

**MINUTES  
COUNCIL MEETING  
ALBERTA COLLEGE OF PHARMACY  
September 13 - September 15, 2023  
Banff, Alberta**

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**1. Introduction**

**1.1 Call to Order**

President Zachar called the business meeting of council to order on Wednesday, September 13, 2023 at 8:30 a.m. He welcomed new council members Nina Dueck (District B southern Alberta), Murtaza Hassanali (District 3 Edmonton), and Patrick Thomson (District 5 Calgary). President Zachar also welcomed Kathi Irvine with the Watershed Group, who facilitated the board development session. President Zachar recognized the ancestral lands on which Council gathered, those of Treaty 8 territory. He 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 two and a half days for board development and a business meeting of council. The Wednesday, September 13<sup>th</sup> board development session adjourned at 5:20 p.m. Council met “In Camera” from 4:35-5:20 p.m. on September 13; then again between 11:23 a.m. and 12:50 p.m. on September 15. Council reconvened for a business meeting at 8:30 a.m. on Thursday, September 14<sup>th</sup>, and at 8:30 a.m. on Friday, September 15, 2023.

**MOTION:** that Council recess at 5:20 pm on Wednesday September 13 and reconvene at 8:30 a.m. on Thursday, September 14, 2023.

Moved by **Peter Macek**

**MOTION:** that Council recess at 12:15 pm. on Thursday September 14 and reconvene at 8:30 a.m. on Friday, September 15, 2023.

Moved by **Irene Pfeiffer**

**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 - Carmen Wyton
- Public Member - Deb Manz (President-Elect)
- Public Member - Jason West

Absent

- Public Member - Christine Maligec
- Public Member - Jane Wachowich

Also in attendance

- Greg Eberhart - Registrar
- Kaye Moran - Deputy Registrar (September 14-15)
- Jeff Whissell - Deputy Registrar (September 14-15)
- Rob Vandervelde - Senior Operations and Finance Director (September 15)
- Leslie Ainslie - Executive Assistant (September 14-15)
- Barry Strader - Communications Director (September 14-15)
- Meredith Robertson - Senior Policy and Legislative Advisor (September 14-15)

### **1.3 Invocation**

Councillor Nina Dueck read the council invocation.

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

#### **1.4.1 Consent Agenda**

Registrar Eberhart provided a Policy report and an Information Update report for Council's review and approval.

##### **1.4.1.1 Policy Report**

**MOTION:** to approve the Policy Report presented by the Registrar

Moved by **Deb Manz**/Seconded by **Laura Miskimins**/CARRIED

##### **1.4.1.2 Updates**

**MOTION:** to lift the update on myACP from the Consent Agenda

Moved by **Deb Manz**/Seconded by **Peter Macek**

Registrar Eberhart provided an update on the successful launch of myACP. All inquiries or issues of concern received from regulated members during the first day, were able to obtain prompt help from the myACP support team. Functionality on all levels of the platform, and timely technical support for regulated members has been the foundation to the successful launch. All financial transactions were processed without issue. The next substantive phase of myACP will be pharmacy technician annual permit renewals starting in October, as all renewals will be processed through myACP. Moving forward, improved functionality and enhancements to the platform will be developed by the myACP IT team.

**MOTION:** to lift the update on Health Canada's amendments to the Narcotic Control Regulations from the Consent Agenda.

Moved by **Laura Miskimins**/Seconded by **Peter Macek**

Council inquired if amendments to the Narcotic Control Regulations contemplate the opportunity for pharmacy technicians to perform certain responsibilities such as the destruction of controlled substances. Registrar Eberhart advised that he will bring this request forward to Health Canada and will ask NAPRA to do the same.

