged the hard work of the College staff to manage the crisis to ensure the core functions of the College are able to continue, in addition to collaborating with system partners to address practice matters and safety of front-line practitioners while maintaining access to care for the patients of Ontario.

Members were informed of the virtual meeting program features and informed that votes will be registered and recorded using the voting feature embedded in the program.

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. Approval of Minutes of Previous Meeting

4.1 Minutes of November 2019 Council Meeting

4.2 Minutes of December 2019 Council Meeting

It was moved and seconded that the Minutes of the November and December 2019 Council meetings be approved. The motion CARRIED.

5. For Decision

5.1 Briefing Note – Registrar – Section 56 Exemptions

On March 19th, in response to the COVID-19 pandemic, Health Canada issued a short-term exemption under Section 56 (1) of the *Controlled Drugs and Substances Act* (CDSA) which authorizes pharmacists to prescribe, sell, or provide controlled substances in limited circumstances, or transfer prescriptions for controlled substances, subject to provincial laws and regulations.

In Ontario, the provincial Government is required to approve amendments to provincial regulations. Council was presented with the draft regulations for the changes proposed by Health Canada and was informed that the open consultation period was waived, given the urgency of the matter.

Ms. James indicated that guidance to registrants will be published to aid the interpretation and application of the regulation changes.

Following discussion, **the motion was called to a vote.**

The motion: That Council approve the proposed amendments (attached in Attachment 2) to General Regulation 202/94 of the Pharmacy Act, 1991, Part VII.3 (Controlled Acts) for the purpose of submission to the Ministry of Health, to enable implementation of the Subsection 56(1) Class Exemption for Patients, Practitioners and Pharmacists Prescribing and Providing Controlled Substances in Canada During the Coronavirus Pandemic, issued by Health Canada on March 19, 2020.

The motion was moved and seconded. The motion CARRIED.

5.2 Briefing Note – Registrar – Scope of Practice Minor Ailments

In response to the Minister of Health's [request](#), the College presented Council with the draft regulations that will enable pharmacists to prescribe drugs for 12 identified minor ailments. The list presented has been assembled with input from many internal and external sources and with guidance from the Ministry. It was highlighted that there will be an added expectation of mandatory education focused on the standards and expectations before registrants can be eligible to prescribe for the identified minor ailments. The education developed will be brought to the Board for approval.

The College will work with stakeholders to identify any other education requirements.

The proposed regulations are due to the Minister for consideration on June 30, 2020.

Following discussion, **the motion was called to a vote.**

The motion: That Council approve the proposed amendments to General Regulation 202/94 of the Pharmacy Act, Part VII.3 (Controlled Acts) for the purpose of public consultation, in preparation for submission of regulatory amendments to the Minister of Health by June 30, 2020.

The motion was moved and seconded. The motion CARRIED.

5.3 Briefing Note – Registrar – Deadline for Pharmacy Non-Sterile Compounding Standards

The College proposed that due to the evolving COVID-19 pandemic situation and the need for pharmacy professionals to focus on continuity of care and minimizing public risk, the deadlines for pharmacies to meet the NAPRA Model Standards for Pharmacy Compounding of Non-Sterile Preparations should be extended.

Following discussion, **the motion was called to a vote.**

The motion: That Council approve an extension of the deadline to implement Phases 2 and 3 of the NAPRA Model Standards for Pharmacy Non-Sterile Compounding to July 1, 2021 and January 1, 2022 respectively.

The motion was moved and seconded. The motion CARRIED.

5.4 Briefing Note – Finance and Audit Committee – 2019 Financial Audit

Council was presented with the 2019 audited financial statements prepared by management and audited by Tinkham LLP Chartered Professional Accountants. Mr. Dan Stapleton reported that the Finance and Audit Committee had reviewed the Auditor's Report and internal controls and met with the auditors in in-camera sessions both before and after the audit and is satisfied that the financial reporting risks outlined in the audit planning are being appropriately addressed. Mr. Dale Tinkham and Ms. Michelle Tkachenko of Tinkham and Associates called into the meeting to support the discussion of the audit findings and answer questions from the floor.

