

**MINUTES
COUNCIL MEETING
ALBERTA COLLEGE OF PHARMACY
October 1 - 3, 2025
Banff, Alberta**

PART A – Opening Remarks and Constituting Council Meeting

1.1 Call to Order

President Thomson called the business meeting of council to order at 8:35 a.m. He welcomed Council and ACP administration. He recognized the territorial and ancestral lands of the indigenous people of Alberta. President Thomson 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 met over the course of three days for a business meeting, team development, governance training and strategic planning. Joining Council for governance training was Doug Macnamara with the Banff Executive Leadership, and Christine Saunders with Halymre for strategic planning. The business meeting of council adjourned on October 1, 2025.

MOTION: to adjourn the business meeting of Council circa 12:20 p.m. on Wednesday, October 1, 2025.

Moved by **Patrick Zachar**

1.2 Roll Call

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

- District 1 - Asad Kashani
- District 2 - Patrick Zachar (Past President)
- District 3 - Murtaza Hassanali (President Elect)
- District 4 - Paul Gustafson
- District 5 - Patrick Thomson (President)
- District A - Kirsten Shead
- District B - Nina Dueck
- Public Member - Carmen Wyton
- Public Member - Jason West
- Public Member - Nicola von Hoensbroech

Absent

- Public Member - Stephen Mandel
- 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
- Doug Macnamara, Banff Executive Leadership (October 2)
- Christine Saunders, Halmyre (October 3)

1.3 Invocation

Councillor Kirsten Shead read the council invocation.

1.4 Adoption of the Agenda

1.4.1 Consent Agenda

1.4.1.1 Policy Report

MOTION: to approve the Policy Report as presented by Registrar Willsey.

Moved by **Nina Dueck**/Seconded by **Jason West**/CARRIED

1.4.1.2 Update Report

MOTION: to lift the update on AHS/Covenant Health and NAPRA from the Consent Agenda.

Moved by **Kirsten Shead**

- Alberta Health Services' (AHS) – A decision from AHS's privacy and conflict of interest department states that it is a conflict of interest for AHS employees to audit AHS sites. ACP contracts pharmacy technicians for conducting on-site compounding assessments and some of these individuals are employed by AHS, therefore these individuals cannot continue in this capacity. ACP has explored opportunities along with hiring a pharmacy technician to perform the audits however there is not full-time work for registrants doing the sterile compounding inspections. At this time, the best way is to contract individuals throughout the province from various backgrounds (community, hospital, schools, etc.). ACP remains cognizant of the potential for unconscious bias with any individual when there is potential for a "financial" risk or benefit.
- NAPRA/Labour Mobility – On June 26, 2025, [Bill C-5](#), the *One Canadian Economy Act* received Royal Assent. NAPRA's interpretation of the bill is that its labour mobility provisions apply to *federal regulatory bodies*, requiring them to recognize provincial/territorial (P/T) licenses when relevant. With Bill C-5 only addressing bodies within the federal government's mandate, the value of and linkage to the provincial/territorial work regarding how P/Ts recognize each other's credentials will be important. Registrar Willsey provided a link to the implementation backgrounder: [One Canadian Economy Act- Implementation Backgrounder](#). Discussions to determine what this means for registrants, and what it means to comply with Bill 5 (national registration). are very early in the process, and NAPRA is currently doing feasibility scanning around this issue.

MOTION: to lift Opioid Agonist Therapy (OAT) from the Consent Agenda.

Moved by **Nicola von Hoensbroech**

- ACP has Opioid Agonist Therapy (OAT) guidelines to assist pharmacists and pharmacy technicians manage the treatment of individuals with opioid use disorders, with a focus on harm reduction, stigma minimization, and trauma-informed care. Conversations continue between ACP and Department of Health to support the departments work to introduce regulatory amendments to improve access to initial OAT in rural and Indigenous communities. The department is briefing the Ministers of Health and Mental Health Recovery Alberta on the initiative.

MOTION: to lift the Alberta Court of Appeals' decision on Charkhandeh v. College of Dental Surgeons of Alberta from the Consent Agenda.

Moved by **Paul Gustafson**

- This case redefines the principles that Hearing Tribunals use to make orders for investigation and hearing costs. In its decision, the Court also provided additional guidance on determining a fit sanction, including considering the prospect of rehabilitation of the registrant. ACP is not a party of this matter so cannot appeal to the Supreme Court of Canada.

MOTION: to lift the meeting with MLA Petrovic and Bill 5 from the Consent Agenda.

