



DATE:	Monday, November 28, 2022 – 9:30 a.m.
SUBJECT:	Executive Committee Meeting
ATTENDEES:	James Morrison (Chair), Sara Ingram (Vice-Chair), Christine Henderson, Siva Sivapalan, Dan Stapleton
REGRETS:	
STAFF:	Shenda Tanchak, Susan James, Connie Campbell, Angela Bates, Sarah MacDougall
LOCATION:	Microsoft Teams

The Chair called the meeting to order at 9:29am.

1. Land Acknowledgment

James Morrison opened the meeting with a land acknowledgement as a demonstration of recognition and respect for Indigenous peoples and the land the College occupies.

2. Declaration of Conflict

The Chair asked if any member of the Committee had any conflicts to declare.

There was a discussion around the conflict for pharmacy professionals and the issue of time delayed safes and it was determined that all Committee members would participate in the conversation as the focus is on patient safety and the public interest.

3. Approval of Minutes

There was a motion to approve the minutes of the meeting held August 24, 2022; all were in favour. The motion **CARRIED**.

4. Chair's Report for December 2022

The report was presented for information. The Committee was in favour of the overall Board evaluation being re-run and ensuring that each Director completes the survey. The Chair's report was updated to make it clear that the Board Chair will receive the full report with respondents identified.

5. 2023 Board Meeting Planning

Sarah MacDougall asked the Committee to consider the format, virtual or in person, of the meetings scheduled in 2023. Following discussion, the Committee determined that in-person meetings would be preferred for the coming year.

There was a motion to approve that Board meetings be held in person for 2023. The motion **CARRIED**.

6. Registrar's Report for December 2022

The Registrar presented the report for information.

It was requested that the Finance and Audit Committee and Board receive more information regarding the new Customer Relationship Management (CRM) program that is being sourced for the College. The Registrar noted that information will be added to the Registrar's Report and budget information coming to the Board in December and will continue to come forward for updates at all meetings.

7. Succession Planning for Registrar and CEO

Shenda Tanchak presented the information regarding the succession planning for the Registrar and CEO position. With the pending departure of the current longstanding Director of Corporate Services, Connie Campbell, it was noted that the language in the policy should be updated to include a clause that the short-term appointment as CEO would be commensurate with the current Director of Corporate Services' experience and organizational knowledge.

The Chair asked that this policy be brought back to the Committee annually.

8. Expanded Scope

At the Registrars request the committee discussed potential future scope expansion and its impact on patient safety and access.

The Committee also discussed the recent announcement that Part A pharmacists will be authorized to prescribe the oral antiviral treatment for COVID-19, Paxlovid™ (nirmatrelvir/ritonavir) in accordance with Ontario Regulation 107/96 under the Regulated Health Professions Act, 1991 (RHPA) effective December 12, 2022.

9. December Board Meeting Agenda

The Committee was provided with an overview of the agenda and the Registrar informed the Committee of the presentations that will be coming forward at the December Board of Directors meeting.

10. Compensation

There was a motion to approve a staff salary increase of 6.7% inclusive of COLA and merit effective January 1, 2023, for the fiscal year. The motion **CARRIED**.

The Committee discussed reviewing the College by-laws and considering amending or removing the role the Executive Committee plays in determining staff compensation apart from the Registrar and CEO.

11. Adjournment

There being no further business, **at 12:05 p.m. the Chair ended the meeting.**

Sarah MacDougall
Governance Advisor and Coordinator

James Morrison
Board Chair