

MINUTES
Council Meeting
ALBERTA COLLEGE OF PHARMACY
October 3-5, 2018
Kananaskis, Alberta

1. Introduction

1.1 Call to Order

The business meeting of Council was held over three days. On Wednesday October 3, the meeting was called to order at 8:01 p.m. and adjourned at 9:32 p.m.

MOTION: to adjourn the business meeting of Council until Thursday, October 4 at 1:00 pm
Moved by **Fayaz Rajabali**/Seconded by **Irene Pfeiffer**.

On Thursday, October 4, Council convened for board development from 8:00 am-12:00 pm. The business meeting of Council reconvened at 1:00 pm and adjourned at 5:14 p.m.

MOTION: to adjourn the business meeting of Council until Friday, October 5 at 8:00 am
Moved by **Dana Lyons**. On Friday October 5, the business meeting of Council reconvened at 8:05 am and adjourned at 12:09 pm.

1.2 Roll Call

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

- District 1 – Peter Macek
- District 2 - Peter Eshenko
- District 3 – Fayaz Rajabali (President Elect)
- District 3 – Craig MacAlpine
- District 4 - Stan Dyjur (President)
- District 5 - Brad Couldwell (Past President)
- District 5 – Judi Parrott
- District A – Don Ridley
- District B - Dana Lyons (Executive Member at Large)
- Public Member - Irene Pfeiffer

Absent with Regret:

- Public Member – Al Evans
- Public Member – Christine Maligec
- Neal Davies – Dean, Faculty of Pharmacy and Pharmaceutical Sciences
- Kristen Farrell – Student Representative, Faculty of Pharmacy and Pharmaceutical Sciences

Also in attendance:

- Greg Eberhart - Registrar
- Kaye Moran - Deputy Registrar
- Jeff Whissell - Deputy Registrar
- Lynn Paulitsch - Operations and Finance Director
- Leslie Ainslie - Executive Assistant
- Barry Strader - Communications Director
- Bill Shores, LLP, Shores Jardine (October 5, 8:00 – 11:00 am)

1.3 Invocation

Councillor Judi Parrott read the invocation.

1.4 Adoption of the Agenda

1.4.1 Consent Agenda

MOTION: to approve the Consent Agenda report presented by Registrar Eberhart.
Moved by **Irene Pfeiffer**/Seconded **Peter Eshenko**/CARRIED

MOTION: to adopt the agenda as circulated to Council.
MOVED by **Dana Lyons**/Seconded by **Don Ridley**/CARRIED

1.5 Minutes from Previous Meetings

1.5.1 Minutes – June 11-12, 2018 Council Meeting

MOTION: to adopt minutes of the June 11-12, 2018 council meeting as presented.
Moved by **Fayaz Rajabali**/Seconded by **Peter Eshenko**/CARRIED

1.6 Disposition of Directives

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

MOTION: to accept the Disposition of Directives as information.
Moved by **Brad Couldwell**/Seconded by **Fayaz Rajabali**/CARRIED

1.7 In Camera

MOTION: that Council move “In Camera” at 8:05 a.m. on Friday October 5, 2018
Moved by **Peter Eshenko**/Seconded by **Judi Parrott**/CARRIED

MOTION: that Council move “Out of Camera” at 8:55 a.m. on Friday October 5, 2018.
Moved by **Fayaz Rajabali**/Seconded by **Peter Macek**/CARRIED

MOTION: to approve the amended employment contract between ACP and Greg Eberhart made effective October 1, 2018.
Moved by **Peter Macek**/Seconded by **Peter Eshenko**/CARRIED

2. Generative

2.1 Generative Discussion - None

3. Strategic

3.1 Ownership Linkage -Engagement with Albertans since Last Meeting

3.1.1 Engagement with Albertans since Last Meeting

The following issues were introduced and discussed during this forum:

- Cannabis - questions continue to arise, and Council discussed the following:
 - Cannabis has been removed from the Narcotic Control Regulations. Now Cannabis has its own Act and regulations; the *Cannabis Act* that include amendments to the *Controlled Drugs and Substances Act*, the Criminal Code and other Acts,
 - Recreational Cannabis – there is no role for pharmacists except in relationship to the assessment of patients,
 - Pharmacies cannot sell Recreational Cannabis pursuant to the Alberta Liquor Gaming and Cannabis Act and Regulations,
 - AGLC regulations (Part 8 and Part 14) are relevant to pharmacy and prohibit use of language and symbols that may impart medical/professional services,
 - A pharmacy can apply for a license to sell Cannabis for Medical Use. Owners/shareholders must go through screening to obtain a license. If a license is granted, the pharmacy must register clients and report same to the Federal Government,
 - Council expressed concern that pharmacies may be able to receive Recreational Cannabis for destruction.
 - Canada Post is providing guidance on how to handle mailing/receiving cannabis,
- Patient Advisory Committee – Council considered the value of forming a patient advisory committee. Council discussed the potential risks of such a committee, as individuals may come with their own agenda. Therefore, selection of such a committee would need to be criteria based, and individuals screened. Council delegated further discussion about this to the Executive Committee.
- It was suggested that ACP become more informed about services being delivered by registrants. How might the Practice Consultants be able to assist with this?