Moved by **Asad Kashani**

- Registrar Willsey met with MLA Petrovic who is the Parliamentary Secretary for Health Workforce Engagement. MLA Petrovic is very advanced in her thinking, and open to learning more about community pharmacy and why pharmacy in general, is not more involved in primary care. Registrar Willsey will continue to advocate for ACP to be a part of the primary care discussion/conversations.
- Bill 5, the *One Canadian Economy Act* - In Alberta if you're a student in a Canadian Council for Accreditation of Pharmacy Programs (CCCAP) program there are mechanisms for mobility for summer jobs.

MOTION: to accept the Information Update Report as presented by Registrar Willsey.

Moved by **Kirsten Shead**/Seconded by **Asad Kashani**/CARRIED

1.4.2 Additions to the Agenda

MOTION: to adopt the agenda as circulated.

Moved by **Patrick Zachar**/Seconded by **Jason West**/CARRIED

1.5 Minutes from Previous Meetings

1.5.1 Minutes – June 18, 2025 meeting

MOTION: to approve the minutes from the June 18, 2025 council meeting.

Moved by **Patrick Zachar**/Seconded by **Nina Dueck**/CARRIED

1.5.2 Ratification of Council e-Ballot-Compounding and Repackaging Agreement Alberta-Yukon, September 11, 2025

MOTION: to ratify the September 11, 2025 council e-Ballot approving the Compounding and Repackaging Agreement between Alberta and the Yukon.

Moved by **Jason West**/Seconded by **Nicola von Hoensbroech**/CARRIED

1.6 In Camera

MOTION: that Council goes In Camera at 11:50 a.m.

Moved by **Carmen Wyton**/Seconded by **Kirsten Shead**/CARRIED

MOTION: that Council moves Out of Camera at 12:20 p.m.

Moved by **Kirsten Shead**/Seconded by **Patrick Zachar**/CARRIED

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

2.1 Council Development – Governance Training

On October 2, Council participated in further governance training facilitated by Doug Macnamara with Banff Executive Leadership Inc. Council reviewed the best practices of governance and discussed Council's role in governance as leadership through the Carver model of governance adopted by Council (Appendix A). Council reviewed the thinking styles of Council with a goal to improving team communication and functioning (Appendix B). And last, Council considered the foundations of strategic discussion (ACP administration) versus generative discussion (Council) and how to best balance the mandate of the College to protect the public, remain a self-regulated profession, and when appropriate to do so, advance the professions, all within the restrictions of our legislative framework.

2.2 Council Open Forum - NIL

Part C - Strategic and Fiduciary

3.1 Bridging Program for Internationally Educated Pharmacy Technicians (IEPTs)

Council retired the strategic objective from the 2021-2025 strategic plan. The strategic objective was to develop a bridging program to support the learning of internationally educated pharmacy technicians (IEPTs) due to changes in external environment and low risk to ACP given the low number of applicants. ACP will bring forward information can be brought to Council about Canadian programs that could be considered. This is unlikely to be possible for December 2025 but could be brought to the spring 2026 meeting."

MOTION: to retire from the 2021-2025 Strategic Plan, the strategic objective to develop a bridging program to support the learning of internationally educated pharmacy technicians (IEPTs). Moved by **Nina Dueck**/Seconded by **Patrick Zachar**/CARRIED

3.2 Strategic Plan 2026-2029

3.2.1 Report from the Strategic Planning Committee

Committee Chair Pat Thomson provided an outline of the objectives of the strategic planning session that was facilitated by Christine Saunders from Halymre. The session provided opportunity for Council to develop strategic objectives. Council will continue this work at the December council meeting. The final draft of the 2026-2029 strategic plan will be approved in January. Council requested that once the strategic plan is finalized and approved, ACP will provide messaging for council members to use when engaging with external stakeholders and interested parties.

MOTION: to accept the report from the Strategic Planning Committee. Moved by **Jason West**/Seconded by **Patrick Zachar**/CARRIED

3.2.2 Strategic Planning Session

Council continued its work to develop the 2026-2029 strategic plan. This session was facilitated by Christine Saunders from Halymre, on October 3, 2025. Council received an update on the current strategic plan, reviewed ACP strategic plan framework and the comprehensive input from Council and ACP staff, along with reviewing feedback from regulated members, external stakeholders and interested parties. Council prioritized the plan's strategic themes, key success factors and key performance indicators. Council will continue this work at the December council meeting.

3.3 Business of Council

3.3.1 Council Plan 2025-2026

Council reviewed a DRAFT plan for Council's business during the 2025-2026 council term. The council plan provides a "roadmap" for Council's business over the next year that maps Council business and Council engagements. The plan is a living document that will change with the evolution of issues and input from Council. The plan may be influenced by readiness, government, and environmental issues identified by Council.

