



**Ontario College
of Pharmacists**

Putting patients first since 1871

**MINUTES OF MEETING
OF BOARD OF DIRECTORS
JUNE 14, 2021**

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MONDAY, JUNE 14, 2021 – 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-Ann Plaxton, Owen Sound
Mr. Mark Scanlon, Peterborough
Mr. Siva Sivapalan, Burlington

Dr. Lisa Dolovich, Dean, Leslie Dan Faculty of Pharmacy, University of Toronto
Dr. Andrea Edginton, Hallman Director, School of Pharmacy, University of Waterloo

Members Appointed by the Lieutenant-Governor-in-Council

Mr. Stephen Adams, London
Mr. Randy Baker, Toronto
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. Sharlene Rankin, Interim Board & Committee Liaison

Guests:

Mr. Jaris Swidrovich
Mr. Kevin Huynh

Mr. Cheung welcomed everyone and reminded all of their duty of care for meetings and fiduciary duties to the public interest mandate of the College. Directors were informed of the virtual meeting platform features and that votes will be registered and recorded using the voting features within the program.

Public Director Rick Webster was invited to address the Board as his Order in Council is expiring in July. He was thanked for his dedication and service.

The Chair noted that Public Director Gene Szabo has been appointed to the Registration Committee.

Elected Director Mark Scanlon was invited to address the Board as he will not be running in the upcoming election. He was thanked for his many years of service to the College.

Public Director Randy Baker was welcomed to the Board as he received his Order in Council in May. He was invited to address the Board.

1. Land Acknowledgement

Mr. Cheung opened the meeting with a 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

Mr. James Morrison declared conflict and will remove himself from the meeting for discussion of agenda items 7.1 and 8.1.

4. Approval of Agenda

At the request of Billy Cheung, Board Chair, item **10.4 Election Update** was added to the agenda.

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

5. Chair's Opening Remarks

5.1 Briefing Note – Chair's Report for June 2021

5.2 March 2021 Board Meeting Evaluation

The Chair summarized the key takeaways from the recent Board Education Retreat, reviewed the goals of today's Board meeting, and encouraged Directors to participate fully in discussions.

Following the Chair's opening remarks, **the briefing note was received for information.**

6. Approval of Minutes of Previous Meeting

6.1 Minutes of March 22, 2021 Board Meeting

A motion to approve the minutes of the March 22, 2021 Board meeting was moved and seconded. **The motion CARRIED.**

7. Matters Arising from Previous Meetings

7.1 Briefing Note – Practice Policy: Cross Jurisdictional Services

Ms. Susan James discussed feedback and the approval process for the draft Cross Jurisdictional Services policy. The College is currently reviewing all feedback received and intends to make revisions to improve clarity and/or develop a supplementary guidance document to support implementation of the policy, as recommended during the consultation. Ms. James noted that one of the significant elements within this policy is the requirement for an established prescriber/patient relationship before providing prescription medications as part of a cross jurisdictional service.

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

8. For Decision

8.1 Briefing Note – Practice Policy: Virtual Care

Ms. James presented the consultation feedback on the draft Virtual Care policy to support practice changes due to the pandemic. Ms. James noted that the policy is consistent with remote dispensing protocols. She provided clarification on the definition of virtual care and added that additional supporting documentation will accompany the policy. Discussion of one-to-one patient interactions, informed consent and documentation followed.

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

The motion: That the Board approve the amended draft Virtual Care Policy to outline the College's expectations for pharmacy professionals with regards to the provision of Virtual Care. The motion was moved and seconded. The motion CARRIED.

8.2 Briefing Note – Practice Policy: Restocking of Medical Assistance in Dying (MAiD) Drugs

Ms. Susan James presented a draft policy to address MAiD drug shortages resulting from the impact of the COVID-19 pandemic. Ms. James provided clarification regarding labelling, sealed dosages, storage, integrity and the role of hospital pharmacies in restocking these medications. Discussion followed regarding shortages of palliative care drugs in rural communities, patients-first care, easing shortages of these drugs more broadly and examination of extending this policy beyond the pandemic.

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

The motion: That the Board approve the draft Policy for Restocking of Drugs used for Medical Assistance in Dying (MAiD) temporarily for the duration of the COVID-19 public health emergency. The motion was moved and seconded. The motion CARRIED.

8.3 Briefing Note – Governance Committee – Approval of Board Policies

Mr. David Breukelman introduced the final sections of policies for approval within the governance reform initiative. Editing corrections were noted for Policy 3.16 and Policy 4.8 (clarification of inclusion of Academic Directors to be provided). Discussion of Board development opportunities followed regarding supporting financial literacy and development of Board chairing skills (succession planning). Mr. Breukelman congratulated the Governance Committee and staff for their hard work and dedication.

