MINUTES OF A
BOARD OF DIRECTORS MEETING
SEPTEMBER 15-16, 2025
9:30 A.M. TO 5:00 P.M.

OCP Board of Directors
Jennifer Antunes
Simon Boulis
Douglas Brown (Chair)
Akil Dhirani
Lisa Dolovich
Andrea Edginton
Scott Ford
Jae-Yon Jung
Adrienne Katz
James Killingsworth
Elnora Magboo
Francis Michaud
Stephen Molnar
Danny Paquette
Siva Sivapalan
Wilfred Steer
Alain Stintzi
Cindy Wagg
Devinder Walia (virtual)
Victor Wong

Regrets
Simran Bal

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

Staff
Saira Lallani, Medication Safety Lead
Greg Purchase, Manager, Registration
Sharlene Rankin, Executive Assistant to the Directors
Delia Sinclair Frigault, Manager, Equity and Strategic Policy
Stephenie Summerhill, Executive Assistant to Registrar and CEO

<u>**Day 1 – September 15, 2025**</u>

1. **Welcome and Land Acknowledgement**
   - The meeting was called to order at 9:30 a.m. The Chair, Doug Brown, welcomed all Board Directors, staff and observers, and acknowledged members of the public in attendance. The Chair noted that the meeting was being recorded for the purposes of minutes only and would be deleted once the minutes are approved.
   - Devinder Walia provided the land acknowledgement as a demonstration of recognition and respect for the Indigenous peoples of Canada.
   - The Board Chair acknowledged the sudden passing of former Board member JP Eskander and provided condolences to the family on behalf of the OCP.
   - The Board Chair provided several updates, including:
     - World Pharmacists Day – September 25, 2025
     - National Pharmacy Technician Day – October 21, 2025
     - The resignation of Connie Beck, Vice-Chair of the Board

2. **Appointment of New Directors**
   - Board Chair, Doug Brown noted the appointment of new directors to the OCP Board of Directors.
   - Francis Michaud and Jae Yon Jung were welcomed as new public directors, and provided the opportunity to introduce themselves.
   - New elected directors Simran Bal (replacing Connie Beck, per bylaw 4.18.2 b), Akil Dhirani and Scott Ford were welcomed, and those in attendance were asked to introduce themselves.
   - Academic directors Lisa Dolovich, Andrea Edginton and Alain Stinzi were welcomed back to the Board.

   MOTION:
   THAT the Board of Directors approves the appointment of Simran Bal, Akil Dhirani, Scott Ford, Lisa Dolovich, Andrea Edginton, and Alain Stintzi to the Board of Directors.
   Moved by: Simon Boulis
   Seconded by: Elnora Magboo
   CARRIED

3. **Approval of the Agenda**
   - Board Chair, Doug Brown provided an overview of the items listed on the agenda for approval.

   MOTION:
   THAT the Board of Directors approves the agenda for the September 15-16, 2025 Board meeting as presented.
   Moved by: Jennifer Antunes
   Seconded by: Victor Wong
   CARRIED

4. **Declaration of Conflicts of Interest**
   - Siva Sivapalan declared a conflict regarding Item 7 (Executive Committee Election)
   - Doug Brown declared a conflict regarding Item 7 (Executive Committee Election)
   - Andrea Edginton declared a conflict regarding Item 18 (Expanded Scope of Practice)

5. **Minutes of Board Meetings**

   MOTION:
   THAT the Board of Directors approves the draft minutes of the June 9, 2025 and August 22, 2025 meetings of the Board of Directors as presented.
      Moved by: Cindy Wagg
      Seconded by: Lisa Dolovich
      CARRIED

6. **Chair's Report**
   - Board Chair Doug Brown presented his report to the Board and provided highlights from the past quarter, noting the following:
     - Highlighted the response on the last Board survey – only 11-12 out of 22 Board members responded. This prevents our getting a clear picture of whether Board meetings are meeting expectations. Going forward, we will send reminders and make calls to follow up on Board members who have not responded.

7. **2025-2026 Executive Committee Election**
   - Jennifer Antunes introduced this item, referencing Bylaw 7 and the Board of Directors Policy Booklet.
   - Each year elections for membership of the Executive Committee are held at the September Board meeting for the coming year, including the elections of the Chair and Vice-Chair.
   - A test poll was conducted on the new voting platform before the election commenced.

