Ontario College of Pharmacists
Putting patients first since 1871

MINUTES OF A BOARD OF DIRECTORS MEETING

JUNE 15, 2026
9:30 A.M. TO 2:23 P.M.

Board of Directors
Jennifer Antunes
Simran Bal
Simon Boulis
Douglas Brown (Chair)
Leyland Brown
Akil Dhirani
Lisa Dolovich
Andrea Edginton
Scott Ford
Jae-Yon Jung
Adrienne Katz
James Killingsworth
Francis Michaud
Stephen Molnar
Danny Paquette
Ranjithkumar Paranivasagam
Siva Sivapalan (Vice-Chair)
Wilfred Steer
Cindy Wagg
Devinder Walia
Victor Wong

Regrets
Alain Stinzi

Management
Jay O'Neill, Registrar & CEO
Susan James, Director, Registration and Quality
Thomas Custers, Director, Corporate Services
Angela Bates, Director, Conduct
Christian Guerette, General Counsel and Chief Privacy Officer
Todd Leach, Director, Communications, Policy and Knowledge Mobilization

Staff
Nina Kang, Executive Assistant to Registrar & CEO
Allena Nguyen, Acting Administrator, Governance
Sharlene Rankin, Executive Assistant, Directors & Corporate Policy
Delia Sinclair Frigault, Manager, Equity & Strategic Policy
Rebecca Singh, Governance Administrator
Amy Vranchidis, Governance Lead (recorder)

The Chair called the meeting to order at 9:30 a.m. and welcomed Board Directors, staff and observers.

The Chair recognized that June is National Indigenous History Month and Pride Month. Condolences were extended in recognition of recent losses among members of the Ontario Provincial Police and Toronto Police Service.

The Chair welcomed Patrick Gauch, recently appointed Public Director, and Rebecca Singh, Governance Administrator, to their first Board meeting. The Board acknowledged the resignation of Adnan Bodalbhai from the Accreditation and Drug Preparation Premises Committee and thanked him for his contributions to the College.

1. Land Acknowledgment

Jennifer Antunes provided the land acknowledgement as a demonstration of recognition and respect for the Indigenous peoples of Canada.

2. Approval of the Agenda

The Chair outlined several enhancements to the Board agenda format intended to support more effective meeting management, including the addition of meeting timelines, identification of the purpose of each agenda item, and page numbering.

MOTION:

THAT the Board approve the agenda for the June 15, 2026, Board meeting as presented.

Moved by: Jennifer Antunes
Seconded by: Wilf Steer

CARRIED.

3. Declaration of Conflicts of Interest

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

4. Consent Agenda

The Chair noted that the consent agenda is used to approve routine items efficiently and that any item requiring discussion may be removed for separate consideration. The Chair also reminded the Board that, going forward, motions would be tabled at the outset of agenda items, with discussion to follow and voting to occur at the conclusion of discussion.

MOTION:

THAT the Board approve the consent agenda as presented:

- To approve the minutes of the March 23, 2026, meeting.
- To approve the Status of Board Action Items – September 2025 to June 2026

- To approve the 2026-2027 Executive Committee and Board Meeting Dates as presented
- To approve the appointment of Zubin Austin and Wayne Hindmarsh to serve as Scrutineers for the 2026 Election

Moved by: Jaime Killingsworth
Seconded by: Victor Wong

CARRIED.

5. Chair's Report and Executive Committee Report

The Chair presented an overview of activities undertaken since the March Board meeting, including governance engagements and Board leadership activities.

a. March 2026 Board Meeting Evaluation Survey

Results of the March Board meeting evaluation survey were reviewed, and it was noted that there was a 100% participation rate. Directors noted the positive assessment of Board culture, public interest focus, and participation, while identifying agenda pacing and time management as areas for further improvement.

b. Draft Annual Board Work Plan

The Chair introduced the proposed 2026 Board Work Plan, noting that the document was intended to strengthen governance oversight by supporting strategic planning, accountability, and monitoring of Board priorities throughout the year.

MOTION:

THAT the Board approve the 2026 annual work plan, as presented.

Moved by: Jennifer Antunes
Seconded by: Scott Ford

CARRIED.

6. Finance and Audit Committee Report

Adrienne Katz, Finance and Audit Committee Chair, and Thomas Custers presented an update on Committee activities.

a. 2025 Audited Financial Statements

MOTION

THAT the Board approve the audited financial statements of the Ontario College of Pharmacists for the fiscal year ended December 31, 2025.

