

**MINUTES**  
**MEETING OF COUNCIL**  
**ALBERTA COLLEGE OF PHARMACY**  
**Wednesday September 28 - Friday September 30, 2022**  
**Banff, Alberta**

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**1. Introduction**

**1.1 Call to Order**

President Pfeiffer called the meeting to order at 8:35 a.m. on Wednesday September 28, 2022. Councillor Peter Macek recognized the ancestral lands of indigenous people in Treaty 7 territory. President Pfeiffer welcomed Councillor James Frobb from District 4 (central Alberta) to his first meeting of council. She welcomed Marche Barney from Franklin Covey who facilitated a board development session about unconscious bias.

Council met over the course of three days for board development sessions and a business meeting of council. The business meeting convened on Thursday September 29, 2022 at 8:35 a.m. and recessed at 12:00 p.m. followed by a board development session with Mike Shaw from the Pacific Centre for Leadership at 1:00 p.m. The business meeting of council reconvened on Friday September 30, 2022 at 10:30 a.m. following a learning opportunity and smudging ceremony with Blackfoot Elder Treffrey Deerfoot. The business meeting of council adjourned at 12:17 p.m. on Friday September 30, 2022.

At the business meeting of council, 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 5 - Shereen Elsayad (September 30)
- District A - Laura Miskimins
- District B - Dana Lyons
- Public Member - Irene Pfeiffer (President)
- Public Member - Jane Wachowich (Executive-Member-at-Large)
- Public Member - Christine Maligec

Absent

- Public Member - Carmen Wyton
- Public Member - Deb Manz
- Public Member - Jason West

Also in attendance

- Greg Eberhart - Registrar
- Kaye Moran - Deputy Registrar
- Jeff Whissell - Deputy Registrar
- Rob Vandervelde - Senior Operations and Finance Director
- Leslie Ainslie - Executive Assistant
- Barry Strader - Communications Director

### **1.3 Invocation**

Councillor Dana Lyons read the invocation.

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

#### **1.4.1 Consent Agenda**

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

**MOTION:** to approve the consent agenda policy report.

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

##### **1.4.1.2 Updates**

A motion to approve the Consent Agenda Information Report from the Registrar made by Councillor Rajabali and seconded by Councillor Miskimins, was rescinded.

**MOTION:** to lift the issue of Naloxone and Hearing Tribunals from the Consent Agenda.

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

##### Naloxone

- The Associate Minister of Mental Health and Addictions, Mike Ellis, would like Naloxone kits available through all employers; proposing these kits be purchased through pharmacies, with pharmacists responsible for training their staff on how to administer. Currently this is not realistic for several reasons. First, pharmacies are only allowed to order three Naloxone kits per day from McKesson making them extremely difficult to get them out to the community that already needs access to these kits now; and secondly, pharmacy team workloads are already at their peak and this additional responsibility is not something that can be managed at the pharmacy level at this time. Registrar Eberhart will advise Council should there be any further requests from the Minister.

##### Hearing Tribunals

- Registrar Eberhart shared a summary of the status of Hearing Tribunals and hearing decisions. Council inquired if the conditions prescribed by a Hearing Tribunal were placed on a regulated member's practice permit. Registrar Eberhart confirmed conditions prescribed are placed on practice permits.

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

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

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

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

Moved by **Christine Maligec**/Seconded by **Dana Lyons**/CARRIED

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

#### **1.5.1 Minutes - June 7-8, 2022 Meeting**

**MOTION:** to approve the June 7-8, 2022 meeting minutes as circulated.

Moved by **Christine Maligec**/Seconded by **Fayaz Rajabali**/CARRIED

### **1.5.2 Minutes - June 22, 2022 Videoconference Meeting**

**MOTION:** to approve the minutes of the June 22, 2022 meeting minutes as circulated.

Moved by **Peter Macek**/Seconded by **Dana Lyons**/CARRIED

### **1.5.3 Ratification of e-Ballot - July 21, 2022**

**MOTION:** to ratify the council e-Ballot of July 21, 2022 to appoint a panel of council to consider a request for a review of a decision of the Registrar in the matter of A. Mikhail.

Moved by **Patrick Zachar**/Seconded by **Dana Lyons**/CARRIED

### **1.5.4 Ratification of e-Ballot - July 25, 2022**

**MOTION:** to ratify the council e-ballot of July 25, 2022 to appoint a panel of council to consider a request for a review of a decision of the Registrar in the matter of Pharmasave Chappelle Pharmacy et al.

