

**MINUTES**  
**MEETING OF COUNCIL**  
**ALBERTA COLLEGE OF PHARMACY**  
**April 27, 2023**  
**Edmonton, Alberta**

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**1. Introduction**

**1.1 Call to Order**

President Pfeiffer called the meeting to order at 8:33 a.m. She recognized the ancestral lands on which Council gathered; those of Treaty 6 territory. She advised that the following individuals would be joining council discussions: Annabritt Chisholm with Shores Jardine LLP and Monty Stanowich, ACP Compliance Officer for a discussion about the standards, and Caitlyn Cox with KPMG to present the audited financial statements. President Pfeiffer welcomed ACP pharmacy student Mandy Chung, attending as an observer.

President Pfeiffer 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 (Past-President)
- District 2 - Patrick Zachar (President-Elect)
- District 3 - Fayaz Rajabali
- District 4 - James Frobb
- District A - Laura Miskimins
- Public Member - Irene Pfeiffer (President)
- Public Member - Christine Maligec
- Public Member - Carmen Wyton
- Public Member - Deb Manz
- Public Member - Jason West

Absent:

- District 5 - Shereen Elsayad
- District B - Dana Lyons
- Public Member - Jane Wachowich (Executive-Member-at-Large)

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
- Monty Stanowich - Compliance Officer (10:00-11:00am)
- Annabritt Chisholm, Shores Jardine LLP (10:00-10:45am)
- Caitlyn Cox, KPMG (1:35-2:00pm)
- Observer - Mandy Chung, ACP pharmacy student

### **1.3 Invocation**

Councillor Carmen Wyton 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. President Pfeiffer invited questions; however none arose.

##### **1.4.1.1 Policy Report - For Approval**

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

Moved by **Deb Manz**/Seconded by **Christine Maligec**/CARRIED

##### **1.4.1.2 Update Report - For Acceptance**

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

Moved by **Laura Miskimins**/Seconded by **Christine Maligec**/CARRIED

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

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

Moved by **Deb Manz**/Seconded by **Fayaz Rajabali**/CARRIED

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

#### **1.5.1 Minutes – January 25-26, 2023**

**MOTION:** to approve the minutes from the January 25-26, 2023 meeting as circulated.

Moved by **Christine Maligec**/Seconded by **Laura Miskimins**/CARRIED

### **1.6 Disposition of Directives**

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

**MOTION:** to accept the Disposition of Directives from the January 25-26, 2023 council meeting as information.

Moved by **Christine Maligec**/Seconded by **Deb Manz**/CARRIED

### **1.7 In Camera**

**MOTION:** to move into an In-Camera session of council at 3:30 p.m. on April 27, 2023.

Moved by **Christine Maligec**/Seconded by **Deb Manz**/CARRIED

**MOTION:** to move out of the In-Camera session of council at 4:09 p.m. on April 27, 2023.

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

## **2. Generative**

### **2.1 Addressing Canada's Health Workforce Crisis, Report of the Standing Committee on Health**

Council discussed the report "Addressing Canada's Health Workforce Crisis" that summarizes the work of the Government of Canada's Standing Committee on Health. The Committee sought input from national and regional health profession organizations, educational institutions, not-for-

profit organizations, individual health care professionals and other health workforce stakeholders, and the report provides the Committee's recommendations to address the workforce crisis.

The report summary includes the following statements; "Canada's health workforce is in crisis. The stress of the COVID-19 pandemic amplified pre-existing challenges in the health care system leading to widespread staffing shortages as well as exhaustion and burnout among health care professionals." "This report summarizes the Committee's findings and provides twenty recommendations that outline the ways in which the federal government can collaborate with provinces, territories, Indigenous Peoples and health care stakeholders to address this pressing issue. Some of the initiatives recommended include: increasing the number of residency positions, particularly for family medicine and international medical graduates; improving upon and expanding pathways to licensure for international physicians; establishing pan-Canadian licensure for health professionals; developing a Pan-Canadian Health Data Strategy to improve Canada's collection, access, sharing and use of health data; and implementing a Pan-Canadian Mental Health Strategy for health care workers."

