

**MINUTES**  
**MEETING OF COUNCIL**  
**ALBERTA COLLEGE OF PHARMACY**  
**Thursday May 2, 2024**  
**Edmonton, Alberta**

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**PART A – Opening Remarks and Constituting Council Meeting**

**1.1 Call to Order**

President Zachar called the business meeting of council to order at 8:05 a.m. on Thursday, May 2, 2024. He recognized the ancestral lands on which Council gathered, those of Treaty 6 territory.

He noted that joining Council discussions in the morning would be Dr. James Yacyshyn, Faculty of Medicine & Dentistry, and the Director of the “Neuromodulator and Aesthetics CE Program, Bill Shores and Annabritt Chisholm from Shores Jardin LLP and Monty Stanowich, ACP’s Policy Lead and Compliance Officer, for a discussion about aesthetic services. Joining Council in the afternoon would be Ravine Basahti with KPMG to present the 2023 audited financial statements, and Kevin Gregor with DHR Global to present the proposed position profile for the registrar elect.

President Zachar 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 conflicts were disclosed.

**1.2 Roll Call**

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

- District 1 - Peter Macek
- District 2 - Patrick Zachar (President)
- District 3 - Murtaza Hassanali
- District 4 - James Frobb (Executive-Member-at-Large)
- District 5 - Patrick Thomson
- District A - Laura Miskimins
- District B - Nina Dueck
- Public Member - Irene Pfeiffer (Past-President)
- Public Member - Christine Maligec
- Public Member - Carmen Wyton

**Absent**

- Public Member - Deb Manz (President-Elect)
- 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
- Meredith Robertson - Senior Policy and Legislative Advisor
- Monty Stanowich - ACP Policy Lead and Compliance Officer
- Schalk Strydom - ACP Pharmacy Student (Observer)

- Dr. James Yacyshyn - Faculty of Medicine and Dentistry, Director-Neuromodulator & Aesthetics CE Program (8:30-9:30am)
- Bill Shores - ACP Legal Counsel, Shores Jardine LLP(8:30-12:00)
- Annabritt Chisholm - ACP Legal Counsel, Shores Jardine LLP (8:30-12:00)
- Ravine Basahti - Auditor, KPMG (1:00-1:15)
- Kevin Gregor - DHR Global (2:15-3:00)
- Ali Damani - Alberta Pharmacists' Association (Observer 2:15-3:00)

### **1.3 Invocation**

Councillor Murtaza Hassanali read the council invocation.

### **1.4 Adoption of the Agenda**

#### **1.4.1 Consent Agenda**

##### **1.4.1.1 Policy Report – NIL**

##### **1.4.1.2 Update Report**

**MOTION:** to lift the ACP Human Resource Forum from the Consent Agenda.

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

ACP hosted an invitational human resource forum on March 7-8, 2024. Thirty-three individuals participated, including pharmacists, pharmacy technicians, pharmacy owners, corporate leaders, Alberta Health, Alberta Innovates, and the public. Facilitated by Don Winn, and using design theory methodology, participants worked in three heterogenous working groups to explore strategies to:

- Attract and build the workforce - attracting talent to pharmacy professions, extending through admission to education programs, and entering practice.;
- Hire and retain the workforce - attracting and retaining pharmacists and pharmacy technicians to positions across the health system (community and institutional), and across Alberta communities (rural and urban); and,
- Build capacity within the existing workforce - building capacity to meet patient demand in an environment of neutral net growth in registration numbers.

This was a valuable session with many insights and concepts shared by a highly engaged group with a clear understanding of the value of exploring creative ways of addressing pharmacy human resource demands.

After the session, Registrar Eberhart met with provincial pharmacy organization leaders: Margaret Wing, CEO of the Alberta Pharmacists' Association, Dr. Christine Hughes, Dean of the Faculty of Pharmacy and Pharmaceutical Sciences, and Teresa Hennessey, Administrator of the Pharmacy Technician Society of Alberta.

The group will be reaching out to the participants to solicit their reflections and provide further input about creating an accessible resource to empower pharmacy team members exercise autonomy in affecting and ensuring their personal, and their team's wellness.

**MOTION:** to lift the NAPRA Competencies at Entry to Practice  
Moved by **Nina Dueck**/Seconded by **Peter Macek**

NAPRA is concluding a project to review the competencies required of pharmacists and pharmacy technicians at entry to practice. This project was to have been completed a year ago; however, consensus could not be reached about competencies for sterile compounding required by pharmacists and pharmacy technicians at entry to practice. In question is whether there should simply be an understanding about, or the ability to apply competencies important to aseptic technique? Should the competencies be the same for pharmacists and pharmacy technicians? Alternatively, should compounding standards be basic at entry to practice, and should compounding become a “specialty” that can only be performed by pharmacists or pharmacy technicians having completed additional accredited training?