3.2 Council Plan 2018-2019

Council reviewed a DRAFT plan for Council's business during the 2018-19 term. The plan provides a "roadmap" for Council's business over the next year that maps Council business and Council engagement. The plan is a living document that will change with the evolution of issues and input from Council. Additions to the plan over the next year may include:

- A review of ACP values
- Engagement with morale owners
- Panel discussion with Alberta Health leaders from Primary Care,
- Panel discussion from pharmacy technician schools (reflection on programs, challenges, and successes),
- Pharmacy Human Resources – policies, capacity, competency, security,
 - Capacity of pharmacy technicians,
 - Regulating pharmacy assistants,
- Integrating pharmacy technicians into practice (issue: IPG taking seats in schools then not entering practice).

MOTION: to accept the Council Plan for 2018-2019.

Moved by **Fayaz Rajabali**/Seconded by **Dana Lyons**/CARRIED

3.3 Cannabis for Medical Use: Guidelines for Pharmacy Practice

When the *Cannabis Act* comes into force on October 17, 2018, there will be two distinct systems for distributing Cannabis - the federally regulated medical system which essentially remains unchanged, and a provincial system that regulates the retailing of Cannabis for Recreational Use. Pharmacists have no role in the provision of Cannabis for Recreational Use as legislation dictates that Cannabis for Recreational Use may only be sold at provincially licensed retailers that do not offer pharmaceutical or alcoholic products. Cannabis for Recreational Use is not intended for use as a medical treatment or therapy and it inappropriate for a pharmacy professional to recommend it for any medical condition. Despite this, the availability of recreational Cannabis in Alberta impacts the way pharmacists and pharmacy technicians interact with their patients. There is a need for pharmacists, as medication experts, to consider how best to contribute to the health and well-being of patients who may be using Cannabis, whether for recreational or medical purposes. Specifically, it is expected that pharmacists will have the skills, training and expertise necessary to inform patients about the risks and possible treatment benefits of cannabis, to identify drug therapy problems that may arise from cannabis use, and to help individuals using cannabis for medical purposes better manage their cannabis use within their overall treatment plan and health goals. Pharmacy technicians must document any known use or ask question about marijuana use when doing a medical history

In June 2018, Council considered principles relevant to pharmacy practice providing services involving Cannabis for Medical Use and requested ACP administration to use these principles as a foundation for the development of guidelines for pharmacists and pharmacy technicians to support providing these services. Subsequent to the June meeting, the Federal Government approved new regulations that allow pharmacists to apply for a “License to Produce” for the purpose of facilitating the sale of Cannabis for Medical Use and permits pharmacists to receive both post-consumer Cannabis products for the purpose of disposal.

Observations, comments made during Council’s discussion include:

- In the section addressing assessment, do we need to recognize the role of pharmacy technicians in collecting medication history,
- The definitions of sell and promote in the Cannabis Act, substantively clarify that a pharmacy requires a federal license to sell or promote cannabis for medical use,
- Pharmacists and pharmacy technicians cannot compound Cannabis for Medical Use,
- ACP’s guidance should emphasize the need to comply with federal and provincial legislation,
- It was observed that many individuals are confused by the term “medical cannabis” and correlate it with approved drugs. In that context they would like to be able to access cannabis for medical use from a pharmacist.

MOTION: to approve the DRAFT guidelines subject to enhancing the preamble to emphasize that pharmacists and pharmacy technicians must comply with both federal and provincial legislation. This means that unless they practice in a pharmacy that holds a federal license, they must not sell or promote cannabis for medical use.

Moved by **Fayaz Rajabali**/Seconded by **Dana Lyons**/CARRIED

3.4 Laboratory and Point of Care Testing (POCT) – Standards and Guidance

In partnership with the Alberta Pharmacists' Association (Rx), ACP wrote a "whitepaper" and developed a framework for developing standards for pharmacists and pharmacy technicians involved in point of care testing. The work was guided by an advisory committee that included external expertise. This work was supported by Dr. Deborah James, Executive Director Innovation Faculty of Medicine and Dentistry, University of Alberta. Development of the standards included round table discussions with external stakeholders and pharmacists.

