

**MINUTES
COUNCIL MEETING
ALBERTA COLLEGE OF PHARMACY
December 15-17, 2021
Edmonton, Alberta**

1. Introduction

1.1 Call to Order

President Macek called the meeting of council to order at 8:05 a.m. He recognized the territorial and ancestral lands of indigenous people in Alberta. He welcomed Council Members, ACP administration, and Doug Macnamara with Banff Executive Leadership. President Macek expressed his gratitude that Council was able to meet in-person. He reminded everyone to be respectful of one and other, and to be mindful of personal behaviours to support a safe and healthy meeting environment. He shared that all of Council and ACP Administration were vaccinated, nevertheless, invited them to wear a mask if they wish, however asked that when speaking to please remove their mask.

President Macek asked Council Members to reflect on governance policy “GP-8 Code of Conduct” and consider any potential conflicts of interest they may need to disclose. No potential conflicts were disclosed. President Macek framed the work of Council scheduled over the next few days, and invited Council to keep ACP’s Strategic Direction, and governance policies top of mind during Council discussions.

Council met over the course of three days for board development and a business meeting of council. The board development session held on Wednesday, December 15th, was facilitated by Doug Macnamara with Banff Executive Leadership. At approximately 5:05 p.m. on December 15, 2021, the following motion was made:

MOTION: to recess the meeting of council at 5:05 p.m. and convene the business meeting of council at 8:00 a.m. on December 16, 2021.

Moved by **Dana Lyons**/Seconded by **Jason West**/CARRIED

The business meeting of council reconvened at 8:00 a.m. on Thursday, December 16th and Friday, December 17th.

MOTION: to recess the meeting of council until 8:00 a.m. on Friday, December 17, 2021.

Moved by **Deb Manz**/Seconded by **Aquaeno Ekanem**/CARRIED

Upon calling the meeting to order on Friday, December 17, 2021, President Macek advised Council that Pamela Timanson, ACP Competence Director would present the semi-annual report from the Competence Committee, Inspector Mike McCauley with the RCMP would join the discussion about time-delayed safes, and Scott Ponich with TD Wealth Management, would present his annual report to Council in keeping with policy EL-6 (Investments). President Macek shared a brief semi-annual report from the President on initiatives that he was involved in during the first six months of his term. He highlighted meetings held with provincial cabinet ministers about various public policies, engagement with registrants through ACP Connect, and orientation and support that he has been providing new council members.

1.2 Roll Call

Registrar Eberhart called the roll and identified the following individuals in attendance:

- District 1 - Peter Macek (President)
- District 2 - Patrick Zachar (December 16-17)
- District 3 - Fayaz Rajabali (December 15-16)
- District 4 - Stan Dyjur (December 15, 16, 17 morning)
- District 5 - Shereen Elsayad
- District A - Laura Miskimins
- District B - Dana Lyons (Past-President)
- Public Member - Irene Pfeiffer (President-Elect)
- Public Member - Christine Maligec
- Public Member - Carmen Wyton (Executive-Member-at-Large)
- Public Member - Aquaeno Ekanem (December 16, 17 morning)
- Public Member - Deb Manz
- Public Member - Jane Wachowich
- Public Member - Jason West

Also in attendance

- Greg Eberhart - Registrar
- Kaye Moran - Deputy Registrar
- Jeff Whissell - Deputy Registrar
- Rob Vandervelde - Senior Operations and Finance Director
- Leslie Ainslie - Executive Assistant
- Barry Strader - Communications Director (December 15)
- Doug Macnamara - Banff Executive Leadership (December 15)
- Pamela Timanson - ACP Competence Director (December 17, 8:40-9:10am)
- Inspector Mike McCauley - RCMP “K” Division (December 17, 11:15am-12:00pm)
- Scott Ponich - TD Wealth Management (December 17, 1:05-1:35pm)

1.3 Invocation

Councillor Deb Manz read the invocation.

1.4 Adoption of the Agenda

1.4.1 Consent Agenda

Council reviewed the Consent Agenda material submitted by the Registrar under Agenda Item 1.4.1.1 and 1.4.1.2.

1.4.1.1 Policy Update

MOTION: to approve the Consent Agenda Policy Update provided by the Registrar.
Moved by **Deb Manz**/Seconded by **Irene Pfeiffer**/CARRIED

1.4.1.2 Update Report

MOTION: to accept the Information Update report provided by Registrar Eberhart.
Moved by **Dana Lyons**/Seconded by **Deb Manz**/CARRIED

1.4.2 Additions to the Agenda

MOTION: to adopt the agenda as circulated.
Moved by **Deb Manz**/Seconded by **Jason West**/CARRIED

1.5 Minutes from Previous Meetings

1.5.1 Minutes – November 10, 2021 Videoconference Meeting

MOTION: to approve minutes of the November 10, 2021 council meeting.

