



**Ontario College
of Pharmacists**

Putting patients first since 1871

**MINUTES OF MEETING
OF BOARD OF DIRECTORS
JUNE 13, 2022**

Agenda – March 21, 2022

- 1. Land Acknowledgement**
- 2. Noting Members Present**
- 3. Declaration of Conflict**
- 4. Approval of Agenda**
- 5. Chair's Opening Remarks**
 - 5.1 Briefing Note – Chair's Report for June 2022 Board
 - Introduction of Shenda Tanchak, Registrar and CEO
 - March 2022 Board Meeting Evaluation
 - 2022 Skills Inventory Results
 - 5.2 Board Election Update**
- 6. Approval of Minutes of Previous Meeting**
 - 6.1. Minutes of March 21, 2022, Board Meeting
 - 6.2. Minutes of April 27, 2022, Board Meeting
- 7. Matters Arising from Previous Meetings**
- 8. Q1 2022 College Performance Scorecard**
- 9. 2022 College Mid-year Risk Report**
- 10. Update on Policy 4.12 Investments**
- 11. OCP Board and Committee Remuneration Policy and Summary of Allowable Expenses**
- 12. 2022-2023 Board and Executive Committee Meeting Schedule**
- 13. Acting Registrar's Report**
- 14. Practice Policies**
 - 14.1. Pharmacy Regulatory Authorities (PRAs) of Canada Cross-Jurisdictional Practice Agreement
 - 14.2. OCP Cross-Jurisdictional Pharmacy Services Practice Policy
- 15. Risk Appetite Working Educational Session**
- 16. Personnel Matter – *In Camera***
- 17. Adjournment**

MONDAY, JUNE 13, 2021 – 9:30 A.M.
COUNCIL CHAMBERS & VIDEOCONFERENCE

Attendance

Elected Members

Mr. Douglas Brown, Port Perry
Mr. Billy Cheung, Markham
Ms. Sara Ingram, North York - Virtual
Mr. James Morrison, Burlington
Mr. Goran Petrovic, Kitchener - Virtual
Ms. Tracey Phillips, Westport
Ms. Ruth-Ann Plaxton, Owen Sound - Virtual
Mr. Siva Sivapalan, Burlington
Mr. Wilfred Steer, Sudbury

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

Members Appointed by the Lieutenant-Governor-in-Council

Mr. Stephen Adams, London
Mr. Randy Baker, Toronto
Mr. David Breukelman, Burlington – Virtual
Ms. Christine Henderson, Toronto
Ms. Elnora Magboo, Brampton **(Regrets)**
Mr. Dan Stapleton, Toronto
Mr. Gene Szabo, Kanata
Ms. Cindy Wagg, Oakville
Ms. Devinder Walia, Etobicoke
Ms. Adrienne Katz, Toronto - Virtual

Staff present

Ms. Shenda Tanchak, Registrar and CEO
Ms. Susan James, Director, Quality
Ms. Connie Campbell, Director, Corporate Services
Ms. Angela Bates, Director, Conduct
Ms. Sarah MacDougall, Governance Coordinator
Ms. Stephenie Summerhill, Executive Assistant to the CEO & Registrar

Guests

Mr. Rob Quail, Risk Specialist, Rob Quail Consulting

The meeting was called to order at 9:33 a.m. The Chair welcomed all directors, staff and observers and provided some technical guidance on the first hybrid meeting to ensure smooth functioning.

Mr. Cheung welcomed Shenda Tanchak, OCP's newly hired Registrar and CEO, and marked this as her first official board meeting in her new role.

1. Land Acknowledgement

Mr. Cheung opened the meeting with a land acknowledgement as a demonstration of recognition and respect for Indigenous peoples.

Before beginning the formal part of the meeting, Mr. Cheung took the opportunity to also recognized June as National Indigenous History Month and Pride Month. The Board was welcomed to join in and celebrate our diversity, together, by learning, understanding, listening and doing our part to contribute to a more inclusive Canada

2. Noting Members Present

Member attendance was noted as well as those attending virtually. Regrets were sent from Lisa Dolovich, Andrea Edginton and Elnora Magboo.