7a. **Election of the Board Chair**
   - Board Chair candidates Doug Brown and Siva Sivapalan provided their statements to the Board.
   - Board members then cast their votes.
   - Doug Brown received the majority of votes.

   MOTION:
   THAT the Board of Directors approves the appointment of Doug Brown as Chair of the Ontario College of Pharmacists Board of Directors for the 2025-2026 Board year.
      Moved by: Siva Sivapalan
      Seconded by: Jamie Killingsworth
      CARRIED

7b. Election of the Board Vice-Chair
- Adrienne Katz withdrew her name from consideration.

   MOTION:
   THAT the Board of Directors approves the appointment of Siva Sivapalan as Vice-Chair of the Ontario College of Pharmacists Board of Directors for the 2025-2026 Board year.
   Moved by: Cindy Wagg
   Seconded by: Simon Boulis
   CARRIED

Adrienne Katz was thanked for putting her name forward as a public director. It was noted that the public voice is very important at all levels, and should be considered as potential Chair and Vice-Chair roles.

7c. Election of the Executive Committee – Public Director, Elected Director and Director
- Siva Sivapalan, Chair, Governance Committee, introduced this item.
- Adrienne Katz and Cindy Wagg were the only public directors who expressed interest in participating on the Executive Committee, and therefore no election of public directors is required.
- Three elected directors have expressed interest in serving on the Executive Committee.
- Jennifer Antunes, Victor Wong and Simon Boulis each provided a statement to the Board.
- The Board members then cast their votes.
- The professional director elected was Victor Wong.

   MOTION:
   THAT the Board of Directors approves the appointment of Adrienne Katz, Cindy Wagg, and Victor Wong to the Ontario College of Pharmacists Executive Committee for the 2025-2026 Board year.
   Moved by: Stephen Molnar
   Seconded by: Jennifer Antunes
   CARRIED

8. Search Committee Final Report
- Search Committee Co-Chairs, Adrienne Katz and Cindy Wagg, presented the Search Committee final report on the Registrar and CEO recruitment.
- A new Registrar and CEO has been appointed by the Board: Jay O'Neill, current CEO of the Retirement Homes Regulatory Authority, will join the OCP on November 17, 2025.
- Following the Board's approval of the Search Committee's terms of reference, the Committee began its work in April 2025. The Committee selected Mirams Becker as the executive recruitment firm.
- Consultation meetings were held, and applications invited.
- First and second round interviews were then conducted.
- The Board made its final selection on August 22, 2025.

- Senior staff are developing a robust onboarding plan for the new Registrar and CEO.

The Chair called for a break at 10:45 A.M. The meeting resumed at 11:00 A.M.

9. **Final Report of the Governance Review**
   - Siva Sivapalan, Chair of the Governance Committee, introduced the Co-Chairs of the Governance Review Committee (Christine Henderson and Chris Aljawhiri), along with members of the Institute on Governance, to present the final report of the governance review.
   - The Board was asked to determine next steps.
   - Additionally, the Governance Review Committee was to present their annual committee report for information.
   - A brief background of the governance review was outlined, including the Board's direction for a third-party expert governance review, given in September 2024; and the appointment of a special committee (the Governance Review Committee - GRC) to oversee the report of the governance review; and the approval of the Governance Review Committee's terms of reference in November 2025.
   - The Governance Review Committee's process was reviewed.
   - The members of the third-party expert consultant – the Institute on Governance (IOG) were introduced, including David Murchison, VP, Laura Edgar, Karl Salgo and Jessica White.
   - David Murchison led the presentation, beginning with the review's objectives and the methods and analysis used by IOG in conducting the review.
   - The Board's strengths and key governance challenges were outlined.
   - A summary of governance reform priorities was provided.
   - IOG described the concept of "hard wiring" (e.g., written policies) vs. "soft wiring" (e.g., culture, processes and practices), and noted soft writing is a moving target.
   - The floor was opened to questions.
   - A member of the GRC noted being impressed with was the way that IOG gathered information from Board members and others that protected the identities of participants. Maybe explain why this was important to IOG and how it was managed. Anonymity is very important so that participants feel they have trust and a safe environment.
   - A Board member asked about the performance appraisal of Registrar & CEO, and asked how OCP's practice compared with other regulatory bodies. A member of IOG noted it is appropriate and common for a subgroup of the Board to take the lead in conducting these reviews; but still need to ensure that the voice of the full Board is considered re: setting objectives, executive compensation, etc. One of the reasons for maintaining engagement with the full Board is that the accountability belongs to the entire Board.
   - Mr. Sivapalan inquired whether his candidacy for the Governance Committee raised a conflict with the current discussion, but it was agreed that it did not.