**MOTION:** to lift the discussion about appropriate drug therapy from the Consent Agenda.

Moved by **Deb Manz**/Seconded by **Laura Miskimins**

The Canadian Drug Agency Transition Office (CDATO) established an Appropriate Use Advisory Committee to address the issue of appropriate drug therapy. In 2016, appropriate drug therapy was established as a priority by governments across Canada. Agreement was reached to work collaboratively to improve prescribing practices and the appropriate use of prescription drugs however, inappropriate drug therapy has become a national epidemic that is not often talked about. Council received an interim report from the Committee. Council agreed that pharmacy teams can contribute to the problem, or be a solution to the problem. Council will be mindful of the adverse impacts of inappropriate drug therapy on patient health outcomes and the sustainability of the health system, during its deliberations about policies and expectations of ACP's regulated members. Registrar Eberhart was encouraged to express our support for this initiative.

**MOTION:** to accept the Information Update Report presented by the Registrar.  
Moved by **Irene Pfeiffer**/Seconded by **Peter Macek**/CARRIED

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

##### **1.4.2.1 Council Oath of Office**

Registrar Eberhart provided Council with a DRAFT oath of office for their consideration. Council requested that the DRAFT Oath be amended to incorporate the values of the college, a statement about the obligation to maintain confidentiality, and the importance of respectful communication to support meaningful dialogue. The oath will be a declaration affirming the responsibilities of a council member. Upon final approval, Council will consider if these should be incorporated into ACP's bylaws. Registrar Eberhart will amend the oath as directed by Council for their approval or further amendment at the December 2023 council meeting.

**MOTION:** to approve the agenda as amended.  
Moved by **Peter Macek**/Seconded by **Jason West**/CARRIED

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

##### **1.5.1 Minutes - June 13-14, 2023 meeting**

**MOTION:** to approve the minutes from the June 13-14, 2023 meeting as circulated.  
Moved by **James Frobb**/Seconded by **Jason West**/CARRIED

##### **1.5.2 Ratification of e-ballot - July 4, 2023**

**MOTION:** to ratify the July 4, 2023 council e-Ballot appointing an Interim Condition/Suspension Committee for the 2023-2024 council term.  
Moved by **Irene Pfeiffer**/Seconded by **Carmen Wyton**/CARRIED

##### **1.5.3 Minutes - August 17, 2023 Special Meeting of Council**

**MOTION:** to approve the minutes from the August 17, 2023 special meeting of council as circulated.  
Moved by **Nina Dueck**/Seconded by **Jason West**/CARRIED

#### **1.6 Disposition of Directives**

The Disposition of Directives were provided for information. President Zachar invited questions; however, none arose. Registrar Eberhart sought Council's feedback to amend the council agenda

structure so that Agenda Items under “*Section 1 Introduction*”, be moved to the Consent Agenda reports provided by the Registrar. Council approved the restructuring.

**MOTION:** to accept the Disposition of Directives from the June 13-14, 2023 council meeting, and to approve the amended council agenda framework as recommended by Registrar Eberhart.  
Moved by **Irene Pfeiffer**/Seconded by **Laura Miskimins**/CARRIED

### **1.7 In Camera**

Council moved into “In-Camera” sessions on September 13, 2023 and on September 15, 2023.

**MOTION:** that Council move “In Camera” at 4:35 p.m. on Wednesday September 13, 2023.  
Moved by **Irene Pfeiffer**/Seconded by **Peter Macek**

**MOTION:** that Council move out of the “In Camera” session at 5:20 p.m. on Wednesday September 13, 2023.  
Moved by **Jason West**/Seconded by **Laura Miskimins**

**MOTION:** that Council move “In Camera” at 11:23 a.m. on Friday, September 15, 2023.  
Moved by **Irene Pfeiffer**/Seconded by **Peter Macek**

**MOTION:** that Council move out of the “In Camera” session at 12:50 p.m. on Friday, September 15, 2023.  
Moved by **Deb Manz**/Seconded by **Jason West**

NOTE: A confidential motion was made during the “In Camera” session on September 15, 2023, a record of which has been recorded and maintained with ACP’s legal counsel Shores Jardine LLP.