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

### **1.5.5 Amendment to March 25-26, 2021 Minutes**

An error in the minutes approved at the March 25-26, 2021 meeting of council was identified. The motion passed under Agenda Item 3.3 reads *“to remove the UofA CCCP program from the SPT rules and to rescind the IPG programs at the Leslie Dan Faculty of Pharmacy at the University of Toronto, and the University of British Columbia.”* The correct wording for the motion should have read *“to approve the UofA CCCP program, to be added to the SPT rules and to rescind the IPG programs at the Leslie Dan Faculty of Pharmacy at the University of Toronto, and the University of British Columbia.”*

Council approved the amendment to the motion to ensure accuracy of the record.

**MOTION:** to amend the motion under Agenda Item 3.3 of the March 25-26, 2021 council meeting minutes.

Moved by **Fayaz Rajabali**/Seconded by **Christine Maligec**/CARRIED

## **1.6 Disposition of Directives**

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

**MOTION:** to accept as information the Disposition of Directives from the June 7-8, 2022 council meeting.

Moved by **Christine Maligec**/Seconded by **Dana Lyons**/CARRIED

## **1.7 In Camera**

Council met for an “In Camera” breakfast meeting. As this discussion occurred “In Camera”, a record of the discussions has not been maintained.

## **2. Generative**

### **2.1 Pharmacy Human Resources**

Council continued its June discussion about human resources in pharmacy. Generally, Council’s concerns focused on the availability of human resources, the health of pharmacy professionals, and environmental factors that affected these, however as regulators, what role does the College play to remedy these concerns. Council considered what is the context of the problem the college is trying to solve, agreeing this is a complex problem with no single solution. Contrary to some opinion, the pandemic is not the root cause for these issues, however it was a catalyst.

Not only is pharmacy faced with labour shortages for a host of reasons, but there has also been a significant change in the expectations of pharmacy professionals from external parties by the public and government. Labour shortages are amplified by the growing demand for pharmacists and pharmacy technicians; particularly in primary care and community practices. Some gaps are supported by non-regulated individuals, which in itself invites other regulatory considerations.

Although this could be framed as a labour/employment issue, the safety of the public has to be considered if pharmacy teams are burning out. What is the risk of errors under these conditions?

Questions that Council mused that are relevant to the problem were:

- Are workplace environments healthy? Are regulated members getting breaks during the day (lunch and other)? Are regulated members working long hours in duration, or too many days in duration without a break?
- Are regulated members retiring earlier; and if so, why? Why are individuals leaving the professions?
- Are there too many pharmacies?
- Why are there so few pharmacy technicians working in the community? How can capacity be built?
- What can be learned from pharmacy owners?
- Are there barriers within current scopes of practice that contribute to the problem?
- Can capacity be built by training unregulated individuals (pharmacy assistants)?

Council committed to continue exploring possible solutions supported by research and data. Registrar Eberhart provided Council with research undertaken by the Nova Scotia College of Pharmacy on strategies to address similar concerns. ACP has learned that other pharmacy colleges are exploring this subject, many with a view to tactical interventions being undertaken in American states, where some boards are prescribing employment requirements. Registrar Eberhart will contact the Alberta Pharmacists' Association (RxA) and the Pharmacy Technician Society of Alberta (PTSA) to seek their interest in joining the discussion and will consider what discussions should be at happening with the Alberta Federation of Regulated Health Professions (AFRHP). Council will continue these discussions at the January 2023 council meeting.

## **2.2 Engagement with Moral Owners**

### **2.2.1 Cultural Considerations - Engagement with Indigenous Community**

Council was privileged to begin its learning journey about Indigenous culture and history from Blackfoot elder and knowledge keeper Treffrey Deerfoot. Treffrey Deerfoot is committed to preserving the rich culture and heritage of the Indigenous peoples; and through his work, transferring that knowledge to all Albertans. Council reflected on this experience with the following observations:

- Council should seek other engagement opportunities to continue its learning. Continual collaboration with all cultures that pharmacy serves is important to support inclusivity during council's deliberations.
- Council values any opportunity to connect with the elderly and vulnerable populations.
- Are ACP's standards of practice inclusive?
- Should the funds in the Leadership Development Award be redirected to community organizations that service vulnerable populations.
- Councillor James Frobb shared that he is developing a practice tool to assist pharmacy professionals in their support of marginalized Albertans.

