



**Ontario College
of Pharmacists**

Putting patients first since 1871

**MINUTES OF MEETING
OF BOARD OF DIRECTORS
SEPTEMBER 22, 2020**

	Page
1. Noting Members Present	4
2. Declaration of Conflict	4
3. Approval of Agenda	4
4. President’s Opening Remarks	
4.1 Patient Story	4
4.2 Briefing Note – Board Chair’s Report for September 2020	4
5. Approval of Minutes of Previous Meeting	
5.1 Minutes of June 15 2020 Meeting	4
5.2 Minutes of July 20 2020 Meeting.....	5
6. Matters Arising from Previous Meetings	5
7. For Decision	
7.1 Briefing Note – Finance and Audit Committee – Appointment of the Auditor	5
7.2 Briefing Note – Registrar – Vice Chair – Deferral of Strategic Plan	6
8. For Information	
8.1 Briefing Note – Registrar's Report for September 2020	7
9. Other Matters	7
10. Motion of Adjournment	8

TUESDAY, SEPTEMBER 22, 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 Konito - **Regrets**
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

Mr. Stephen Adams, London
Mr. David Breukelman, Burlington
Ms. Christine Henderson, Toronto
Ms. Tammy Cotie, Brockville
Mr. Azeem Khan, Pickering
Ms. Elnora Magboo, Brampton
Mr. Gene Szabo, Kanata
Ms. Devinder Walia, Etobicoke
Mr. Rick Webster, Minesing

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. Sandra Sostaric, Executive Assistant to the CEO/Registrar

Invited Guests

Anita Arzoomanian and Kate Morris

1. President's Opening Remarks

President Weyland welcomed everyone and called the meeting to order at 9:07 am, noting this was the College's fourth virtual Board meeting. Ms. Weyland thanked members for taking the time to attend the meeting given the pressures due to COVID-19. Ms. Weyland opened the meeting with a traditional land acknowledgement statement as a demonstration of recognition and respect for indigenous peoples.

2. Noting Members Present

Member attendance was noted.

3. Declaration of Conflict

There were no conflicts declared.

4. Approval of Agenda

At the request of Billy Cheung, Chair of the Finance and Audit Committee, agenda item 8.1 regarding the appointment of the College's auditor was deferred to the December Board meeting.

A motion to approve the amended agenda was moved and seconded; **the motion CARRIED.**

5. Presidents Opening Remarks

5.1 Patient Story

Ms. Weyland invited Todd Leach, Manager of Communication to present the patient story from Lisa Dunlop, a cancer patient who was on pain medications for her most recent treatment.

5.2 Briefing Note – Board Chair's Report for June 2020

The Board Chair report was circulated for information only. Based on the feedback provided on the Board meeting evaluations from June and July, Ms. Weyland again summarized the rules of procedure based on Robert's Rules and reminded the Board of their role in an oversight capacity and to act in the best interest of the public.

Ms. Weyland welcomed newly appointed public member, Mr. Rick Webster. Mr. Webster was appointed on July 23rd and has been appointed to the ICRC, Discipline and Registration Committees.

Ms. Weyland acknowledged the efforts of Dan Stapleton, Sylvia Moustacalis and Kathy Al-Zand for their years of service to the Board. Their Orders in Council have expired since the last meeting. Ms. Weyland noted that Christine Henderson and Gene Szabo have been appointed

to the executive committee and Devinder Walia has been appointed to the Fitness to Practice Committee. Ms. Nancy Lum-Wilson thanked Board members for their leadership, service, dedication and commitment to the College, as the new structure and election will result in some members not returning.

6. Approval of Minutes of Previous Meeting

6.1 Minutes of June 15, 2020 Board Meeting

6.2 Minutes of July 20, 2020 Board Meeting

It was moved and seconded that the Minutes of the June and July 2020 Board meetings be approved. The motion CARRIED.

7. Matters Arising from Previous Meetings

There were none.

8. For Decision

8.2 Briefing Note – Registrar – Vice Chair – Deferral of Strategic Plan

Ms. Weyland invited Mr. Billy Cheung to present on the Briefing Note.

Mr. Cheung presented the briefing note regarding the proposed deferral of the upcoming strategic planning for the Board's consideration. The Board briefly discussed the impact of the pandemic on College activities.

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

The motion:

That the Board affirm the ongoing relevance of the Priorities set out in the current Strategic Framework and defer Board Planning activity to 2022 or 2023 at the call of the new Board of Directors. There were no abstentions. The motion CARRIED.

9. For Information

9.1 Briefing Note – Statutory and Standing Committee Reports

Ms. Weyland advised the Board that the College circulates annual committee reports for information. This year, with the separation of the Board and Committees in the future, because of governance reform it will be important to consider how the Committees interact with and report to the Board.

As this is the last working meeting of the current Board, Chairs from each Committee presented an update to the Board.

Dan Stapleton, Chair, Finance and Audit Committee. The Finance and Audit Committee continues to be satisfied with the services and advice provided by Tinkham LLP Chartered Professional Accountants and therefore recommends their reappointment as auditors for 2020. The committee will continue to focus on ensuring sufficient funds are available to meet the objectives set out in the strategic plan.