Council reviewed the feedback and amendments proposed to the "DRAFT Standards" and the Guidance document, arising from the consultation required under the Health Professions Act. The amended standards address the ordering of laboratory tests, the use of laboratory results, and the use of POCT by pharmacists and pharmacy technicians.

Observations and comments arising during Council's deliberations included:

- The standards refer to pharmacist "directing" pharmacy technicians to perform a test, to reflect the prior assessment by the pharmacist to determine the need and appropriateness of performing a test.
 - Can alternate wording to "direct" be used?
- Does a pharmacy technician need to practice under the direction of a pharmacist, or could a pharmacy technician working in an emergency ward perform a test under the direction of another health professional?
- Is guidance available to support pharmacists to make an informed decision under standard 13?
- Are there resources available for pharmacist to better understand the cost of laboratory tests?
- In the guidelines, should the need to communicate both positive and negative results be recommended?

At conclusion it was agreed that the guidance document would be amended to:

- Change Title of Section 3 to "The Practice of Pharmacists and Pharmacy Technicians.
- Change 13(b) highlighting the need for pharmacists and pharmacy technicians to follow up with the results to the patient.
- Change 15(c) include that preparation of reagents, other materials and equipment, and that these are stable and not expired.

Note: in the future, Council may wish to discuss whether current legislation permits a pharmacy technician to practice under the direction of another health professional?

MOTION: to rescind the current 3.6-3.9 of the Standards of Practice for Pharmacists Pharmacy Technicians.

Moved by **Brad Couldwell**/Seconded by **Fayaz Rajabali**/CARRIED

MOTION: to approve the Standards of Practice for Pharmacists and Pharmacy Technicians – Laboratory and Point of Care Testing.

Moved by **Peter Macek**/Seconded by **Craig MacAlpine**/CARRIED

MOTION: to approve the Guidance for Pharmacists and Pharmacy Technicians – Laboratory and Point of Care Testing as amended by Council.
Moved by **Don Ridley**/Seconded by **Dana Lyons**/CARRIED

3.5 Professionalism – Tenets and Socialization

Professionalism was identified as one of the six themes in “A Vision for a Healthy Alberta”, developed and supported in collaboration with RxA, PTSA, and CSHP-AB branch. ACP initiated a project to define “tenets” of professionalism as a foundation to support discussions with registrants and to support the writing of all ACP documents. ACP’s work was observed by NAPRA as a foundation for addressing its priority of re-instilling professionalism within pharmacy practice. Registrar Eberhart shared that the General Pharmaceutical Council, the body responsible for the independent regulation of the pharmacy profession within England, Scotland and Wales; has addressed all their standards to be a high level correlation to professionalism.

Council reviewed a model framework that was developed through literature review and engagement with pharmacists, stakeholders, partners, and the public. The framework is foundational to the practice of pharmacy and ACP will include aspects of the tenets in all discussions with registrants and will reflect it in our policy documents when they are developed or are being updated. In addition, ACP will communicate with the Faculty of Pharmacy and Pharmaceutical Sciences to include professionalism in undergraduate programs to engage socialization amongst students. Council considered if there is value to scribing vital behaviors and can these vital behaviors become foundational to competence.

When introducing this discussion, Deputy Registrar Moran provide the following observations:

- It is our goal to review ACP documents and ensure that the language used is consistent with that around professionalism,
- One of the seven AFPC outcomes for pharmacist education addresses professionalism,
- Alberta’s approach differs from that in Nova Scotia (NS), as we have defined professionalism as a foundation for practice, whereas NS is addressing it from a perspective of “implementation”.

It was again noted that if all pharmacy professionals demonstrated “professionalism” regularly, that demonstration of competence would be inherent.

MOTION: to approve the tenets of professionalism.
Moved by **Peter Eshenko**/Seconded by **Don Ridley**/CARRIED

3.6 Proposed Bylaw Amendment

The Registration Department proposed amendments to ACP bylaws to align the application renewal period for pharmacy licenses with that for pharmacist annual permits; and, to align the application for associate pharmacy technician registration with that for Pharmacy Technician annual permits. While the Governance Committee is planning a comprehensive review of the Bylaws in early 2019, these amendments are being recommended now to accommodate registration processes in 2019.