- Mr. Sivapalan, on behalf of the Governance Committee, asked the Board of Directors to discuss the final report of the governance review, and determine next steps, such as:
    - Appointing a new special committee to oversee implementation of recommendations of the IOG's final report
    - Extending the term of the existing Governance Review Committee, with new TORs, to oversee implementation of recommendations of the IOGs final report.
    - Directing the Governance Committee to oversee implementation of recommendations of the IOG's final report.
- The Board members noted some advantages and disadvantages of either extending the term of the existing GRC, or asking the Governance Committee to oversee the implementation of recommendations.
- It was ultimately agreed that asking the Governance Committee to oversee the implementation of recommendations was the best approach, particularly in avoiding the extra work required to devise new terms of reference, new timelines, etc.

MOTION:
THAT the Board of Directors directs the Governance Committee to oversee implementation of recommendations of the Institute on Governance's final report of the governance review
  Moved by: Stephen Molnar
  Seconded by: Jennifer Antunes
  CARRIED

9.1 Governance Review Committee Report 2024-2025
- The Co-Chairs of the Governance Review Committee (GRC), Chris Aljawhiri and Christine Henderson, presented the Governance Review Committee Report for 2024-2025.
- GRC was created by the Board for a 12-month term, with the final report to be completed and presented to the Board at the September 2025 meeting.
- The Co-Chairs presented an overview of the process for the governance review and production of the final report by the Institute on Governance.
- The GRC members were satisfied with the IOG's final report, and that it met the requirements of the terms of reference.

The Chair called for a lunch break at 12:10 P.M. The meeting resumed at 1:10 P.M.

10. 2025-2026 Committee Slate
- Governance Committee Chair, Siva Sivapalan, asked the Board to consider the recommended Board and Committee slate for the coming year.
- The proposed slate is Inserted as Appendix A to these minutes.

MOTION:

THAT the Board of Directors approves the slate of candidates presented by the Governance Committee to serve on the OCP Committees for a term that expires at the first regular meeting of the Board following the next regular election.

   Moved by: Jennifer Antunes
   Seconded by: Wilf Steer
   CARRIED

11. **Committee Reports - For Information (PART 1)**

- **Report of the Registration Committee**
  - Danielle Garceau, Chair and Greg Purchase, Manager, Registration
  - Outline of the Registration Committee's roles and responsibilities provided
  - 14 Registration Committee panel meetings were held this year, considering 126 requests
  - Successfully managed transitions including removal of the student class of registration, introduction of intern technician class, and closure of emergency registration classes
  - Updating of key policies
  - Considered low risk by the Fairness Commissioner
  - Challenges included building province-wide assessor pool for pharmacy technicians for PACE program and implementation of changes in registration regulations

- **Report of the Quality Assurance Committee**
  - Karen Riley, Chair and Kristin Reid, Manager, QA
  - Overview of the roles and responsibilities of QAC provided
  - 11 QAC panel meetings were held during the year
  - 929 Pharmacy routine assessments conducted plus 67 reassessments; 303 Pharmacy Technician routine assessments plus 1 reassessment
  - Changes to General Regulation under *Pharmacy Act* has impacted the QA process, including requirement for Part A Pharmacy Technicians to participate in the program; elimination of 600-hour practice requirements for registrants; introduction of risk-based criteria for assessments (work currently being conducted by staff on risk factors)
- **Report of the Patient Relations Committee**
  - Ravil Veli, Chair and Todd Leach, Director, Policy, Comms and Knowledge Mobilization
  - Overview of the Committee provided
  - 1 Committee meeting held; 5 matters considered, including:
    - Funding program report
    - Data insights from relevant investigations
    - Input on Communications and Knowledge Mobilization divisional priorities (which now includes the Policy department as of May 1)

- Input on the draft Human Rights Policy
- Discussion of Committee scope and definition of its mandate: e.g., EDI? Communications? Minor ailments education for public? Can express informally through update on OCP website, or more formally, through updated terms of reference

- **Report of the Discipline Committee**
  - Chris Aljawhiri, Chair and Genevieve Plummer, Manager, Hearings Office
  - Role of the Committee in conducting hearings into professional misconduct and incompetence reviewed
  - Statistics reviewed:
    - 2 Committee meetings were held, along with:
      - 60 pre-hearing conferences and case management conferences
      - 18 uncontested/partially contested hearings
    - 33 contested hearing days (relating to 6 different matters)
    - 2 oral motions heard, independent of hearings
    - 28 written hearing and motion decisions released
  - Trend of increasing numbers of referrals of allegations relating to sexual abuse, sexual harassment and boundary violations over recent years.

