



**Ontario College
of Pharmacists**

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**MINUTES OF A
BOARD OF DIRECTORS MEETING
HELD IN TORONTO, ONTARIO
DECEMBER 11, 2023
9:30 A.M. TO 5:00 P.M.**

Attendance

Jennifer Antunes
Randy Baker
Connie Beck (virtual)
Douglas Brown
Billy Cheung
Andrea Edginton
Jean-Pierre (JP) Eskander (virtual, morning)
Andrea Fernandes (virtual)
Daniel Figeys (virtual, morning)
Christine Henderson
Sara Ingram
Adrienne Katz
Elnora Magboo
James Morrison
Micheline Piquette-Miller
Siva Sivapalan
Daniel Stapleton
Wilfred Steer
Cindy Wagg
Devinder Walia

Regrets

John Vanstone
Gene Szabo

Staff

Shenda Tanchak, Registrar and CEO
Angela Bates, Director, Conduct
Susan James, Director, Quality (virtual)
Thomas Custers, Director, Corporate Services
Katya Masnyk, Director, Policy, Engagement and Strategy Implementation
Christian Guerette, General Counsel and Chief Privacy Officer
Todd Leach, Director, Communications and Government Relations
Delia Sinclair Frigault, Manager of Equity, Diversity and Inclusion
Saira Lallani, Medication Safety Lead
Sandra Winkelbauer, Special Projects Manager
Stephenie Summerhill, Executive Assistant to Registrar and CEO
Sharlene Rankin, Executive Assistant to the Directors

The meeting was called to order at 9:31 a.m. The Chair, James Morrison, welcomed all Board Directors, staff and observers. He announced the resignations of two Public Directors, John Vanstone and Gene Szabo, and thanked them for their service; recruitment of additional Public Directors was underway. James Morrison informed the Board that beginning in March 2024, Board meetings would no longer be hybrid. While some meetings may be planned to be remote, if the meeting is in person, virtual participation will no longer be offered. The meetings will continue to be broadcast for those who wish to observe.

1. Land Acknowledgement

Delia Sinclair Frigault, Manager of Equity, Diversity and Inclusion, opened the meeting with a land acknowledgement in recognition and respect for Indigenous peoples and the land the College occupies.

2. Declaration of Conflict

The Chair called for declarations of conflict of interest. No conflicts were declared.

3. Minutes of the September 18-19, 2023, Board Meeting – For Decision

It was requested by Daniel Stapleton, that the following be added to clarify agenda item 13: The next market review for auditor services would take place in 2026.

MOTION, proposed by Jennifer Antunes, seconded by Douglas Brown and **carried**: the Board approved the minutes of the September 18-19, 2023, Board Meeting with amendments.

4. Chair's Report – For Information

James Morrison provided a summary of activities undertaken since the September meeting. He highlighted the continued difficulty in constituting panels for Discipline Hearings and encouraged Board Directors to make themselves available. Discussion followed regarding the benefits of polling software that displayed the availability of other Directors within the poll.

5. Registrar's Report – For Information

Shenda Tanchak, Registrar and CEO, provided key highlights from her report including updates regarding pharmacist scope expansion, pharmacy-led clinics, nurse prescribing within family health teams, and drug lists. Clarifying questions and discussion followed regarding ongoing dialogue with other healthcare professionals around scope expansion, continuity of care for patients, changes to emergency registration, student class registration and language proficiency testing.

Shenda Tanchak led an overview of the quarterly College Performance Scorecard which provided the Board with a report on the status of the College's performance on key performance indicators. Shenda Tanchak also provided the Board with an overview of the 2023 Year End Risk Dashboard containing updates on the top organizational risks, ratings, and mitigation activities.

6. 2020-2023 Strategic Plan – Presentation

Todd Leach, Director of Communications, Knowledge Translation and Government Relations, introduced a presentation outlining the College's accomplishments undertaken during the 2019-2023 Strategic Plan.

