



**Ontario College
of Pharmacists**

Putting patients first since 1871

MINUTES OF MEETING

OF BOARD OF DIRECTORS

MARCH 21, 2023

TUESDAY, MARCH 21, 2023 – 9:00 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
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
Susan James, Director, Quality
Stephanie Summerhill, Executive Assistant to Registrar and CEO
Sharlene Rankin, Executive Assistant to the Directors
Todd Leach, Manager, Communications
Katya Masnyk, Senior Consultant, Evidence and Research

The meeting was called to order at 9:05 a.m. Mr. Morrison welcomed all Directors, staff, and observers.

1. Land Acknowledgement

The Chair invited Siva Sivapalan to provide a land acknowledgement in recognition and respect for Indigenous peoples.

2. Declaration of Conflict

Mr. Morrison noted the importance of declaring conflicts of interest when it comes to matters being discussed and approved by the Board. Concerning Item 7, he reminded the Board that in a previous meeting it had been agreed that unless members were in the business of selling time-delayed safes, there was no conflict of interest to be declared.

Mr. Morrison has noted a conflict for the item regarding his attendance at an international conference, on that item Sara Ingram took over as Chair for the consent agenda section, and Mr. Morrison made no contribution to the decision-making process.

Andrea Edginton declared a conflict regarding item 9 on minor ailment prescribing as President & COO of MAPflow a company which provides software designed to support clinical decisions in assessing and prescribing minor ailments for the Ontario pharmacy practice environment. She recused herself from the meeting for that item's discussion.

No additional conflicts were declared.

3. Consent agenda

3.1. Minutes of the Board Meeting December 12, 2022

3.2. Approval for Board Chair to attend an international conference.

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

4. Chair's Opening Remarks

4.1. Chair's Report for March 2023 Board

4.2. December 2022 Board Meeting Evaluation

Mr. Morrison acknowledged March as Pharmacy Appreciation Month, an opportunity to recognize and express appreciation for pharmacy professionals in Ontario. On behalf of the OCP Board, Leadership and Staff of the College, Billy Cheung recognized the contributions made by pharmacy professionals to the health and wellbeing of patients across the province and extended the warmest thanks for their commitment to patients and dedication to quality, ethical and safe pharmacy care.

Mr. Morrison referred to the Chair's report included in the meeting package, noting the positive evaluation results from the December Board meeting. Mr. Morrison noted that the Board would soon be sent the 2023 Board Skills Inventory survey. Completion by Board Directors will be used in Board recruitment and the development of educational activities for the Board. Mr. Morrison reported that

the executive compensation survey by Mungall Consulting is ongoing. He noted the new table that reports Committee activities by Board Directors. One Director noted a required correction and staff indicated that they would verify the information and update the table.

5. Registrar's Report

The Registrar and CEO provided a brief overview of her report. In particular, she notes that an increase in directives from the Ministry of Health have had an impact on College staff workloads and project progress. Some of these are captured in the Registrar's Report briefing note and others will be the focus of the conversation in other agenda items.

In-Camera Discussion

The Board approved a motion to go in Camera pursuant to the Health Professions Procedural Code, subsections 7(2)(b) and (c), at 9:38 a.m. The Board resumed the public portion of the meeting at 11:03 a.m.

Prior to continuation of the public Board meeting, Lisa Dolovich delivered a message to recognize the International Day of the Elimination of Racial Discrimination and acknowledged the important role the College can continue to play in helping to eliminate racial discrimination in our society in all its forms.

6. College Scorecard

6.1. 2022 College Performance Scorecard – for Information

Ms. Tanchak reinforced that the purpose of the Scorecard is to help the Board monitor the performance of the organization by way of specific indicators that are proxies of overall performance.

Based on the information in the scorecard, Board Directors asked about the College's ability to see which pharmacies are not using the AIMS reporting platform. Susan James responded that the College has access to aggregate and de-identified data but not particular pharmacy activity. She indicated that we work with the vendor to engage those pharmacies directly to encourage use and engagement with the program and platform. Additional staffing resources toward engaging pharmacies has proven to be effective so far to encourage participation and get feedback on understanding barriers. The Board acknowledged the efforts made and encouraged the ongoing evolution of the tool to make it more user-friendly so that it can continue to offer value to pharmacies.