Moved by **Dana Lyons**/Seconded by **Jason West**/CARRIED

1.6 Disposition of Directives

The Disposition of Directives was provided for information. President Macek invited questions from Council; however, none arose.

MOTION: to accept the Disposition of Directives as information.

Moved by **Dana Lyons**/Seconded by **Deb Manz**/CARRIED

1.7 In Camera - NIL

2. Generative

2.1 Environmental Scan of the Past 12 Months – What’s changed?

Council approved a new 5-year strategic plan (2021-2025) and is committed to diligently monitor environmental changes that may impact the plan. Council explored the environment during the past year under the following themes: (P) political, (E) economic, (S) societal, (T) technological, (O) Organizational. Appendix A provides a synopsis of Council’s discussions through this lens. This environmental scan will assist ACP administration with anticipating how the strategic plan may be impacted, and how Council and ACP administration might respond.

At conclusion, Council observed that significant changes had occurred; however, none warranted changes in any of the goals and objectives that Council had established. It was observed that some environmental factors may impact the time required to recognize certain goals.

2.2 Ownership Linkage - What’s on the Mind of Our Moral Owners?

Council identified the importance of Council’s engagement with the public and registrants. The following issues were introduced and discussed during this forum:

Public

- Patients are having to wait longer, some are accepting, others very frustrated.
- Concern was raised if patients are getting the same level of care during these times. For the most part, pharmacy has stepped up to meet the needs of Albertans more so than any other profession.
- Patients have been angry during the height of the immunization campaign, however in general they are now more empathetic toward pharmacy teams.
- Minority populations require leadership within their communities to promote self-care and to increase the uptake of vaccines.
- Need to shift the expectations of the public about pharmacy services and accessibility.
- People are finding greater access to care at smaller independent pharmacies.
- In general, there is immense appreciation for pharmacy teams. The public is relying more on pharmacy teams than physicians for their primary care.
- Patients are choosing to stop pain medication due to fears of overdosing in light of the opioid crisis.
- There is a Naloxone shortage.

- A pharmacist's ability to support patient care is dependent upon where they work. Creating a list of pharmacists/pharmacy technicians and the services they can provide would be
- extremely beneficial. Pharmacy should identify areas of interest, special training or identity as "specializing".

Pharmacy

- Pharmacies continue to struggle with an extraordinary workload during the pandemic.
 - Pharmacy teams are burnt out.
- Pharmacy takes the burden of everything's falling apart.
- It's not the 10% that drag you down in the dumps. All staff, not just pharmacy staff are being abused. There is the perception of pharmacy being available 24/7 and it's not realistic. Welcome virtual care because it gives time to get back to people. Don't have time to do what government dumps on pharmacy.
- There is a concern that pharmacies are using unregulated individuals who may be providing inaccurate information.
- Concern was raised about the need for critical thinking within pharmacy about whether to dispense controlled substances.
- Often humans are generalized by the worst of us. There are some pharmacies that are taking advantage of COVID and not providing any other services. How do we manage the 'bad apples'?
- What might the role of pharmacy teams look like in the future, upon reflecting on the past two years. The concept of pharmacy teams and the concept of pharmacy practice is shifting and is different than what we have had in the past. What considerations do we need to make as a college downstream?
- Pharmacy is becoming a "primary care institution". Perhaps this is a discussion that Council needs to explore.

Government/System

- Rapid test kits were announced on December 15th without prior knowledge of pharmacies. This created mass chaos in the pharmacy. Lots of issues and trauma for pharmacy and non-pharmacy staff.
- The COVID immunization booking behaviours of patients is a heavy burden on pharmacy and wreaking havoc on the ability for pharmacy to manage the fair and timely administration of COVID vaccines. People are shopping around" for the best immunization dates, often booking in more than one location, without cancelling appointments.
- Pharmacy is being used by government as the "hub" for healthcare services without consultation about the workload and manpower requirements.
- Pharmacy feels that government is not a "partner".
- Many physicians don't want to take on the hard work of pain management, yet pain management is a human right, and no one should suffer. In the last few years there's a concerning push back from the public because of the narcotic crisis. No one should be denied care or narcotics if it's appropriate.
- In the medical and mental health communities there is a hesitancy to do anything about narcotics. The media is a factor. No one wants to contribute to an addiction or give medications that patients will turn around and sell, however how does the medical and pharmacy community manage pain without creating chaos and worries about addiction.
- Excited to see the future... talking to some government MLAs there is an interest and shift on how all roads lead to pharmacy... as the most accessible health profession. What does this really mean? Governments realize that pharmacy is cost effective because we're not unionized. So often, we just "take it", no matter what government is asking and the load and crisis it's creating.

3. Strategic

3.1 Strategic Discussions - Modernizing Legislation

Goal #2 in ACP's strategic plan is to develop a modern and relevant framework to regulate pharmacy practice. This contemplates review and amendment of ACP's Standards of Practice for Pharmacists and Pharmacy Technicians (SPPPT) and Standards for the Operation of Licensed Pharmacies (SOLP). Throughout the year, ACP administration will identify issues requiring policy direction from Council to support work on this goal. Council's work commenced at this meeting by addressing one issue arising from the standards and one issue arising from the legislative framework.