- **Report of the Fitness to Practise Committee**
  - Jeannette Schindler, Chair and Genevieve Plummer, Manager, Hearings Office
  - Role of Committee in considering information about registrants' incapacity reviewed
  - 1 Committee meeting held during the year
  - No hearings held
  - Challenges included keeping Committee members engaged when there are so few hearings.
  - Prevalence of mental health disorders in general population acknowledged by the Committee; OCP is encouraged to continue advising registrants about the services offered by OPHP.

- **Reports of the Inquiries, Complaints and Reports Committee (ICRC)**
  - Chintan Patel, Chair and Katryna Spadafore, Manager, Conduct Operations
  - A Committee overview was provided, including the powers of the ICRC
  - 2 business meetings were held, along with:
    - 57 virtual panel meetings
    - 15 teleconferences
    - 564 files reviewed
    - 10 oral caution panels
  - Challenges included higher case volumes over past year; turnover in public directors; and issues with Boardvantage software
  - Case trends include non-compliance with time-delayed safe policies; and matters relating to business pressures.

The Chair called for a break at 3:04 P.M. The meeting resumed at 3:22 P.M.

12. Committee Reports - For Information (PART 2) (originally Item 13)

- **Report of the Accreditation Committee**
  - Frank Hack, Chair and Katryna Spadafore, Manager, Conduct Operations
  - Overview of role of Committee provided in relation to pharmacies, including operational assessments
  - 1 business meeting was held during the year, along with
    - 9 virtual meetings
    - 1 teleconference
  - 24 pharmacy case files reviewed
  - Challenges with Boardvantage platform
  - Themes included deficiencies in sterile compounding, a high-risk activity; and problems with central fill pharmacies

- **Report of the Drug Preparation Premises (DPP) Committee**
  - Frank Hack, Chair and Katryna Spadafore, Manager, Conduct Operations
  - Overview of DPPs provided; not pharmacies and not manufacturers under Health Canada
  - 5 virtual meetings were held, with 6 case files reviewed
  - Theme: DPPs' activities can border on manufacturing
  - Challenges with Boardvantage platform

- **Report of the Screening Committee**
  - Megan Sloan, Chair and Sharlene Rankin, Executive Assistant/Committee Resource
  - Role of Committee in upholding the integrity and effectiveness of the competency-based selection process for applicants for Board professional director roles was outlined
  - 31 Board director applications considered this year
  - Challenges included unreliability of self-assessments of competency; those with prior governance experience score higher than new applicants – but this is not a requirement for Board members.

- **Report of the Executive Committee**
  - Doug Brown, Chair and Susan James, Director, Quality and Acting Registrar
  - Provided oversight on a high volume of confidential personnel issues: 28 meetings in total, 20 in camera
  - Approved funding in new RRS

- o Transition of Registrar and CEO roles to acting leaders, with KPIs focused on financial stability and public communication about PPNs
- o Revised Board Member Skills Matrix and oversight of Screening Committee slate for balanced representation
- o Collaborated with Ministry of Finance and Ministry of Health on PPN consultations
- o Committee identified the need for a review of Board policies and practices, to ensure clear policy direction and reinforce effective governance; essential to maintaining the organization's integrity and responsiveness to serve the public interest

- **Report of the Finance and Audit Committee**
  - o Wilf Steer, Chair and Thomas Custers, Director, Corporate Services and Acting CEO
  - o Overview of the Committee's responsibilities was provided
  - o The Committee fulfilled all of its duties under the Bylaw
  - o 7 meetings were held
  - o The Committee worked with staff to implement a cost savings plan, recommended change in funding the AiMS reporting platform, updated multiple polices and agreed to take a more active role in risk management strategies
  - o The Committee identified a concern with the growing gap between public directors and elected directors, lay and professional committee members