Rachelle Rocha, Chair of Inquiries, Complaints and Reports Committee (ICRC). Virtual are ongoing due to the pandemic have been successful. New software has been introduced for disseminating and reviewing material. Overall meetings have increased in 2020 compared to 2019. An updated risk assessment tool is in progress to be implemented in 2021.

Christine Henderson, Chair, Discipline Committee. Two meetings were held virtually, which provided the Committee to receive training from independent legal counsel to share best practices. The Board recently approved enhanced discipline related costs into action to make orders for the College's legal costs and expenses and the College's costs and expenses incurred in investigations. This is a significant positive policy change.

Regis Vaillancourt, Chair, Accreditation and the DPP Committee. The volume of referrals to the Accreditation Committee has increased in the 2019-20 Board year. It was noted that an increase in hospital members would be beneficial to the committee.

Karen Riley, Chair, Quality Assurance. The Committee approved the appointment of quality assurance assessors for 2020 (including both the College Practice Advisors and Quality Assurance Assessors). The Committee continues with the evaluation and re-design of the program for both pharmacists and pharmacy technicians.

Sylvia Moustacalis, Chair, Registration Committee. Ongoing development of registration policies related to computer based jurisprudence exams, which will be delivered either through online remote proctoring or in testing centers. Consideration of options for a bridging program for international pharmacy technician graduates. Recommended to have PEBC complete a background check.

James Morrison, Chair, Fitness to Practice Committee. The Committee received training from independent legal counsel regarding the Fitness to Practice process. A member of the OPHP provided insight into addiction and mental health and the services they offer.

Kathy Al-Zand, Chair, Patient Relations Committee. Recommendations from an external consultant for the College to consider that would help improve the regulatory experience for sexual abuse victims such as improving communication between staff and the patient/complainant about regulatory processes and engaging staff in trauma-informed training opportunities.

Laura Weyland, Chair to the Executive Committee. Committee has undertaken governance reform for the College. Elements include reduction in Board size, composition, separation of the Board and Statutory Committees and competency-based elections and appointments.

Ms. Weyland thanked College staff on their hard work.

9.2 Briefing Note – Registrar – Expanded Scope of Practice for Pharmacists

Ms. Weyland invited Ms. Susan James to present on the Briefing Note.

Ms. James provided an overview of the activities under way on expanded scope of practice. Board members discussed the timing of the expanded scope, the need for communication and impact on access for the public, especially in light of the continued challenges of the pandemic. The College continues to meet with the Ministry regularly on this initiative. Discussion followed the Briefing Note update.

9.3 Briefing Note – Registrar’s Report for September 2020

Ms. Weyland invited Ms. Nancy Lum-Wilson to provide an overview of the report. Highlights of the report included discussion of Strategic Priorities, 2020 Re-forecasted Budget and the 2021 Operating Plan and the Q2 2020 Scorecard as well as the results from the most recent staff engagement “Pandemic Pulse” survey. The Board commended the ongoing work of the College to improve staff engagement.

The College is working with the Ministry on the College Performance Measurement Framework (CPMF) framework. Interviews are being scheduled throughout October and November with all regulatory bodies with reporting to be done by March 31, 2021.

The College is continuing to work closely with the Ministry, particularly regarding the impact of COVID and how best to manage the upcoming flu season.

Following questions, **the briefing note was received for information.**

10. Other Matters

10.1 Presentation – Data Strategy

Anita Arzoomanian, Lead for Professional Development Quality Assurance and Kate Morris, Statistician presented on “*Using Data to Drive Safe Practice*” to the Board. The presentation focussed on risk analysis and the importance of considering impact of College work on the public..

Following questions, **the presentation was received for information.**

10.2 Election Update and Appointing the Scrutineers

Ms. Weyland invited Ms. Nancy Lum-Wilson to provide an update on the election.

Ms. Nancy Lum-Wilson noted that a total of 18 pharmacist and 4 pharmacy technician applications met eligibility criteria for initial screening by the external consultant and were presented to the Screening Committee. The Committee approved a final list of 17 pharmacists and 3 pharmacy technician candidates who will stand for election based on scores against the approved competency criteria. The election opens on October 5th and will close on November

2nd, 2020. The deadline for applications to be considered for a Professional Committee Appointment (PCA) is September 25th and all of the Board Applicants have been informed that if they are not successful in the election, their application will stand for consideration as a PCA for 2020 at their request.

The Board was informed that Zubin Austin and Wayne Hindmarsh have agreed to act as scrutineers for the election results on November 3rd.

10.3 2021 Board Dates

The Board noted for information the 2021 Board and Executive Committee meeting dates. Calendar invitations will be sent to hold the dates. It is anticipated the meetings will remain virtual until at least the fourth quarter of 2021.

10.4 Registrars PA Launch

Ms. Weyland advised the Board that the launch of the 2020 CEO & Registrar Annual Performance Appraisal Process is underway and that Board members should expect an email with a link to a survey to be completed. The final report will be presented in camera at the December Board meeting. Dr. Valerie Davis will be facilitating the Performance Appraisal process again for 2020.

11. Motion of Adjournment

There being no further business, **at 3:27 p.m., a motion to adjourn the meeting was moved and seconded. The motion CARRIED.**

Sandra Sostaric
Executive Assistant

Laura Weyland
Board Chair