3.1.1 Legislation and Regulations (Service-Based Licensing Requirements)

ACP administration sought Council's guidance in designing a relevant and modern pharmacy licensing framework that anticipates and supports new models care and for delivery pharmacy services. The licensing framework must maintain the integrity and security of drugs, the privacy of patient health information, and the standards of practice excellence, while addressing the needs of Albertans.

The current model for licensing pharmacies in Alberta is traditional, having transitioned from the former *Pharmaceutical Profession Act* (1995) and its predecessors. The model is based on a finite number of licensing categories established in the *Pharmacy and Drug Act* (PDA). The legislation defines when each type of licence is required.

An environmental scan of provincial pharmacy legislation across Canada reflects a diversity of pharmacy licensing schemes. Most common is a "community pharmacy licence" or an equivalent thereto. A small number of colleges require hospital pharmacies to be licensed; however, where this occurs, it is common to have separate licensing requirements from community pharmacies. Several provinces either use or anticipate the use of subcategories or certificates to further identify types of services and requirements that may be provided under a single, common pharmacy licence. This illustrates that there are a multitude of models for licensing the operation of pharmacies. Therefore, there is value in analyzing different approaches, to determine which model(s) have the greatest potential for a relevant and modern framework for licensing pharmacies in the future. There were common requirements found in provincial regulation across Canada, including:

- A single designated pharmacist in charge
- Minimum size requirements for the pharmacy
- Utilities required (i.e., light, heat, refrigeration, plumbing, internet)
- Requirements for the handling and storage of drugs
- Connection to provincial e-health systems
- Records management requirements
- Pharmacy practice management systems
- Quality improvement programs
- Access to reputable reference sources

Working groups of Council reviewed the different types of pharmacy licenses (Alberta) and the requirements for each and evaluated policy alternatives that could support building a relevant and modern framework for licensing in the future (Appendix B). Council analyzed four different alternatives to support licensing in the future:

- The status quo
- A revised model with distinct licensing categories

- A single /common pharmacy license that would apply to all
- A modified version of the status quo.

In conclusion, Council agreed that ACP should pursue a modified version of the status quo because:

- This could accommodate diversity.
- This could provide flexibility; and,
- The need for legislative amendment would be limited.

3.1.2 Standards (Emergency Preparedness and Response in Pharmacies)

In the spring of 2021, Council prioritized policy areas important to a modern and relevant regulatory framework. At this meeting, Council began its strategic discussions with an overview of the Standards of Practice for Pharmacists and Pharmacy Technicians (SPPPT) and the Standards for the Operation of Licensed Pharmacies (SOLP), to evaluate the requirements needed to support pharmacists and pharmacy technicians prepare for, and respond to, health emergencies.

An environmental scan was conducted to determine health emergency preparedness and response requirements of other pharmacy regulatory bodies and other health professions. Key findings from the environmental scan included the following:

- The current version of the NAPRA model standards of practice for Canadian pharmacists requires CPR and first aid for pharmacists who provide patient care.
- The soon to be released version of the NAPRA model standards of practice for Canadian pharmacy professionals indicates:
 - Pharmacy professionals respond appropriately to emergency medical situations in accordance with their training and environment, and,
 - Pharmacy professionals maintain training and practice the skills required to provide care for emergency situations that might arise within their practice.
- Across the provinces:
 - All require CPR and first aid to either administer or inject drugs.
 - New Brunswick, PEI, and Newfoundland pharmacy regulators require CPR and first aid for all pharmacists.
 - New Brunswick requires CPR and first aid for all pharmacy technicians.
 - Nova Scotia requires CPR and first aid for pharmacy technicians who administer injections.
 - No regulator requires a pharmacy to have an automated external defibrillator (AED).
- Several other health professions in Alberta have similar requirements to ACP for CPR and first aid. Dentists are required to have an AED and chiropractors are considering this as a requirement.

In Alberta, pharmacists authorized to perform injections require

1. Current and valid cardiopulmonary resuscitation (CPR) at either level C or level Healthcare Provider (HCP); and
2. Current and valid First Aid certification.

This policy was approved at the time of authority to administer injections coming into effect. At that time, consideration was also given to whether all pharmacists should meet these two requirements in order to be licensed. Council of the day, decided to prescribe these

requirements only to pharmacists authorized to administer injections. Currently, there are 4,884 out of 6,004 pharmacists who are authorized to administer injections, and all have achieved these requirements.

Today, in a rapidly shifting practice environment, pharmacy teams are providing care for more complex patient needs including mental health, the COVID-19 pandemic, and the opioid crisis. This invited review of the existing policy, and whether standards for emergency preparedness should be expanded to all regulated members.

