



DATE:	Monday, March 2, 2026 – 9:30 a.m.
SUBJECT:	Executive Committee Meeting
ATTENDEES:	Doug Brown (Chair), Siva Sivapalan (Vice-Chair), Victor Wong, Adrienne Katz, Cindy Wagg
STAFF:	Jay O'Neill, Susan James, Thomas Custers, Angela Bates, Todd Leach, Christian Guerette, Allena Nguyen
LOCATION:	Microsoft Teams

1. Welcome & Land Acknowledgement

The Chair called the meeting to order at 9:30 a.m. and the Vice-Chair offered the Land Acknowledgement.

2. Approval of Agenda

The Chair provided an overview of the items listed on the agenda for approval.

Moved by Cindy Wagg.
Seconded by Adrienne Katz.

The motion **CARRIED**.

The Executive Committee approved the agenda of the March 2, 2026, meeting.

3. Declaration of Conflict of Interest

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

Both Siva Sivapalan and Victor Wong declared a conflict regarding Item 5 (Appointment of the 2026 Screening Committee).

The Chair confirmed that with the two conflicts declared, the Committee would still have quorum.

4. Approval of Minutes

Motion: THAT the Executive Committee approve the minutes of the November 17, 2025, meeting as presented.

Moved by Siva Sivapalan.
Seconded by Victor Wong.

The motion **CARRIED**.

5. Appointment of the 2026 Screening Committee

Susan James, Director, Registration and Quality, introduced the item and provided an overview of the purpose and function of the Screening Committee.

Susan James outlined the rationale for the proposed appointments, noting that availability, balanced workload, resource allocation, and continuity were all considered. The proposed

committee composition included an additional public or lay committee appointee beyond what the by-law requires, in the interest of sharing workload. The by-law calls for two (2) directors (one or more of whom shall be a public director) and two (2) or more lay committee appointees.

The inclusion of one public director and one professional director was proposed due to their respective backgrounds, as the committee reviews applications for professional director positions. A professional director would have the relevant practice background to assess candidates from that context.

There was also discussion that, for future consideration, a by-law amendment could be explored to formalize a broader committee composition. For example, a public director who serves on the Inquiries, Complaints and Reports Committee, Patient Relations Committee, or Discipline Committee could be included so that they can bring knowledge of current practices in the field. Similarly, a professional committee appointee could be added to the composition.

Motion: THAT the Executive Committee recommends to the Board the following appointments to the 2026 Screening Committee:

- Governance Committee Chair, Siva Sivapalan (Committee Chair candidate; returning member)
- Lay Committee Appointee - Jennifer Shin (returning member)
- Lay Committee Appointee - Alexander Lim
- Lay Committee Appointee - Audrey Wubbenhorst
- Public Director - Devinder Walia
- Elected Director - Akil Dhirani

Moved by Cindy Wagg.

Seconded by Adrienne Katz.

Since two Executive Committee members declared conflicts for this item, the Chair voted to maintain quorum.

The motion **CARRIED**.

6. Draft Agenda for Board of Directors Meeting on March 23, 2026

The Executive Committee reviewed the draft agenda for the March 23, 2026, Board meeting.

Jay O'Neill, Registrar and CEO, walked the Committee through the items coming to the Board, including the new format distinguishing items brought for information and those brought for decision. The Chair's Report would also serve as the report from the Executive Committee.

Key items noted for the March 23 Board Meeting included the annual renewal fees, presented as an opportunity for the Board to provide feedback and direct staff to conduct a fees assessment and determine a path forward. Additionally, the strategic plan refresh would focus on aligning the approach between the Board and the Registrar and CEO, with a high-level plan to be presented. The objectives of the refresh included strengthening and clarifying the overall strategic narrative, adjusting as necessary to reflect current conditions, assessing alignment between strategy and operations, exploring how evidence and risk-informed regulatory strategy is used to determine the best regulatory tools, and exploring an emphasis on structured collaboration and engagement in addition to existing enforcement activities.

The Committee also reviewed the timing of the agenda items to ensure sufficient time for discussion. To address concerns raised in the December Board Meeting evaluation regarding

discussion time and the ability to action feedback from directors, it was noted that the motions would be presented at the outset. It was noted that this approach, in combination with the new format to distinguish items for information and items for decision, may help address these concerns.

7. *In Camera* – Pursuant to Health Professions Procedural Code s 7 (2)(d)

Motion to go *in camera* pursuant to Health Professions Procedural Code ss 7 (2)(d) to address personnel matters.

Moved by Adrienne Katz.
Seconded by Victor Wong.

The motion **CARRIED**.

All staff members were excused at 11:00 a.m. except for Jay O'Neill (Registrar and CEO).

Discussion notes and recommendations arising from the *in camera* sessions will be kept by the Registrar and CEO and maintained separately.

8. Adjournment

There being no further business, at 12:01 p.m., a motion to adjourn the meeting was moved and seconded. The motion **CARRIED**.

Doug Brown
Board Chair

Allena Nguyen
Executive Assistant, Directors