6.2. 2023 College Performance Scorecard Targets and Definitions – for Approval

Ms. Tanchak provided an overview of the proposed key performance indicators and targets for the 2023 Scorecard, in follow-up to the discussion at the December 2022 meeting. She noted an additional indicator related to governance engagement and elaborated on the indicators related to minor ailments implementation evaluation and IT and data infrastructure improvements.

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

7. Pharmacy Safety Initiative – Time-Delayed Safes

Susan James, Director of Quality sought approval of two updated Designated Manager policies which will require the use of time-delayed safes in community pharmacies across Ontario, and the display of prominent signage indicating their use, per the briefing notes circulated in the Board meeting materials. A requirement for time-delayed safes aligns with the College's strategic goals to strengthen trust and confidence in the College's role as a patients-first regulator and enhance our capacity to address emerging opportunities & advance quality and safe pharmacy practice and regulatory excellence.

A motion to approve the updated Designated Manager-Medication Procurement and Inventory Management Policy, which reflects the requirement for the use of time-delayed safes in community pharmacies, as presented was moved and seconded. The motion **CARRIED**.

A motion to approve the updated Designated Manager-Required Signage in a Community Pharmacy Policy, which reflects the requirement for the use of College-approved time-delayed safe signage in community pharmacies, as presented was moved and seconded. The motion **CARRIED**.

8. Registration Regulations – Emergency Class Provisions

Susan James summarized the briefing note circulated with the meeting materials related to proposed amendments to Regulation 202/94 of the Pharmacy Act, 1991 Part V.1. The amendments align with the College's existing provisions, which in 2021 created an emergency assignment (EA) class due to pharmacy pressures resulting from the pandemic, with the requirements of registration regulation 508/22 under the Regulated Health Professions Act, 1991.

Ms James noted that in addition to proposed changes to the emergency class criteria, the College would advise the Ministry that the creation of a pharmacy technician intern certificate, as proposed in the College's previously submitted registration regulation amendments, would also support the goal of reducing health human resource shortages.

A motion to approve amendments to Regulation 202/94 of the Pharmacy Act, 1991, Part V.1 and VI.1 for public consultation as presented was moved and seconded. The motion **CARRIED**.

To meet the Ministry's requested timeline, a subsequent motion to seek approval from the Minister to abridge the requirement for a 60-day public consultation on the regulation amendments was moved and seconded. The motion **CARRIED**.

9. Expansion of Scope – Minor Ailments

Susan James summarized the briefing note included in the Board package that outlined the request from the Minister of Health to make regulations to enable pharmacists to prescribe six additional minor ailments previously approved by the Board.

The College anticipates an implementation date of fall 2023 which would provide enough time to ensure treatment algorithms are updated appropriately and for the profession to prepare.

A motion to approve the proposed amendments to Regulation 202/94 of the Pharmacy Act, 1991, Part VII.3 (Controlled Acts), as shared in Attachments 9.3 and 9.4 of the Board materials, for submission to the Minister of Health was moved and seconded. The motion **CARRIED**.

The Board also considered seeking the Minister's approval to waive the required 60-day public consultation period for the proposed regulation change given the extensive consultation performed previously on the original list of minor ailments approved by the Board.

A motion to approve that a request be made to the Minister of Health to waive or abridge the requirement for a 60-day public consultation period for the proposed regulation changes noted above was moved and seconded. The motion **CARRIED**.

As requested by the Minister, the College will also initiate the process to re-engage the Minor Ailments Advisory Group (MAAG) to explore the addition of further minor ailments, including those that may require additional scope of practice expansion to support safe and effective prescribing, and prepare recommendations for Board consideration later this fall, prior to submission to the Minister.

The Board also discussed the use of medication categories utilizing the American Hospital Formulary Service (AHFS) classification model. The College is prepared to explore alternate options that may include drug lists should the AHFS database no longer be practical for use in the future.

10. Audited Financial Statements

Dan Stapleton, Chair of the Finance and Audit Committee together with Dale Tinkham, Managing Partner, Tinkham LLP Chartered Professional Accountants, presented the draft audited financial statements for 2022. It was reported that the Finance and Audit Committee had reviewed the Auditor's Report and was satisfied that the financial reporting risks outlined in the audit planning letter was being appropriately addressed. The opinion of the Auditor is that the financial statements present fairly, in all material respects, the financial position of the College as at December 31, 2022.

A motion to approve the presented audited financial statements for the operations of the Ontario College of Pharmacists for 2022 as prepared by management was moved and seconded. The motion **CARRIED**.

