

JUNE 2022

BOARD MEETING

As recorded at the Board of Directors' regularly scheduled meeting held on June 13, 2022.

This meeting was hosted in-person at the College and virtually via MS Teams. The Board Chair introduced the meeting with a traditional land acknowledgement and recognized that the meeting was being hosted during National Indigenous History Month and Pride Month, recognizing the importance of commemorating and celebrating the strength and value of Canada's rich diversity.

WELCOME TO THE COLLEGE'S NEW REGISTRAR AND CEO

The Board welcomed Shenda Tanchak, who was appointed in late April as the College's Registrar and CEO, to her first Board meeting in her new role. Ms. Tanchak expressed her gratitude to the leadership and staff at the College for the warm welcome and for their commitment to advancing the College's key strategic priorities. She is looking forward to further collaborating with the Board, and to communicating and engaging with registrants, pharmacy stakeholders and the public over the coming weeks and months.

Both Ms. Tanchak and Board Chair Billy Cheung thanked Susan James and Connie Campbell for their interim leadership leading up to Ms. Tanchak's appointment as Registrar and CEO.

DEPARTING BOARD MEMBERS RECOGNIZED

Board Directors Stephen Adams, Tracey Phillips, Ruth-Ann Plaxton and Goran Petrovic were recognized

for their valuable contributions, time, energy and efforts as Board and Committee members as they wrapped up their terms with the College leading up to the Board elections this summer. Their contributions to serving in the public interest are greatly appreciated.

As this was his last regular meeting, Billy Cheung thanked the Board for the opportunity to serve as Chair and acknowledged the contributions of the Board and all stakeholders in furthering the College's mandate.

2022 BOARD SKILLS INVENTORY: ASSESSING OVERALL COMPETENCIES

The Board Chair and the Chair of the Governance Committee shared the 2022 Board Skills Inventory, which is used to objectively assess the collective skills and experience of Board Directors against competencies set out in the College by-laws. The purpose of the inventory is to determine where the Board could be strengthened through targeted recruitment/selection of elected and appointed members and through training opportunities. The skills inventory

results provide insights into the degree to which the Board's strengths support its overall mandate to provide oversight and set strategy for the College. Through this process the public can have confidence that the Board comprises a group of competent individuals who collectively possess the necessary skills and experience to oversee the performance of the College and govern the profession in the public interest. A copy of the Board Skills Inventory is available in the [Board package](#), starting on page 8.

2022 FIRST QUARTER COLLEGE PERFORMANCE SCORECARD

Results from the 2022 Q1 College Performance Scorecard were shared with the Board. The Scorecard is a document drawn from the annual Operational Plan that provides an overview of key performance indicators and project/initiative milestones, along with corresponding targets, that demonstrate the advancement of the College's strategic priorities and core responsibilities for the year. It also provides a valuable tool

to support the Board's oversight and governance roles. The 2022 Performance Scorecard has 16 Board-monitored measures aligned with the seven domains of the College Performance Measurement Framework introduced by the Ministry of Health in 2021. Of those, 10 are key performance indicators and six are project or initiative milestones. Further details are available starting on page 25 of the [Board package](#).

MID-YEAR RISK REPORT: KEY TOOL TO SUPPORT BOARD OVERSIGHT ROLE

The Board reviewed the 2022 College Mid-Year Risk Report, a document that monitors and reports on key risks that may impact the ability of the College to fulfill its mandate and strategic objectives. The Mid-Year Risk Report highlights the progress the College has made towards the mitigation strategies set out on the 2022 Risk Register. To date, 80% or 16 of the 20 mitigation strategies on the 2022 Risk Register are underway, with the remaining strategies scheduled for the latter half of this year. Details of the Mid-Year Risk Report can be found in the [Board package](#) starting on page 33.

UPDATE ON REVIEW OF INVESTMENTS POLICY

The Finance and Audit Committee (FAC) updated the Board on its review of Board Policy 4.12 – Investments Policy (details are available starting on page 47 of the [Board package](#)). Prior to proposing amendments to the policy for Board approval, the FAC is seeking input from an independent investment consultant—Mercer Investment Consulting—to support the development of a long-term

investment strategy for the College's reserve funds. The College must demonstrate that it is a responsible steward of financial resources, including setting out a policy that builds and maintains reserves to cover operations should unforeseen circumstances arise. The policy will consider how those reserve funds should be prudently invested in recognition of market conditions including inflation and risk. The FAC will conduct initial work with Mercer and bring the issue back to the Board at a future meeting.