Council divided into four working groups, to deliberate alternative approaches to emergency preparedness:

- Status quo,
- Require all regulated members to be certified in CPR and First Aid,
- Require regulated members and pharmacies to have an emergency preparedness plan for situations that may occur in the pharmacy and to practice their response to health emergencies.

Key points emerging from the discussion were:

- Pharmacies must already meet OHS requirements for emergency preparedness,
- Pharmacies should not be positioned as emergency response centres,
- Aside from the altruistic principle that primary health care providers should be able and prepared to respond to an emergency, there was no substantive evidence to support change for current requirements.

At conclusion, Council requested that ACP communicate best practices outlined in the OHS Guidelines to registrants and encourage them to incorporate training and emergency practices in their policies and procedures. To that end, Council recommended that the merits of a policy requiring all regulated members to have CPR and First Aid training as a requirement for registration, be revisited in the future.

4. Fiduciary

4.1 ENDS and Executive Limitation Policies and Reports

4.1.1 EL- 3 Financial Planning - DRAFT 3-Year Business Plan and Budget 2022

Registrar Eberhart and Senior Director of Operations and Finance, Rob Vandervelde, presented the final budget for 2022 and estimates for 2023 and 2024; and reviewed the following priorities for 2022 approved by Council in September. The budget and plan are based on council policy and direction and includes initiatives to address ACP's strategic plan and operational responsibilities, with a short-term focus on the following 2022 priorities approved by Council.

Priorities for 2022

Data Intelligence

- Development of the new Merlin information system

Meeting Practice Expectations

- Launch of the Bridging Program for Internationally Educated Pharmacy Graduates
- Definition of core competencies and professional behaviours for licensees

- Implementation of initial elements of Practice Improvement Program
- Continuing Competence Program rule and portal changes

Legal Framework

- Defining the limits of a modern practice framework
- Review of final consultation and preparation of a final draft of new standards for Council

The budget and business plan allow ACP administration to effectively address our strategic goals and operational responsibilities while positioning the college to be sustainable and relevant in the future. The budget and business plan reinvests current surpluses resulting from a shift of ACP operations during the pandemic into implementing ACP's strategic plan and fulfilling operational responsibilities. It provides a plan to return towards a balanced budget at the end of the forecast period. Following are key changes to the 2022 budget since Council's review in September.

- The inflation forecast provided by the Conference Board of Canada has increased by a full percentage point since the last budget – from 1.5% in 2022 in the draft budget to 2.5% now. As a result, the fee schedule increases by 2.5% rather than 1.5%. The schedule of all registrants related fees in 2022 was approved by Council.
- The increase in inflation is generally neutral on ACP's budget because expenses increase with inflation but so do ACP's revenues through the fee guide increase.
- The demographic projections for pharmacists were reviewed based on potential impacts of the bridging program and experience over the year to date, and revised slightly upward, with a resulting increase in membership revenues.
- Overall, revenues have increased more than expenses, with the result that the forecasted 2022 deficit is \$672,000 rather than \$799,000 as presented in the earlier draft budget.
- Budgeted revenue in 2022 has increased by \$196,000 compared to the draft budget because of the higher fee guide increase, higher forecasted GIC rates with rising inflation, the increase in the pharmacist projection, and minor adjustments to the projected number of pharmacy changes.
- Budgeted 2022 expenses have increased by \$69,000 due to the impact of higher inflation on salary adjustments, an increase in health benefit costs following the last plan renewal, and minor adjustments to the Communications and IT software budgets.
- In addition, the surplus expected to be carried forward from 2021 has been revised upwards to \$1.5M rather than the \$1M included in the draft budget. As outlined in the EL-4 report, the 2021 surplus has grown due to lower pandemic-related spending and higher equity returns.
- The higher surplus carried forward from 2021 and the lower planned deficits in 2022-2024 result in a stronger financial position for ACP. ACP's operational reserve is projected to be just over four months of operating expenses at the end of the forecast period, above the target of three.
- Restricted reserves remain constant throughout, at their target level of \$1.83M. However, the budget now shows Merlin system capital expenditures, excess legal & hearing costs related to protracted cases, and Patient Relations Program expenses as being paid for through the appropriate reserve, prior to topping these back up from the Unrestricted Fund. This is important for documenting that ACP is using these restricted reserves for their intended purposes.
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In his report to Council, Senior Director of Operations and Finance Rob Vandervelde, identified risks that could impact the budget and the longer term forecast:

- Implementation of the strategic plan carries risks therefore the plans for each strategic objective include risk assessment and mitigation. Risks include staff capacity to action the strategic plan on top of daily operations, the uncertainty of financial projections, the level of practice changes for registrants, and dependencies on the agendas of government and external partners. ACP will manage these risks by monitoring workload, reporting on progress, creating change management plans for significant initiatives, engaging with partners early, and building government affairs capacity.
- Redevelopment of the Merlin registrant management system poses risk in terms of timeline and cost, and the amount of staff capacity devoted to implementing the system. ACP is managing these risks through the work of a dedicated and experienced Project Manager, the building of staff capacity to complement the work of the contracted developer, and the implementation of a change management strategy. The project is 72% complete and on track in terms of both module completion and budget.
- The legal costs to facilitate complaints and hearings processes, continues to impose large financial and human resource costs. These costs, and ACP's ability to recover them through assessments, remain highly uncertain. ACP is experiencing an increase in the number of complaints and large costs imposed by a small number of prolonged cases. In the future, additional formal complaint processes will be required due to the recent interpretations by the Alberta Court of Appeal that did not support combining new allegations into current complaints/hearings processes. ACP has minimal ability to mitigate these risks, however ACP administration is working with legal counsel to rationalize assigned resources and will continue to assess the level of costs recovered through the general budget rather than through assessments. The 2022 budget is conservative, assuming that less than a third of all costs are assessed, and of these only 40% are collectible.
- The pandemic will continue to provide challenges to maintaining staff well-being and safety, enacting program plans that anticipate a return to in-person contact, and engaging registrants and other partners in change. ACP will continue to adjust its return to workplace plan in accordance with the government's orders and will adjust program and strategic implementation plans based on the experience gained through the earlier phases of the pandemic.

ACP's operational and restricted reserves continue to provide a financial cushion to the risks presented to Council. Council approved the 2022 budget, business plan and the Schedule of Fees for the 2022-2023 fiscal year.

MOTION: to approve the 2022 budget, estimates for 2023 and 2024, and the 3-year business plan as per governance policy EL-3 Financial Planning.

Moved by **Christine Maligec**/Seconded by **Deb Manz**/CARRIED

MOTION: to approve the Schedule of Fees for the 2022-23 fiscal year.

Moved by **Jason West**/Seconded by **Carmen Wyton**/CARRIED

4.1.2 GP-7 Council and Committee Expenses

This was addressed concurrently with Agenda Item 4.1.1. Council approved an amendment to the policy to reflect the approved Council and Committee Expense Schedule for 2022.

MOTION: to approve amendments to governance policy GP-7 Council and Committee Expenses.

Moved by **Christine Maligec**/Seconded by **Patrick Zachar**/CARRIED

4.2 Compliance Monitoring and Reports

4.2.1 Executive Limitations (EL) - Compliance Reports

Reports from the Registrar have been provided for each of the following Executive Limitation policies.

4.2.1.1 EL-4 Financial Condition (Internal)

Internal Financial Statements and Variances were submitted for Council's approval. The year-end surplus is a direct result of the shift in programs and services during COVID, and a large return on within the investment portfolio. The costs of hearings remain high however the ability to recover these costs are minimal.

MOTION: that the Registrar's compliance report on EL-4 Financial Condition of the College be approved.

Moved by **Patrick Zachar**/Seconded by **Jane Wachowich**/CARRIED

NOTE: Council requested that ACP administration review whether the way "write-offs" are recorded might be adapted to provide clearer presentation to readers.

4.2.1.2 EL-4 Financial Condition (External)

Council received a proposed audit plan from KPMG, ACP's auditors. The report summarizes the planned scope and timing of the annual audit.

MOTION: to accept the audit plan proposed by KPMG.

Moved by **Christine Maligec**/Seconded by **Dana Lyons**/CARRIED

NOTE: ACP may wish to review resources provided with the audit plan, and consider its approach to environmental, social, and governance issues. It was questioned whether we could approach these strategically, as compared to finding ourselves in a reactive position; having to respond to these at the demand of others. Council may discuss this with the auditors at the time of receiving our audit report.

4.2.1.3 EL-6 Investments

Scott Ponich with TD Waterhouse; and ACP's appointed investment counsel, Council about the status of the College's investment portfolio, and how ACP has complied with its investment policy.

MOTION: to approve the External Report from ACP's investment counsel for compliance with governance policy EL-6 Investments.

Moved by **Christine Maligec**/Seconded by **Deb Manz**/CARRIED

4.2.2 Governance Policies (GP) – Compliance Reports

Governance Policies (GP policies) define how Council conducts itself. Council reviewed the following governance policies, reflecting on its compliance with each policy.

4.2.2.1 GP-7 Council and Committee Expenses

MOTION: that Council is in compliance with governance policy GP-7 Council and Committee Expenses.

Moved by **Christine Maligec**/Seconded by **Deb Manz**/CARRIED

4.2.2.2 GP-13 Handling of Alleged Policy Violations

MOTION: that Council is in compliance with governance policy GP-13 Handling of Alleged Policy Violations.

Moved by **Christine Maligec**/Seconded by **Jason West**/CARRIED

4.2.2.3 GP-14 Criteria for Awards

MOTION: that Council is in compliance with governance policy GP-14 Criteria for Awards.