Bylaw section	Current wording	Proposed new wording
Section 39 - Renewal of a Pharmacy Licence	(1) A complete application for the renewal of a pharmacy licence along with the fee set out in Schedule A must be submitted to the Registrar before June 16.	(1) A complete application for the renewal of a pharmacy licence along with the fee set out in Schedule A must be submitted to the Registrar before June 1 .
Section 48 - Term of Associate Registration	The term of an associate registration: (a) commences on July 1 or any later date that it may be issued, and (b) terminates on the June 30 that follows.	The term of an associate pharmacist : (a) commences on July 1 or any later date that it may be issued, and (b) terminates on the June 30 that follows. The term of an associate pharmacy technician: (a) commences on January 1 or any later date that it may be issued, and (b) terminates on the December 31 that follows.
Section 49 - Associate Register Renewal	(2) An associate registrant must provide the information and fees required under Subsection (1) to the Registrar which must be received by the Registrar before June 1. (3) If the information and fees required under Subsection (1) are not received by the Registrar before June 30, the Registrar may cancel the associate registrant's registration.	(2) An associate registrant must provide the information and fees required under Subsection (1) to the Registrar which must be received by the Registrar before June 1 for associate pharmacists and December 1 for associate pharmacy technicians . (3) If the information and fees required under Subsection (1) are not received by the Registrar before June 30 for associate pharmacists and December 31 for associate pharmacy technicians , the Registrar may cancel the associate registrant's registration.
Section 72 - Registration Year	<ul style="list-style-type: none"> • Regulated members on the clinical pharmacist register, the provisional pharmacist register, the courtesy pharmacist register and the student pharmacist register (commences July 1, terminates the following June 30). • Regulated members on the pharmacy technician 	<ul style="list-style-type: none"> • Clinical pharmacist and associate pharmacist (commences July 1 and terminates the following June 30). • Pharmacy technician and associate pharmacy technician

	register, the provisional pharmacy technician register and the courtesy pharmacy technician register (commences January 1 and terminates the following December 31). • Associate members (commences January 1 and terminates the following December 31).	(commences January 1 and terminates the following December 31). • NIL
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MOTION: to approve the proposed amendments to Sections 39, 48, 49 and 72 of the Bylaws for the purposes of a 60-day consultation.

Moved by **Peter Macek**/Seconded by **Judi Parrott**/CARRIED

3.7 Competence Committee

3.7.1 Appointment of Council Member to Competence Committee

MOTION: to appoint Peter Macek to the Competence Committee for a three-year term effective July 1, 2018 – June 30, 2021.

Moved by **Brad Couldwell**/Seconded by **Fayaz Rajabali**/CARRIED

3.7.2 Required Learning – Issue Identification

Council recommended that the Competence Committee consider the following topics when deliberating required learning for pharmacists and pharmacy technicians for 2019:

- Professionalism,
- POCT and Lab tests – weave in professionalism and what and why. How do you document, what do you do with the information. What do you do with the information.
- Assessment,
- Patient confidentiality and consent,
- Appropriate workplace behavior,
- Ways for Pharmacists and Pharmacy Technicians to evaluate information in a practical way,
- Non-sterile compounding standards ie: “language”

3.8 Interprovincial Services - For Direction

3.8.1 Community Pharmacies Receiving Compounded and Repackaged Drugs from Other Jurisdictions

The *Pharmacy and Drug Act* accommodates “compounding and repackaging” practices, to support centralized compounding and repackaging of drugs pursuant to a prescription; where processing is undertaken by a separate licensed pharmacy from that at which patients receive care. Council approved similar model

agreements that must exist between “compounding and repackaging pharmacies” and community pharmacies licensed in Alberta and Saskatchewan, prior to such services being provided. However, we have learned that some community pharmacies in Alberta are receiving compounded and repackaged drugs from pharmacies licensed in other provinces.

Council sought additional information about the provision of services between jurisdictions. They requested that the Registrar provide copies of existing agreements, and that he conduct an analysis of the issues and alternatives for addressing services delivered between jurisdictions. The analysis conducted by the Registrar is to address both:

- The receipt of compounded and repackaged drugs by licensed pharmacies in Alberta, where compounding and repackaging is conducted by a licensed pharmacy in another provincial jurisdiction; and,
- The provision of pharmacy services by pharmacists and pharmacy technicians licensed with ACP to patients residing outside of Alberta.

MOTION: table discussions under Agenda Item 3.81 and 3.82 to the December meeting of Council.