ACP has submitted that whatever the solution, there must be a critical mass of appropriately trained pharmacy technicians and pharmacists to meet the compounding needs of the Canadian public. Therefore, discussion about the policy requires a systemic view.

**MOTION:** to accept the Consent Agenda Update report as presented by the Registrar.  
Moved by **Peter Macek**/Seconded by **Nina Dueck**/CARRIED

#### **1.4.2 Additions to the Agenda**

There were no additions to the agenda.

**MOTION:** to approve the agenda as circulated.

Moved by **Irene Pfeiffer**/Seconded by **Christine Maligec**/CARRIED

### **1.5 Minutes from Previous Meetings**

#### **1.5.1 Minutes - March 5-6, 2024**

**MOTION:** to approve the March 5-6, 2024 council meeting minutes.

Moved by **Murtaza Hassanali**/Seconded by **Laura Miskimins**/CARRIED

#### **1.5.2 Minutes - March 14, 2024**

**MOTION:** to approve the March 14, 2024 council meeting minutes.

Moved by **Christine Maligec**/Seconded by **Nina Dueck**/CARRIED

### **1.6 In Camera**

**MOTION:** that Council move In-Camera at 4:21 p.m.

Moved by **Christine Maligec**/Seconded by **Murtaza Hassanali**

**MOTION:** that Council move out of the “In Camera” meeting at 4:35 p.m.

Moved by **Christine Maligec**/Seconded by **Peter Macek**

## **Part B – Council Development, Open Forum and Generative Discussions**

### **2.1 Council Development - NIL**

### **2.2 Generative Discussions - NIL**

## 2.3 Council Open Forum - NIL

### Part C - Strategic and Fiduciary

#### 3. Aesthetic Services

Prior to considering the final DRAFT Standards of Practice for Pharmacists and Pharmacy Technicians; and by extension the DRAFT Standards for the Operation of Licensed Pharmacies, Council reviewed an environmental scan about the status of aesthetic services in pharmacy practice in other jurisdictions, and learned from two experts who provided insight about the health, practice, and legal considerations significant to the provision of aesthetic services by pharmacy professionals.

Dr. James Yacyshyn DDS. MASc. BSc., Faculty of Medicine and Dentistry, University of Alberta, and Director of the “Neuromodulator and Aesthetics CE Program”, addressed Council about the health, professional and practice considerations relevant to aesthetics (Appendix 1), and Bill Shores K.C., ACP Legal Counsel, addressed legal issues important to ACP in its consideration of an aesthetics policy (Appendix 2).

Dr. Yacyshyn addressed the importance of having a comprehensive understanding of human anatomy relevant to aesthetic services, the growing number of intervention (including drugs) that are being used for aesthetics, risks associated with these, and the skills (not simply the knowledge) important to providing safe aesthetic services.

Bill Shores addressed legal issues important to Council’s deliberations, including the following sentinel points:

- A college must carry out its activities and govern its regulated members in a manner that protects and serves the public interest (*Health Professions Act* (HPA) s3(1)(a));
- The purpose of the Health Professions Act is to regulate health professionals who provide health services
- The HPA defines Health Service as:
  - 1(1)(p) “health service” means a service provided to people
    - i) to protect, promote or maintain their health,
    - ii) to prevent illness,
    - iii) to diagnose, treat or rehabilitate, or
    - iv) to take care of the health needs of the ill, disabled, injured or dying;
- The Personal Services Regulation is clear that “health services” as defined in the Health Professions Act are not captured by this regulation (PSR, s 2(a)).
- Federal and provincial legislation respecting the procurement, storage, and selling of prescription drugs,
  - Drugs re not cosmetic products for the purpose of the personal services regulation
- It is not in the public interest for pharmacists to advertise their pharmacy registration/protected title to gain credibility outside of the practice of the profession.

In conclusion, Council directed that aesthetics does not fall within the role statements for pharmacists and pharmacy technicians under Schedule 19 of the HPA, and that regulated members who choose to provide aesthetic services under the Personal Services Regulation, must not hold themselves out or infer in any manner, that they are acting as a pharmacist or pharmacy technician while providing aesthetic services. Council also directed ACP to move forward with the DRAFT standards however requested that the college implement a robust communication plan to support implementation.