Moved by **Dana Lyons**/Seconded by **Christine Maligec**/CARRIED

4.3 Policy Review and Amendment

4.3.1 GP-14 Criteria for Awards

Registrar Eberhart presented proposed amendments to governance policy “GP-14 Criteria for Awards”, based on the principles approved by Council to grant awards. The amended policy “GP-14 Awards”, recognizes that “high performing organizations recognize excellence, and support and motivate achievement through awards recognition”.

The policy states that:

1. The college:
 - a. Values strong leadership as a critical success factor to its mandate, mission, and vision; and,
 - b. Recognizes academic achievement of pharmacist and pharmacy technician students as important to its pursuit of excellence in pharmacy practice.
2. ACP may offer or sponsor awards, or award programs when:
 - a. The award is determined to support or is consistent with the college’s vision; and,
 - b. The role and way the college contributes to the award or program is not in, or is unlikely to be perceived to be in, direct conflict with its primary role.
3. The council will consider its primary role, and any potential conflict that may arise when considering the colleges’ role in the presentation of an award. Risk may be mitigated by limiting the types of awards that the college supports, and the role ACP accepts in selecting award winners, sponsoring an award, or supporting an award program.
4. Council may, on the recommendation of the Registrar, repeal an award presented to a regulated member, if in the opinion of the council, cancellation is in the best interests of the public or is required to protect the integrity of the pharmacist or pharmacy technician professions.

MOTION: to replace governance policy GP-14 Criteria for Awards with governance policy GP-14 Awards.

Moved by **Christine Maligec**/Seconded by **Dana Lyons**/CARRIED

4.4 Board Development, Facilitated by Doug McNamara, Banff Executive Leadership

Council met the morning of Wednesday, December 15, 2021 for board development workshop facilitated by Doug Macnamara, CEO, Banff Executive Leadership. The workshop was framed to assist Council build good governance practices and a common understanding about their responsibilities in governing the profession of pharmacy.

4.5 Reports from the Hearing Tribunal

4.5.1 Soosai Stanislaus – Registration Number 10493

A copy of the Hearing Tribunal Committee decision was provided to Council for information.

MOTION: to accept the report from the Hearing Tribunals as information.

Moved by **Deb Manz**/Seconded by **Jason West**/CARRIED

4.6 DRAFT Rules for Practice Improvement Program

At the November 10, 2021 meeting, Council was introduced to draft rules proposed to support ACP's Practice Improvement Program (PIP), and the incorporation of the additional prescribing program into to the Continuing Competence Program (CCP). Council provided no direction for policy change and approved the rules as presented. The rules will come into effect January 1, 2022.

MOTION: to approve the rules for the Practice Improvement Program and incorporation of the prescribing program into the Continuing Competence Program as presented.

Moved by **Carmen Wyton**/Seconded by **Christine Maligec**/CARRIED

4.7 DRAFT Bylaw Amendments – Bill 65

At its September meeting, Council approved for the purpose of a 60-day consultation, an amendment to section 22 of ACP's bylaws respecting the eligibility of regulated members to seek nomination for election to mitigate any conflict of interest should a regulated member be a board member, officer, or employee of a professional association or labour union. Registrar Eberhart presented an analysis of responses received, and any additional amendments that Council might consider arising from the feedback. The bylaw amendments will mitigate any actual, potential, or perceived conflict of interest. Council approved the bylaw amendments as presented. The amendments will come into effect January 1, 2022. The newly amended bylaw reads:

22(3). Eligibility to be Nominated for and to Run in an Election for Council

An individual is not eligible to be nominated for election as a member of Council or to run as a candidate as a member of Council if:

- (f) the individual is or was a board member, officer, or employee, to a professional association or labour union that represents regulated members withing the twelve (12) months preceding the date of notice of a council election.

MOTION: to approve amendments to section 22 of ACP's bylaws respecting the eligibility of regulated members to seek nomination for election.

Moved by **Dana Lyons**/Seconded by **Deb Manz**/CARRIED

4.8 DRAFT Amendments to the Standards for the Operation of Licensed Pharmacies - Time-Delayed Safes

Inspector Mike McCauley with the RCMP "K" Division, joined Council for this discussion. Deputy Registrar Whissell provided Council with an analysis of feedback received during the consultation period, including suggestions for further amendment. Inspector McCauley broke down the RCMP's response times in rural Alberta. He also addressed the myth that installation of time-delayed safes have potential to increase risk to pharmacy team members.

MOTION: to approve the Standards for the Operations of Licensed Pharmacies requiring the installation of time-delayed safes; to come into effect January 1, 2022, for new pharmacies, with all existing licensed pharmacies to be compliant prior to July 1, 2022.

Moved by **Christine Maligec**/Seconded by **Stan Dyjur**/CARRIED

4.9 Communication Plan to Support Time Delayed Safes

Registrar Eberhart shared a draft communications plan, including “mock” signage for pharmacies to support the new standard. The purpose of this communications plan is to create awareness and understanding among registrants, licensees, proprietors, and the public about Council’s decision to require that all narcotics in pharmacies be stored in time delayed safes. The communications plan also supports the successful implementation of this requirement, which all licensed pharmacies must meet prior to July 1, 2022.