## **2. Generative**

### **2.1 Identifying and Prioritizing Generative Discussions for 2023-24 council term**

Council’s generative discussions support its governance responsibilities to explore and learn about global trends that have potential to impact the deliberations, roles and responsibilities of the college. Council was provided access to background information to assist them reflect on significant shifts that are occurring globally. Each Council Member was asked to identify one issue/trend that they felt it was most important for Council to explore and learn more about. Council members identified the following issues:

- Patient care and patient behaviors are evolving due to lack of access of doctors. Patients are becoming their own healthcare experts, diagnosing based on information on the internet. This is leading to individuals opting for self-care, seeking alternative care providers, relying on or believing misinformation, the introduction of new and/or misleading technologies used. This impacts pharmacy teams and the workload of the college.
- What is a pharmacy practice? Do patients receive an assessment, prescription, injection, diabetes meds, obesity counselling? OTC counselling at every visit? Are pharmacy teams consistent in the care they provide Albertans? Should or can ACP expand scopes of practice to fill gaps, needs, and lack of access to care? Do pharmacists and pharmacy technicians really know their professional responsibilities or what type of care they’re able to provide to their patients?
- If not regulated or regulated properly, “e-pharmacy” is a trend that has the potential for very risky behavior by health care professionals and patients. The online healthcare/pharmacy space continues to increase as pharmacy practice change, and patient demands change/increase

often due the lack of a primary care provider. Interprovincial pharmacies are not being integrated into electronic health records, creating an inability for ACP to regulate, creating a huge risk.

- What are the AI implications for pharmacy practice?
- What are the impacts to patient care, patients, and the health system and the patient to have a fully functional digital record shared by all, so one patient, one record; and this includes the patient's own record available on their electronic devices?
- Is there a role for the college to build more trust with the public. Increased misinformation breeds increased mistrust. How do we mitigate the apprehension of Albertans to seek advice or care from pharmacy teams?
- Although ACP has established role statements, pharmacy professionals do not know "who they are as health professionals" within pharmacy practice and the health system.
- What is ACP's role in health system sustainability?
- Is ACP prepared and able to sustain their regulatory role within a modernized legislative framework or expanded practice framework?
- What is pharmacy's role in primary care?

Council Members were then asked to select the four issues they felt were the most important "generative" issues for Council to explore. The four topics that prioritized were:

- What is pharmacy practice.
- What is the impact of AI in pharmacy practice.
- Building trust in the professions.
- Is ACP structured and prepared to be an effective regulator in the future.

Registrar Eberhart will engage with Council prior to the next council meeting, inviting them to further assess these topics. Consideration is required as to whether these are truly generative, and if so, which should be further prioritized for discussion.

## **2.2 Responding to Truth and Reconciliation Commission - Calls to Action**

The Truth and Reconciliation Commission of Canada's report includes 94 calls "Calls to Action" with Calls to Action 18-24 relating to health. Council reflected on their engagements with Indigenous elders and leaders during the past council term. Council agreed that future discussions at Council and amongst ACP administration, should include input from Indigenous elders or leaders. Council noted the importance of being authentically inclusive, not simply through gesture. This means that our actions need to be active, not passive; and that we need to consider Indigenous populations as part of the "whole of society."

Council recognized the need to learn more about "how", and that we must not assume actions that we might take in good faith, without Indigenous input and perspective. "How" we do, and "what" we do, needs to be culturally sensitive and meaningful. The guidance we seek must be "experience-based; not "opinion-based". Council questioned:

- What role did pharmacy have in contributing to residential schools?
- How is pharmacy impacting reconciliation; positively/negatively?
- What aspects of reconciliation fall within the Alberta College of Pharmacy's "lane"? This is a complex societal subject, that is layered in nearly 150 years of history. We need to understand what falls within our responsibilities that we can take ownership for and impact; or, that we can strive to influence.
- We don't know what we don't know, and therefore must continue learning.