11. Selection of the Investment Manager

Dan Stapleton, Chair of the Finance and Audit Committee, presented the Board with an update on the selection of an investment manager for the College, following the approval of Policy 4.12 Investments and Investment Policy Statement and Procedure for Reserve Funds in December 2022.

He reported that the FAC had unanimously supported proceeding with the investment firm BMO Nesbitt Burns and ratified its selection of Frank Teti, Senior Portfolio Manager, BMO Nesbitt Burns as Investment Manager for the College. The FAC will meet with the Investment Manager in June 2023 to discuss next steps.

Following the report from the Chair of the FAC, the briefing note was received for information.

12. Appointment of 2023 Screening Committee

James Morrison, Board Chair presented the Executive Committee's recommendations for the appointments to the Screening Committee to screen for competence of individuals seeking to run for election to the Board and appointment to Committees for the 2023 - 2024 Board year. As per the by-laws, the Committee is comprised of a mix of Board Directors – both public and elected – and two Lay Committee Appointees with an understanding of regulatory governance. To provide continuity during these formative years with the new governance structure, the following Lay Committee Appointees that have served on the screening for the last three years were presented for reappointment: Governance Committee Chair; Public Director – Gene Szabo; Public Director – Dan Stapleton; Lay Committee Appointee – David Collie; and Lay Committee Appointee – Megan Sloan.

A motion to approve the appointments of the 2023 Screening Committee as presented was moved and seconded. The motion **CARRIED**.

13. 2024 Strategic Plan

The Board participated in an offsite retreat to develop the College's next Strategic Plan. Identification of OCP values, regulatory principles, and strategic goals (together, "The Strategic Plan") will guide operational and policy decisions in the coming years, aiming to optimize regulatory performance. Given competing priorities and limited resources, careful consideration was given about how best to achieve this outcome.

Input received through engagement and participation of College staff, and key external partners was used by the Board to inform development of the plan. Board Chair James Morrison acknowledged the importance of the staff and partner input, and expressed his appreciation for the overall effort that went into the strategic planning preparation prior to and throughout the Board retreat. The Board proceeded to consider motions to approve the Values, Regulatory Principles and Goals that collectively will make up the Strategic Plan for the next five years, effective 2024.

A motion to approve the following Values as presented was moved and seconded:

- Accountability
- Fairness
- Collaboration
- Judiciousness
- Integrity
- Transparency

The motion **CARRIED**.

A motion to approve the following Regulatory Principles, subject to minor editorial revisions, as presented was moved and seconded:

- *Mandate/Public Protection*: All our work is to ensure safe and ethical professional practice and quality health services in pharmacy and by pharmacy professionals.

- *Risk:* We use data to anticipate and measure risk. We act to reduce or prevent harms. We measure the outcome of our actions and adapt our regulatory response to ensure the most beneficial impact.
- *Right Touch:* Regulatory decisions and guidance will be judicious and consistent with the principles of right touch Regulation1.
- *Partnerships:* We strive to engage and collaborate with Ontario patients and other health system partners to protect the public.
- *Culture:* We believe in justice, equity, diversity and inclusion. We aim to identify, remove, and prevent inequalities.
- *Person-focused:* We will act with fairness and compassion towards all participating in our processes by being clear, consistent, and timely.
- *Transparency:* Transparency is a cornerstone of the College. We will continue to strive to ensure that we communicate our expectations, requirements, activities and performance as clearly as possible.
- *Leadership and Innovation:* We will engage with partners to innovate and drive change to most effectively address identified risk.

The motion **CARRIED**.

A motion to approve the following Goals as presented was moved and seconded.

1. In all practice settings, pharmacy management practices and business metrics do not impede pharmacy professionals' ability to meet the Standards of Practice and abide by the Code of Ethics or compromise their health and well-being.
2. The College effectively provides members of the public, registrants and other partners with clear, relevant, up-to-date information.
3. The College has the expertise and resources to effectively address immediate demands caused by changes in the regulatory or practice environment.
4. The College uses its regulatory authority and influence to drive positive change in pharmacy practice towards ensuring all patients are treated with respect and without discrimination.

The motion **CARRIED**.

12. Adjournment

There being no further business, **at 1:46 p.m. the meeting ended**. The Board expressed its appreciation to Stephenie Summerhill for her support and efforts in organizing the details of the retreat for Board Directors.