While the standard established a requirement that time-delayed safes be set with a minimum 5-minute delay, communication was proposed to encourage licensees to consider longer delays, should they be more appropriate for their local circumstance. It was also observed that the installation of time-delayed safes and other security measures may impact insurance rates. ACP will engage with the Alberta Pharmacists’ Association (RxA) about communicating any possible insurance benefits. Licensees who don’t comply with the new standard will be addressed individually, consistent with existing processes used by ACP to monitor and enforce other standards.

4.10 Mandatory Council Vaccination

ACP has a leadership role to encourage uptake of the COVID vaccinations with registrants. ACP implemented a mandatory COVID -19 policy for all staff, contractors, and committee members who have a need to engage in-person on ACP business. The Executive Committee proposed that Council have a similar policy. Registrar Eberhart presented a draft resolution for Council’s consideration. The immunization policy states that “during the COVID-19 pandemic as declared by the World Health Organization:

- All ACP council members be required to provide proof of full immunization against COVID-19 to the college;
- All candidates seeking nomination for election to council be required to provide proof of full immunization against COVID-19 prior to nomination.
- Government be requested to only appoint members of the public to ACP council who have been fully immunized against COVID-19; and,
- Council members and regulated members seeking election to council may request an exemption from the requirement to be fully immunized by submitting a request to the Registrar based on a protected ground under the *Alberta Human Rights Act*, which may include:
 - A sincerely held religious belief which prohibits the individual from receiving a COVID-19 vaccine (accompanied by a declaration of that belief from the governing body, where one exists), or
 - A medical condition which prevents the individual from safely receiving a COVID-19 vaccine (accompanied by medical documentation from a physician or a nurse practitioner licensed to practice in Alberta confirming that the individual cannot safely receive a COVID-19 vaccine); and,
 - Council members and regulated members submitting a request for an exemption will be required to provide support for the basis of the request, including providing any information reasonably requested by ACP.

Council supported the principles of the policy direction. Registrar Eberhart will develop a process for implementing the policy that will include reporting to Council and monitoring compliance and non-compliance, exemptions granted, and proactive measures for newly elected and appointment council members. ACP will develop guidelines for visitors and guests attending meetings.

MOTION: to approve in principle the policy for mandatory vaccination for council members.
Moved by **Dana Lyons**/Seconded by **Stan Dyjur**/CARRIED

4.11 Report from the Competence Committee

Pamela Timanson, ACP's Competence Director, provided the semi-annual report to Council, providing a review of the Committee's activities and trends observed. She provided Council with an overview of the audit process and results over the past four Continuing Education (CE) cycles.

The Committee has observed and is concerned that some regulated members:

- struggle with written communication,
- use Netcare inconsistently
- have documentation that is inconsistent and lacks quality information.

To address these concerns, the Competence Committee created a new competence assessment algorithm that will facilitate more thorough practice reviews. The Committee will initiate more directed peer coaching with documented success being the goal. The Competence Department will operationalize the Practice Improvement Program (PIP) approved by Council in the fall of 2021.

4.12 Highlights from the Registration Portfolio

Deputy Registrar Moran shared insights from the Registration and Competence portfolios and, provided an environmental scan to support Council's stewardship of pharmacy practice in Alberta.

Registration Portfolio

The purpose of the registration departments is to:

- Ensure only qualified individuals and pharmacies are admitted to the register and continue to meet registration and licensing requirements under the *Health Professions Act* and the *Pharmacy and Drug Act (PDA)*.
- Assess applications for registration, annual permits, and licences; including when conditions or restrictions may be warranted and provides the Registrar with recommendations.

Trends

Licensee turnover

- The increased frequency of licensee changes has been noted over the last 1-2 years. According to section 14 of the *Pharmacy and Drug Act (PDA)* when a licensee ceases to be responsible for the management, control, or supervision of a pharmacy, the pharmacy licence terminates. The legislation and ACP bylaws enable the Registrar to grant permission for the pharmacy to continue to operate for 30 days if the proprietor places the pharmacy under the personal management, control, and supervision of another clinical pharmacist who becomes the temporary pharmacist in charge (TPIC).

Enforcement required to ensure compliance with compounding standards

- Much time and effort is spent reviewing floorplans and discussing pharmacy services with licensees to ensure compliance with compounding standards. Despite repeated opportunities, when sufficient adherence to the standards is not demonstrated, conditions are applied to limit practice and reduce the potential risk to patients and pharmacy team members when compounding is not performed in accordance with the standards.

Continued increase in renovation applications

- The number of renovation applications continues to increase. The main contributing factors are thought to include:
 - Pharmacies preparing to comply with compounding standards.