ACP has observed the adoption of new provincial/territorial policies to accommodate and expedite the registration and movement of regulated health professionals in Canada. ACP will be impacted by these policies, and will need to engage in national and provincial discussions about them. Council considered the recommendations in the Committee's report to consider what is relevant to the College and explore opportunities that ACP might support or pursue extending from the recommendations.

Below is a summary of Council's reflections and recommendations:

- Council recognized there is no easy fix to the workforce crisis. There was consensus that the report did not offer solid recommendations or action plans and that some of the data was outdated. A data collection system of health care professionals feels unrealistic, an example of this is the inability during the pandemic for governments to track vaccines across the country. Building something new that will be successful feels insurmountable.
- This was a missed opportunity to seek input from Canadians. In isolation the recommendations are challenging. Although altruistic, a universal scope of practice for a profession is not a consequential goal that will resolve the health workforce crisis in the immediate future.
- The report is so nebulous, with little or no details, however we can build from it. It could be a roadmap to get a little head of this growing crisis. How can Council be strategic. We need to better understand what a "shortage" of pharmacists and pharmacy technicians means, and factors that contribute to it. A contingency plan would be valuable to deal with rural disparities.
- Is there a role for the College to address labour issues and perhaps lobby the provincial government to change labour laws that do not apply to pharmacy professionals. Pharmacy is in a unique and difficult position because it is a business and a health profession, often dictated by corporations instead of government. If we want a solid health care system, government needs to provide support.
- The root of many of the recent health workforce shortages centers around mental health issues. Mental health is acknowledged in the report however the report does not address how to support the health workforce. It does not talk about wellbeing or flourishing in the workplace. Governments and professional organizations need to provide opportunities to manage mental health services. There is a need to provide the opportunity for regulated members to manage their mental health in a meaningful way.

- The role that Council plays is the protection of the public. Council needs to lead this mission when considering the onboarding of domestic or internationally trained professionals. Some of the recommendations may have secondary results that could be problematic. One of the themes is focused around making it easier for individuals to register. Will this bring meaningful outcomes or will expediting entry to practice have unintended consequences that negatively impact the public; or, that could result in an increase of regulated members being brought before the complaints director or to disciplinary hearings?
- There was no emphasis on increasing the number of domestic healthcare professionals. This was another missed opportunity to address enabling education opportunities. Post-secondary education is difficult to access, the costs are high and limited spaces make access incredibly competitive. The number of seats for pharmacy students has not changed in years. The report did not address ways to build new education programs that invite innovation. Grades are not always indicative of the skill someone may bring to the practice of pharmacy. Are we eliminating people domestically based on a number. The federal government needs to work with provincial governments, by allocating funding to creative and strategic opportunities to build domestic capacity in pharmacy schools. Council needs to consider opportunities to leverage this information and recommendations with the Government to say we need more money for more seats in the Faculty and more seats in pharmacy technician colleges.
- This provides opportunity to evaluate the Certification to Canadian Pharmacy Practice program (CCPP) to minimize barriers and optimize access the programs.

Council will continue its generative discussions at the June council meeting. Council needs to consider ACP's role in addressing the manpower challenges and ensure that ACP "stays in its lane" when considering opportunities and strategies. ACP needs collaborative partnerships with corporations, RxA, PTSA and other interested parties otherwise the workforce crisis cannot be viewed systemically. The bottom line is that more information is required to understand the problem, before designing solutions.

**MOTION:** that Council continue its discussion about pharmacy workforce issues at the June council meeting as a generative discussion and consider the feasibility of developing a mandate for a task force/working group to address the issue.