### **2.2.2 Engagement and Learning from Moral Ownership**

Historically, ACP has conducted surveys of registrants, stakeholder/partners, and its moral owners on a tri-annual basis, with the last research study conducted in 2018. During the pandemic, the 2021 survey was put on hold. This research is a roadmap for council business when it considers opportunities for improvement in pharmacy practice through policies and standards of practice. Outcomes of the information gathered can inform the work within ACP's strategic plan and program priorities.

It was observed that while ACP had conducted these surveys for well over 10 years, the methodology may be weak. It was observed that many of the questions were "leading", seeking insight from individuals about our frame of reference, as compared to their experiences.

Council was asked what it wished to learn from the morale ownership. This must be understood first prior to considering the best methodology to collect this information. (i.e. what is to be learned from who and why, are important to determining the best methodology to learn).

While there was expression to learn more about the needs and experiences of vulnerable populations, there was little clarity about a direction to take. How are vulnerable populations defined? Further, it was not clear how this information would be used to support the core responsibilities of the college.

Council agreed that investment of resources in engaging with its moral ownership should be purposeful and support the strategic plan. In the short term, ACP will prioritize its focus on pharmacy human resources, and its impact on capacity and quality care. Engagement with the morale ownership will be monitored through Council's reflection on daily grass roots experiences with individuals, community groups and organizations that they interface with.

## **3. Strategic**

### **3.1 Council Plan 2022 – 2023**

Council reviewed a DRAFT plan for Council's business during the 2022-23 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 2022-2023 council year.

Moved by **Jane Wachowich**/Seconded by **Laura Miskimins**/CARRIED

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

#### **3.2.1 Strategic Goal # 1 (Readiness to Practice) - Enhancements to Structured Practical Training**

Goal 1 of ACP's strategic plan is 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.*" ACP's Structured Practical Training (SPT) programs for pharmacists and pharmacy technicians are critical success factors. Deputy Registrar Kaye Moran introduced Council to ACP's approach to this objective, including introduction to a new logbook for documenting the

assessment of activities demonstrated by pharmacy technicians during their practical training experiences. Updating of the logbook for pharmacy technicians was the first step to revising the SPT and will provide more structure to the learning and coaching journey. Introduction of the new logbook will begin over the next few weeks and will move into the new year.

Success with Goal 1 will be achieved when provisional pharmacists and provisional pharmacy technicians demonstrate at entry to practice, consistent clinical, technical, communication, and critical thinking skills relevant to providing patient care in Alberta's healthcare environment.

Council appreciated the alignment of the SPT work with the strategic objectives. They expressed concern about gaps related to the readiness and abilities of preceptors. They inquired about work being done to fill this gap. Deputy Registrar Moran advised that this work will be a key element of the SPT that ACP will continue to address through collaboration with educators with a goal to building a framework for a preceptor/assessor training program.

### **3.3 Business Arising from Bill 46 - Amendments to the *Health Professions Act***

#### **3.3.1 Continuing Competence Standards of Practice**

At the June meeting, Council approved Continuing Competence Standards of Practice (SPCC), for the purpose of consultation. The Standards describe the authority of the college arising from Bill 46, the *Health Statutes Amendment Act*. Deputy Registrar Kaye Moran presented an analysis of responses received, and additional amendments that Council might consider arising from the feedback. Council approved the Continuing Competence Standards of Practice as presented. The Standards will come into force upon the proclamation of Bill 46

**MOTION:** to approve the Continuing Competence Standards of Practice as presented, to come into effect upon proclamation and the coming into effect of Bill 46.

Moved by **Dana Lyons**/Seconded by **Peter Macek**/CARRIED

#### **3.3.2 Standards of Practice for Pharmacists and Pharmacy Technicians**

Amendments to the *Health Professions Act* (HPA) arising from Bill 46, transferred some authorities of colleges from regulations to ACP standards. The proposed amendments do not change existing policies however transfers them to the standards as required by the HPA. Council approved amendments to ACP's Standards for the Practice of Pharmacists and Pharmacy Technicians arising from Bill 46 for the purpose of a 60-day consultation.

**MOTION:** to approve the Standards of Practice for Pharmacists and Pharmacy Technicians for the purpose of conducting a 60-day consultation.

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

#### **3.3.3 Bylaws**

Amendments to ACP's bylaws arising from Bill 46 were reviewed by Council for the purpose of a 60-day consultation. The proposed amendments do not change policy, but rather transfer authority from regulations to bylaws as required by amendments to the *Health Professions Act*. Council approved the amendments to the bylaws for the purpose of a 60-day consultation.