Moved by **Judi Parrott**/Seconded by **Don Ridley**/CARRIED

3.8.2 Community Pharmacies Providing Pharmacy Services to Jurisdictions Outside of Alberta

A national consensus has not been reached on governing pharmacy practices that transcend provincial borders. This has been identified as one of five priorities by NAPRA in its 5-year plan. However, new practices and delivery models are quickly evolving. While ACP cannot control practices arising in other provinces, we do have a responsibility to address practices originating in Alberta. Registrar sought Council’s input to develop guidance for Alberta pharmacists/pharmacy technicians/pharmacies that may be considering providing services into other jurisdictions.

MOTION: table discussions under Agenda Item 3.81 and 3.82 to the December meeting of Council.

Moved by **Judi Parrott**/Seconded by **Don Ridley**/CARRIED

3.9 Interpretation of Compassion

Council reviewed a guidance document to assist pharmacists and pharmacy technicians interpret “compassion”. The guidance is meant to assist pharmacists and pharmacy technicians comply with standard 1.19(a)(i) of the Standards of Practice for Pharmacists and Pharmacy Technicians. By extension, it applies to the guidance provided by Council respecting the provision of manufacturers’ coupons in pharmacy practice. Standard 1.19 recognizes the importance of compassion in professional practice and provides an exception that applies in defined circumstances to the prohibition in standard 1.18 on the provision of inducements conditional on a patient receiving a drug or a professional service. The exception in standard 1.19(a)(i) is not open ended. It only applies if specific requirements are met in relation to the circumstances of a specific patient assessed using

the professional judgment of the pharmacist providing the drug product, professional service or health care product, aid or device to the patient. A pharmacist must exercise their professional judgment based on the unique needs and challenges of a specific individual. Standard 1.19(a) must not be interpreted or applied to normalize an offering to any group or population of individuals.

Definition of Compassion:

Compassion in pharmacy practice involves pharmacy professionals seeking to understand the needs and challenges facing an individual and exhibiting empathy to them without judgment or stigma. This understanding is combined with a willingness to pursue and provide ethical solutions that address these needs and challenges through the practice of pharmacy.

Application:

1. A drug product, professional service, healthcare product, aid, device, or manufacturer coupon may be provided for compassionate reasons when the decision is personalized to an individual, based on a pharmacist's assessment, and:
 - a. the pharmacist has established a professional relationship with the individual or their agent;
 - b. the individual requests compassionate consideration or there is an indication of financial hardship; and
 - c. providing the drug product, professional service or health care product, aid, device or manufacturers' coupon will improve patient health outcomes or not providing the item or service would reasonably lead to patient harm.

2. Provision of a drug product, professional service, healthcare product, aid, device or manufacturer coupon for compassionate reasons should NOT:
 - a. require an obligation from the patient, implicit or explicit, to continue to receive care from the pharmacy professional;
 - b. be undertaken to provide monetary or financial gain to the pharmacist, pharmacy technician, or the pharmacy. Consideration must be given to ensure a reasonable person would not perceive the motivation for the provision of the drug product, professional service or health care product, aid, device or manufacturers' coupon is to benefit the pharmacy professional or pharmacy;
 - c. be mandated in a general policy that does not take into account the need for a professional relationship with the patient and consideration of the specific circumstances of the patient that warrants compassion; and
 - d. be provided for the purpose of convenience in lieu of other established social services or programs, to which the patient has reasonable access.

Council asked that the guidance document title be amended to correlate it back specifically to Standard 1.19. Council also suggested that communication should refer to existing programs, such as STI, to assist pharmacy practitioners identify with these.

MOTION: to approve the guidance as amended.

Moved by **Fayaz Rajabali**/Seconded by **Don Ridley**/CARRIED

4. Fiduciary

4.1 ENDS and Executive Limitation Amendments

4.1.1 Policy E-2 Resource Allocation – Priorities for 2019

Registrar Eberhart presented an amended version of the priorities previously considered for final approval.

Priorities for 2019:

- Implement Standards for Compounding (interim targets) progressing to dates for standards coming into effect.
- Initiate implementation of “Laboratory Testing” Standards.
- Approve rules, pilot and plan for implementation of Pharmacy Licensee & Proprietor Program.
- Incorporate tenets of professionalism within one ACP program and the Licensee Education Program.
- Analyze policies and procedures, and seek council approval on recommended alternatives, to provide better assurance that IPG’s are qualified and able to practice successfully in Alberta.
- Execute office expansion, reconfiguration and renovation of existing space, and relocation of teams.
- Continue development of the Information Management System (Merlin) to administer/manage basic requirements for core programs: registration, competence, professional practice, complaints resolution.
- Update and reorganize website content to complement Merlin.

MOTION: to approve the amended priorities for 2019.