Council will consider feedback received through consultation about the DRAFT Standards of Practice for Pharmacists and Pharmacy Technicians and the DRAFT Standards for the Operation of Licensed Pharmacies at its June 2024 meeting. Implementation of the standards is proposed to occur in early 2025.

#### **4. Business of Council**

##### **4.1 Report from the Nominating Committee**

###### **4.1.1 Slate of Candidates for the 2024 Council Elections**

President Zachar turned the chair over to Councillor Peter Macek to present the Report from the Nominating Committee, recommending the slate of candidates for the 2024 council elections. President Zachar abstained from the discussion, as he is a candidate for election in District 2.

Elections for a pharmacist in District 1 (northern Alberta), a pharmacist in District 2 (southern Alberta) and a pharmacy technician in District A (northern Alberta) are scheduled later this spring. Eligible regulated members were invited to make application to the Nominating Committee, who in turn were responsible for evaluating applicants consistent with processes and criteria approved by Council. Two applications from each voting district were submitted.

**MOTION:** to accept the report of the Nominating Committee.  
Moved **Nina Dueck**/Seconded by **Pat Thomson**/CARRIED

Council approved the following slate of pharmacist candidates in District 1 (northern Alberta).

- Asad Kashani, Registration Number 12449
- Kory Sloan, Registration Number 6409

Council approved the following slate of pharmacist candidates in District 2 (southern Alberta).

- Scott McLeod, Registration Number 4664
- Patrick Zachar, Registration Number 9093 (incumbent)

Council approved the following slate of pharmacy technician candidates in District A (northern Alberta).

- Laura Miskimins, Registration Number 11064 (incumbent)
- Kirsten Shead, Registration Number 8462

**OMNIBUS MOTION:** to approve the slate of candidates for the 2024 council elections in District 1, District 2, and District A.

Moved by **James Frobb**/Seconded by **Carmen Wyton**/CARRIED

The Registrar will conduct the election process to commence at 8:00 a.m. on May 27, 2024. Ballots must be received prior to 4:30 p.m. on June 27, 2024. Voting will be facilitated electronically.

##### **4.2 Honorary and Honorary Life Members**

President Zachar introduced one nomination for an Honorary Life Membership and two nominations for Honorary Memberships. Upon review of the nominations and supporting documentation, Council approved that an Honorary Life Membership be awarded to Richard (Rick)

Hackman, and that Honorary Memberships be awarded to Patrick (Pat) Matusko and William (Bill) Shores. These honors will be awarded to Rick, Pat, and Bill at the June 12, 2024 Celebration of Leadership in Calgary.

**MOTION:** to award Richard (Rick) Hackman with an Honorary Life Membership.  
Moved by **Irene Pfeiffer**/Seconded by **Peter Macek**/CARRIED

**MOTION:** to award Patricia (Pat) Matusko with an Honorary Membership.  
Moved by **Christine Maligec**/Seconded by **Pat Thomson**/CARRIED

**MOTION:** to award William (Bill) Shores with an Honorary Membership.  
Moved by **James Frobb**/Seconded by **Christine Maligec**/CARRIED

### **4.3 ACP Leadership Development Award**

The Executive Committee received one application for the 2024 Leadership Development Award and having considered the merits and supporting documentation with the application, approved that Sofiya Terekhovska be the recipient of the 2024 Leadership Development Award. The award will be presented at the Celebration of Leadership to be held on June 12, 2024, in Calgary.

**MOTION:** to approve the recommendation of the Executive Committee that Sofiya Terekhovska receive the 2024 ACP Leadership Development Award.  
Moved by Peter **Macek**/Seconded by **James Frobb**/CARRIED

### **4.4 Compliance Monitoring and Reports**

#### **4.4.1 Executive Limitations – Compliance Reports**

Reports from the Registrar were provided for the following Executive Limitation policies.

##### **4.4.1.1 Policy E-Mega End – 2023-24 Annual Report**

ACP's Annual Report reflects the business undertaken by the College in 2023-24 and summarizes achievements including the reporting required through the *Health Professions Act* and Governance Policy E Mega-End. The Annual Report is Council's report to the public, its morale owners; and to registrants, stakeholders, partners, and government. The report recognizes pharmacy's contributions to serve and protect the health and wellbeing of Albertans. Council reviewed the Annual Report and commended the excellence of the report.