Following clarifying questions and debate, **the motion was called to a vote.**

The motion: That the Board approve the following policies:

- **3.16 Board and Executive Chair Emeritus**
- **4.1 Strategic Planning - Development and Oversight**
- **4.2 Oversight of the College's Regulatory Performance**
- **4.3 Board's Role in Policy-Making**
- **4.4 Board's Oversight Role in Risk Management**
- **4.5 Policies and Procedures for Overseeing Financial Risk**
- **4.6 Board's Financial 'Check-List'**
- **4.7 Budget Approval**
- **4.8 Remuneration and Expense Approval for Elected Directors and Committee Appointees**
- **4.9 Procedures for Public Directors Per Diem Claims**
- **4.10 Approval of Board Chair Remuneration and Expenses**
- **4.11 Indemnification**
- **5.1 Training, Education and Development for the Board and Committees**
- **5.2 Training for Chairs/Vice-Chair of the Board and Committees**
- **5.3 Evaluation of Training**

The motion was moved and seconded. The motion CARRIED.

8.4 Briefing Note – Governance Committee – Proposed By-law Amendments

Mr. David Breukelman introduced the by-law amendments and consequential amendments to Board policies to improve the process and delivery on the intentions of the governance reform initiative. Following discussion, it was noted that an introductory statement be added within the by-laws regarding the use of neutral pronouns throughout, until such time that full amendments can be made. Editing corrections were noted for Policy 3.7.

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

The motion:

- 1) That the Board approve the proposed by-law amendments;**
- 2) That the Board approve amendments to the following Board policies:**
 - **Policy 1.8 – Selection of Committee Chairs;**

- **Policy 3.7 – Conduct of Directors and Committee Appointees and Sanctions Process; and**
- **Policy 3.12 – Board Meeting Rules of Order.**

The motion was moved and seconded. All members voted in favour. The motion CARRIED.

9. For Information

9.1 Registrar’s Report for June 2021

Mr. Cheung invited Ms. Nancy Lum-Wilson to provide a brief overview of the report. Highlights of the report included strategic priorities progress update, alignment of the scorecard with the College Performance Measurement Framework (CPMF), review of the proposed *Advancing Oversight and Planning in Ontario’s Health System Act, 2021* (AOPOHA), as well as Health Professional Regulators of Ontario (HPRO) and National Association of Pharmacy Regulatory Authorities (NAPRA) updates.

Discussion followed regarding Suitability to Practice indicators. Additional key performance indicators were suggested for tracking within the Board scorecard. Clarification was provided to the Board regarding assessments, fees and legal cost recovery.

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

10. Other Business

10.2 Presentation – Indigenous Cultural Competency Presentation

Mr. Cheung provided an introduction for guest speaker, Dr. Jaris Swidrovich, formerly Assistant Professor in the College of Pharmacy and Nutrition at the University of Saskatchewan. Dr. Swidrovich is the first self-identified First Nations Doctor of Pharmacy in Canada and the first and only self-identified Indigenous faculty member in pharmacy in Canada. Dr. Swidrovich provided a moving presentation, sharing his family’s personal history, information on cultural safety, Indigenous engagement and reconciliation. Several recommendations were shared on further actions and activities (both personal and for the College) to enhance Indigenous cultural competency and Dr. Swidrovich encouraged everyone to actively participate and engage.

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

10.1 Presentation – Review of Unscheduled Natural Health Products

Mr. Kevin Huynh, a 2nd year pharmacy student at the University of Waterloo and former co-op student with the College presented an overview of the review and analysis of the Unscheduled Natural Health Products (NHP) within schedules I and II to assess the risk and determine if there was need for need for regulatory changes prior to them becoming unscheduled. The presentation highlighted the outcomes focused regulation framework, safeguards, review process and public safety.

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

9. For Information - Continued

9.2 Briefing Note – 2021 Risk Report

Ms. Lum-Wilson provided an overview of the evolution and status of the College's Risk Management Program and thanked staff for their work. She referenced the May 2021 Board Education Retreat and information shared with the Board regarding risk oversight. A brief discussion on artificial intelligence (AI) as well as cyber risk followed. Ms. Connie Campbell provided background on a presentation that will come to the Finance and Audit Committee regarding a data and technology roadmap for the College.

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

10. Other Business - Continued

10.3 2021-2022 Board and Executive Committee Meeting Schedule

Following discussion, **the dates were received for information.**

10.4 Election Update

Ms. Lum-Wilson provided an update on the upcoming Board election which will close on August 4th. She noted that the Board seat for northern remote patient populations will be acclaimed and there are five candidates for the remaining two seats. The Board was informed that Zubin Austin and Wayne Hindmarsh have agreed to act as scrutineers for the election results on August 5th.

Following discussion, **the update was received for information.**

11. Personnel Matter – *In Camera*

Mr. Cheung explained the Board Directors would be meeting briefly in camera to discuss a personnel matter. The Board will reconvene on June 24, 2021.

It was moved and seconded that the Board move in camera at 4:15 p.m. The motion was moved and seconded. The motion CARRIED.

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

12. Motion of Adjournment

There being no further business, **at 4:48 p.m., a motion to adjourn the meeting was moved and seconded. The motion CARRIED.**

Sharlene Rankin
Interim Board & Committee Liaison

Billy B. Cheung
Board Chair