- When a change of ownership occurs, the registration assessors verify the currency of the floorplan on file. When there are discrepancies, a renovation application supports necessary analysis and updating of ACP records; or correction of deficiencies with infrastructure to ensure compliance with the “Foundational Requirements”.

Provisional pharmacist applications

We are experiencing a decrease in the number of applications for the provisional pharmacist (i.e., intern) register. This is thought to be due to requiring the Certificate for Canadian Pharmacy Practice (CCPP) program within our registration process for those who received their pharmacy education outside Canada.

Statistics (January 1-November 19, 2021)

- 90 new pharmacies opened since the beginning of 2021; 62 of which are community pharmacies.
- 302 changes of licensees, 56 changes of ownership, 25 pharmacy closures
- 86 renovation applications, 13 pharmacy relocations
- 452 new clinical pharmacists, 5999 total clinical pharmacists registered
- 269 new provisional pharmacists, 384 total provisional pharmacists
- 141 new pharmacy technicians, 1824 total pharmacy technicians registered
- 111 new provisional pharmacy technicians, 143, total provisional pharmacy technicians

Competence Portfolio

The mandate of the Competence Department is to:

- Identify registrants whose competence may be deficient and remediate these deficiencies.
- Facilitate access to programs that support registrants’ practice in accordance with standards and guidelines, including jurisprudence learning materials.
- Assess registrants seeking authorizations approved by council.
- Monitor and analyze competence data to identify trends and inform drafting of policy recommendations.

Trends

Decline in additional prescribing authorization applications

- There has been a decline in additional prescribing authorization (APA) applications this year.
- It is thought that increased pressure on pharmacists, because of the ongoing COVID-19 pandemic, may be the main reason for this decrease.
- As of November 30, 58% of clinical pharmacists have additional prescribing privileges. Authorization was granted to 219 clinical pharmacists between January 1 and November 30 of 2021.

4.13 Report from the Quad-Provincial Executive Meeting

On November 18, 2021, the Executive Committee joined a virtual meeting with pharmacy regulatory executive leaders from Manitoba, Saskatchewan, and British Columbia. Past-president Dana Lyons provided Council with a high-level overview of the discussions and learnings from this engagement. The engagement was a valuable opportunity to network and learn. Each province shared 1-3 regulatory issues facing pharmacy practice and sought input and common findings from each college.

ACP shared the learnings from the implementation of the Standards for Pharmacy Compounding of Sterile and Non-Sterile Preparations, and the work and engagement with registrants to develop a modernized legislative and practice framework. Some key take-a-ways from the engagement were:

- B.C. is struggling with the safe supply of drugs. Is this something ACP should monitor?
- Manitoba shared compelling experiences and stories associated with the realm of internet, mail order, and virtual pharmacy services.

Registrar Eberhart will contact the Registrar of the College of Pharmacists of Manitoba to seek their interest to engage with Council to share their experiences with regulated and unregulated individuals endeavoring to work around legislation, therefore jeopardizing the integrity of the drug distribution systems and pharmacy practice. This engagement will provide Council with a better foundation as they consider new policies, regulations, and standards for the future of pharmacy practice.

5. Evaluation of Meeting

5.1 Monitoring Council Member Performance

President Macek thanked Council for their contributions in the important work of Council. He encouraged all to reflect on the work accomplished over the past few days and to consider how this will focus future discussions and decisions.

5.2 Meeting Evaluation

President Macek asked Council to consider the following questions as they reflected on their personal and collective performance during this meeting:

- Did I have the information required and how prepared was I to contribute to discussion about each agenda item?
- How effective was I in participating in the meeting deliberations? Did I seek to understand others, or did I state and take positions on issues?
- How effective was Council in focusing on governance vs administrative issues?
- How effective was Council in focusing on the impact of pharmacy services on Albertans?
- Relatively speaking, was most of our discussion focused with the future in mind?

Council commented and raised questions as follows:

- This was a forum that supported good open and heartfelt discussions.
- The focus remained high-level in keeping with the governance role of council.
- Council Members were happy with the level of participation from all members.
- Council appreciated the value of in-person discussion to better support future virtual meetings.
- Council Members appreciated the semi-annual report from the President.

President Macek expressed his gratitude to Council for their comments and engagement. He will take all comments into consideration to make council meetings more meaningful and powerful.

6. Adjournment

6.1 Forthcoming Events and Council Meeting Dates

- March 15, 2022 - Council Meeting, In-person Meeting, Edmonton

- March 25, 2022 - Council Meeting, Videoconference (1:00-2:00pm)
- May 5, 2022 - Council Meeting, Videoconference (8:00am-12:00pm)
- June 7-8, 2022 - Council Meeting, In-person, Calgary
- June 8, 2022 - Celebration of Leadership and Installation of President, Calgary
- June 8-10, 2022 - ACP Leadership Forum (EC Members Only), Calgary

6.2 Adjournment

MOTION: to adjourn the business meeting of council at circa 2:05 p.m. Friday, December 17, 2021.

Moved by **Christine Maligec**