

**MINUTES**  
**MEETING OF COUNCIL**  
**ALBERTA COLLEGE OF PHARMACY**  
**June 17 - June 18, 2025**  
**Edmonton, Alberta**

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

**1.1 Call to Order**

President Zachar called the meeting to order at 8:44 a.m. He welcomed Council, ACP administration, observers: ACP summer students and incoming council member Paul Gustafson from District 4 (central Alberta). He recognized the territorial and ancestral lands of the indigenous people of Alberta. He noted that the following individuals will join Council throughout the day: Melissa Dechaine, Competence Committee Chair and Pamela Timanson, ACP Competence Director to present the semi-annual report from the Competence Committee, and Tracy With, from Y-Station Communications, for a discussion about Council compliance with policy EL-2 Treatment of Staff and Individuals that Support ACP Business.

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.

Council convened over two days. On Tuesday June 17, Council engaged in a strategic planning session facilitated by Christine Saunders, with Halmyre. On Wednesday, June 18, the business meeting of Council convened at 8:44 a.m. and adjourned at 1:45 p.m. Council reconvened from 5:00-8:30 p.m. to attend the Celebration of Leadership/Installation of the President reception where Pat Thomson was installed as ACP President for the 2025-2026 council term.

**1.2 Roll Call**

Registrar Willsey called the roll and identified the following individuals in attendance. A quorum of Council was declared.

- District 2 - Patrick Zachar (President)
- District 3 - Murtaza Hassanali
- District 4 - James Frobb (Executive-Member-at-Large)
- District 5 - Patrick Thomson (President Elect)
- District A - Kirsten Shead
- District B - Nina Dueck
- Public Member - Carmen Wyton
- Public Member - Jason West
- Public Member - Nicola von Hoensbroech
- Public Member - Stephen Mandel

Absent

- District 1 - Asad Kashani
- Public Member - Larry Loven

Also in attendance

- Brad Willsey - Registrar
- Kaye Moran - Deputy Registrar
- Jeff Whissell - Deputy Registrar
- Rob Vandervelde - Senior Operations and Finance Director

- Leslie Ainslie - Executive Assistant
- Barry Strader - Communications Director
- Paul Gustafson - Incoming Council Member for District 4 (Central Alberta)
- ACP Summer Students – Issabella Baan and Omnia Rajab
- Melissa Dechaine – ACP Competence Committee Chair (9:45-10:04am)
- Pamela Timanson – Competence Director (9:45-10:04am)
- Tracy With – Y-Station Communications (1:00-1:25pm)

### **1.3 Invocation**

Councillor Nina Dueck 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 accept the Update Report as presented by Registrar Willsey.

Moved by **Jason West**/Seconded by **Pat Thomson**/CARRIED

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

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

Moved by **Kirsten Shead**/Seconded by **Murtaza Hassanali**/CARRIED

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

#### **1.5.1 Minutes – May 1, 2025**

**MOTION:** to approve the minutes from the May 1, 2025 council meeting.

Moved by **Nina Dueck**/Seconded by **Kirsten Shead**/CARRIED

### **1.6 In Camera**

**MOTION:** to move into an In-Camera session of council at 11:00 a.m. on June 18, 2025.

Moved by **Stephen Mandel**/Seconded by **Jason West**/CARRIED

#### **4.1.3.2 CR-5 Monitoring Registrar Performance**

Council reviewed the performance of the Registrar during the past year in context with policy CR-5 Monitoring Registrar Performance. The Registrar and other members of the administrative team excused themselves from the meeting during the review and deliberation about the policy.

**MOTION:** that the Registrar has complied with policy CR-5 Monitoring Registrar Performance.

Moved by **Kirsten Shead**/Seconded by **James Frobb**/CARRIED

**MOTION:** that Council move “Out of Camera” at 11:54 a.m. on June 18, 2025.

Moved by **James Frobb**/Seconded by **Kirsten Shead**/CARRIED

## **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. Business of Council

### 3.1 Strategic Planning Session – June 17<sup>th</sup>, Facilitated by Christine Saunders from Halmyre

#### 3.1.1 Report from the Strategic Planning Committee

Council received a report from the Strategic Planning Committee. Committee Chair Pat Thomson led Council through the following work completed by the Committee and Halmyre.