- What portion of ACP's regulated members have an Indigenous heritage?

Council observed that future learning and actions might include::

- Seeking feedback on the standards from pharmacy teams serving Indigenous peoples.
- Developing a relationship with an Elder or individual that is a pharmacy expert to support ACP's research and data.
- Continue to be informed of what other pharmacy groups are doing through engagement with Indigenous commissions/councils/associations.
- Facilitate discussions with healthcare providers to build a dialogue with western vs Indigenous health practices.
- Support continued learning and sensitivity for regulated members.
- Support the nomination of an Indigenous candidate if the individual meets the qualifications.

Registrar Eberhart will follow up with the Indigenous Pharmacy Professionals of Canada to learn if they can inform ACP about any of their members who practice in Alberta. He will also reach out to other provincial pharmacy regulatory authorities to learn about actions that they have engaged in to address recommendations within the Truth and Reconciliation report.

### **3. Strategic**

#### **3.1 Council Plan 2023 - 2024**

Council reviewed a DRAFT plan for Council's business during the 2023-24 council term. The 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 2023-2024 council year.

Moved by **Irene Pfeiffer**/Seconded by **Murtaza Hassanali**/CARRIED

#### **3.2 What's on the Mind of our Morale Owners?**

##### **3.2.1 Automated External Defibrillators in Pharmacies**

In 2022, Council discussed whether Automated External Defibrillators (AED) should be required in community pharmacies and based on the information available at that time, Council did not provide direction for such a requirement. Since these discussions, a member of the public shared an incident where an AED was unsuccessfully sought from a pharmacy at the time of an emergency. Council considered the pros and cons of mandating that pharmacies install AEDs however Council agreed that more data was required to make an informed decision.

Council supported an information and educational approach to creating awareness about AEDs and where they can be accessed. Interest was expressed to:

- Encourage pharmacy teams to be proactive community based partners to better inform the public about access to AEDs;
- Inform pharmacy teams about resources that are available to identify the location of AEDs in their community; and,

- Encourage pharmacy teams to post information in accessible, highly viewed areas of the pharmacy where the public can easily identify the nearest location of an AED.

### **3.3 Business Arising from ACP's Strategic Plan**

#### **3.3.1 Redesigning the Structured Practical Training (SPT) Programs**

ACP's structured practical training programs (SPT) prepare provisional registrants to enter pharmacy practice. In ACP's 2021-25 Strategic Plan Goal 1 states that "*All applicants are ready to practice pharmacy in Alberta's health system*". The first objective to achieve this goal is that "*Standardized evaluation occurs throughout and at conclusion of learning and structured practical training.*" Success with Goal 1 will be achieved when provisional pharmacists and provisional pharmacy technicians demonstrate at entry to practice, the ability to consistently demonstrate clinical, technical, communication, and critical thinking skills, relevant to providing quality patient care in Alberta's healthcare environment.

In the fall of 2022, Council approved a new philosophy for the SPT programs that is guiding the redevelopment of programs essential to achieve Goal 1. With redesign work underway, preparation to pilot these new programs is targeted for late 2024 or early 2025. Recent analysis and research of both SPT programs identified considerations important to achieving a successful program. Council supported the approach and recommendations for the continued redesign of the SPT programs. While doing so, Council made the following observations:

- Taking into consideration the new legal, constitutional and government agendas across Canada, training programs need to be fair and consistent, while providing space to have discretion for the specific needs of individual provisional registrants. The program should not be too restrictive yet be as consistent as possible with other programs across Canada.
- There is an expectation to look beyond regulatory frameworks in Canada, through cross-jurisdictional practice/regulatory frameworks in other countries.
  - With respect to the accreditation pathway, are other international jurisdictions being considered? Accredited education is only one of the criteria considered when assessing substantive equivalence.
- The programs are better served if they focus on training the trainers or preceptors. This may be accomplished through a pilot program because preceptor training is a critical success factor.
  - Will ACP be able to identify where gaps in the ability of an applicant are attributable to the applicant vs. the preceptor? ACP will consider ways to measure process during the pilot.