MOTION: to accept the council plan for the 2025-2026 council year.
Moved by **Patrick Zachar**/Seconded by **Carmen Wyton**/CARRIED

3.3.2 Amendments to ACP Bylaws

In June, Council approved proposed amendments to the ACP Bylaws for the purpose of consultation. Council reviewed the feedback received from regulated members, and approved amendments to the bylaws, which include:

- dissolution of the Executive Committee;
- removal of the Executive Member-at-Large position;
- transfer of the responsibilities of the Executive Committee to the Officers, Governance Committee, and Council through its Executive Limitations policies; and
- amendment of the dates for nomination processes, election timelines, and election procedures.

In addition, a key change to the bylaws is a change in the election procedures allowing any eligible regulated member to vote in elections for both pharmacist and pharmacy technician positions on Council. In other words, eligible pharmacy technicians can vote in elections for a pharmacist position, and eligible pharmacists can vote in elections for a pharmacy technician position.

Registrar Willsey will engage legal counsel to consider requirement to live in Alberta for border cities such as Lloydminster and consider appropriate timeframes between a current council members term and when they would be eligible to seek nomination to council again for a third, three-year term.

MOTION: to approve the amendment bylaws upon additional editorial amendments recommended by Council.

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

Opposed – Kirsten Shead, Asad Kashani

3.3.3 Report from the Governance Committee

Committee Chair, Patrick Zachar presented a report on behalf of the Governance Committee. This was the inaugural meeting of the Committee for the 2025-2026 council term. The Committee provided Council with the committee's Terms of Reference, reviewed the agenda for the governance training session on October 2, 2025, facilitated by Doug Macnamara with Banff Executive Leadership Inc., and reviewed the final report of the Governance Task Force with a goal of developing the Committee's workplan.

MOTION: to accept the report from the Governance Committee.

Moved by **Kirsten Shead**/Seconded by **Asad Kashani**/CARRIED

4. Compliance Monitoring and Reports

4.1 ENDS and Executive Limitation Amendments

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

4.1.1 E-2 Resource Allocation and EL-3 Financial Planning - DRAFT 3-Year Business Plan and Budget 2026

Rob Vandervelde, Senior Director of Operations and Finance presented a preliminary update on ACP's 3-year business plan, DRAFT budget for 2026 and 3-year projections. The update provided Council with insight about the assumptions made to project revenues and expenses required to support the operational responsibilities and the strategic priorities developed upon completion of the 2026-2029 Strategic Plan.

The Registrar will consider insights from the discussion to lead the Operations Leadership Team in developing a final budget for Council's consideration and approval in early January. Council asked that ACP administration consider a separate line in the budget and quarterly financial statements for legal fees and write offs that result from hearing tribunal decisions. At the December council meeting, Council will establish strategic priorities for 2026, discuss allocation/spending of surpluses, and reviewed proposed amendments to Executive Limitations policy EL-6 Investments.

4.1.2 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 **Paul Gustafson**/Seconded by **Carmen Wyton**/CARRIED

4.1.3 EL-5 Insurance

MOTION: to accept the Registrar's compliance report on Executive Limitations policy EL-5 Insurance.

Moved by **Jason West**/Seconded by **Kirsten Shead**/CARRIED

4.1.4 EL-13 Information Management

MOTION: to accept the Registrar's compliance report on Executive Limitations policy EL-13 Information Management.

Moved by **Asad Kashani**/Seconded by **Paul Gustafson**/CARRIED

5. Meeting Evaluation

President Thomson 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 asked Registrar Willsey that once the Consent Agenda is posted, and if applicable, to send Council a separate email reminder asking Council if they wished to lift anything from the Consent Agenda that might require a generative discussion. This will allow for proper time to schedule and prepare for a generative discussion at a forthcoming meeting.
- Council asked Registrar Willsey to facilitate opportunities for board development on Robers Rules of Order.

- Council thanked President Thomson for chairing the meeting in an organized and informative manner.
- Council thanked ACP administration for their comprehensive and informative reports.

6. Adjournment, Forthcoming Events and Council Meeting Dates

6.1 Forthcoming Council Meeting Dates

2025

- December 10-11- Council Meeting, Calgary

2026

- January- Date to be determined - ½ day virtual Meeting
- Spring - Date to be determined - in-person or virtual meeting
- June 9-10 - Council Meeting, Calgary
- June 10 - Celebration of Leadership reception, Calgary
- June 10-12 - ACP Leadership Forum, Calgary
- September 23-25 - Council Meeting and Board Development, Banff
- December - Date to be determined, Edmonton

6.2 Adjournment

MOTION: to adjourn the business meeting of Council circa 12:20 p.m. on Wednesday, October 1, 2025.

Moved by **Patrick Zachar**