Moved by: Cindy Wagg

Seconded by: Francis Michaud

The motion having been duly moved and seconded, the Board received the Committee's recommendation regarding the audited financial statements for the year ended December 31, 2025. Adrienne Katz reported that the external auditor had issued an unqualified opinion and identified no concerns relating to internal controls or auditor independence.

The motion was put to a vote and **CARRIED.**

The Board received a report from Dale Tinkham of Tinkham LLP. Mr. Tinkham confirmed the unqualified audit opinion and advised that the College remained in a strong financial position. He noted that no unadjusted audit errors had been identified and that recommendations from previous audits had either been addressed or were in progress.

b. Policy 4.12 - Investments and Supporting Investment Policy Statement and Procedure for Reserve Funds

MOTION: THAT the Board:

1. Approve the revised document titled "Investment Policy Statement and Investment Procedures", including consequential amendments to Board Policy 4.12 – Investments; and
2. Approve the revised document titled "Investment Reporting Template"

as presented.

Moved by: Simon Boulis

Seconded by: Jennifer Antunes

The motion having been duly moved and seconded, the Board considered recommendations from the Finance and Audit Committee regarding revisions to the Investment Policy Statement and Investment Procedures, related amendments to Board Policy 4.12, and a revised investment reporting template. The recommended changes were intended to enhance governance oversight, clarify reserve fund management, strengthen risk controls, and improve investment performance reporting.

The motion was put to a vote and **CARRIED.**

7. Governance Committee Report

Siva Sivapalan, Governance Committee Chair, presented an update on Committee activities.

a. Decision Framework: Clarifying Roles and Decision-Making Parameters of the Board, Executive Committee, Chair, Vice-Chair and Registrar & CEO

The Board reviewed the Decision-Making Framework intended to clarify governance roles and authorities.

A correction was identified referencing Policy 3.13 rather than Policy 3.3.

Board Directors noted the importance of providing interpretive guidance on the meaning of "immediate" to support consistent application of the Guidance. Jay O'Neill, Registrar & CEO, highlighted that the Guidance document was a companion document, intended to provide this clarification. Directors discussed the balance between establishing clear governance guardrails for the Executive Committee and Chair while maintaining sufficient flexibility to address unforeseen circumstances. It was noted that the Governance Committee had carefully considered the challenge of defining "immediate" too narrowly and therefore developed guidance that provides direction without relying on an exhaustive list of examples.

MOTION: THAT the Board approve the document titled “Decision Framework: Clarifying Roles and Decision-Making Parameters of the Board, Executive Committee, Chair, Vice-Chair, and Registrar & CEO”, as amended.

Moved by: Cindy Wagg

Seconded by: Stephen Molnar

CARRIED.

b. Guidance for Executive Committee on Matters Requiring Immediate Attention

MOTION: THAT the Board approve the document titled “Guidance for the Executive Committee on Matters Requiring Immediate Attention”, including the consequential amendment to Article 8.4.1 of By-Law 7A, to include the word “immediate”, as presented.

Moved by: Simon Boulis

Seconded by: Jennifer Antunes

The motion having been duly moved and seconded, the Board reviewed guidance intended to clarify urgent decision-making processes and related bylaw amendments.

The motion was put to a vote and **CARRIED.**

The Board recessed at 10:30 a.m. and reconvened at 10:50 a.m.

8. Registrar’s Report – March to June 2026 – For Information

Jay O’Neill presented highlights from the Registrar’s Report, providing updates relevant to the Board’s oversight role, including system partner engagement and the status of the Registrant Records System (RRS). The Board received updates on organizational performance, registration and quality assurance initiatives, “As of Right” labour mobility changes, stakeholder engagement activities, and enterprise risks. It was noted that the College continues to make progress on key operational priorities and highlighted the completion of four regional engagement sessions with registrants.

The Board discussed feedback received through recent regional engagement sessions and expressed strong support for continuing these initiatives. Directors noted the value of hearing directly from registrants and discussed opportunities to strengthen communication, engagement, and understanding of the College's public interest role.

The Board noted the increase in complaint and investigation volumes, emerging considerations related to artificial intelligence in pharmacy practice, and ongoing risks related to the RRS implementation.

8.1 Regulation Status Table

The Board received the Regulation Status Table.

8.2 College Dashboard: 2026 Q1 Results

Thomas Custers presented the Board with a summary of the College's Q1 2026 performance against the approved dashboard, to support its oversight of progress against the 2026 plan.

