



**Ontario College
of Pharmacists**

Putting patients first since 1871

MINUTES OF MEETING

OF BOARD OF DIRECTORS

SEPTEMBER 12-13, 2022

Agenda - September 12, 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 September 2022 Board
- 6. Approval of Minutes**
 - 6.1. Minutes of June 13, 2022 Board Meeting
- 7. Registrar's Report on Election of Board of Directors**
- 8. Election of the Executive Committee**
- 9. Past Chair's Award**
- 10. Overview of Committees, Regulatory Programs and Committee Reports**
- 12. Adjournment**

Agenda - September 13, 2022

- 13. Introductions & Remaining Overview of Committees, Regulatory Programs and Committee Reports Questions**
- 14. 2022-2023 Committee Slate Approval**
- 15. Registrars Report**
- 16. Appointment of the Auditor**
- 17. Q2 2022 College Performance Scorecard**
- 18. 2023 Operational Plan**
- 19. Pharmacy 5in5 Update Presentation**
- 20. Practice Policy Updates**
 - 20.1 Medication Safety Standards
 - 20.2 Pharmacy Safety Initiative
- 21. Risk Appetite/Tolerance – Proof of Concepts**
- 22. OCP Employee Engagement Results Presentation**
- 23. Personnel Matter – In Camera pursuant to the *Health Professions Procedural Code, subsections 7(2)(b)(d) and (e)***
- 24. End of Meeting**

MONDAY, SEPTEMBER 12, 2022 – 9:30 A.M.

Attendance

Elected Members

Jennifer Antunes, Toronto
Connie Beck, Petrolia
Douglas Brown, Port Perry
Billy Cheung, Markham
Andrea Fernandes, Pickering
Sara Ingram, North York
James Morrison, Burlington
Siva Sivapalan, Burlington
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

Randy Baker, Toronto
David Breukelman, Burlington (Regrets Day 1)
Christine Henderson, Toronto
Adrienne Katz, Toronto
Elnora Magboo, Brampton
Dan Stapleton, Toronto
Gene Szabo, Kanata (Regrets Day 1 and 2)
Cindy Wagg, Oakville
Devinder Walia, Etobicoke

Staff present

Shenda Tanchak, Registrar and CEO
Angela Bates, Director, Conduct
Connie Campbell, Director, Corporate Services
Susan James, Director, Quality
Sarah MacDougall, Governance Coordinator
Sharlene Rankin, Executive Assistant to the Directors
Stephanie Summerhill, Executive Assistant to Registrar and CEO, Director of Quality

The meeting was called to order at 9:37 a.m. Mr. Cheung welcomed all Directors, staff, and observers.

1. Land Acknowledgement

The Chair invited Sarah MacDougall, Governance Coordinator to provide a land acknowledgement as a demonstration of recognition and respect for Indigenous peoples. Additional diversity events and holidays occurring during the month of September were highlighted.

2. Noting Members Present

Member attendance was noted.

3. Declaration of Conflict

None noted.

4. Approval of Agenda

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

5. Chair's Opening Remarks

5.1 Briefing Note – Chair's Report for September 2022

The Chair summarized his activities since the June 2022 Board meeting and outlined key takeaways from the June Board meeting evaluation. The goals for the meeting were reviewed. New Board Directors Jennifer Antunes, Connie Beck and Andrea Fernandes were invited to address the Board.

6. Approval of Minutes of Previous Meeting

6.1 Minutes of June 13, 2022 Board Meeting

The motion: That the Board approve the minutes of the June 2022 Board meeting as presented. was moved and seconded. **The motion was moved and seconded. The motion CARRIED.**

7. Briefing Note – Registrar's Report on Election of Board Directors

Shenda Tanchak provided a summary of the election held on August 3rd, 2022. The new Board Directors were welcomed.

8. Election of the Executive Committee

Billy Cheung informed the Board that a list of candidates for election to the Executive Committee had been reviewed by the Governance Committee and circulated to the Board and those interested had provided materials for the Board's consideration.

Election of Board Chair

James Morrison had indicated that he wished to run for office of the Chair and there were no other expressions of interest. He was acclaimed as Board Chair for 2022-2023.

Election of Vice Chair

Sara Ingram had indicated that she wished to run for office of the Vice-Chair and there were no other expressions of interest. She was acclaimed as Vice-Chair for 2022-2023.

Election of Executive Committee

The Chair noted that two Public Directors had expressed interest in serving; Christine Henderson and Dan Stapleton were acclaimed to the Executive Committee.

It was noted that the candidates who had submitted materials for the Board's consideration for a seat on the Executive Committee were Connie Beck, Doug Brown, and Siva Sivapalan. Each Director addressed the Board of Directors. The election was held via an electronic poll and the results were validated and then released.

Siva Sivapalan was elected to the Executive Committee.

9. Past Chair's Award

Paul Kidston, Executive Director of the Canadian Foundation for Pharmacy presented the Past Chair's Award to Billy Cheung on behalf of the Foundation.

Billy Cheung addressed the Board. James Morrison assumed the role of Chair for the remainder of the meeting.

10. Orientation - Overview of Committees, Regulatory Programs and Committee Reports

The Registrar and CEO and College staff presented the Board with an orientation on the role of the College and its regulatory programs. Embedded in the presentation were the annual reports from each of the statutory and standing committees on their work over the past year.

11. Adjournment

The Chair announced that the presentations of the standing committees would be reported the following morning and called for a motion to adjourn. **The motion: That the Board meeting adjourn at 4:30 p.m. and reconvene at 9:30 a.m. on Tuesday, September 13, 2022. The motion CARRIED.**

TUESDAY, SEPTEMBER 13, 2022 – 9:30 A.M.

