



DATE:	Monday, May 26, 2025 – 9:30 a.m.
SUBJECT:	Executive Committee Meeting
ATTENDEES:	Doug Brown (Chair), Connie Beck, JP Eskander, Adrienne Katz, Siva Sivapalan
GUESTS:	
STAFF:	Susan James, Thomas Custers, Angela Bates, Todd Leach, Christian Guerette, Stephenie Summerhill
LOCATION:	MS Teams

1. Welcome & Land Acknowledgement

The Chair called the meeting to order at 9:31 a.m. Siva Sivapalan offered the Land Acknowledgement.

2. Declaration of Conflict of Interest

The Chair asked if any member of the Committee had any conflicts to declare. None declared.

3. Approval of Minutes

Motion: THAT the Executive Committee approve the following meeting minutes as presented:

- a) February 24, 2025
- b) February 26, 2025
- c) February 28, 2025
- d) March 3, 2025
- e) March 12, 2025
- f) March 13, 2025
- g) March 14, 2025
- h) March 17, 2025
- i) April 1, 2025
- j) April 16, 2025
- k) April 25, 2025
- l) May 5, 2025
- m) May 6, 2025
- n) May 14, 2025

The motion was moved and seconded. The motion **CARRIED**.

4. Draft Agenda for Board of Directors Meeting on June 9, 2025

The Executive Committee reviewed the draft agenda for the June 9 Board Meeting.

Susan James, Acting Registrar, presented the order of agenda items and requested whether there would be any consent items, but none were proposed. Key updates included a mid-year risk report and a revised Remuneration Policy from Thomas Custers, Acting CEO and Director, Corporate Services. The Committee reviewed the previous Board discussion about shifting the AIMS reporting platform to a new model that would allow pharmacies to select their own providers, and support submission of data to the National Incident Data Repository. A communication plan was outlined, and the item will remain confidential until publicly announced. Additionally, the Committee reviewed a briefing note related to Board Director succession planning, which may involve

revisiting Director term limits and expanding the Board. If approved, this work would be completed internally and included in the 2026 Operating Plan.

Further agenda items included a proposed amendment to enhance the guidance associated with Policy 3.4 (Conflict of Interest), which following discussion was determined to need formal Board approval. The Committee was advised of a small internal reorganization aimed at improving efficiency and managing costs, resulting in a few teams being consolidated under Todd Leach, Director of Communications, Policy & Knowledge Mobilization, and thus explaining his role in the policy-related agenda items. The Board will be asked to approve ten policies as part of the policy refresh, which led to a question about the potential reestablishment of the Professional Practice Committee to support the practice policy work. This will be considered as the team continues to consider their approach to partner and Board input during the policy development process.

The Committee also addressed public concerns around PPNs, emphasizing transparency and responsiveness to government consultations, and agreed to conduct future debates on this topic publicly.

There was further discussion about motions from the floor and in-camera discussions, and the Committee recommended they be used sparingly and only when necessary. They affirmed a commitment to public deliberation and supported the continued use of lunch-and-learn sessions to provide opportunity for the Board to hear background information on complex issues. Lastly, the Committee reviewed the plan to gather preliminary Board input on minor ailments and related conditions, in preparation for a potential government request to expand the scope for pharmacists and pharmacy technicians, ensuring the Board is prepared to act quickly when a formal request is made. It was confirmed that no draft regulations would be included in the June materials.

5. Secure Board Communications Update

Thomas Custers, Acting CEO, and Waheed Abdel-Shahid, Network Services Lead, provided a demonstration of the fully web-based system that the College is transitioning to. This system will be entirely web-based, which eliminates the need for college-issued laptops and prevents the ability to download files to personal devices, thereby enhancing security. All necessary technology applications, including Outlook and Teams, will be accessible through a secure login, making it as convenient as possible for users. The new system will allow for group chatting and limited one-on-one chats with select College staff. User guides will be provided to assist with this transition.

The rollout of the new system will follow a phased approach to ensure a smooth and efficient transition. The Executive Committee will be the first group to test the system. Following this, the other committees will be onboarded throughout the summer with the full transition for the Board in September.

6. Status Review of KPIs

At the Executive Committee Meeting on January 13th, 2025, the Committee provided the following interim KPIs for the Acting Registrar and Acting CEO that includes progression on three key topics:

- a) Elimination of the deficit,
- b) Clarity of direction on PPN and alignment with the Board direction provided on July 8, 2024,
- c) Relationship building between Board and staff at OCP, and any other KPI's that the Executive Committee and Management Team may see as appropriate in the interim.

Susan James, Acting Registrar, provided an update on our progress with PPNs, noting that it remains a key priority. As previously discussed, staff are moving forward as planned and continue

to work collaboratively with the government.

Regarding the KPIs on relationships, there is still a need to define specific measures and how to implement them, but anecdotally staff report there has been improvement in these working relationships. Related to this issue, on June 10, 2025, Zubin Austin will lead an emotional intelligence training session, followed by a focused group discussion on its application to conflict management. The Management Team will also participate, given their close collaboration with the Board. This session is expected to support the effort to strengthen Board and staff relations.

Siva Sivapalan, Governance Committee Chair, noted improved Board relationships, attributed to the December Board Dinner and Governance Workshop. These developments have also led to greater meeting efficiency, particularly within the Governance Committee.

Thomas Custers, Acting CEO, reported that we expect to be back in a financially healthy situation by the end of 2026, largely due to no longer funding the AIMS program. To achieve this, we eliminated 6 staff positions, reduced reliance on external consultants, and are continuously working to improve our processes and priorities.

7. In Camera - *All staff were asked to leave the meeting at 11:43am.*

Motion to go *in camera* pursuant to Health Professions Procedural Code s 7 (2)(b)(e) financial or personal or other matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the desirability of adhering to the principle that meetings be open to the public, as well as instructions will be given to or opinions received from the solicitors for the College.

The Committee discussed personnel matters. No actions were provided for inclusion in the minutes.

8. Adjournment

There being no further business, at 12:38 p.m., a motion to adjourn the meeting was moved and seconded. The motion was **CARRIED**.