## **4. Fiduciary**

### **4.1 ENDS and Executive Limitation Amendments**

#### **4.1.1 E-2 Resource Allocation and EL-3 Financial Planning - DRAFT 3-Year Business Plan and Budget 2024**

Rob Vandervelde, ACP's Senior Director of Operations and Finance reviewed the priorities approved at the June 2023 council meeting. Through this, he recommended some contextual amendments. Council approved the following restated priorities for 2024.

Legal Framework

- SPPPT standards come into effect with commencement of implementation activities.
- Consultation, approval and implementation of Standards for the Operation of Licensed Pharmacies.
- Review legislation in context with emerging practices and health system needs, and develop policies to support recommended legislative changes.

Meeting Practice Expectations

- Build a new platform to implement the revised Structured Practical Training programs to pilot in 2025.
- Work with U of A Faculty to improve accessibility of the Certificate to Canadian Pharmacy bridging program.
- Launch the next generation of the Licensee Education Program with introduction of licensee assessment tools.
- Continued operation of the Practice Improvement Program with updates to the Continuing Competence Program and portal.

Data Intelligence

- Undertake Medication Incident Reporting project to develop platform and resources to pilot in 2025.
- Refine and populate operational dashboards, with commencement of first analytics projects.
- Initiate governance reporting project and receive direction from Council on the content and format of a governance reporting tool.

**MOTION:** to approve the restated priorities for 2024.

Moved by **Peter Macek**/Seconded by **Patrick Thomson**/CARRIED

Senior Director Vandervelde presented the DRAFT 3-year business plan and budget for 2024. The DRAFT budget complies with ACP's financial and reserve policies. The following is an excerpt from his briefing to Council:

- 2024 revenues increase by 6.8% over last year's budget. Investment gains moderate over the forecast period, and most increases are coming from fee increases, which reflect both demographic growth and annual inflationary adjustments.
- The inflationary adjustment for both the fee guide and staff salary increases is 3.2% in 2024, 2.4% in 2025 and 2.0% in 2026 as inflation is expected to slow. These forecasts will be updated as we approach the final budget.
- Expenses increase by 8.0% over last year's budget. Staffing costs grow by 12% and other operating costs by 4%. Direct spending on the strategic plan falls by 12% compared to the budget, but represents a significant increase over 2023 actuals.
- The HR complement includes a net increase of 2.5 positions. ACP adds two permanent positions, offset by a 0.5 reduction in a current position, plus one additional contract position extended for 2025 only.
- The result is planned deficits of \$825,000 in 2024, \$188,000 in 2025, and \$168,000 in 2026. The deficits are funded by drawing on the operational reserve. They serve to redirect the surplus that built up during the pandemic back into ACP's operations and strategic plan.
- At the end of the forecast, ACP's operational reserves have been drawn down by the deficits but remain above the target level of 3 months of operational expenses.



- The deficits are responsible and amount to less than 1.6% of revenue in 2025 and 2026. The small deficits reflect a clear path back to balanced budgets at the end of the forecast period.

Budget risks include:

- *Demographic growth* – The budget is based on an expectation of modest but continued growth in registrants and pharmacies, which contribute to ACP's future revenue increases.
- *Investment income* – Rates of future investment returns are uncertain, though the budget incorporates declining interest rate forecasts and conservative long-term equity returns, so that these swings should even out over time.
- *Legal expenses* – ACP may face unanticipated and extraordinary legal expenses, although as discussed above the legal reserve exists as a buffer to accommodate these non-recurring expenses.
- *Operating costs of new programs* – The costs of operationalizing and sustaining strategic initiatives (such as the MIR system) are not fully known. The budget includes provisions for ongoing costs but these will need to be fine-tuned, or potentially increased, as ACP progresses further through development and implementation.
- *Staff demands* – To sustain these future programs, some of the positions supporting strategic work have been made permanent. Staffing has increased over the last decade to support regulatory changes, expanded regulatory scope, and new strategic initiatives. The additional demands to be placed on staff by strategic programs that are in development are not yet fully known. Increased digitization and business process realignment offer a potential buffer to accommodate future needs.
- *New strategic plan* – The budget incorporates increased consulting costs for the development of a new strategic plan for 2026, but has not set aside a provision for new strategic initiatives. ACP's operational reserves continue to provide a buffer for one-time, non-operational spending.

Council agreed by consensus that the Registrar should proceed with finalizing the 2024 budget and business plan. Registrar Eberhart will seek Council approval of the final budget and business plan at the December council meeting.

## **4.2 Compliance Monitoring and Reports**

### **4.2.1 Executive Limitations (EL) Compliance Reports**

A report from the Registrar was provided for EL-4 Financial Condition (Internal).

#### **4.2.1.1 EL-4 Financial Condition - Internal**

Internal Financial Statements and Variances for the month ending July 31, 2023 were submitted for Council's approval. It was noted that the College's reserves will have a small surplus this year due to larger than expected gains within its investment portfolios. ACP Administration is considering ways to use these reserves to support further implementation of ACP's strategic plan.

**MOTION:** to approve the Registrar's compliance report on EL-4 Financial Condition.  
Moved by **Irene Pfeiffer**/Seconded by **Carmen Wyton**/CARRIED

### **4.3 Policy Review and Amendment**

#### **4.3.1 GP-14 Recognizing Excellence**

##### **4.3.1.1 Terms of Reference for Working Group**

In June 2023, Council's Governance Policy Review Committee recommended that a working group be appointed to review the awards approved by Council outlined in Appendix A of governance policy *GP-14 Recognizing Excellence*. Council reviewed a DRAFT Terms of Reference for the working group. The purpose of the working group is to review the awards with a goal of attaining "equity" in the recognition of pharmacist and pharmacy technician achievements, and to recommend alternative measures to accommodate equity by ACP when recognizing regulated members for their achievements.

**MOTION:** to approve the Terms of Reference for the working group that will review the awards identified in Appendix A of governance policy GP-14 Recognizing Excellence.

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

##### **4.3.1.2 Appointment of Working Group**

The Terms of Reference for the working group established to review the awards in in governance policy GP-14 Recognizing Excellence, recommended that members of the working group include; one public member of council; one elected pharmacy technician; one elected pharmacist; and the Registrar. Council approved the recommendation and appointed Carmen Wyton (Chair), Laura Miskimins, and Murtaza Hassanali as members of the working group.

**MOTION:** to appoint public member Carmen Wyton (Chair), Laura Miskimins (pharmacy technician) and Murtaza Hassanali (pharmacist) as members of the working group established to review the awards under governance policy GP-14 Recognizing Excellence.

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

### **4.4 Governance Committee**

#### **4.4.1 Terms of Reference for Governance Committee**

In June 2023, Council's Governance Review Committee recommended that a Standing Governance Committee be appointed. The purpose of the Committee is to "maintain council governance policies and bylaws, to support council demonstrate competencies essential to good governance, and to facilitate good governance practices by council."

Registrar Eberhart presented DRAFT Terms of Reference for a Standing Governance Committee for Council's consideration and approval.

**MOTION:** to approve the Terms of Reference for Council's standing Governance Committee.

Moved by **Carmen Wyton**/Seconded by **Laura Miskimins**/CARRIED

#### **4.4.2 Appointment of Standing Governance Committee**

The Terms of Reference for Council's Governance Committee provided recommendations for committee membership. The Committee will include the President-elect or Past-President as

Chair, three other voting members of Council, including a pharmacy technician, pharmacist, and a public member; to be served on alternating cycles to facilitate succession and continuity on the Committee. The Registrar will serve as a resource to the Committee. Council approved the following appointments to the Governance Committee: public member Irene Pfeiffer (Chair), public member Jason West, pharmacy technician Nina Dueck, and pharmacist Peter Macek.