- Staff interviews
- Scan of other regulators' websites
- Registrant survey
- First public focus group
- Design of the public survey of Albertans by Leger
- First draft of the Situational Analysis

The Situational Analysis summarized background research to date that informed the full day strategy session with Council on June 17, 2025. Council reflected on the outcomes from the strategic planning session including emerging themes and regulatory trends. Council considered key strategic questions: Who Needs ACP? What do they need? and Why do they need ACP? Council focused on ACP's role in cultivating a resilient pharmacy profession that is equipped to address Alberta's evolving healthcare challenges.

Council shared that they want to be actively informed and engaged in the work of the strategic plan throughout its development. Council will continue its strategic planning sessions in October and December. Prior to, Halmyre will facilitate an ACP staff session to brainstorm potential strategic priorities, which will be further defined through a session with ACP program directors and leadership team. The staff engagements will define key priorities to support Council's fall strategic planning session in October 2025.

**MOTION:** to accept the Strategic Planning Committee's report as information.

Moved by **Kirsten Shead**/Seconded by **Nina Dueck**/CARRIED

### 3.2 Business Intelligence – Dashboard/Indicators for Council

At the December 2024 meeting, Council approved its governance indicator framework and dashboard. The framework includes the following metrics.

#### *Regulatory Role:*

- Registration processes are fair, effective and transparent
- New registrants demonstrate adequate preparation for practice
- At-risk registrants improve practice and uphold ethical and professional standards
- Licensees effectively fulfill their roles
- Pharmacy practices and operations show continuous improvement
- Complaints and issues of public concern are resolved objectively, fairly, and in a timely manner
- Strategic initiatives progress in a timely and effective manner

*High-Level System Impacts & Issues*

- Pharmacies and registrants support patient safety
- Pharmacy practices enhance patient experience
- Pharmacy practice positively impacts public health
- Registrants trust ACP as a reliable source of information
- The public perceives pharmacy practice as safe and effective
- ACP demonstrates effective engagement with key stakeholders

*Organizational & Governance Health*

- ACP maintains financial viability and sustainability
- ACP staff demonstrate high levels of engagement
- ACP leverages technology and fosters innovation to enhance regulatory effectiveness
- ACP demonstrates effective governance

These metrics have been integrated into ACP's program and processes and support the draft council dashboard. ACP administration will fine tune the metrics as ACP improves its analytics capability, accesses new data sources, and develops improved indicators and assessments of new programs. ACP administration and Pivotal Research will provide an update report to Council in December 2025. Council asked that future update reports include an executive summary that outlines needs, issues, and trending data.

### **3.3 Continuing Competence**

#### **3.3.1 Report from the Competence Committee**

Melissa Dechaine, ACP Competence Committee Chair, and Pamela Timanson, ACP Competence Director, provided the semi-annual report to Council, providing a review of the activities and trends observed. The Continuing Competence Programs (CCP) consist of annual requirements for continuing professional development, competence assessments and the Practice Improvement Program. Council received an overview of the audit process within the CPP for pharmacy technicians for the 2023-2024 Continuing Education (CE) cycle, referrals to the Practice Improvement Program (PIP), and how the evolved CCP will enable the Competence Committee to have more insight into the behaviors of pharmacy technicians to support practice improvement. The evolved CCP for the 2025-2026 CCP cycle, is more user friendly and focused on learning activities that are most important to the practice of regulated members

**MOTION:** to accept the semi-annual report from the Competence Committee.  
Moved by **Jason West**/Seconded by **Kirsten Shead**/CARRIED

#### **3.3.2 Amended Terms of Reference for the Competence Committee**

Deputy Registrar Moran introduced proposed amendments to the terms of Reference for the Competence Committee. The amendments support the implementation of the evolved Continuing Competence Program (CCP). As outlined in the council briefing note, the amendments support or bring clarity to:

- “the movement of the program from narrowly considering learning to now more broadly supporting ongoing professional development and learning in all six tenets described in the Professionalism Framework.
- a shift away from a Manual for each pharmacy technicians and pharmacists, as there is now one Manual that describes expectations for both professions.

- the roles of the chairperson and the vice-chairperson of the Committee to further clarify the responsibilities that accompany these appointments.
- the context in which referral to the complaints director will be considered by the Committee.
- removing the concept of auditing professional portfolios and instead language reflective of the three parts of the CCP: professional development and learning; competence assessment; and the Practice Improvement Program.
- authority of the Committee is articulated in the SPCC, so this information is no longer repeated in Appendix 2 to the Terms of Reference. ”

**MOTION:** to approve the amended Terms of Reference of Competence Committee as presented.  
Moved by **Nina Dueck**/Seconded by **Carmen Wyton**/CARRIED

### **3.4 Bylaw Amendments Arising from ACP’s Governance Review**

In May 2025, Council approved bylaws consulted on as a result of its governance work in late 2024 and work of the Governance Task Force in 2025. Council proposed further amendments to the bylaws in these key areas:

- Removing the Executive Committee.
- Removing the Executive Member at Large officer position.
- Transferring responsibilities of the Executive Committee to the Officers, Governance Committee and Council through its Executive Limitations policies.
- Amending the dates for the nomination, election timelines and election procedures.