- **Report of the Governance Committee**
  - o Siva Sivapalan, Chair and Susan James, Director, Quality and Acting Registrar and Sharlene Rankin, Executive Assistant/Committee Resource
  - o 17 meetings were held during the year
  - o The Committee oversaw the work of the Governance Review Committee, and successfully met the purposes outlined by the Board; and now look forward to implementing the report recommendations
  - o Managed high volume of complex and confidential issues
  - o Training and development activities were outlined
  - o Multiple Code of Conduct complaints managed
  - o Board competencies reviewed
  - o Strong governance framework relied upon
  - o A proposal was made to amend the Bylaw respecting terms and Board composition
  - o Establishment of the Search Committee for the Registrar & CEO recruitment

13. Registrar's Report (originally Item 12)

13.1 Registrar's Update – June 2025 to September 2025 (originally Item 12.1)

- Susan James, Acting Registrar, noted some highlights from the Q2 Registrar's Report.
  - Update on OCP Board elections provided; Scrutineers' Report included. They noted concerns with advocacy; very low historical registrant engagement and recommended a motion.

MOTION:
THAT the Board of Directors approves the addition of election engagement to the OCP Risk Register to support the identification of mitigation strategies.
Moved by: Jennifer Antunes
Seconded by: Cindy Wagg

DEBATE:
- Need environmental scan of other colleges' practices
- Note distinction between OCP's role and registrants' role re: elections.
  The motion was then voted on and CARRIED.

  - "As of Right" rule expansion to include pharmacy professionals (nothing specific yet proposed, however)
  - System partner engagement, including HPRO, NAPRA and Ministry of Finance and Ministry of Health re: PPN consultation; and others. Policy, Communications and Knowledge Mobilization team will be developing a system partner engagement strategy.
  - PPN not on today's agenda for discussion; however, consultation with the Ministry of Finance and Ministry of Health took place.
  - Update on expanded scope; background work underway as OCP awaits Ministry direction.
  - Staff engagement survey:
    - Conducted in June 2025
    - 94% staff participation
    - Survey considers organizational drivers, job drivers, and individual drivers
    - Overall engagement roughly equal to last year
    - Employee Experience Score: reduction from 39.6 last year to 19.3, which is above benchmark
  - Public website refresh:
    - Aligned with Strategic Goal 2 – to allow people to find what they are looking for quicker and more easily
    - Started last year – very close to launching site

13.2   Appointment of Investigators (originally Item 12.2)
- List of appointed investigators available in materials.

The meeting was adjourned for the day at 5:10 pm.

Day 2: September 16, 2025

13.3   2025 Q2 College Performance Dashboard (originally Item 12.3)
- Thomas Custers, Acting CEO and Director, Corporate Services, provided an update on the College Performance Dashboard – Key Performance Results – Q2 2025.
- Mr. Custers reviewed the 2025 Dashboard Domains (Regulatory Competence, Strategic Priorities, Organizational Capacity and Risk Management) and the Q2 2025 Performance Indicators.
- Performance measures, milestones, and monitoring measures were discussed.
- 9 measures are on track; 4 are expected to meet target at year-end; none require immediate attention, and 3 have no results (measured annually).
- 150 days' timeline for disposal of complaints improved from below target in Q1 to meeting and exceeding the target.
- Regulatory competence: 3 measures are on track and 2 approaching target.
- Strategic priorities: 4 are on track.
- Organizational capacity: 2 measures are on track, 2 approaching target and 3 no results.
- Critical performance area: out-of-date practice policies review progress depends on Board availability: currently a potential risk of not meeting the 26% target by year-end (16 policies reviewed); 10 policies prepared for June Board meeting but deferred. Target will not be met in 2025 but plan in place for 2026.
- Critical performance area: RRS Implementation: critical implementation timeline with budget and resource challenges. Current timeline is for January 19, 2026 – postponed from original timeline. Current RSS support ends November 30, 2025.
- Risk Profile and Early Warning: low-risk environment for focused attention needed on 3 measures. Performance Target Risk Index: 1.4 (well below threshold of 1.8); and critical performance risk: 19% (only 3 of 16 measures flagged: 150 days for moderate- and high-risk complaints; out-of-date practice policies review; and RRS)
- Monitoring Measures: Regulatory Competence: 9 measures saw no change in trend; 2 insufficient data; and Organizational Competence: insufficient data on 7 measures.
- The College maintains a strong performance across most areas with a stable risk environment. RSS implementation presents significant risks with budget overruns and tight timelines.
- A lunch and learn was offered to Board members prior to the December Board.

13.4   Financial Report Q2 2025 Results (originally Item 12.4)
- Thomas Custers provided the Q2 2025 results from the Financial Report. No immediate concerns were noted; and the financial targets for 2025 are on-track.