8.3 Financial Report Q1 Results

Thomas Custers presented the Q1 2026 financial results. The Board noted that the College's financial position remains stable and that first-quarter results were favourable compared to budget. Revenue exceeded budget primarily due to higher-than-anticipated pharmacy technician renewal volumes and stronger investment income, while expenditures were below budget largely due to the timing of planned activities and implementation delays. The Board was advised that many of the variances are timing-related and are expected to normalize over the remainder of the year. While increased legal and consulting costs remain a pressure, it is anticipated these costs can be offset through revenue gains and operational savings. The Board discussed pharmacy technician registration trends and the potential impact of changes to pharmacy technician education programs on future registration volumes and related revenue projections.

8.4 Mid-Year Risk Report

Thomas Custers presented the Mid-Year Risk Report, noting that the enterprise risk profile remains stable. No new risks were added and no risks de-escalated during this reporting period.

The Board discussed key enterprise risks, including cybersecurity, scope expansion readiness, emerging AI-related considerations, non-patient-specific compounding oversight, and increasing complaint and investigation volumes. Directors noted the growing need for guidance regarding AI use in pharmacy practice and requested future reporting on conduct caseload trends. The Board also discussed the potential need to revisit its risk appetite and tolerance statements to ensure continued alignment with the current regulatory environment. Jay O'Neill agreed to bring forward additional analysis on complaint and conduct trends in a future report.

The Board recessed for lunch at 12:05 p.m. and reconvened at 1:10 p.m.

9. Providing Pharmacy Services to Animals – Draft Policy for Review

Todd Leach, Director, Communications, Policy & Knowledge Mobilization, and Delia Sinclair Frigault, Manager, Equity & Strategic Policy, presented the draft Providing Pharmacy Services to Animals Policy. They provided an overview of the policy's purpose, which is to clarify the role of pharmacy professionals in the provision of services to animals, establish practice expectations, and support safe care and continued access to veterinary medications.

MOTION: THAT the Board approve the draft document titled "Providing Pharmacy Services for Animals Policy", as set out in Appendix A, for public consultation, with circulation to registrants and system partners for a 60-day period.

Moved by: Jennifer Antunes

Seconded by: Ranjith Paranivasagam

The motion having been duly moved and seconded, the Board discussed several aspects of the draft policy, including expectations related to dispensing, pharmacist collaboration with veterinarians, access to medications, patient safety, affordability considerations, and pharmacists' professional accountability when providing services to animal patients.

Discussion focused on the proposed requirement for veterinary consultation when prescription modifications are required, including changes involving brand selection, and the potential implications for timely access to care and medication affordability. Directors also discussed the application of pharmacists' knowledge, skills, and judgment when providing services to animals and considered the unique clinical considerations associated with veterinary prescribing, including species-specific dosing and medication safety risks.

The Board noted differing perspectives regarding the balance between practice flexibility, patient safety, and accessibility of care. Directors emphasized the importance of obtaining broader feedback from veterinarians, pharmacists, pharmacy professionals with veterinary expertise, animal owners, and other stakeholders through the consultation process. The Board supported using the consultation to explore these issues further before considering the final policy.

Directors also discussed the planned consultation approach, including opportunities for targeted outreach to relevant stakeholder groups and how consultation feedback would inform any proposed revisions.

The Board acknowledged the value of the consultation process in obtaining further stakeholder feedback before the policy returns to the Board for final consideration.

The motion was put to a vote and **CARRIED.**

Andrea Edginton left the meeting at 2:13 p.m.

10. Scope Expansion: Proposed Amendments to the Standards of Operation for Review

Todd Leach and Delia Sinclair Frigault presented proposed amendments to the *Standards of Operation for Pharmacies* to support the implementation of expanded scope of practice.

Management provided an overview of stakeholder engagement undertaken since the March Board meeting and outlined the proposed consultation approach, including targeted questions relating to access to information resources, physical space and privacy requirements, and staffing and workflow expectations.

MOTION: THAT the Board approve the draft document titled "Standards of Operation for Pharmacies", as set out in Appendix A, for public consultation, with circulation to registrants and system partners for a 60-day period.

Moved by: Jennifer Antunes

Seconded by: Stephen Molnar

The motion having been duly moved and seconded, the Board discussed the consultation methodology and a minor wording suggestion related to supporting the creation and maintenance of optimal pharmacy environments on page 191 of the Board materials.

The Board supported proceeding to public consultation and emphasized the importance of gathering implementation feedback from registrants and system partners before final consideration of the amendments.

The motion was put to a vote and **CARRIED.**

11. In camera

MOTION: THAT pursuant to Health Professions Procedural Code ss 7 (2)(c), (d), and (e), the Board of Directors ends the public session to go *in camera*.

Moved by: Jennifer Antunes

Seconded by: Jaime Killingsworth

CARRIED.

The public portion of the meeting was adjourned at 2:23 p.m.

Doug Brown
Board Chair