Moved by **Peter Macek**/Seconded by **Don Ridley**/CARRIED

4.1.2 EL- 3 Financial Planning - DRAFT 3-Year Business Plan and Budget 2019

Registrar Eberhart presented a draft 3-year business plan and financial projections including the budget for 2019; highlighting key assumptions and areas where Council policy direction was required.

➤ Revenue Assumptions

- 365 provisional pharmacists per year.
- A net increase of 150 pharmacists per year.
- 135 provisional technicians per year.
- Net increase of 90 regulated technicians per year.
- Net increase of 30 pharmacies per year.
- 565 applications and 85 re-applications per for additional prescribing authorization.
- Applied a 3% cost of living increase to fees for 2019/20/21. There were two exceptions: additional prescribing application and re-application fees were not increased by COLA.
- Increase the additional prescribing authorization re-application fee to be equal to the initial application fee. Re-applications go through the exact same process and cost the same as initial applications.

- Increase letter of standing fee to \$100 to more accurately reflect the production cost.
- Introduce a \$1,000 practice site application fee to reflect the cost of assessing a new site's application, ownership, and performing a site visit.
- Implement a fixed practice site re-inspection fee of \$750 in instances where operational deficiencies are not resolved after three PPC visits. It was previously charged on a cost-recovery basis.
 - Council request this fee be assessed as a fee of \$750.00 per visit after the third visit by a PPC.

➤ Expense Assumptions

- A 3% cost of living increase was applied to the majority of 2018 expenses as per the June 2018 statistic provided by the Conference Board of Canada unless recent invoices indicated otherwise. A 3% increase was used for 2020/2021 respectively.
- Per diem increase to \$428 per day and \$62 per hour.
- Mileage rate increase to 55 cents/km as per Canada Revenue Agency's 2018 posted rate.
- Daily meal allowance rate increase to \$86.80 Canadian, including tax and tip, as per the Canadian government's public service employee travel directive of July 1, 2017.
- Department 600 - rent increase to include additional 2277 sq. ft. on July 1, 2019.
- Department 600 - Notable capital cost items that will affect amortization are \$368,685 in leasehold improvements funded by the landlord** and \$73,493 for other leasehold improvement costs in excess of the allowance provided by landlord, \$85,500 for furniture/equipment and \$21,600 in computer equipment for leasehold expansion. In addition, in office expenses, there is \$33,740 in furniture and equipment relating to the expansion that is less than \$1,000 per piece as that is not capitalized. As the office expansion/renovation is a strategic initiative and will not be recurring annually, the additional funding required will be drawn from ACP's capital expenditures reserve; appropriated for this purpose. Draws on appropriated reserves are replenished by surpluses or by transfers from unrestricted reserves. *(The leasehold improvement allowance of \$368,685 provided by the landlord is amortized over 10 years. As the landlord paid for these costs at the beginning of a ten year lease, the allowance is reflected on the balance sheet as a liability. An offsetting entry is performed monthly for 10 years to reduce the liability and likewise to reduce the rent expense.)
- Department 700 - NAPRA fees to increase by 2.5% annually.

➤ Items not incorporated in the Budget

- Unanticipated legal costs (appeals/judicial challenges).
- Unanticipated information technology costs. Change orders beyond those known to date may occur for Merlin due to an expanded project scope (e.g. online application for registration and practice site licensure) or program changes.

- Additional human resource needs in 2021.
- Increasing need for coaching and mentoring to support behavioral change (preceptors, licensees, remedial, etc.).

➤ **Risks**

- It is difficult to project revenues for provisional pharmacists, pharmacy technicians, and pharmacy licenses; as trends vary from year to year. While the proposed budget provides conservative projections from the past three years, any dramatic shift presents potential risk. For example, if there is an increase or decrease in the number of IPG provisional pharmacists by 100, this would affect the first year's income by +/- \$137,000 (initial registration fee plus annual permit) and the second and third year's income by \$82,000 each (annual permit). If there was an increase or decrease in the number of new pharmacies by 20, this would affect each year's income by +/- \$23,500.
- Legal costs will fluctuate depending on the number and context of matters forwarded to hearing tribunals.

Further to Council's recommendation for amendment to the new "fixed practice site re-inspection fee; Council agreed by consensus that the Registrar should proceed in developing the 2019 budget and business plan. Registrar Eberhart will seek Council approval of the final budget and business plan at the December council meeting.