**MOTION:** to approve the 2023-24 Annual Report as presented.  
Moved by **Christine Maligec**/Seconded by **James Frobb**/CARRIED

##### **4.4.1.2 EL-4 Financial Condition, External Review (Closed Meeting)**

Council reviewed the audited financial report from ACP's external auditors KPMG, for the year ending December 31, 2023. Ravine Basahti from KPMG presented the external financial report to Council and responded to questions from Council Members.

**MOTION:** to accept the external audited financial report for the fiscal year ending December 31, 2023.  
Moved by **Nina Dueck**/Seconded by **Christine Maligec**/CARRIED

#### 4.4.1.3 EL-11 Emergency Executive

**MOTION:** that the Registrar's Compliance Report for EL-11 Emergency Executive be approved.

Moved by **Laura Miskimins**/Seconded by **Murtaza Hassanali**/CARRIED

#### 4.5 Succession Planning – Development of DRAFT Position Profile for the Registrar

Council met with Kevin Gregor of DHR Global to review the DRAFT position profile for the registrar elect. Mr. Gregor provided insight about the consultation process undertaken to develop the profile. Council requested the following amendments under the theme of “Qualifications and Experience”.

- Education - delete the section on education as the current wording is not accurate. Further, Council felt that educational requirements can be picked up under “Technical/Professional Accreditations”.
- Technical/Professional Accreditations - amend the wording as follows: “*Must be, or be eligible to be, a practicing member of the Alberta College of Pharmacy.*”
  - Reason: this intrinsically includes the intended educational requirements. Additionally, the back end of the current wording (an active regulated member) is not accurate, as regulated members include pharmacist students, and provisional pharmacists and provisional pharmacy technicians. As individuals in these registration categories are not yet eligible to be registered as practicing members, they would not be eligible.
- Core Competencies - thread acumens about risk, ambassadorship, and governance into the appropriate existing core competencies; however, the intent is to not expand the number of core competencies from the five listed.

#### 4.6 Proposed Bylaw Amendment - Review of Consultation Feedback

In February, Council approved amendment to Bylaw 37(3) for the purpose of consultation, proposing that the requirement for the Registrar to be a regulated member be rescinded. Council reviewed and deliberated the feedback received, determining that it was not prudent to approve the proposed amendment to Bylaw 37(3) at this time.

**MOTION:** that Bylaw 37(3) stand as is, with no further amendment.

Moved by **Peter Macek**/Seconded by **James Frobb**/CARRIED

**OPPOSED:** 3 Council Members

#### 4.7 Succession Planning - DRAFT Position Profile for the Registrar

Taking into consideration its earlier discussion under agenda item 4.5 with Mr. Gregor about the position profile for the registrar elect, and subject to incorporating the amendments requested, Council approved the position profile. Upon amendment to the document, the Succession Planning Committee and DHR Global will proceed with the search process for the next registrar of the Alberta College of Pharmacy.

**MOTION:** to approve the Succession Planning Committee moving forward with the position profile for the registrar elect, subject to incorporating the amendments requested by Council.

Moved by **Christine Maligec**/Seconded by **Peter Macek**/CARRIED

### 5. Evaluation of Meeting

### **5.1 Meeting Evaluation**

President Zachar asked Council to reflect on their personal and collective performance during the business meeting of council. He thanked all those that supported the preparation of the meeting, and those that participated. Council shared the following observations and comments:

- ACP should “future proof” everything it does to be forward thinking and nimble.
- Council likes the new framework for council meetings.
- Council appreciated the background documents, however with such a heavy agenda, noted there was significant reading material required in a very short timeframe.
- Council appreciated the organization and flow of the agenda however with such a heavy agenda, would have appreciated more discussion time when possible especially around the aesthetics.
- Council suggested that with such heavy preparation work required, in such a short timeframe; perhaps compensation should be considered for time invested when the council materials are so large.
- Council supports the continued use of the “advice to the professions” as an excellent tool to support and communicate with registrants.

## **6. Adjournment**

### **6.1 Forthcoming Events and Council Meeting Dates**

- June 10 - .5 day Virtual Council Meeting (12:00-4:00pm)
- June 11-12 – 1.5 day Council Meeting, Fairmont Palliser Hotel, Calgary
- June 12 – Celebration of Leadership reception (evening), Fairmont Palliser Hotel
- June 12-14 – Leadership Forum (EC/New Council Members), Fairmont Palliser Hotel
- October 1-3 – 2 day board development and 1 day Council Meeting, Edmonton
- December 11-12 – 2 day Council Meeting, Edmonton

### **6.2 Adjournment**

**MOTION:** to adjourn the meeting circa 4:35 p.m. on May 2, 2024.

Moved by **Peter Macek**