3. Declaration of Conflict of Interests

Tracy Phillips and James Morrison declared a conflict of interests on agenda Item 14 – regarding Cross Jurisdictional Practice. They noted that they would recuse themselves during the discussion for this agenda item.

4. Approval of Agenda

At the request of the Chair, agenda item 5.2 Board 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 2022

- **Introduction of Shenda Tanchak, Registrar and CEO**
- **March 2022 Board Meeting Evaluation**
- **2022 Skills Inventory Results**

The Chair began his opening remarks thanking Susan James and Connie Campbell for stepping into their interim roles while the search for a new Registrar and CEO was underway. Ms. Tanchak was invited to address the Board.

Mr. Cheung then provided an opportunity for the four departing Directors to address the Board as this was their last meeting. Stephen Adams, Tracy Phillips, Ruth-Ann Plaxton and Goran Petrovic addressed the Board, and all were thanked for their dedication and service.

The Chair reviewed his activities since the last Board meeting as well as the results of the March Board Meeting Evaluation and the Board Chair mid-year evaluation.

The 2022 Skills Inventory Results were presented and summarized. The purpose of the Skills Inventory is to ensure there is a broad compliment of Board members that can provide a balanced set of competencies. Gaps in the competencies would inform the Board recruitment process for elected and appointed members as well as training requirements for Board members. Some areas of improvement and training were identified in the current Board cohort, but overall the Skills Inventory demonstrated that the Board has the desired competencies.

Following the review of the meeting goals, the Chair informed the Board of recent adjustments to the committees: Regis Vaillancourt has stepped down as Chair of the Accreditation/DPP due to a new employment opportunity, and Tracy Wiersema has agreed to step in as Chair for the remainder of the Board year and Randy Baker has been appointed to the Fitness to Practice Committee.

Mr. Cheung the addressed the Board on this being his last meeting as Chair and provided his gratitude to the Directors and College staff for their assistance over the last two years.

1.1 Election Update

The Board was informed that the 2022 Board election will be for two pharmacists and two pharmacy technicians and will open July 13th and close August 3rd. The results will be announced on August 4. Wayne Hindmarsh and Zubin Austin have agreed to serve as scrutineers for the election.

2. Approval of Minutes of Previous Meeting

- 2.1** Minutes of March 21, 2022 Board Meeting
- 2.2** Minutes of April 27, 2022 Board Meeting

A motion to approve the minutes from March and April 2022 was moved and seconded.

The motion CARRIED.

3. Matters Arising from Previous Meetings

Ms.Tanchak reported that there were no matters arising.

4. Q1 2022 College Performance Scorecard

Ms. Campbell presented the Q1 2022 College Performance Scorecard, discussed the progress on the key performance indicators (KPIs) and milestones, and summarized the College's performance for the first quarter of 2022. Ms. Campbell drew attention to a new section added to all briefing notes regarding how the initiative contributes to the College's strategic priorities or regulatory process as required by the College Performance Measurement Framework (CPMF).

Leadership noted four indicators are not performing to target and the rationale for why and what the plans are to get to the target by the end of the year was discussed.

5. 2022 College Mid-year Risk Report

Ms. Campbell presented the 2022 mid-year Risk Report for the Board's information and discussed status of the risks identified to date. All but four of the mitigation strategies are moving forward with some scheduled to begin later in 2022.

6. Update on Policy 4.12 Investments

The Chair requested that Dan Stapleton, Chair of the Finance & Audit Committee present Briefing Note 10 - Update on Policy 4.12 Investments to the Board for information.

Mr. Stapleton updated the Board on the recent hiring of Mercer Investment Consulting to manage the College's investments. The Board was informed that there will be future updates on the progress and the investment policy will be amended and brought for approval.

7. OCP Board and Committee Remuneration Policy and Summary of Allowable Expenses

Mr. Stapleton presented the OCP Board and Committee Remuneration Policy and Summary of Allowable Expenses briefing note to the Board. He highlighted that over the last year the costs for fuel and food have risen significantly and are not anticipated to lower soon. Accordingly, the Finance and Audit Committee proposes increases to the rate paid for mileage and food allowances for Board Directors and Committee Appointees.

Additionally, the proposed policy changes included a clause to allow for the consideration of the expectational circumstances where the current *per diem* allowances could be increased for time spent on Board or Committee activities with approval.