4.2 Governance Policy (GP) Amendments

4.2.1 Governance Policy GP-7 Council and Committee Member Reimbursement

Amendments to Policy GP-7 were recommended to accommodate extraordinary expenses experienced by Hearing Tribunal committee members. Contrary to other committees and Council, the scheduling of hearing tribunals is subject to regular change, and their duration is unpredictable. Further, the investment of time by the Hearings Tribunal Chair to write decisions is substantive, beyond that expected of average committee members. These differences are usually directly proportionate to the complexity of cases. Experience indicates that the number of complex cases is increasing.

MOTION: to approve amendments to GP-7 Council and Committee Expenses.
Moved by **Irene Pfeiffer**/Seconded by **Don Ridley**/CARRIED

4.2.2 Governance Policy GP-14 Criteria for Awards

The Executive Committee recommended changes to the Terms of Reference for the Leadership Development Award presented annually by ACP.

MOTION: to approve amendments to the Terms of Reference for the ACP Leadership Development Award.
Moved by **Brad Couldwell**/Seconded by **Fayaz Rajabali**/CARRIED

4.3 Compliance Monitoring and Reports

4.3.1 Executive Limitations – Compliance Reports

Reports from Registrar Eberhart were provided for EL-4, EL-5, EL-8 and EL-13.

4.3.1.1 EL-4 Financial Condition – Internal

Council received internal Financial Statements and Statement of Variances for the month ending June 30, 2018.

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

Moved by **Fayaz Rajabali**/Seconded by **Craig MacAlpine**/CARRIED

4.3.1.2 EL-5 Insurance

MOTION: to approve amendments to EL-5 Insurance.

Moved by **Irene Pfeiffer**/Seconded by **Judi Parrott**/CARRIED

MOTION: that the Registrar’s compliance report on EL-5 Insurance be approved.

Moved by **Peter Macek**/Seconded by **Fayaz Rajabali**/CARRIED

4.3.1.3 EL-8 Conflict of Interest

MOTION: that the Registrar’s compliance report on EL-8 Conflict of Interest be approved.

Moved by **Peter Macek**/Seconded by **Judi Parrott**/CARRIED

4.3.1.4 EL-13 Information Management

MOTION: that the Registrar’s compliance report on EL-13 Information Management be approved.

Moved by **Irene Pfeiffer**/Seconded by **Peter Macek**/CARRIED

4.3.2 Governance Policies (GP) – Compliance Reports

4.3.2.1 GP-2 Serving the Public Interest

MOTION: that Council is in compliance with GP-2 Serving the Public Interest.

Moved by **Brad Couldwell** /Seconded by **Peter Macek** /CARRIED

4.3.2.2 GP-8 Code of Conduct

MOTION: that Council is in compliance with GP-8 Code of Conduct.

Moved by **Fayaz Rajabali**/Seconded by **Irene Pfeiffer**/CARRIED

4.3.2.3 GP-9 Investment in Governance

MOTION: that Council is in compliance with GP-9 Investment in Governance.

Moved by **Irene Pfeiffer**/Seconded by **Brad Couldwell**/CARRIED

4.3.3 Council-Registrar Relationship Policies (CR) Compliance Reports

CR Policies define the working relationship between the Council and the Registrar. The purpose of this agenda item is for Council to reflect on its compliance with the policy.

4.3.3.1 CR-2 Direction from Council

MOTION: that Council is in compliance with CR-2 Direction from Council.
Moved by **Brad Couldwell**/Seconded by **Fayaz Rajabali**/CARRIED

4.3.3.2 CR-3 Accountability of the Registrar

MOTION: that Council is in compliance with CR-3 Accountability of the Registrar.
Moved by **Fayaz Rajabali**/Seconded by **Don Ridley**/CARRIED

4.4 External Reports

4.4.1 Report from CCCEP

Art Whetstone, Executive Director of the Canadian Council on Continuing Education in Pharmacy (CCCEP) provided a summary from the Board of Directors Teleconference Meeting of May 30 to June 1, 2018. The report was received for information and is available for review by accessing the agenda and its supporting materials.

OMNIBUS MOTION: to accept the reports under Agenda Items 4.4.1 and 4.4.2 as information.

Moved by **Peter Macek**/Seconded by **Irene Pfeiffer**/CARRIED

4.4.2 Report from the Faculty

Dr. Neal Davies provided a report from the Faculty of Pharmacy and Pharmaceutical Sciences. The report was received for information and is available for review by accessing the agenda and its supporting materials.

OMNIBUS MOTION: to accept the reports under Agenda Items 4.4.1 and 4.4.2 as information.