**MOTION:** to approve the amendments to the bylaws for the purpose of conducting a 60-day consultation.

Moved by **Dana Lyons**/Seconded by **Fayaz Rajabali**/CARRIED

### **3.3.4 Ministerial Regulation for Pharmacists and Pharmacy Technicians (Tentative)**

New ministerial regulations are being introduced to replace all existing regulations that govern regulated health professions. A new ministerial regulation is also being introduced to address all restricted activities. Government plans to have these approved prior to the end of 2022, at which time it plans on proclaiming outstanding amendments to the *Health Professions Act* arising from Bill 46. This final version of the ministerial regulation has not been received from the Minister of Health.

**MOTION:** to table agenda item 3.3.4 until receipt of the ministerial regulation.  
Moved by **Christine Malige**/Seconded by **Dana Lyons**/CARRIED

## **3.4 Business Arising from Bill 10 - Amendments to the *Health Professions Act***

### **3.4.1 Female Genital Mutilation - Standards of Practice for Pharmacists and Pharmacy Technicians**

On May 31, 2022, amendments to the *Health Professions Act (Protecting Women and Girls) Amendment Act*, received Royal Assent. Prior to May 2023, all regulated health professions must adopt standards that address mutilation of female genitalia. Council reviewed the proposed amendments to the Standards of Practice for Pharmacists and Pharmacy Technicians that includes a new DRAFT standard addressing the prohibition of, and reporting requirements for, female genital mutilation. Council approved the amendments to the Standards for the purpose of a 60-day consultation.

**MOTION:** to approve the proposed amendments to the Standards of Practice for Pharmacists and Pharmacy Technicians for the purpose of conducting a 60-day consultation.  
Moved by **Patrick Zachar**/Seconded by **Peter Macek**/CARRIED

## **3.5 Dissociation of Association Responsibilities**

This agenda item was discussed in conjunction with amendments proposed to governance policy GP-14 (Awards) under Agenda Item 4.3.1.

## **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 2023**

Rob Vandervelde, ACP's Senior Director of Operations and Finance reviewed the priorities approved at the June 2022 council meeting. Through this, he recommended some contextual amendments.

Council approved the following restated priorities for 2023.

#### Legal Framework

- Inventory of emerging practices and Council discussion of proposed legislative and regulatory amendments
- Legal draft of proposed amendments to legislation and regulation
- New standards of practice approved and implemented

Meeting Practice Expectations

- Draft rules for Structured Practical Training for Provisional Pharmacists and development of pharmacy technician SPT assessment framework
- Draft assessment tool for redefined licensee core competencies
- Develop measures of licensee professional behaviours
- Develop changes to the CCP framework that support practice improvement

Data Intelligence

- Launch Merlin and create operational dashboards across all programs
- Draft performance measurement and analytics framework for ACP
- Environmental scan of governance reporting models
- Proposal for an Alberta medication incident reporting system

**MOTION:** to approve the restated priorities for 2023.

Moved by **Jane Wachowich**/Seconded by **Shereen Elsayad**/CARRIED

Senior Director Vandervelde presented the DRAFT 3-year business plan and budget for 2023. The DRAFT budget complies with ACP's financial and reserve policies. The following is an excerpt from his briefing to Council:

- 2023 revenues increase by 5.1% over last year's budget. The fee guide typically increases at inflation, though management considered the current high rate of inflation, which is forecast to be 4.2% for 2023 at the time of writing. The budget applies the full 4.2% increase to pharmacy fees but a 2.0% increase to pharmacist and technician fees.
- Expenses increase by 4.6% to fund a 0.5 FTE increase in staffing, ongoing salary progression, new departmental spending and advancement of the strategic plan. The COLA adjustment used to adjust the salary scales for salary progression is set at the 4.2% inflation rate.
- Aside from the small increase in FTE, the HR complement features a transition of three positions from IT to program staff. This reflects a shift of resources away from Merlin system development, now complete (with training and testing to come), to program development around the strategic plan. The HR complement includes 3.5 contract positions to maintain budget flexibility in the future.
- The result is planned deficits of \$595,000 in 2023 and \$369,000 in 2024, and an essentially balanced budget in 2025. 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 development.
- At the end of the forecast, ACP's operational reserves have been drawn down by almost \$895,000 but remain above the target level of 3 months of operational expenses.
- The deficits are responsible and amount to less than 6% of revenue. The small surplus for 2025 reflects a clear path back to balanced budgets at the end of the forecast period.

