Ontario College of Pharmacists
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Minutes

DATE:	Monday, May 25, 2026 – 9:30 a.m. – 11:19 a.m.
SUBJECT:	Executive Committee Meeting
ATTENDEES:	Doug Brown (Chair), Siva Sivapalan (Vice-Chair), Victor Wong, Adrienne Katz, Cindy Wagg
STAFF:	Jay O'Neill, Christian Guerette, Amy Vranchidis, Rebecca Singh, Allena Nguyen
LOCATION:	Microsoft Teams

1. Welcome & Land Acknowledgement

The Chair called the meeting to order at 9:30 a.m., and Cindy Wagg offered a Land Acknowledgement.

2. Approval of Agenda

MOTION: THAT the Executive Committee approve the agenda for the May 25, 2026 meeting, as presented.

Moved by: Victor Wong

Seconded by: Cindy Wagg

The motion **CARRIED**.

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Approval of Minutes

MOTION: THAT the Executive Committee approve the minutes of the March 2, 2026, meeting as presented.

Moved by: Adrienne Katz

Seconded by: Siva Sivapalan

The motion **CARRIED**.

5. Draft Executive Committee Annual Work Plan

Jay O'Neill, Registrar & CEO, welcomed Rebecca Singh, who has joined the Ontario College of Pharmacists as Governance Administrator. He also expressed appreciation for Allena Nguyen's contributions to meeting coordination and governance support.

Jay O'Neill provided the Committee with an overview of the draft work plan, which will serve as a living document to guide Committee activities throughout the year. The plan outlines key responsibilities, priorities, and decision-making areas, and is organized around governance and oversight, election activities, Registrar & CEO performance and compensation, broader compensation matters, and emerging governance issues.

Members expressed strong support for the work plan's format and overall approach. The Committee noted the clarity of its structure, its alignment with governing policies, and the usefulness of visual tracking tools such as status indicators.

Two considerations were raised for further refinement. First, members discussed whether the work plan should follow a calendar year (January to December) or align with the Board cycle (e.g., September to September). Second, there was a preference to retain the full-year view throughout the year, rather than removing completed months, in order to preserve visibility and support future planning.

In response, Jay O'Neill recommended adopting a calendar year framework to align with broader organizational operations, such as financial cycles. He noted that the majority of work plan items recur annually, with election-related activities being the primary exception tied to the Board cycle. He also confirmed that the work plan would remain intact for the full year and be refreshed on an annual basis.

The Committee expressed general agreement with the value and structure of the work plan.

Motion: THAT the Executive Committee approve the 2026 work plan, as presented.

Moved by: Cindy Wagg

Seconded by: Victor Wong

The motion **CARRIED**.

6. Draft Agenda for Board of Directors Meeting on June 15, 2026

The Committee received the draft agenda for the June 15, 2026 Board meeting as part of the meeting materials. The Chair noted that there was a 100% response rate to March 2026 Board Meeting Evaluation Survey.

Jay O'Neill provided an overview of the proposed agenda items and highlighted recent enhancements to the agenda format aimed at improving flow and ease of navigation. Updates to committee reporting, along with the introduction of a Chair's Report, were recognized as positive steps toward enhancing transparency and Board engagement.

The Committee discussed opportunities to strengthen oversight and planning, including linking Board work more closely to the business plan and evolving statutory committee reporting beyond annual reports. Members also emphasized the importance of transparency around committee work plans and asked whether these could be made available to the Board to provide greater visibility into how committee activities align with and support Board priorities. Discussion also included the need for enhanced training and support for the Discipline Committee, while maintaining appropriate governance boundaries.

A broader discussion took place on Board Education, with members supporting a hybrid approach that combines shorter learning segments during regular meetings with more in-depth, in-person sessions. The importance of coordinated, non-duplicative training across the Board and committees was emphasized.

A brief discussion was held regarding safer supply and related practices; this was noted for awareness but not recommended for inclusion on the Board agenda at this time.

Action Item: Add standing committee work plans to the Board's Portal (SharePoint site).

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 Siva Sivapalan

The motion **CARRIED**.

All staff members were excused at 10:35 a.m. except for Jay O'Neill and Christian Guerette.

8. Adjournment

There being no further business, the meeting adjourned at 11:19 a.m.

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Doug Brown	**Amy Vranchidis**
Board Chair	**Governance Lead**