Moved by **Carmen Wyton**/Seconded by **Fayaz Rajabali**/CARRIED

### **3. Strategic**

#### **3.1 Amended Standards of Practice**

In January, Council reviewed the DRAFT Standards of Practice for Pharmacists and Pharmacy Technicians for the purpose of consultation with regulated members, and interested parties. Council supported the majority of the amended standards however expressed particular concern about those sections on "supervision". In response, ACP administration recommended additional amendments for Council's consideration. Joining the discussion was Monty Stanowich, ACP's Compliance Officer and Annabritt Chisholm, ACP legal counsel. Ms. Chisholm briefed Council about the authorities that lie in legislation, regulation, and the standards to bring context to what can be achieved through standards and what must be addressed through other legal instruments.

The DRAFT standards were reviewed with the following three themes top of mind:

1. Professional Responsibility: Pharmacists and pharmacy technicians are professionally responsible as they fulfill their roles within the standards. To be a professional means to be trusted to limit yourself to your scope and competence in the application of these standards. As a professional, there is an assumption that each regulated member clearly understands their professional role and responsibilities. Through the standards, pharmacy technicians must be trusted to appropriately carry out their professional practice in a responsible manner.
2. Professional Relationships: As regulated members, the only individuals enabled to form professional relationships with patients are pharmacy technicians and pharmacists. Unregulated employees do not have professional relationships with patients. Instead, unregulated employees' interactions with patients must be limited to supporting regulated members and providing customer services. The public must understand when they are being provided a professional service and trust who is providing them with a professional service.
3. Pharmacy Team: The pharmacy team includes pharmacists and pharmacy technicians, but it also includes unregulated employees. As regulated members, pharmacists and pharmacy technicians are expected to partner in the delivery of care to the patient with each profession entrusted to fulfill roles appropriate to their scope. Unregulated employees are not part of the patient's circle of care. Their role within the pharmacy team is limited to supporting regulated members and providing customer service under the supervision of regulated members.

The additional amendments bring emphasis to the roles of pharmacists and pharmacy technicians in serving the public and introduce additional clarity about the limitations and scope of unregulated employees working in pharmacy practice.

Council recommended one other amendment to Definition 5 that addresses the “patient circle of care” by removing “patient care giver could be family...” and replaced it with “other individuals as defined by the patient” and upon this amendment, approved the DRAFT standards for the purpose of a 60-day consultation with regulated members, and interested parties.

**MOTION:** to approve the amended DRAFT Standards of Practice for Pharmacists and Pharmacy Technicians for the purpose of a 60-day consultation with regulated members, and interested parties.

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

### **3.2 Competencies for Pharmacy Licensees**

Council identified that the performance of pharmacy licensees is a critical success factor to quality pharmacy practice in Alberta. This includes ensuring that licensees meet the regulatory requirements of pharmacy practice, support pharmacy teams to provide safe pharmacy practices. Goal 3 of ACP's strategic plan states that “*Licensees are qualified and held responsible for practice in their pharmacy*”. At the January 2023 meeting, Council approved six core competencies for licensees. Descriptors for each of these competencies were approved for the purpose of 60-day

consultation with regulated members, stakeholders and interested parties. Council received copies of the consultation feedback and recommendation for supplementary amendments to the Licensee Competencies Framework based on feedback received.

Council provided the following insights to support the success of the Licensee Competencies Framework:

- The licensee is the nucleus of the pharmacy team. They need a comprehensive and easily accessible tool kit to guide the licensee with the knowledge to empower their team so not all the weight of pharmacy practice falls on their shoulders. Licensees need to lead, delegate, and provide oversight.
- The standards should be enhanced to support and encourage licensees to build capacity within their pharmacy teams.
- It's critical to develop peer relationships, and this is often not possible in independent pharmacies. ACP is mindful of this. We need to work at smaller problems to be successful before addressing the big picture. Perhaps future ACP Connect meetings can be geared toward licensees to encourage development of peer relationships. Is there opportunity through myACP to have a portal that acts as a “hub” of knowledge and with tools and resources to support licensees. Zoom meetings may facilitate collaboration. ACP can support online forums or discussion groups without being resource heavy.
- ACP needs to be mindful of the nuances of culture in corporate, independent and hospital/care facility practices.