The budget builds on the progress made in implementing the strategic plan. Much of the direct spending on the strategic plan is one-time in nature, avoiding long-term financial pressures. A total of \$1.9 million in restricted reserves have been set aside by Council for specified purposes, and these are not impacted by the budget.



In 2025, ACP is forecasted to return to a balanced budget. In part, this is achieved through a combination of the end of contract positions and a scaling back of strategic spending on the strategic plan. More fundamentally, ACP has experienced and planned for increases in operating and staffing costs that are less than the growth in revenue, which is driven both by demographic growth and fee increases. This preserves fiscal room for ACP in its future financial planning.

Three of the largest risks from last year have been substantively mitigated:

- The risks around complaints and hearing process costs have not been experienced. While the future level of these remains uncertain, ACP has experienced positive impacts from fewer formal complaints, rationalized use of senior and junior legal counsel, and a decreased number of hearing days due to agreements reached with respondents.
- Risks related to costs and functionality of the Merlin system are falling with the completion of system development and staff preparation for launch. ACP remains within budget and on track for launch early next year. Risks remain with the heavy demands on staff and any issues that may be uncovered by internal system testing. Early training efforts have been positive, functionality has been demonstrated, and ACP is no longer reliant on a third-party developer. In 2023, ACP will transition from a major system development effort to consolidating business processes around the system and making more minor continuous improvements.
- COVID has not disappeared but ACP, its stakeholders and the broader public are learning to live with it. Flexibility in operations and program delivery enabled ACP to emerge from the worst of the pandemic with programs continuing to function and staff staying healthy.

Risks remain around the continued implementation of the strategic plan. These include:

- Capacity – the Merlin project continues to place significant demands on all staff as we proceed towards launch. This further limits the capacity available to support other project work. ACP is mitigating these risks by seeking external contract support, ensuring redundancy of staff skills, and prioritizing and allocating tasks among staff.
- Partnership – Much of the work relies on developing new partnerships. ACP is working with the University of Alberta and other regulators to help set direction for the SPT and bridging programs.
- Legal and regulatory risk – ACP remains at risk of a changing government agenda that could introduce other new priorities. ACP has engaged governmental affairs support to help influence and coordinate with the government agenda. The outcome of the UCP leadership race and a spring election will determine future risks to regulators.
- Registrant risk – ACP continues to manage expectations among registrants concerning the Practice Improvement Program (PIP). Changes with significant impact on external registrants will require careful coordination, communication and change management.

The future transition from strategic development to maintenance of new and expanded operational programs in 2025 and beyond, will require staffing and budget resources that have not been fully determined. For example, an enhanced SPT program, improved organizational analytics, and medication incident reporting will all require ongoing staff and systems support. These costs are not yet fully known and will be further refined in 2023. However, ACP is well positioned to address these costs. The budget already includes provisions for the continuation of several contract positions and for potential systems costs. ACP will have future financial flexibility as its budget returns to surplus, and an emergency cushion in its

operating and restricted reserves. By wisely using the operating reserve, maintaining financial flexibility, and ensuring the return to long-term balanced budgets, ACP will continue to sustainably balance the one-time costs required for strategic development and the ongoing costs that will continue beyond the forecast period.

Council agreed by consensus that the Registrar should proceed with finalizing the 2023 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, 2022 were submitted for Council's approval. Council inquired about credit card rates, requesting that ACP benchmark these against other major Canadian financial institutions.

**MOTION:** to approve the Registrar's compliance report on EL-4 Financial Condition. Moved by **Christine Maligec**/Seconded by **Fayaz Rajabali**/CARRIED

## **4.3 Policy Review and Amendment**

### **4.3.1 GP-14 Awards**

Council discussed governance policy GP-14 Awards, in conjunction with *Agenda Item 3.5 Disassociation of Association Responsibilities*. Registrar Eberhart provided correspondence exchanged between Alberta Health and the college since Council amended its award policies in 2021, as per the government's mandate for regulatory bodies to dissociate all association responsibilities. Although Council believes they have taken the necessary measures to meet this mandate, recent communication with Alberta Health indicated further action was required. Registrar Eberhart recommended further amendments to governance policy GP-14 Awards. The amendments repeal the Student Professional Development Grant. The Honorary Life Membership and Honorary Life Awards are already addressed in the bylaws.

