



**Ontario College  
of Pharmacists**

Putting patients first since 1871

**MINUTES OF MEETING  
OF BOARD OF DIRECTORS  
DECEMBER 7, 2020**

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**MONDAY, DECEMBER 7, 2020 – 9:00 A.M.**  
**HELD VIA VIDEOCONFERENCE**

**Elected Members**

Mr. Douglas Brown, Port Perry  
Mr. Billy Cheung, Markham  
Ms. Sara Ingram, North York  
Mr. James Morrison, Burlington  
Mr. Goran Petrovic, Kitchener  
Ms. Tracey Phillips, Westport  
Ms. Ruth-Anne Plaxton, Owen Sound  
Mr. Mark Scanlon, Peterborough  
Mr. Siva Sivapalan, Burlington  
Ms. Laura Weyland, Toronto

Dr. Lisa Dolovich, 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  
Ms. Elnora Magboo, Brampton  
Mr. Rick Phillips, London  
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

**Invited Guests**

Mr. Troy Hill	Mr. Mike Hannalah
Ms. Deanna Williams	Mr. Kyro Maseh
Mr. Richard Steinecke	Ms. Laura Weyland
Ms. Valerie Davis	Ms. Karen Riley
Mr. Régis Valliancourt	Ms. Leigh Smith
Ms. Nadia Facca	Ms. Connie Beck

Ms. Laura Weyland, 2019-2020 Board Chair welcomed Directors and leadership to the meeting. Attendees were reminded of the of the virtual meeting program features and informed that, as in previous meetings, votes will be registered and recorded using the voting features within the program.

**1. Land Acknowledgement**

Ms. Weyland invited guest speaker Troy Hill, a member of the Kanien'kéha:ke (Mohawk) community and educator on the Six Nations of the Grand River Territory to perform the land acknowledgment and thanksgiving address to open the meeting.

**2. Noting Members Present**

Member attendance was noted.

**3. Declaration of Conflict**

There were no conflicts declared.

**4. Approval of Agenda**

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

**5. Chair's Opening Remarks**

Ms. Weyland welcomed the returning and new members of the Board for the coming year and indicated that the Chair's report was circulated for information.

Ms. Weyland welcomed newly appointed public member, Rick Phillips as well as Sara Ingram, Doug Brown and Ruth-Anne Plaxton who were elected to the Board in November 2020.

Ms. Weyland thanked and acknowledged the contribution of Dave Edwards a member of the Board for 10 years as he is stepping down from his role as Hallman Director of the University of Waterloo as of January 2021 and will be replaced by Andrea Edington.

**6. Approval of Minutes of Previous Meeting**

6.1 Minutes of September 2020 Board Meeting

6.2 Minutes of November 2020 Board Meeting

**It was moved and seconded that the Minutes of the September and November 2020 Board meetings be approved. The motion CARRIED.**

## **7. Matters Arising from Previous Meetings**

There were no matters arising.

## **8. Briefing Note - Registrar's Report on Election of Board Directors**

Ms. Lum-Wilson provided a summary of the election results.

## **9. Briefing Notes – Governance**

### **9.1 Briefing Note – Election of Executive Committee**

Mr. Cheung informed the Board that a list of candidates for election to the Executive Committee had been circulated to the Board and those interested had provided materials for the Board's consideration.

#### Election of Board Chair

Ms. Weyland noted that there was one candidate, Mr. Billy Cheung seeking the position of Board Chair. After confirming that Mr. Cheung wished to let his name stand, Ms. Weyland asked for further nominations from the floor. No further nominations were received.

Mr. Cheung was declared Chair of the Board for the 2020-2021 term. He addressed the Board.

#### Past Chair's Award

Mr. Cheung informed the Board that Ms. Weyland was in receipt of the plaque, sent on behalf of the Canadian Foundation of Pharmacy, as well as her gift from the College as a token of her efforts and dedication during her two-plus year term as Chair. Ms. Weyland addressed the Board.