In accordance with the *Health Professions Act* (HPA), the *Pharmacy and Drug Act* (PDA), and the ACP bylaws, Council approved additional proposed amendments to the bylaws for the purpose of a 45-day consultation with registrants. Council will consider the consultation feedback at the October 2025 meeting.

**MOTION:** to approve the proposed amended bylaws for the purpose of a 45-day consultation with regulated members.

Moved by **James Frobb**/Seconded by **Nina Dueck**/CARRIED

## **3.5 Committee Appointments**

### **3.5.1 Committees of Council**

#### **3.5.1.1 Nominating Committee**

President Elect Pat Thomson, Chair of the Nominating Committee presented a report on behalf of the Committee recommending the following council members be appointed to the Nominating Committee for a one-year term.

- Murtaza Hassanali, Chair
- Patrick Zachar, Past President/Past Committee Chair
- Jason West, Public Member/Past Committee Member
- Kirsten Shead, Council Member
- Nicola von Hoensbroech, Public Member
- Wilson Gemmill, Past Council Member

**MOTION:** to approve appointments to the Nominating Committee for the 2025-2026 council term as presented.

Moved by **Nina Dueck**/Seconded by **Kirsten Shead**/CARRIED

### **3.5.2 Committees under the *Health Professions Act***

#### **3.5.2.1 Competence Committee**

The Competence Committee is responsible for its role within the Continuing Competence Program established under the *Health Professions Act*, and as approved by Council. Registrar Willsey recommended the following appointments to the Continuing Competence Committee.

- That Augustine Ezugwu be appointed for a three-year term commencing July 1, 2025 and ending June 30, 2028.
- That Vishranti Pandya be appointed for a three-year term commencing July 1, 2025 and ending June 30, 2028.
- That Kortney Stanley be reappointed for a second two-year term commencing July 1, 2025 and ending June 30, 2027.
- That Kortney Stanley serve as chair of the Competence Committee for a one-year term commencing July 1, 2025 and ending June 30, 2026,
- That Dylan Moulton be reappointed for a second three-year term, commencing July 1, 2025, and ending June 30, 2028.
- That Dylan Moulton be appointed for a one-year term as vice-chair of the Committee commencing July 1, 2025 and ending June 30, 2026.

**OMNIBUS MOTION:** to approve appointments to the Competence Committee as presented.

Moved by **Murtaza Hassanali**/Seconded by **Jason West**/CARRIED

#### **3.5.2.2 Hearing Tribunal Pool/Interim Condition and Suspension Committee**

The Hearing Tribunal Pool consists of pharmacists and pharmacy technicians from which ACP's Hearings Director selects panels to consider hearings under the *Health Professions Act* and the *Pharmacy and Drug Act*. Registrar Willsey recommended the following appointments to the Hearing Tribunal Pool.

- That Tianna Cunningham be reappointed for a second three-year term commencing July 1, 2025 and ending June 30, 2028.
- That Scott McLeod be appointed for a three-year term, commencing July 1, 2025 and ending June 30, 2028.
- That Kerri O'Kane be appointed for a three-year term, commencing July 1, 2025 and ending June 30, 2028.
- That Tracee Baird be appointed for a three-year term, commencing July 1, 2025 and ending June 30, 2028.
- That Kristine Kelham be appointed for a three-year term, commencing July 1, 2025 and ending June 30, 2028.
- That Naeem Ladhani be reappointed for a second three-year term to the Interim Condition and Suspension Committee

**OMNIBUS MOTION:** to approve appointments to the and Hearing Tribunal Pool and Interim Condition and Suspension Committee as presented.

Moved by **Kirsten Shead**/Seconded by **Nicola von Hoensbroech**/CARRIED

#### **4. Compliance Monitoring and Reports**

##### **4.1 Executive Limitations – Compliance Reports**

Reports from the Registrar were provided for the following Executive Limitation policies. The report under Agenda Item 4.1.1.1 was made by an external expert.