Council requested that the standards be augmented by including commentary about “building capacity” and in doing so, approved the descriptors for the six core competencies for pharmacy licensees within the licensee competencies framework. These will guide revisions to the Licensee Education Program and the development of assessment tools to use prior to a licence being issued.

**MOTION:** to approve the descriptors for the six core competencies for pharmacy licensees as written.

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

In the short term, the competencies will be launched softly. Implementation will be escalated in conjunction with the second generation of the Pharmacy Licensee education program and the new Standards for the Operation of Licensed pharmacies.

### **3.3 Principles for Drafting Standards for the Operation of Licensed Pharmacies**

Goal 2 of ACP's strategic plan anticipates the review and modernization of the Standards for the Operation of Licensed Pharmacies (SOLP) developed under the authority of the *Pharmacy and Drug Act* (PDA). The process will be consistent with that used when drafting the proposed DRAFT Standards for the Practice of Pharmacists and Pharmacy Technicians (SPPPT).

The purpose of the Standards for the Operation of Licensed Pharmacies is to:

- define the expectations of licensees, proprietors and regulated members when providing care to the public through licensed pharmacies;
- construct policy and requirements that gives full legal effect to the legislative framework of government; and
- communicate clearly to licensees, proprietors, and regulated members the expectations that are established through the legislative framework.

Council approved the principles to guide the redevelopment of the standards, however shared the following:

- Should there be a standard around the minimum number of employees/regulated members required in a pharmacy, the maximum allowable hours of work in a day, etc. Is there a need for guidelines around these labour issues?
- The lack of creating/maintaining a fulsome patient record is prevalent and too high.

- There needs to be a cultural change to make sure regulated members can uphold the standards due to workplace related issues and stressors.
- Principle 4 states that “the standards ensure an environment that enables safe, effective and appropriate professional practice. There may be room to add that the “standards encourage excellence in practice and person centred care”. Standards are designed to set the minimum of pharmacy practice while inspiring to move towards higher performance or excellence. Should there be an additional principle that defines excellence while keeping the standards “future proof”, or the reference to “excellence” should form part of the philosophy?
- Principle 5 states that “the standards ensure a safe and effective work environment for regulated members.” Can ACP really accomplish this through the standards. Consider replacing “ensure” with “facilitate”, and shouldn’t this be for all individuals working in the pharmacy therefore remove the reference to “regulated members”?
- Principle 13 states that “the standards are designed to direct people who act reasonably.” All other principles state that if a person is unreasonable then the application of the standards becomes objective. The other principles are noticeably clear on this matter. Can this be reworded to address the application of knowledge, professionalism and acting in an ethical manner.
- The Standards for the Operation of Licensed Pharmacies should complement the Standards of Practice for Pharmacists and Pharmacy Technicians.

ACP administration will consider Council’s questions and suggestions when drafting new standards.

**MOTION:** to approve the principles for drafting the Standards for the Operation of Licensed Pharmacies amendments to principle 5 and 13 as suggested by Council.

Moved by **Laura Miskimins**/Seconded by **Christine Maligec**/CARRIED

**NOTE:** ACP administration will reflect on the appropriateness of commenting on “excellence” within the introduction to the standards.

## **4. Fiduciary**

### **4.1 Compliance Monitoring and Reports**

#### **4.1.1 Executive Limitations – Compliance Reports**

Reports from the Registrar were provided for the following Executive Limitation policies. The report under Agenda Item 4.1.1.3 was made by an external expert.

##### **4.1.1.1 Policy E (Mega-End) – 2022-23 Annual Report**

ACP’s Annual Report reflects the business undertaken by the College in 2022-23 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 observed that the content was excellent. Council noted an error in the addition on page 20. Copies of the annual report must be presented to the Minister and tabled in the Legislature.