- Savings this year are due in part to salary savings: delayed hiring and attrition of some positions.
- In Q3, OCP anticipates the impact on revenue of changed registration classes to start materializing.

14. 2026 Operational Plan (originally Item 15)

- Acting CEO, Thomas Custers, asked the Board to consider the proposed Operational Plan and priorities for 2026.
- 2026 context: strategic plan, regulatory priorities, IT system modernization, scope expansion, financial health and growth trajectory
- Projected financial turnaround: $1.3M improvement in 2025: $2.1M budgeted vs $775K forecasted deficit. AIMS program changes are expected to reduce costs by $1.8M in 2026.
- Pillar 1 = modernizing core systems (e.g., new RRS); Pillar 2: supporting professional practice (e.g., AIMs, expanded scope, sterile compounding training, pharmacy operations assessments; policy refresh initiative; Pillar 3 = enhancing regulatory excellence (PPN, workforce pressure study, complaint resolution improvements, risk-based QA assessments; governance improvements; PACE evaluation)
- Human Resources: Proposal for 2 new permanent positions: governance administration, and internal legal; temporary positions (x4) include communications support, RRS implementation and co-op students. Reintroduction of merit-based pay increases; 9.2% cost increase in health benefits; and external investigations expertise.

   MOTION:
   THAT the Board of Directors approves the priorities and direction for the 2026 operational plan.
   > Moved by: Jennifer Antunes
   > Seconded by: Cindy Wagg
   > CARRIED

15. Appointment of Auditor for 2025 (originally Item 16)

- Finance and Audit Committee Chair, Wilf Steer, will ask the Board to consider appointing the recommended auditor for 2025.

   MOTION:
   That the Board of Directors appoint Tinkham LLP Chartered Professional Accountants as Auditor for 2025.
   > Moved by: Danny Paquette
   > Seconded by: Victor Wong
   > CARRIED

16. **Reducing the Costs of Processing Credit Card Fees (originally Item 17)**
   - Finance and Audit Committee Chair, Wilf Chair, asked the Board for direction on a proposed cost-saving initiative to reduce expenses associated with credit card payment processing.
   - 95% registrant fees are paid by credit cards; OCP pays $669K in annual processing fees, which is 2% of operating expenses.
   - In coming to this recommendation, the Committee considered the savings potential, operational efficiency, risk management and registrant impact.
   - Options included status quo; convenience fee only; convenience fee plus online payment; or a fee increase.

   MOTION:
   That the Board of Directors introduces a convenience fee for credit card payments, alongside a free online bill payment alternative, for implementation in the 2027 renewal period.
   > Moved by: Simon Boulis
   > Seconded by: Jennifer Antunes

   DEBATE:
   - Visa has a new debit card with lower fees – did FAC look at that? Yes – Accounting notes that we already accept payments using these cards.
   - Can we try to just introduce online payments first? We want to provide a disincentive to paying by credit card.
   - If the goal is to change behaviour by 2027 – there may still be an opportunity to introduce online payment in 2026. The issue is capacity. This option would require extra work from the vendor
   - Maybe build a contingency into the motion, i.e., stabilization of RRS? Likely not necessary.
   - Maybe consider for accreditation renewal time, which is a couple of months past registrant renewal.
   - Would also apply to accreditation renewal payments.

   The motion was then voted upon and CARRIED

The Chair called for a break at 11:18 A.M. The meeting resumed at 11:38 A.M.

17. **As of Right Regulation**
   - Not discussed.

18. **Expanded Scope of Practice - For Information**
   - Not discussed.

It was proposed that the agenda topics or information on As of Right and Expanded Scope (originally Items 14 and 18) be removed from the agenda

> **MOTION:**
> The Board of Directors approves removal of items 14 and 18 from the agenda.
> > Moved by: Elnora Magboo
> > Seconded by: Cindy Wagg
> > CARRIED

19. **AIMS (Assurance and Improvement in Medication Safety) Program – Proposed Changes**
    - Medication Safety Lead, Saira Lallani, presented proposed changes to the Supplemental Standards of Practice in relation to the program requirements for AIMS (Assurance and Improvement in Medication Safety).
    - Four Pillars: Report, Document, Analyze, Share Learnings.
    - These changes are already approved in principle; now, considering changes to the supplemental Standards of Practice in relation to the program.
    - First proposed step: Mandatory accounts for registered pharmacy staff at their primary place of practice.
    - Second proposed step: Biennial pharmacy safety self-assessment.
    - Third proposed step: Quarterly continuous quality improvement meetings.
    - Fourth proposed step: Adapting NAPRA Model Standards of Practice for continuous quality improvement and medication incident reporting.