#### Election of Vice Chair

Mr. Cheung noted that there were two candidates seeking the position of Vice-Chair, Mr. David Breukelman and Mr. Mark Scanlon. After confirming that both candidates wished to let their names stand, Mr. Cheung asked for further nominations from the floor. No further nominations were received. Each candidate addressed the Board and an election was held.

Mr. Breukelman was elected Vice-Chair of the Board for the 2020-2021 term.

#### Election of Executive Committee

Mr. Cheung noted that as Mr. Breukelman is a Public Director and was elected Vice-Chair, the Board would elect two Elected Directors at large to the Executive Committee. The Board noted that Mr. James Morrison, Mr. Mark Scanlon and Mr. Siva Sivapalan had submitted their intention to be elected to the Executive Committee. Mr. Cheung then asked for nominations from the floor.

No further nominations were received. Each candidate addressed the Board and an election was held. Mr. James Morrison and Mr. Siva Sivapalan were elected to the Executive Committee for the 2020-2021 term.

Mr. Cheung next noted that the Board would elect one additional Public Director to the Executive Committee and informed the Board that Ms. Christine Henderson and Mr. Gene Szabo had expressed an interest prior to the meeting. Mr. Szabo indicated that he would withdraw his candidacy and Mr. Cheung asked if there were nominations from the floor.

No further nominations were received. Ms. Christine Henderson was declared acclaimed to the Executive Committee for the 2020-2021 term.

## **9.2 Briefing Note – Committee Slate for Consideration**

The Board was presented with the proposed Committee Slate for the 2020-2021 term as prepared by the Governance Committee. Mr. Cheung informed the Board that the committees were constituted according to legislation and the College's bylaws. The appointments were a combination of returning members and candidates vetted by the screening committee. The Governance Committee also took into account a wide range of perspectives, disciplines and specialties as well as diversity of geographic location, gender and age.

The Board discussed the committee appointments and composition and identified the following action items.

- Ensure there are processes developed to create a clear line of communication between the Board and Committees.
- Given the shortened timeline of the Board year, it will be communicated to the members of the Discipline Committee that they may not have an opportunity to sit on many panels this year.

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

**The motion: That the Board resolve that the attached slate of candidates be approved to serve on the College Committees for a term that expires at the first regular meeting of the Board following the next regular election. The motion was moved and seconded. The motion CARRIED.**

## **10. For Decision**

### **10.1 Briefing Note – Governance Committee – Board Policies**

Mr. Cheung presented the briefing note and the first of a series of policies drafted to replace the College's Governance Manual. Mr. Cheung welcomed Ms. Deanna Williams of Dundee Consulting as the consultant whom the College has engaged to draft the policies. The Board discussed the elements of the policies and identified the following as an issue the Governance Committee could consider for future evolution of the policies:

- Consider developing processes to minimize or remove bias from candidate selection for the Board, Committees and Panels.

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

**The motion: That the Board approve the policies contained in Section 1 Board Governance Framework and Section 2: Roles and Accountabilities. The motion was moved and seconded. The motion CARRIED.**

#### **Conflict of Interest Presentation**

Mr. Cheung introduced Mr. Richard Steinecke who made a presentation to the Board on Conflict of Interest.

Mr. Cheung then asked Mr. Breukelman to chair the meeting on his behalf while he presented the agenda items coming forward on behalf of the Finance and Audit Committee.

#### **10.2 Briefing Note – Finance and Audit Committee-Appointment of Auditors**

Mr. Cheung informed the Board that Tinkham and Associates have served as the College's auditors since 2017 and that the Committee continues to be satisfied with the Firm. The Board briefly discussed the option of going to tender in the coming years and determined that the Finance and Audit Committee will continue to oversee this contract and will report on its decision at a future meeting.

