



**Ontario College  
of Pharmacists**

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**MINUTES OF MEETING  
OF BOARD OF DIRECTORS  
NOVEMBER 29, 2021  
8:00AM**

- 1. Noting Members Present**
- 2. Declaration of Conflict**
- 3. Approval of Agenda**
- 4. For Decision**
  - 4.1. Briefing Note – Registrar Recruitment
- 5. Adjournment**

**MONDAY, NOVEMBER 29, 2021 – 8:00 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. Ruth-Ann Plaxton, Owen Sound  
Mr. Siva Sivapalan, Burlington  
Ms. Tracey Phillips (**Regrets**)  
Mr. Wilfred Steer, Sudbury

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. Elnora Magboo, Brampton  
Mr. Dan Stapleton, Toronto  
Mr. Gene Szabo, Kanata  
Ms. Cindy Wagg, Oakville  
Ms. Devinder Walia, Etobicoke

**Staff present**

Ms. Susan James, Acting Registrar & Director, Quality  
Ms. Connie Campbell, Interim Chief Operating Officer & Director, Corporate Services  
Ms. Angela Bates, Director, Conduct  
Ms. Sarah MacDougall, Governance Coordinator  
Ms. Stephenie Summerhill, Executive Assistant to the CEO & Registrar

The meeting was called to order at 8:02 a.m. and was held virtually over Microsoft Teams.

Mr. Cheung welcomed everyone to the meeting. Directors were informed of the virtual meeting platform features, and that votes will be recorded using the voting features within the program.

Following these instructions, Mr. Cheung delivered a Land Acknowledgement.

### **1. Noting Members Present**

The attendance of Board Directors was noted and as quorum was present, the Chair declared the meeting to be properly constituted.

### **2. Declaration of Conflict**

Mr. Cheung asked for declarations of conflict. There were none.

### **3. Approval of Agenda**

There were no additions or edits made to the agenda. A motion to approve the agenda was moved and seconded. **The motion and CARRIED.**

### **4. For Decision**

#### **4.1 Briefing Note – Registrar Recruitment**

Mr. Cheung summarized the Briefing Note for the Board of Directors referring some questions to Ms. Campbell as she participated in previous Registrar recruitments. He noted the recommendation that the Search Committee would be comprised of the five members of the Executive Committee as well as Ms. Susan James and Ms. Connie Campbell; members of the senior executive team.

The Chair and members of the Executive Committee explained next steps, namely the selection of an executive search firm to manage the recruitment process. All Board Directors will have an opportunity to input into the creation of the position profile to support the search. The Chair clarified that the Search Committee will be involved in selecting a short list of viable candidates to be interviewed. After completion of reference and background checks to assess the suitability of the top candidates, the Search Committee will recommend the most qualified candidate to the Board for appointment.

The Board discussed and was satisfied that the members of the Search Committee have sufficient experience in executive search and that they would have access to legal assistance as necessary for drafting of the employment contract. The Board was advised that the search is expected to take 4-6 months.

The motion was read and moved and seconded. The motion was then opened for debate.

The Board was in support of composition of the Search Committee and timeframe proposed. The Chair confirmed that the Board will be updated on the progress of the search via periodic communications or at Board meetings as set out in the Committee Terms of Reference.

Following discussion, the motion was called to a vote.

**The motion: That the Board appoints the Members of the Executive Committee as well as two staff representatives as the Search Committee to oversee the recruitment of a Registrar and CEO to commence as soon as is practical. The motion CARRIED.**

The Chair thanked everyone for attending and ended the meeting. The Board will reconvene on Monday December 13, 2021 or at the call of the Chair.

## **5. Adjournment**

There being no further business, **the meeting ended at 8:29 a.m.**

**Stephenie Summerhill**  
**Executive Assistant to the CEO & Registrar**

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