> **MOTION:**
> That the Board of Directors approves the proposed amendments to the supplemental Standard of Practice (sSOP), for the purpose of public consultation, with a final draft to be presented to the Board for approval at the December 2025 meeting.
> > Moved by: Simon Boulis
> > Seconded by: Siva Sivapalan
> > CARRIED

20. **Policy Refresh and Projected Practice Policy Reviews**
    - Delia Sinclair Frigault, Equity and Strategic Policy, attended to present the proposed Policy Refresh and Proje3cted Practice Policy Reviews.
    - Context includes the history of various policy instruments at the College: Policies, Guidelines, Guidance, Frameworks, Position Statements, Fact Sheets.
    - 61 individual documents, in addition to Standards.
    - Too many documents; format; style and language inconsistencies; overdue policy reviews; inconsistent with Strategic Goal 2 re: clear communications.
    - Proposal: Reduce categories from 6 to 2: Policies (& Supplemental Guidance); and Practice Resources.
    - Proposal: Immediate Updates to 16 documents; recommend rescinding 5 (March 2025); plus 11 identified for refresh: 4 policies to new template plus 7 guidelines to policy.

- Virtual Care Policy – proposal is to convert the approved policy to the new format. Policy originally developed approximately 5 years ago. Proposed changes include less narrative; single sentence expectations; shorter sections and headings; removal of advisory language, which is better suited to Supplemental Guidance. However – expectations are unchanged. As proposed changes are limited to editorial and format revisions for clarity, the updated policy is presented for Board approval.
- There was some discussion about the Virtual Care Policy itself, including some concerns about in-person care (especially MedsChecks) vs. virtual care; the advantages of virtual care; some comments around privacy expectations; and expectations about when consultation is triggered. There are legislative requirements for regulations and norms around consultations – 60-day consultation for net new policies and significantly refreshed policies.
- Policy Refresh goal is to make it clearer and easier for registrants, and the public, to understand expectations and the application of regulation and standards to the delivery of safe, ethical and quality pharmacy services.
- Options are to proceed with approval of the draft Virtual Care Policy, undertake consultation, or propose a minor change, as read out, re: privacy.

MOTION:
That the Board of Directors approves the draft Virtual Care Policy, to be effective September 30, 2025.
> Moved by: Danny Paquette
> Seconded by: Stephen Molnar
> CARRIED

21. **Update to Registration-Related Resolutions**
- Greg Purchase, Manager, Registration, attended for this topic.
- The Board was asked to approve the resolutions related to registration requirements listed in O. Reg. 256/24 under the Pharmacy Act, 1991, due to changes in the Pharmacy Examining Board of Canada's (PEBC) certification pathway for international pharmacy graduates. O. Reg. 256/24 will replace the current O. Reg 202/94 under the Pharmacy Act, 1991, and accordingly, there are several references to registration requirements which must be approved by the Board.

MOTION:
That the Board of Directors changes Registration Resolution #3, as attached, to read "The Board approves the Pharmacy Examining Board of Canada's (PEBC) Document Evaluation and either access to the PEBC Streamlined Pathway for certification OR Pharmacist Evaluation Exam as an evaluation that the applicant meets the education requirement for registration."
> Moved by: Lisa Dolovich
> Seconded by: Siva Sivapalan

DEBATE:

- o A Board member noted that Nova Scotia candidates do not do PEBCs, and questioned if they would therefore not be eligible for registration with OCP. If someone is already registered in Nova Scotia, it would be noted, but they would be able to register under the labour mobility provisions.

The Board then voted on the motion, which was CARRIED.

22. In Camera

MOTION:
THAT Pursuant to Health Professions Procedural Code subsections 7 (2)(d) and (e), the Board of Directors pauses the public portion of the meeting to move *in camera.*

Moved by: Jennifer Antunes
Seconded by: Wilf Steer
CARRIED

The Chair called for a lunch break at 12:43 P.M. The *in camera* portion of the meeting resumed at 1:15 P.M.

Angela Bates　　　　　　　　**Doug Brown**
Director, Conduct　　　　　　**Board Chair**