



**Ontario College
of Pharmacists**

Putting patients first since 1871

**MINUTES OF MEETING
OF BOARD OF DIRECTORS
MARCH 22, 2021**

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MONDAY, MARCH 22, 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-Anne 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. 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

Guests:

Mr. Dan Stapleton, Chair of the Finance and Audit Committee
Mr. Dale Tinkham, Principal of Tinkham and Associates

Mr. Cheung welcomed everyone to the meeting 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 informed that votes will be registered and recorded using the voting features within the program.

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 for those in attendance via videoconference and via roll call for those participating via teleconference.

3. Declaration of Conflict

There were no conflicts declared.

4. Approval of Agenda

At the request of Billy Cheung, Board Chair, an in camera agenda item was added prior to the adjournment of the meeting to discuss a personnel matter.

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

5. Chair's Opening Remarks

5.1 OCP's 150 Year Anniversary

Mr. Cheung acknowledged that 2021 marks the College's 150th anniversary and a commemorative video was played showing the College throughout the years. Additionally, the Board offered its gratitude to all Registrants in recognition of Pharmacy Appreciation Month.

5.2 Board Chair's Report

The Board Chair report was circulated for information and highlighted the recent decision to post the minutes of the Executive Committee meetings on the College's website in order to comply with the expectation in the College Performance Measurement Framework.

Mr. Cheung voiced his support for the letter circulated to the Board on behalf of the Chair of the Discipline Committee and reiterated the need for Directors to make time to serve on Discipline Hearing panels.

Mr. Cheung also informed the Board that there will be guest speakers and discussions on the Board's role in oversight, strategy and risk, specifically in a regulatory environment, at the upcoming Board Education day scheduled for May 10, 2021.

6. Approval of Minutes of Previous Meeting

- 6.1 Minutes of December 7 2020 Board Meeting
- 6.2 Minutes of January 11 2021 Board Meeting

It was moved and seconded that the Minutes of the December 2020 and January 2021 Board meetings be approved. The motion CARRIED.

7. Matters Arising from Previous Meetings

There were no matters arising.

8. For Information

8.1 Strategic Priorities Presentation

Ms. Nancy Lum-Wilson and Mr. Billy Cheung presented to the Board on the development of the current strategic plan and indicated that this information will be offered as part of the orientation program for new Directors moving forward.

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

8.2 Registrar's Report for March 2021

Mr. Cheung invited Ms. Nancy Lum-Wilson to provide a brief overview of the report. Highlights of the report included the 2020 Q4 scorecard and a preview of the 2021 scorecard including the definitions. Ms. Lum-Wilson also informed the Board that the emergency registration regulation had recently been approved by the provincial government.

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

8.3 College Performance Measurement Framework

Ms. Nancy Lum-Wilson drew the Board's attention to the College's completed College Performance Measurement Framework mandated by the Ontario Ministry of Health and informed the Board that the completed document will be posted on the website.

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

8.4 Outcomes Focused Regulation Presentation

Ms. Nancy Lum-Wilson presented to the Board on outcomes focused regulation.

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

Upon returning from lunch the Board was shown a video sent by the Deputy Premier of Ontario and Ontario Minister of Health, Christine Elliot congratulating the College on its 150th anniversary and offering her gratitude to the pharmacy professionals playing a key role in the ongoing COVID-19 immunization program.

9. For Decision

9.1 Approval of Audited Financial Statements

Mr. Dan Stapleton, Chair of the Finance & Audit Committee (FAC) informed the Board that the FAC had reviewed the Auditor's Report and internal controls and met with the auditors via 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 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 the Board approve the attached Audited Financial Statements for the operations of the Ontario College of Pharmacists for 2020 as prepared by management and audited by Tinkham LLP Chartered Professional Accountants. The motion was moved and seconded. The motion CARRIED.

9.2 Appointing the Screening Committee

Mr. David Breukelman, Chair of the Governance Committee informed the Board that the proposed slate of the 2021 Screening Committee was circulated in the meeting materials and includes reappointment of prior year appointees to the extent possible with consideration to conflict of interest.

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

The motion: That the Board approve the appointments of the Screening Committee as follows.

- **Vice-Chair of the Board – David Breukelman**
- **One Public Director – Gene Szabo – returning member**
- **One Elected Director – Tracey Phillips**
- **Two Lay Committee Appointees – Megan Sloan and David Collie returning members**

The motion was moved and seconded. The motion CARRIED.

9.3 Briefing Note – Governance Committee – Board Policies

Mr. David Breukelman, Chair of the Governance Committee provided some background on the development of the policies to replace the Governance Manual. Mr. Breukelman presented the policies in a consent agenda format and asked if any Directors would like to remove any of the policies from the consent agenda. All policies were removed from the consent agenda for consideration by the Board and discussed in order.

The motion: That the Board approve amended policy 1.7. The motion was moved and seconded. The motion CARRIED with one dissent.

The motion: That the Board approve policy 3.1. The motion was moved and seconded. The motion CARRIED with one dissent.

The motion: That the Board approve policy 3.2. The motion was moved and seconded. The motion CARRIED with one dissent.

The motion: That the Board approve policy 3.3. The motion was moved and seconded. The motion CARRIED with one dissent.

The Board discussed including a statement respecting unconscious bias within policies 3.2, 3.3, 3.4, 3.5 and 3.6.

Accordingly, the following motion was made: **That the Board amend policy 3.2 and 3.3, already approved, and policies, 3.4, 3.5 and 3.6, yet to be approved, to include the following statement: *Board Directors are reminded to be conscious of their own biases with respect to diversity and inclusion, including gender identity, when assessing others in their respective roles and ensure neutrality in their assessments.* The motion was moved and seconded. The motion CARRIED with one dissent.**

A motion was then made respecting the approval of policies 3.4 to 3.15 as a block.

The motion: That the Board approve the policies 3.4 to 3.15 contained in Section 3, Policies and Processes Supporting Good Governance. The motion was moved and seconded. The motion CARRIED with one dissent.

9.4 Briefing Note – Practice Policy Review Process and Briefing Note

Ms. Susan James presented to the Board on the policy review and approval process for the College.

9.4a Virtual Care Policy

Ms. James presented the virtual care policy drafted to support practice changes due to the pandemic.

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

The motion: That the Board approve posting of the draft Virtual Care policy for a 60-day public consultation. The motion was moved and seconded. The motion CARRIED.

9.4b Cross-Jurisdictional Policy

Ms. James presented the cross-jurisdiction policy drafted to support practice changes regarding out of province and out of country prescriptions.

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

The motion: That the Board approve posting of the draft Cross-Jurisdictional Pharmacy Services policy for a 60-day public consultation. The motion was moved and seconded. The motion CARRIED.

9.4c Long-Term Care Policy

Ms. James explained that the Board was being asked to make a decision on retiring this policy as the standards of practice have evolved and the legislation now covers the practice in long term care settings.

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

The motion: That the Board retire the *Standards for Pharmacists Providing Services to Licensed Long-Term Care Facilities Policy*, effective immediately. The motion was moved and seconded. The motion CARRIED.

10. Other Matters

10.1 In Camera Meeting of Directors

Mr. Cheung explained the Board Directors would be meeting briefly in camera to discuss a personnel matter.

It was moved and seconded that the Board move in camera at 4:01 p.m. The motion was moved and seconded. The motion CARRIED.

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

11. Motion of Adjournment

There being no further business, at 4:07 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**