7. Equity, Diversity & Inclusion Strategy – For Decision

Delia Sinclair Frigault sought the Board's direction on whether to prioritize reconciliation and Indigenous cultural humility in pharmacy practice and regulation within the College's Equity, Diversity and Inclusion strategy. Following clarification regarding terms and language, Delia Sinclair Frigault shared that Ontario had the largest Indigenous population in Canada and while efforts would continue in support of equitable care for all patients, this motion would allocate resources towards engagement and relationship-building to address Indigenous health disparities.

MOTION, proposed by Jennifer Antunes, seconded by Micheline Piquette-Miller, and **carried**: the Ontario College of Pharmacists will continue to address all protected grounds under the Ontario Human Rights Code and emerging issues, and will include a focus on Indigenous cultural humility and reconciliation in our Equity, Diversity, and Inclusion Strategy.

8. Motion to go *in camera* pursuant to the *Health Professions Procedural Code*, subsections 7(2)(b) and (c).

The Chair explained that the Board of Directors would be meeting *in camera* and the Board meeting would reconvene at 3:15 p.m. following lunch and a Board Governance workshop session.

MOTION, proposed by Siva Sivapalan, seconded by Billy Cheung, and **carried**: the meeting moved *in camera* at 12:02 p.m.

No actions were provided for inclusion in the minutes. The *in camera* meeting ended at 12:53 p.m. The Board meeting resumed at 3:21 p.m.

9. Best Practices for Land Acknowledgement – For Information

This item was deferred.

10. Assurance and Improvement in Medication Safety (AIMS) Evaluation – For Information

Saira Lallani, Medication Safety Lead and Sandra Winkelbauer, Special Projects Manager provided an update regarding the status of the AIMS program, including recent accomplishments, barriers, and challenges. They also provided an outline of the plan for evaluation of the program. It was noted that an evaluation report would be brought to the Board at a future meeting.

11. OCP Disciplinary Processes – For Information

This item was deferred.

12. Ontario College of Pharmacists 2024 Budget – For Decision

Douglas Brown, Chair of the Finance and Audit Committee, introduced the annual budget which ensures funding for the College's strategic, operating and regulatory activities. Thomas Custers, Director, Corporate Services led a detailed overview of the budget schedules. He informed the Board that the 2024 deficit would be covered by the current operating surplus and the remainder would be drawn from the contingency reserve.

MOTION, proposed by Jennifer Antunes, seconded by Dan Stapleton, and **carried**: the Board approved the 2024 Operating and Capital budget as proposed.

13. Proposed College Performance Scorecard 2024 – For Decision

Thomas Custers presented the draft 2024 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 newly designed Performance Dashboard would provide the Board with meaningful information to support its oversight role.

MOTION, proposed by Siva Sivapalan, seconded by Devinder Walia, and **carried**: the Board approved the 2024 Scorecard, to be called a Dashboard, as presented.

14. By-Law Review: Article 9 and Article 14.2 – For Decision

Sara Ingram, Vice Chair of the Board and Chair of the Governance Committee, presented an overview of a proposed by-law change that would align the quorum requirements for meetings of the Drug Preparation Premises Committee with those of the Accreditation Committee. Both committees share the same membership, and a change to permit the Drug Preparation Premises Committee to sit in panels of three would help address scheduling challenges.

MOTION, proposed by Jennifer Antunes, seconded by Cindy Wagg, and **carried**: the Board approved revisions to Articles 9 and 14.2 of the College By-laws as presented in the materials.

15. OCP Service Charter – For Information

This item was deferred.

16. Adjournment

The Chair thanked Micheline Piquette-Miller for her participation, as this was her last meeting as Interim Dean at the Leslie Dan Faculty of Pharmacy. There being no further business, at 4:54 p.m. the meeting ended.

Sharlene Rankin
Executive Assistant

James Morrison
Board Chair