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

**The motion: That Tinkham LLP Chartered Professional Accountants be appointed as Auditor for 2020. The motion was moved and seconded. The motion CARRIED.**

#### **10.3 Briefing Note – Finance and Audit Committee - 2021 Operating Budget**

Mr. Cheung advised that the Finance and Audit Committee was bringing forward the 2021 Operating Budget for approval. The Director of Corporate Services, Ms. Connie Campbell, presented a high-level overview of the budget to the Board. The Board briefly discussed the reserves on hand and the plans to replenish them, as well as, the efforts to increase the Discipline cost recovery amounts. The Board was informed that the Executive Committee would meet in January to review the compensation considerations for the coming year.

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

**The motion: That the Board of Directors approve the attached 2021 Operating and Capital Budget. The motion was moved and seconded. The motion CARRIED.**

#### **10.4 Briefing Note – Registrar - Emergency Assignment Certificates**

Ms. Susan James presented the briefing note for the Board to consider and approve the jurisdictions for both pharmacists and pharmacy technicians that would be acceptable, should the regulations to allow for Emergency Assignment Registration Certificates be approved by Cabinet.

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

**The motion: That the Board approve resolutions, to come into effect upon filing of regulations that enable pharmacist and pharmacy technician emergency assignment registration certificates.**

The Board (Council) approves Canada and the United States of America as jurisdictions in which a pharmacist could currently be practicing.

The Board (Council) approves Canada and the United States of America as jurisdictions in which a pharmacist could have practiced within three years prior to the day on which the applicant met all other requirements for the issuance of a certificate of registration as a pharmacist (emergency assignment).

The Board (Council) approves the provinces of Canada (except Quebec) as the jurisdictions in which a pharmacy technician could currently be practicing.

The Board (Council) approves the provinces of Canada (except Quebec) as the jurisdictions in which a pharmacy technician could have practiced within three years prior to the day on which the applicant met all other requirements for the issuance of a certificate of registration as a pharmacy technician (emergency assignment).

**The motion was moved and seconded. The motion CARRIED.**

## **10.5 Briefing Note - Community Practice Environment Accountability Principles**

Ms. Lum-Wilson presented on the principles developed by the Community Practice Environment Advisory Group (CPEAG), which was made up of a diverse group of stakeholders. The Board offered their gratitude and congratulations to the Advisory Group on the creation of the principles, which will support the delivery of safe and high quality patient care. It was discussed that the roll out is not intended to be prescriptive but collaborative and that future policies can be considered during implementation as needed.

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

**That the Board endorse the proposed *Guiding Principles of Shared Accountability in Community Pharmacy*. The motion was moved and seconded. The motion CARRIED.**

## **11. For Information**

### **11.1. Briefing Note – Registrar’s Report to the Board**

Mr. Cheung invited Ms. Nancy Lum-Wilson to provide a brief overview of the report. Highlights of the report included the Q3 scorecard and a preview of the 2021 scorecard as well as the College’s Risk Register for 2020 and the prospective 2021 Risk Register.

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



## **12. Other Matters**

### **12.1. Outcomes Focused Regulation Presentation**

Mr. Cheung explained that the outcome focused regulation presentation would have to be deferred until the March Board meeting due to timing.

## **13. Unfinished Business**

Mr. Cheung thanked the Directors for attending the open portion of the meeting and informed the Board that a meeting evaluation would be circulated.

## **14. Registrar's Annual Performance Appraisal – In Camera**

As 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 was held *in-camera*. Ms. Valerie Davis, President, Lysistrata Incorporated, facilitated a presentation of the Registrar's Performance Appraisal results for 2020. Board Directors from 2019-2020 as well as 2020-2021 were invited to attend.

**It was moved and seconded that the Board move in camera at 4:15 p.m., in order to discuss the Registrar's annual performance appraisal. The motion CARRIED.**

Staff and observers did not attend this portion of the meeting.

## **15. Motion of Adjournment**

There being no further business, **at 5:17 p.m., a motion to adjourn the meeting was moved and seconded. The motion CARRIED.**

**Sarah MacDougall**  
**Board & Committee Liaison**

**Billy B. Cheung**  
**Board Chair**