**MOTION:** to appoint the following council members to the Governance Committee:

- Irene Pfeiffer (Chair) - public member,
- Jason West - public member appointed for a 3-year term,
- Nina Dueck - pharmacy technician appointed for a 2-year term, and
- Peter Macek - pharmacist appointed for a 1-year term.

Moved by **Laura Miskimins**/Seconded by **Deb Manz**/CARRIED

#### **4.5 Hearing Tribunal Decisions**

##### **4.5.1 Bernard Kallal, Registration Number 3594**

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

##### **4.5.2 K. Wayne Lynch, Registration Number 3241**

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

##### **4.5.3 Jennifer Lindsey, Registration Number 8720**

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

**OMNIBUS MOTION:** to accept the Hearing Tribunal decisions as information.

Moved by **Laura Miskimins**/Seconded by **James Frobb**/CARRIED

### **5. Evaluation of Meeting**

#### **5.1 Meeting Evaluation**

President Zachar asked Council to reflect on their personal and collective performance during the board development sessions and business meeting of council. He thanked everyone for their contributions over the course of the three days. He appreciated the active engagement and voiced opinions of all in attendance.

Council shared the following observations and comments:

- Council appreciated the time allotted on the agenda for meaningful dialogue, and expressed gratitude for the thoughtful progression, care and attention to the flow of the meeting chaired by President Zachar.
- Council expressed their appreciation for the team building opportunities. They expressed the value of getting to know each other. There was consensus that Council needs more time together for board development and personal conversations. Would like to see more free time built into each agenda to refresh and have time to engage in casual conversations outside of the formal meeting timeframes.
- Council expressed that the board development session facilitated by Kathi Irvine was exceptional. Council should be proud of these conversations; and the bravery for all to speak. Council agreed there was value to continuing these facilitated sessions; and it was highly recommended that Council continues its engagement with the Watershed Group.

- Council needs to define “generative discussion” to ensure the time committed supports council future thinking and the development of the next strategic plan.
  - A comment was made reminding Council Members that ACP Council is a governance council not a strategic or operational board. This may lead to the confusion about the meaning of a “governance” generative discussion.
  - Council discussion needs to focus on the governance issues important to the issue under debate, and extraneous “noise” be limited. Operational issues should remain the Registrar’s responsibility.
- When possible or relevant, Council would like to receive more statistical data/risk assessments/data in advance of the meeting to support more meaningful dialogue during Council discussions.
- Council appreciated the discussion on AEDs and looks forward to further deliberations on this issue.
- New Councillors shared their appreciation for the support at the council table and opportunities for social engagement. Recommendation was made to include a review of Roberts Rules of Order at council orientation to support new Councillors at their first council meeting.

## **6. Adjournment**

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

#### **2023**

- December 7 - 1 day Council Meeting, Varscona Hotel, Edmonton
- December 7 - evening Christmas Dinner, Continental Treat, Edmonton

#### **2024**

- March 5-6 - 2 day Council Meeting, Edmonton
- March 7-8 - 2 day Human Resources Forum, Edmonton
- May 2 - .5 day virtual Council Meeting (tentative)
- June 11-12 - 1.5 day Council Meeting, Fairmont Palliser Hotel Calgary
- June 12 - evening, Celebration of Leadership, Fairmont Palliser Hotel, Calgary
- June 12-14 - Leadership Forum, Fairmont Palliser Hotel, Calgary

### **6.2 Adjournment**

**MOTION:** to adjourn the business meeting of council circa 12:50 p.m. on September 15, 2023.

Moved by **Peter Macek**