Attendance

Elected Members

Jennifer Antunes, Toronto
Connie Beck, Petrolia
Douglas Brown, Port Perry
Billy Cheung, Markham
Andrea Fernandes, Pickering
Sara Ingram, North York
James Morrison, Burlington
Siva Sivapalan, Burlington
Wilfred Steer, Sudbury

Dr. Lisa Dolovich, Dean, Leslie Dan Faculty of Pharmacy, University of Toronto
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Sarah MacDougall, Governance Coordinator
Sharlene Rankin, Executive Assistant to the Directors
Stephanie Summerhill, Executive Assistant to Registrar and CEO, Director of Quality

The meeting was called to order at 9:32 a.m. The Chair welcomed back the Directors, staff, and observers to the second day of the September Meeting.

12. Introductions & Remaining Overview of Committees, Regulatory Programs and Committee Reports and Questions

The orientation session that began on the previous day was concluded with the reports of the College's standing committees.

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

13. 2022 - 2023 Committee Slate Approval

The Board was presented with the proposed Committee Slate including Chairs for the 2022-2023 term as prepared by the Governance Committee. Mr. Breukelman informed the Board that the committees were constituted according to legislation and the College's by-laws.

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

The motion: That the Board resolve that the attached slate of candidates be approved to serve on the College Committees for a term that expires at the first regular meeting of the Board following the next regular election. The motion was moved and seconded. The motion CARRIED.

14. Registrar's report for September 2022

The Registrar and CEO provided a brief overview of the quarterly Registrar's report.

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

15. Appointment of the Auditor

The Chair of the Finance and Audit Committee (FAC) presented the briefing note. Dan Stapleton confirmed that the FAC's recommendation is that the College reappoint Tinkham LLP Chartered Professional Accountants for this fiscal year.

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

The motion: That Tinkham LLP Chartered Professional Accountants be appointed as auditor for 2022. The motion was moved and seconded. The motion CARRIED.

16. Q2 College Performance Scorecard

Connie Campbell, Director of Corporate Services, noted that the scorecard is presented at each meeting to provide the Board with a quarterly report on the status of the College's performance on key performance indicators.

The Board asked questions regarding data strategy timelines, possible upstream measures to prevent complaints and the College's plans to increase registrant engagement with the AIMS program.

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

17. 2023 Operational Plan

Shenda Tanchak asked the Board to confirm the 2023 operational priorities and direction as presented. The Board discussed the College's plans to recruit additional employees to alleviate the pressure on current staff.

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

The motion: That the Board confirm the priorities and direction for 2023 Operational Plan. The motion was moved and seconded. The motion CARRIED.

18. Pharmacy 5in5 presentation

The Board heard a presentation from Kelly Grindrod, Associate Professor at the School of Pharmacy at University of Waterloo, and the Ontario College of Pharmacists Professor in Innovation Chair. Pharmacy 5in5 is an interactive learning platform designed by the University to help pharmacy professionals self-audit their knowledge and acquire a deeper understanding of a variety of clinical and professional topics.

19. Practice Policies

19.1 Medication Safety Standard

Susan James, Director of Quality and Jane McKaig, Manager, Community Practice informed the Board of the upcoming consultation on the NAPRA *Model Standards of Practice for Continuous Quality Improvement and Medication Incident Reporting by Pharmacy Professionals*.

Following the consultation, the College will consider changes to the OCP supplemental standards of practice to align with the new NAPRA standards as well as the frequency registrants are required to complete a pharmacy safety self-assessment (PSSA). At a future meeting a consultation report, including a summary of feedback, recommended action and an implementation plan will be presented to the Board for consideration.

19.2 Pharmacy Safety Initiative

Susan James and Jane McKaig informed the Board of a recent stakeholder engagement initiative to provide a collaborative forum to enable a broad group of retail and pharmacy stakeholders to develop short- and long-term strategies aimed at preventing crime and ensuring community safety.

College staff will continue to monitor the implementation of time-delayed safes as part of the pharmacy safety initiative. College staff will continue to monitor and engage collaboratively with provincial stakeholders to develop additional strategies and resources and inform the Board as appropriate.

20. Risk Appetite/Tolerance – Proof of Concepts

The Registrar and CEO provided a summary of the work to date on the development of risk appetite statements and ratings which were derived from a session held during the June 2022 Board meeting. The Board was asked to review and approve the amended statements developed with the assistance of risk consultant, Rob Quail, following a proof-of-concept exercise to illustrate the application of risk appetite to College work. The proof-of-concept exercise focused on two topics, investment policy and community operations assessments.

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

The motion: That the Board approve the risk appetite statements and ratings as presented. The motion was moved and seconded. The motion CARRIED.

21. OCP Employee Engagement Results Presentation

The Chair welcomed Penny Galanis, Manager, Human Resources and Karim Sabayon from McLeans & Company to present the OCP Employee Engagement Results for the Board's information.

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

22. Motion to go in-camera pursuant to the Health Procedural Code, subsection 7(2)(b)(d) and (e)

The Chair explained that the Board of Directors would be meeting briefly in camera. The Board will reconvene on December 12, 2022, or at the call of the Chair.

The motion: To move in camera. The motion was moved and seconded. The motion CARRIED.

No actions were provided for inclusion in the minutes.

23. End of Meeting

There being no further business, **at 5:09 p.m. the meeting ended.**

Sarah MacDougall
Governance Coordinator

James Morrison
Board Chair