**MOTION:** to approve the 2022-2023 Annual Report as presented subject to minor amendment.

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

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

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

**MOTION:** to approve the Registrar’s internal report EL-4 Financial Conditions Internal.

Moved by **Christine Maligec**/Seconded **Deb Manz**/CARRIED

Senior Director of Finance and Operations, Rob Vandervelde addressed questions about a short-term overdraft, the final budget for “myACP”, and writing off the legal fees.

**4.1.1.3 EL-4 Financial Condition External Review**

Caitlyn Cox, Senior Auditor with KPMG presented the audited financial statements and management letter for fiscal year 2022. Administrative team members excused themselves from this discussion to allow Council opportunity to engage with the auditors as they may require.

**MOTION:** to go into an In Camera session at 1:42 p.m.

Moved by **Deb Manz**/Seconded by **Patrick Zachar**/CARRIED

**MOTION:** to accept the audited financial statements and audit report.

Moved by **Carmen Wyton**/Seconded by **Christine Maligec**/CARRIED

**MOTION:** to move out of the In Camera session of Council at 1:58 pm

Moved by **Christine Maligec**/Seconded by **Deb Manz**/CARRIED

**4.1.1.4 EL-11 Emergency Executive**

Executive Limitations policy EL-11 Emergency Executive addresses the ability of the College to continue fulfilling its mandate and operate its business if a key member of the operations leadership team is absent for an extended period of time, or is displaced.

**MOTION:** to approve the Registrar’s compliance report on EL-11 Emergency Executive.

Moved by **Fayaz Rajabali**/Seconded by **Deb Manz**/CARRIED

**4.1.2 Governance Policies (GP)**

Governance policies (GP policies) define how Council conducts itself. Council reviewed the following GP policies, reflecting on its compliance with each policy.

**4.1.2.1 GP-8 Code of Conduct**

Council is in compliance with governance policy GP-8 Code of Conduct however, it was noted that the policy is not inclusive of the Public Members. Registrar Eberhart assured Council that the Governance Policy Review Committee would review this policy as it fulfills its workplan to review all policies. The review will ensure that inclusivity is one of the parameters of the policy review process.

**4.1.2.2 GP-9 Investment in Governance**

Council is in compliance with governance policy GP-9 Investment in Governance. Council considered opportunities to spark reflection and keep the responsibility of governance top of mind. This may be supported by a governance check list to reflect compliance or other relevant tools. Council Members suggested a few readily



available resources. Registrar Eberhart will research tools and asked Council to forward any tools that would support Council's investment in governance.

**4.1.2.3 GP-10 Council Linkage with Other Organizations**

Council is in compliance with governance policy GP-10 Council Linkage with Other Organizations.

**4.1.2.4 GP-11 Council Planning Cycle and Agenda Control**

Council is in compliance with governance policy GP-11 Council Planning Cycle and Agenda Control.

**4.1.2.5 GP-12 Handling of Operational Complaints**

Council is in compliance with governance policy GP-12 Handling of Operational Complaints.

**4.1.2.6 GP-13 Alleged Policy Violations**

Council is in compliance with governance policy GP-13 Alleged Policy Violations.

**OMNIBUS MOTION:** that Council is in compliance with governance policies GP-8 Code of Conduct, GP-9 Investment in Governance, GP-10 Council Linkage with Other Organizations, GP-11 Council Planning Cycle and Agenda Control, GP-12 Handling of Operational Complaints., and GP-13 Alleged Policy Violations.

Moved by **Christine Maligec**/Seconded by **Jason West**/CARRIED

**4.2 Business of Council**

**4.2.1 Report from the Nominating Committee - Slate of Candidates for 2023 Council Elections**

ACP Council includes 14 voting members (5 elected pharmacists, 2 elected pharmacy technicians, and 7 public members appointed by the Minister). Elections for elected positions occur cyclically as provided for in the bylaws. ACP bylaws establish the nomination process. Eligible regulated members were invited to make application to the Nominating Committee for elections to be held for a pharmacist in District 3 (Edmonton), a pharmacist in District 5 (Calgary) and a pharmacy technician in District B (southern Alberta). The Committee confirmed that Councillor Shereen Elsayad is not seeking reelection in District 5 (Calgary).