Following discussion, **the motion was called to a vote.**

The motion: That Council approve the attached Audited Financial Statements for the operations of the Ontario College of Pharmacists for 2019 as prepared by management and audited by Tinkham LLP Chartered Professional Accountants.

The motion was moved and seconded. The motion CARRIED.

5.5 Briefing Note – Executive Committee – By-Law No. 6

Mr. Cheung reminded members that ratification of the by-laws enables the governance reforms agreed to by Council over the past year to be operationalized. The by-law ratification also enables the college to adjust registrant/pharmacy fees annually in accordance with the consumer price index (CPI). A summary of the feedback received during the 60 day public consultation was circulated with the meeting materials and included comments in support of the governance reform. There was also feedback from registrants regarding the increasingly challenging pharmacy practice environments, and the workload as well as the remuneration within community pharmacies.

Mr. Cheung directed the attention to agenda item 6.1 which speaks to the establishment of a Community Practice Environment Advisory Group which will be comprised of multiple stakeholders tasked with developing a set of shared accountability principles that will provide the foundation to address barriers to professional autonomy and patient safety in community pharmacy.

Mr. Cheung also addressed the Board and Committee remuneration resolution circulated with the meeting materials to keep the current expense allowance structure in effect until September 2020. Ms. Lum-Wilson indicated that the College would like members to consider amending the implementation date for the new remuneration policy set out in Briefing Note 5.6 to come into effect March 23, 2020 as opposed to approving the circulated resolution in light of the increase in remote meetings necessitated by the pandemic.

Following discussion, **the motion was called to a vote.**

The motion: It is recommended that the Council approve By-Law No. 6 and the supporting resolution for fees.

The motion was moved and seconded. The motion CARRIED.

5.6 Briefing Note – Executive Committee – Remuneration and Expenses Policy

The policy developed for remuneration and expense reimbursement for professional members of the Board and Committees Appointees was presented. Mr. Cheung explained that initially this policy was planned to come into effect in September 2020 prior to the first meeting of the new Board year. Now, given that meetings will all be held electronically in compliance with the instructions of public health due to COVID-19, it was recommended that members consider making the policy effective immediately as the previous expense allowance model used by the College did not allow for reimbursement for meetings held by electronic means.

The financial impact of accelerating the effective date will be mitigated by the decrease in travel expenses and decrease in meeting frequency due to COVID 19. Council was in agreement that the effective date of the policy be accelerated to March 23, 2020. Ms. Campbell explained that the College will need time to put into place the administrative mechanisms to issue the payments and the compensation will be paid retroactively once the internal processes are in place.

Following discussion, **the motion was called to a vote.**

The motion: That the Council approve the Remuneration and Expense Policy to come into effect March 23, 2020.

The motion was moved and seconded. The motion CARRIED.

5.7 Briefing Note – Executive Committee – Appointment of the Governance and Screening Committees

Council was presented with a proposed slate of appointments to the Governance and Screening Committees. These committees will be charged with carrying out the mandates as provided in By-law No. 6 to begin the process for the upcoming 2020 elections. Mr. Cheung provided that the College staff and Executive Committee will be monitoring the situation to determine if the timing for elections needs to be modified in light of the pandemic. Please refer to the [Council materials](#) for the composition of the Screening and Governance Committees as well as a high-level synopsis of the mandate of each committee.

Following discussion, **the motion was called to a vote.**

The motion: That the Board approve the appointments to the Governance and Screening Committees.

The motion was moved and seconded. The motion CARRIED.

6. For Information

6.1 Briefing Note – Community Pharmacy Practice Environment Initiative

Council was supportive of the establishment of the working group and the efforts of the College to address the concerns raised by the registrants.

6.2 Briefing Note – President’s Report to March 2020 Council

6.3 Briefing Note – Registrar's Report to March 2020 Council

These reports, included with the materials for the meeting, outlined key activities of the College since the last meeting.

Following questions, **the briefing notes were received for information.**

7. Motion of Adjournment

There being no further business, **at 12:38 p.m., a motion to adjourn the meeting was moved and seconded. The motion CARRIED.**

**Sarah MacDougall
Board & Committee Liaison**

**Laura Weyland
Board Chair**