REMUNERATION AND SUMMARY OF ALLOWABLE EXPENSES POLICY APPROVED

The Board approved amendments to the College's remuneration policy for Board Directors and Committee appointees regarding the rates for mileage, meals and the addition of an exceptional circumstances provision. The policy aligns with the Ministry of Health's Remuneration Framework for Public Appointees to Ontario's health regulatory colleges, and reflects remuneration for elected Board Directors, Professional Committee Appointees and Lay Committee Appointees, ensuring that there is clarity on the application of the policy and the allowable expenses. The amendments also align with the College's strategic priority to "enhance capacity to address emerging opportunities and advance quality and safe pharmacy practice and regulatory excellence" by ensuring that qualified and competent individuals who are willing to serve on the Board and Committees are provided with reasonable remuneration and coverage for expenses related to serving in the public interest.

Further details are available starting on page 51 of the [Board package](#).

ACTING REGISTRAR'S REPORT

Susan James, the College's Director of Quality, delivered her final Acting Registrar report to the Board highlighting activities that have taken place since the last meeting, as well as progress on strategic initiatives. The presentation included updates on the COVID-19 pandemic, vaccination authority for pharmacy professionals, emergency assignment registration, and a summary of engagement activities with the Ministry, regulatory organizations and pharmacy stakeholders. Following her recent arrival at the College, Ms. Tanchak will assume the presentation of Registrar's Reports at each Board meeting starting September 2022. The full Acting Registrar's report is available starting on page 75 of the [Board package](#).

CROSS-JURISDICTIONAL PRACTICE UPDATES

The Board considered two recommendations presented at the most recent meeting related to cross-jurisdictional pharmacy practice.

Board approves Cross-Jurisdictional Practice Agreement

The Board approved a recommendation that the College be a signatory on the Pharmacy Regulatory Authorities (PRAs) of Canada Cross-Jurisdictional Practice Agreement which facilitates the ability of provincial pharmacy regulators to ensure that registrants are professionally accountable and act in accordance with the professional expectations and



legal requirements in their own, as well as the patient's, jurisdictions. The agreement recognizes that cross-jurisdictional practice exists and will likely increase given the expanded use and acceptance of electronic communication methods to provide healthcare and services to the public. It further recognizes that individual pharmacy regulators are best positioned to enforce the professional expectations and legal requirements for registrants within their jurisdictions and will benefit from a collaborative approach with other jurisdictions in the event a registrant chooses to provide services to a patient in another province/territory where laws and practice expectations may differ.

Board approves Cross-Jurisdictional Pharmacy Services Practice Policy

The Board also approved a Cross-Jurisdictional Pharmacy Services Practice Policy that is aligned with the requirements of the above agreement and that outlines the College's expectations for

pharmacy professionals with regards to the provision of care across jurisdictions. The original draft policy was amended following important and insightful feedback received through a previous 60-day [open consultation](#) and input from pharmacy stakeholders. The policy will be posted on the College's website in the coming days, and details will be communicated to registrants in [e-Connect](#). Details of the policy and the Cross-Jurisdictional Practice Agreement are available in the [Board package](#) starting on page 85.

RISK APPETITE WORKING EDUCATIONAL SESSION: STRENGTHENING THE BOARD'S OVERSIGHT COMPETENCIES

Prior to moving to an in-camera session, the Board participated in a facilitated risk management education session with an external consultant. The objectives of the session were to clarify the Board's role in defining the risk appetite

of the College and to provide the initial input to the risk appetite definition process. Surveys were used to gather and gauge the Board Directors' perspective on risk appetite related to strategic outcomes. The feedback from the session will be considered over the summer and the final risk appetite will be presented at the September 2022 Board meeting. This session supports the Board's obligations related to its oversight role in organization risk management and serves as a lead up to a broader strategic planning exercise with the Board in 2023.

NEXT BOARD MEETING

Board meetings are open to the public, and the next regularly scheduled meeting will be held on September 12 & 13, 2022. Special Board meetings may be called at any time. Please see our website for information on [upcoming Board meetings](#). You can also follow highlights from the Board meetings via [Twitter](#).