President-Elect Patrick Zachar, chair of the Nominating Committee presented its report and recommendations to Council. The Committee met with applicants and evaluated each applicant consistent with the processes and criteria approved by Council. The Committee submitted the following slate of potential nominees for Council's approval. Candidates approved for nomination will be invited to participate in the election.

Council approved the following slate of candidates for the 2023 council elections.

<b>District 3 (Edmonton)</b>	Murtaza Hassanali
	Morenike Olaosebikan
	Essi Salokangas
<b>District 5(Calgary)</b>	Kamal Dullat
	Kevin Kowalchuk
	Judi Parrott

	Rahim Rajan
	Patrick Thomson
<b>District B (southern Alberta)</b>	Britney Bolen
	Nina Dueck
	Olivia Haller
	Melissa Murach

Registrar Eberhart will conduct the election process for District 3 (Edmonton), District 5 (Calgary) and District B (southern Alberta), commencing on June 1, 2023. Elections will be facilitated electronically and ballots must be received prior to 4:30 p.m. on June 22, 2023. The successful candidates will commence their term on July 1, 2023 and will serve a three-year term ending on June 30, 2026.

**MOTION** to accept the Report from the Nominating Committee.

Moved by **Christine Maligec**/Seconded by **Laura Miskimins**/CARRIED

**MOTION:** to approve the slate of candidates for the 2023 council elections for a pharmacist in District 3 (Edmonton), and District 5 (Calgary) and for a pharmacy technician in District B (southern Alberta) as presented.

Moved by **Christine Maligec**/Seconded by **Deb Manz**/CARRIED

The Nominating Committee will meet to review the application and interview processes for the 2024 elections. Council should establish a formal process to conduct exit interviews for all Council Members that have completed their six year terms, or when a Council Member is not seeking re-election. President-elect Zachar will meet with Councillor Elsayad to learn about her experiences on Council.

#### **4.2.2 Report from the Nominating Committee - Election of Executive Committee Members**

On behalf of the Nominating Committee, President-elect Zachar as the Committee Chair, presented its report for the election of President-Elect and Executive-Member-at-Large for the 2023-2024 council term. The Committee recommended that Council appoint Public Member Deb Manz as President-elect, and Councillor James Frobb as Executive-Member-at-Large.

**MOTION:** to accept the Report from the Nominating Committee

Moved by **Christine Maligec**/Seconded by **Laura Miskimins**/CARRIED

**MOTION:** to appoint Deb Manz as President-Elect for the 2023-2024 council term, commencing July 1, 2023.

Moved by **Laura Miskimins**/Seconded by **Christine Maligec**/CARRIED

Abstained: Deb Manz

**MOTION:** to appoint James Frobb as Executive-Member-at-Large for the 2023-2024 council term, commencing July 1, 2023.

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

Abstained: James Frobb

#### **4.2.3 ACP Leadership Development Award**

Council identified leadership as a critical attribute to the success of pharmacy practice, and the college. In the interest of inspiring and nurturing aspiring pharmacist student leaders, the Leadership Development Award was established. It provides the successful candidate up to

\$5,000 to attend a learning experience or international conference of their choice, that will expand their horizons as a leader.

The Executive Committee met with two applicants for the Leadership Development Award and recommended that Justin Peters be the recipient of the 2023 ACP Leadership Development Award. The award will be presented at the Celebration of Leadership reception to be held the evening of June 14, 2023 in Edmonton.

**MOTION:** to award the 2023 Leadership Development award to Justin Peters.  
Moved by **Laura Miskimins**/Seconded by **Peter Macek**/CARRIED

Council considered how best to move forward with the leadership awards established under governance policy GP-14 Awards. Are the awards the best tools to build capacity of leadership and succession planning for Council. How do we amend the award to be more inclusive of recognizing leadership and excellence of pharmacy technicians. During its review, the Governance Policy Review Committee will consider amendments to GP-14 Awards and present its recommendations to Council at the June meeting.