##### **4.1.1 Executive Limitation Policies**

###### **4.1.1.1 EL-2 Treatment of Staff and Individuals that Support ACP Business – Presentation by Tracy With of Y Station Communication (portal)**

ACP conducts a staff survey through an external consulting firm every three years in compliance with Executive Limitations policy EL-2 Treatment of Staff and Individuals that Support ACP Business. ACP contracted Y Station Communications & Research to conduct the employee satisfaction survey. Y Station also conducted ACP's 2022 employee satisfaction survey and is the independent consulting arm of the firm Yardstick Assessment, which conducted previous ACP surveys.

This year's survey was conducted during May 2025, and Tracy With from Y Station shared the results with Council. Overall, the survey results were positive taking into account the amount of change that occurred over the past three years, including the implementation of myACP, the implementation of the new standards of practice, the transition to a new registrar, and several initiatives from the 2021-2025 strategic plan.

**MOTION:** that Council is in compliance with Executive Limitations policy EL-2 Treatment of Staff and Individuals that Support ACP Business.

Moved by **Kirsten Shead**/Seconded by **James Frobb**/CARRIED

###### **4.1.1.2 EL-4 Financial Condition, Internal**

Internal Financial Statements and Variances were submitted for Council's approval.

**MOTION:** to accept the Registrar's compliance report on Executive Limitations policy EL-4 Financial Condition.

Moved by **Jason West**/Seconded by **Murtaza Hassanali**/CARRIED

###### **4.1.1.3 EL-11 Emergency Executive Compliance Report**

**MOTION:** to accept the Registrar's compliance report on Executive Limitations policy EL-11 Emergency Executive.

Moved by **James Frobb**/Seconded by **Kirsten Shead**/CARRIED

##### **4.1.2 Governance Policies – NIL**

##### **4.1.3 Council Registrar Relationship Policies – Compliance Reports**

CR policies define the working relationship between the Council and the Registrar. Council reviewed policy CR-4 Delegation to the Registrar and CR-5 Monitoring Registrar Performance and reflected on its compliance with the policies.

**4.1.3.1 CR-4 Delegation to the Registrar**

**MOTION:** that Council is in compliance with Council-Registrar Relationship policy CR-4 Delegation to the Registrar.

Moved by **Murtaza Hassanali**/Seconded by **Nina Dueck**/CARRIED

**4.1.3.2 CR-5 Monitoring Registrar Performance**

This agenda item was discussed under Agenda Item 1.6.

**MOTION:** that the Registrar has complied with policy CR-5 Monitoring Registrar Performance.

Moved by **Kirsten Shead**/Seconded by **James Frobb**/CARRIED

**5. Evaluation of Meeting**

**5.1 Report from the President**

President Zachar reflected on his second term as President and the business of the college during this past term. President Zachar led Council through significant changes; bylaw amendments and new council election processes, continuing development of the next strategic plan, implementing new standards of practice, launching the Licensee and Proprietor Education Programs, and the introduction of ACP's CQI program, to name a few. As a leader and mentor, he has actively supported council member orientation and will continue to support President-elect Pat Thomson with the onboarding of Registrar Brad Willsey. President Zachar thanked ACP for their support of Council's work and their commitment to supporting the health and wellbeing of Albertans through excellence in pharmacy practice.

**5.2 Meeting Evaluation**

President Zachar asked Council to reflect on their personal and collective performance during the board development sessions and business meeting of council. Council shared the following observations and comments:

- Council appreciated the time allotted for most of the agenda, contributing to a focused business meeting.
- Council thanked President Zachar for chairing the meeting in an organized and informative manner.
- Council thanked ACP administration for their comprehensive and informative reports.
- Council reiterated their appreciation for the streamlined council packages.
- The strategic planning session was difficult and Council expressed their appreciation for everyone's honesty and contributions about the process, with the common goal of quality improvement moving forward as Council and administration continue their work towards development of the 2026-2029 strategic plan.

**6. Adjournment and Forthcoming Events and Council Meeting Dates**

**2025**

- October 1-3 – ACP Council Meeting, Banff
- December 10-11 – ACP Council Meeting, Calgary

**2026**

- January – TBD, virtual meeting
- Spring – TBD, virtual or in-person meeting
- June 9-10 - Council Meeting, Calgary



- June 10 - Celebration of Leadership reception, Calgary
- June 10-12 - ACP Leadership Forum, Calgary
- September 23-25, Banff
- Winter – TDB, in-person meeting, Edmonton

## **6.2 Adjournment**

**MOTION:** to adjourn the meeting of council circa 1:44 p.m. on June 18, 2025.

Moved by **James Frobb**