Moved by **Peter Macek**/Seconded by **Irene Pfeiffer**/CARRIED

4.5 Hearing Tribunal Decisions

4.5.1 Arshad Mehmood – Registration Number 13555

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

4.5.2 Pouran Manzouri – Registration Number 6107

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

4.5.3 David Hill – Registration Number 3079

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

Council deliberated about how we could make registrants, and particularly licensees more aware of what is acceptable conduct in their roles, as a means of mitigating escalation of complaints to hearing tribunals. There was agreement

that there would be value in informing registrants about changes in Alberta Blue Cross's (ABC) approach to audits, however, this would be best addressed by ABC and RxA, as they are the stewards of the pharmacy contract. There was consensus that registrants should be aware that their behaviors and practices are being monitored, and that it is important that they self reflect on their personal conduct.

OMNIBUS MOTION: to approve the reports from the Hearing Tribunals as information.
Moved by **Judi Parrott**/Seconded by **Dana Lyons**/CARRIED

5. Miscellaneous Reports and Documents for Information

5.1 ACP Response to Fatality Inquiry

Council received for information, correspondence from Registrar Eberhart to the Fatality Inquiry Coordinator from Alberta Justice and Solicitor General's Office regarding the fatality inquiry of Shawna Rogers. The correspondence is available for review by accessing the agenda and its supporting materials.

5.2 ACP Response to Alberta Health Proposal to Amend the Health Professions Act to Address Sexual Abuse and Sexual Misconduct

Council received for information, correspondence from Registrar Eberhart to the Minister of Health and the Department of Health regarding proposed amendments to the *Health Professions Act*, addressing sexual abuse and sexual misconduct. The correspondence is available for review by accessing the agenda and its supporting materials.

5.3 ACP response to Alberta Health Proposal to establish new health professions in mental health

Council received for information, ACP's feedback on the proposal to establish new health professions in mental health. The correspondence is available for review by accessing the agenda and its supporting materials.

5.4 Global News Article – How a handful of pharmacists flooded Ontario's streets with lethal fentanyl amid a national opioid crisis

The report was received for information and is available for review by accessing the agenda and its supporting materials.

OMNIBUS MOTION: to accept the reports under Agenda Items 5.1-5.4 for information.
Moved by **Peter Eshenko**/Seconded by **Irene Pfeiffer**/CARRIED

6. Evaluation of Meeting

Council reflected on its; and each Council Member's personal performance, at the meeting.

6.1 Summary of Results for the June 11-12, 2018 Council Meeting

A summary of the June 11-12, 2018 council meeting evaluations was circulated with the agenda for information. Council reviewed its self-evaluation of the past meeting in June,

discussing strategic goals and agreed that Council was both reactive and proactive to current issues and trends.

6.2 Self-Evaluation of Council Performance at this Meeting

President Dyjur reminded Council Members to complete the electronic meeting survey for collation and review at its next council meeting. The self-evaluation is facilitated through Survey Monkey. Leslie Ainslie forwarded a link to the survey.

Reflections on the council meeting:

- Great meeting everyone participated.
- Consider revising evaluation form to require an answer or provide a comment.
- Good for input from both professions.
- Consider being off site for more meetings
- Trouble hearing with room distractions and voices being soft.
- Would like to hear more practice based discussions.
- Add “value” statements to evaluation.

Reflections on Board Development:

- Council valued their engagement with one and other, and felt that this years’ experience was better than last,
 - Last years’ experience felt like it was more about receiving information, whereas this years’ experience was more inclined to “understanding”,
- The facilitation provide by the Institute for Governance was the right tempo, was easy to understand, and provided the right balance for engagement,
- The comments of the facilitator, left Council believing that ACP/Council was well structured and was guided by sound policies and therefore positioned to succeed with its current governance model,
- In looking forward to next year, the following suggestions were made:
 - Ensure that the experience is engaging:
 - There is benefit to the discussion amongst Council Members.
 - Might we consider some peer: peer mentorship:
 - What part of development might we do ourselves, using the insights from this experience as a foundation?

7. Adjournment

7.1 Forthcoming Events and Council Meeting Dates

- December 6-7, 2018 – Council Meeting, Edmonton
- December 6, 2018 – Dinner with PTSA, CSHP-AB, RxA and ACP, Madison’s Grill
- April 4-5, 2019 – Council Meeting, Edmonton
- April 4, 2019 – APEX Awards, Edmonton
- June 10-11, 2109 – Council Meeting, Calgary
- June 11, 2019 – Celebration of Leadership and Installation of President, Calgary
- June 11 – 13, 2019 – ACP 6th Annual Leadership Forum, Calgary

7.2 Adjournment

MOTION: that this meeting of Council be adjourned.

Moved by Dana Lyons/Judi Parrott

Meeting adjourned circa 12:09 p.m.