#### **4.3 Corporate Assurance – Exercising Diligence in Corporate Appointments**

Senior Director of Operations and Finance Rob Vandervelde provided Council with a report outlining the work of ACP administration to provide assurance on the College's banking, insurance and auditor appointments. Council requested that ACP administration review its current bank rates and returns, and perform an environmental scan about the competitiveness of our current banking institution. Administration issued a comprehensive Request for Proposals (RFP) to service ACP's integrated banking services and investment management. ACP is seeking proposals by May 9, 2023, and will report to Council at the June council meeting.

ACP administration researched best practices for auditor reappointment and presented its findings to Council recommending an annual review process for the purpose of exercising diligence in the appointment of ACP's auditors. The process would assess the quality of the audit and the quality of the service provided during the audit process.

It was suggested that some form of benchmarking may be prudent every 5 years

**MOTION:** to approve the process that reflects on the annual performance of the auditor and enables Council to annually, make an informed decision about the appointment of the auditor .  
Moved by **Fayaz Rajabali**/Seconded by **Patrick Zachar**/CARRIED

#### **4.4 Hearing Tribunal Decisions**

##### **4.4.1 Bernadette Galang - Registration Number 7335**

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

##### **4.4.2 Brendan Ihejirika - Registration Number 6305**

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

**MOTION:** to accept the reports from the Hearing Tribunals as information.  
Moved by **Deb Manz**/Seconded by **Peter Macek**/CARRIED

## **5. Evaluation of Meeting**

### **5.1 Meeting Evaluation - For Discussion**

President Pfeiffer asked Council to consider the following questions as they reflected on their personal and collective performance during this meeting:

- Did I have the information required and how prepared was I to contribute to discussion about each agenda item?
- How effective was I in participating in the meeting deliberations? Did I seek to understand others, or did I state and take positions on issues?
- How effective was Council in focusing on governance vs administrative issues?
- How effective was Council in focusing on the impact of pharmacy services on Albertans?
- Relatively speaking, was most of our discussion focused with the future in mind?

Council appreciated the well-balanced meeting agenda and discussions, and more importantly the opportunity to create a space for reflection and for everyone's voice to be heard. The agenda addressed the three areas of governance responsibilities: generative, strategic and fiduciary. Council thanked President Pfeiffer for her direction of the conversation and method of chairing and inviting councilors to participate; especially inviting practitioners to speak first to support public members. Council thanked the work of ACP administration. They thanked Registrar Eberhart for the strategic discussions that were organic and well placed.

Following the Meeting Evaluation discussion Council moved into an In Camera Session as noted in the motions under Agenda Item 1.7 and motions below.

**MOTION:** to move into an In-Camera session of council at 3:30 p.m. on April 27 2023.  
Moved by **Christine Maligec**/Seconded by **Fayaz Rajabali**/CARRIED

**MOTION:** to move out of the In-Camera session of council at 4:09 p.m. on April 27, 2023.  
Moved by **Christine Maligec**/Seconded by **Deb Manz**/CARRIED

## **6. Adjournment**

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

- June 13-14 - Council Meeting, Hotel Macdonald, Edmonton
- June 13 - ACP Welcome Pharmacy Event, Edmonton (evening)
- June 14 - Celebration of Leadership/Installation of President, Hotel Macdonald (evening)
- June 14-16 - ACP Leadership Forum (EC Members only), Hotel Macdonald
- June 27 - ACP Welcome to Pharmacy Event, Calgary (evening)
- September 13-15 - Council Meeting and Board Development, Banff
- December (TBD) – Videoconference Meeting of Council

### **6.2 Adjournment**

**MOTION:** to adjourn the business meeting of council circa 4:10 p.m. on April 27, 2023.  
Moved by **Peter Macek**