



**Ontario College
of Pharmacists**

Putting patients first since 1871

MINUTES OF MEETING

OF BOARD OF DIRECTORS

DECEMBER 12, 2022

Agenda – December 12, 2022

- 1. Land Acknowledgement**
- 2. Declaration of Conflict**
- 3. Consent Agenda**
 - 3.1 Minutes of the Board Meeting September 12-13, 2022
 - 3.2 Governance Policies recommended for approval by the Governance Committee
- 4. Chair’s Opening Remarks**
 - 4.1 Chair’s Report for December 2022 Board
 - 4.2 September 2022 Board Meeting Evaluation
 - 4.3 2022 Board and Individual Director Evaluation Report
- 5. Registrar’s Report**
- 6. College Performance Scorecard Q3**
- 7. Proposed College Performance Scorecard 2023**
- 8. 2022/2023 Risk Management Report**
- 9. Pharmacy Safety Initiative – Time Delayed Safes**
- 10. Reflections on the future of Professional Regulation and the Pharmacy Profession in Ontario**
- 11. Investment Policy**
- 12. Ontario College of Pharmacists Remuneration Policy**
- 13. 2023 Operating and Capital Budget**
- 14. Motion to go in camera pursuant to the Health Procedural Code, subsection 7(2)(c)**

End of Meeting

MONDAY, DECEMBER 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 - **REGRETS**

Members Appointed by the Lieutenant-Governor-in-Council

Randy Baker, Toronto
David Breukelman, Burlington
Christine Henderson, Toronto
Adrienne Katz, Toronto
Elnora Magboo, Brampton
Dan Stapleton, Toronto
Gene Szabo, Kanata
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
Stephenie Summerhill, Executive Assistant to Registrar and CEO

The meeting was called to order at 9:34 a.m. Mr. Morrison welcomed all Directors, staff, and observers.

1. Land Acknowledgement

The Chair invited Sara Ingram, Board Vice-Chair to provide a land acknowledgement as a demonstration of recognition and respect for Indigenous peoples.

2. Declaration of Conflict

None noted.

3. Consent Agenda

3.1 Minutes of the Board Meeting September 12-13, 2022

3.2 Governance Policies recommended for approval by the Governance Committee

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

5. Chair's Opening Remarks

4.1 Briefing Note – Chair's Report for September 2022

The Chair summarized his activities since the September 2022 Board meeting and outlined key takeaways from the September Board meeting evaluation. A summary of the results from the 2022 Board and Individual Director Evaluation was included in the report along with information on the succession plan for the Registrar & CEO position.

The Chair also informed the Board that two indicators had been added to the 2023 scorecard to track the engagement level of the Board, one for 100% completion of surveys circulated to the Board and one for measuring participation from each Director during the meetings.

5. Registrar's Report – for information

5.1. Provider Experience Quality Indicators – 2022 Results

5.2. Implementation of Minor Ailments

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

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

Performance Reporting

6. College Performance Scorecard Q3 – For Information

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.

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

7. Proposed College Performance Scorecard 2023 – For Approval

The leadership team presented the draft 2023 College Performance Scorecard. The Board's feedback was requested to ensure that the indicators as presented were clear and that information and data reported on the scorecard would provide the Board with meaningful information to support its oversight role.

The Board requested an additional metric be added to track the availability of Board Directors to sit on discipline committee panels.

A motion to approve the 2023 College Performance Scorecard as amended was moved and seconded. **The motion CARRIED.**

8. 2022/2023 Risk Management Report – For Information

Rick Chen, Manager of Business Processes presented the 2022/2023 Risk Management Report.

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

9. Pharmacy Safety Initiative – Time-Delayed Safes – for Approval

Susan James, Director of Quality and Jane McKaig, Manager of Community Practice presented the agenda item for the Pharmacy Safety Initiative – Time-Delayed Safes for approval.

The Board debated the merits of mandating safes for all pharmacies and noted reports from other jurisdictions that this had a positive effect on the deterrence of robberies as opposed to escalation of violence. The Board questioned the nature of the communication and signage that will support this initiative and the types of drugs to be kept in the safe. It was discussed that the College would begin working on the communication and details once the Board had determined if the safes were to be mandated and that more information would follow.

A motion that the Board directs staff to develop a supplemental standard of pharmacy operations, to be returned to the Board for approval at its March meeting. The standard will mandate immediate implementation of time-delayed safes and prominently displayed college-approved signage in all community pharmacies was moved and seconded. **The motion CARRIED.**

10. Reflections on the future of Professional Regulation and the Pharmacy Profession in Ontario Finance and Audit Committee Business

In preparation for the upcoming strategic planning activities in 2023 several guests were invited to initiate a conversation on the current and future state of the profession and professional regulation.

The Board and staff then participated in a brainstorming session regarding the information presented.

11. Investment Policy – for approval

Dan Stapleton, Chair of the Finance and Audit Committee along with Ryan Pollice, Principal, Investment Consultant at Mercer presented the updated investment policy for the Board's approval.

Following discussion, a motion was moved and seconded that the Board approves Policy 4.12 Investments and the supporting investment policy statement and procedure for reserve funds. **The motion CARRIED.**

12. Ontario College of Pharmacists Remuneration Policy – for approval

Dan Stapleton, Chair of the Finance and Audit Committee presented the proposed changes to the College Board and Committee Remuneration Policy for approval.

Following discussion, a motion was moved and seconded that the Board approves the amendments to the OCP Board and Committee Remuneration Policy and Summary of Allowable Expenses, effective January 1, 2023. **The motion CARRIED.**

13. 2023 Operating and Capital Budget – for approval

Dan Stapleton, Chair of the Finance and Audit Committee and Connie Campbell, Director of Corporate Services presented the 2023 operating and capital budget for approval.

It was noted that fee increases higher than CPI would be considered for the next fiscal year following a multi year projection to be completed in Q3 of 2023.

Following discussion, a motion was moved and seconded that the Board approves 2023 operating and capital budget. **The motion CARRIED.**

14. Motion to go *in Camera* pursuant to the *Health Professions Procedural Code*, subsections 7(2)(c)

The Chair explained that the Board of Directors would be meeting briefly in camera. The Board will reconvene in March 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.

15. End of Meeting

There being no further business, **at 4:33 p.m. the meeting ended.**

Sarah MacDougall
Governance Advisor & Coordinator

James Morrison
Board Chair