A motion to approve the OCP Board and Committee Remuneration Policy and Summary of Allowable Expenses as presented was moved and seconded.

The motion CARRIED.

8. 2022-2023 Board and Executive Committee Meeting Schedule

Mr. Cheung presented the dates selected for the 2022-2023 Board year.

9. Acting Registrar's Report

The Chair requested that Susan James present the Acting Registrar's Report. Ms. James presented the report, and discussion ensued on several topics included in the report.

The Board discussed the new clinical knowledge assessment within the Quality Assurance (QA) program and the recent success of the pilot. Clarification was requested regarding other aspects of the QA program. Ms. James offered that practice assessments of competence are also completed routinely and assess a pharmacy professional's practice based on the core standard of practice domains.

The Board also asked how many pharmacies had completed the pharmacy medication safety self-assessment which was due Jan 1, 2022. Ms. James indicated that roughly 40% had completed it and many more had initiated it but were unable to indicate completion due to the identification of action items for follow-up. Of more concern, were pharmacies that appeared to not have started the assessment. In these cases, College staff are reaching out to the designated manager to understand the barriers to completion.

Upon the conclusion of discussion and questions, **the report was received for information.**

10. Practice Policies

10.1 Pharmacy Regulatory Authorities (PRAs) of Canada Cross-Jurisdictional Practice Agreement

Ms. James presented the briefing note relating to the Cross-Jurisdictional Practice Agreement for PRA's and clarified that the Board was not being asked to approve the Agreement but to agree be a signatory on the agreement once finalized.

The Board asked if the Agreement would extend to all cross-border pharmacies and it was clarified that the Agreement would only apply to the Canadian provinces and territories that would be signatories. It was also noted some of the jurisdictions would require government approval before signing on.

The Board questioned which jurisdiction would take precedence if concerns were raised about a registrant and Ms. James clarified that it will be the jurisdiction of the regulatory authority the professional is registered in, as opposed to the jurisdiction where the patient lives.

The Board questioned the implications to workload or financial impact of the Agreement on the College and it was explained that the College doesn't anticipate much of an impact as there are no operational or database changes needed and it is expected the agreement will lead to an expectation that registrants become registered in other jurisdictions in order to offer patient care.

A motion to approve that the Ontario College of Pharmacists be a signatory on the Pharmacy Regulatory Authorities of Canada Cross-Jurisdictional Practice Agreement was moved and seconded.

The motion CARRIED.

10.2 OCP Cross-Jurisdictional Pharmacy Services Practice Policy

Ms. James presented the briefing note for Pharmacy Regulatory Authorities (PRAs) of Canada Cross-Jurisdictional Practice Policy. The policy supports the Cross-Jurisdictional Practice Agreement and Board outlines the expectations for provision of care across jurisdictions.

The Board questioned whether the NAPRA standards of practice were applicable in all other Canadian jurisdictions and Ms. James clarified that for the most part the standards have been adopted across Canada. Where there are deviations for a particular jurisdiction, this is made clear by that jurisdiction.

A motion that the Board approve the amended Cross-Jurisdictional Pharmacy Services Policy to outline the College's expectations for pharmacy professionals with regards to the provision of care across jurisdictions was moved and seconded.

The motion CARRIED.

11. Risk Appetite Working Educational Session

Mr. Rob Quail, Risk Specialist Consultant, lead the Board through a risk appetite training session. The Board solicited their feedback on a series of scenarios and their tolerance to risk regarding the scenario. The Board was informed that the Executive Committee will be considering the Board's feedback and will bring proposed risk appetite statements to the September Board for consideration.

12. Personnel Matter– *In Camera*

Mr. Cheung then advised all in attendance that the Board of Directors would be continuing the meeting *in camera* to discuss a personnel matter and advised that the Board will reconvene on September 12, 2022, or at the call of the Chair.

No items were provided by the Chair for inclusion in the minutes. Notes of discussions and recommendations will be kept by the Board Chair and maintained separately.

13. End of Meeting

There being no further business, **at 4:24 p.m. the meeting ended.**

Stephenie Summerhill
Executive Assistant to the Registrar and CEO

Billy B. Cheung
Board Chair