Council also recommended the Governance Policy Review Committee consider amendments to the Leadership Development Award to make it more equitable to both professions.

**MOTION:** to approve the amendments to governance policy GP-14 Awards as presented. Moved by **Fayaz Rajabali**/Seconded by **Peter Macek**/CARRIED

### **4.3.2 GP-7 Council and Committee Expenses**

Council discussed amendments to governance policy GP-7 Council and Committee Expenses resulting from delays in the reimbursement of public member expenses and per diems by Alberta Health (AH). To support these discussions, Council received a copy of the Government of Alberta's (GOA) reimbursement policy. In the policy, the business of Council is interpreted narrowly and does not include commitments that our public members make outside of: council and committee meetings, orientation and board development, or sitting on council review panels. For all other engagements outside of this scope, Alberta Health requires advance approval.

ACP sought legal review about the GOA’s reimbursement policy. Although ACP is committed to ensuring that public members are respectfully reimbursed for expenses they incur, and for time that they commit to attending ACP business, legal counsel recommended that the college follow government policy with the exception of reconciling current outstanding “expenses” and, events where Council requires public members to be in attendance outside the scope of the GOA policy.

#### **4.4 Appointment of Task Force to Review Governance Policies and Bylaws**

Council committed to a review of its governance policies during the 2022-2023 council term. President Pfeiffer and Registrar Eberhart submitted DRAFT Terms of Reference (TOR) for a proposed “governance policy review committee” and recommendations for appointment to the committee. Council approved the governance policy review committee’s Terms of Reference and appointed the following council members to the committee: Fayaz Rajabali (chair), Peter Macek, Laura Miskimins, and Jane Wachowich.

**MOTION:** to approve the Terms of Reference for, and appointments to, the governance policy review committee.

Moved by **Dana Lyons**/Seconded by **Christine Maligec**/CARRIED

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

##### **4.5.1 Azhar Qureshi - Registration Number 6099**

**MOTION:** to accept the hearing tribunal decision as information.

Moved by **Peter Macek**/Seconded by **Dana Lyons**/CARRIED

#### **4.6 Highlights from the 2022 FIP Congress**

Registrar Eberhart, and Council Members Dana Lyons and Fayaz Rajabali, attended the International Pharmacists Federation (FIP) 2022 World Congress in Spain from September 18-22, 2022. FIP is the global pharmacy body representing over four million pharmacy professionals, pharmaceutical scientists, and pharmaceutical education. It is a non-government organization and has officially been recognized as “the global voice of pharmacy with the World Health Organization”. Councillors Lyons and Rajabali shared their insights from the Congress sessions.

- the FIP Congress was attended by over 5000 pharmacy professionals from around the world. It was a great opportunity to contribute and connect.
- discussions were very global in nature and with much learning about each other’s experiences during the pandemic,
- there are medication shortages globally,
- there were discussions about support for the Ukraine. The UK made a presentation about the importance of citizenship building on the success of the “Medicines to Ukraine” campaign,
- the Pharmacy Technicians had exceptional poster presentations. Councillor Lyons shared a poster for Council’s information (link to appendix 1: [FIP Pharmacy Technician Workforce Development in Primary Care Roles Poster](#)),
- attendance and engagement with other pharmacy professionals reaffirms that Alberta’s pharmacy practice is significantly advanced. Many countries do not provide vaccines or immunizations, and for some, a pharmacy technician professional is a “foreign concept”,
- there is opportunity for ACP to give back and be impactful to help other practices throughout the world,
- FIP aligns with the priorities of the United Nations and World Health Organization through its 21 strategic initiatives. There is merit in ACP overlaying its strategic priorities with those of FIP, to better understand where we can learn, share, and grow pharmacy globally (link to

appendix 2: [FIP Global Roadmap 2030-Sustainable advancement for pharmacy worldwide-September 2022.pdf](#)).

## 5. Evaluation of Meeting

### 5.1 Meeting Evaluation

President Pfeiffer 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:

- President Pfeiffer thanked everyone for their engagement and contributions over the course of the three days. She asked everyone to consider how to make an intentional commitment to connect with council members that were not able to attend to share the experiences of these sessions. Council agreed as a whole to connect with one and another, including those not in attendance.
- Council appreciated the opportunity to engage with Elder Treffrey Deerfoot. It reminded Council that in order to be more in tune with our moral owners, we have to be uncomfortable in our “privilege”.
- The unconscious bias session was exceptional. We should consider overlapping this in the work of council.
- Council expressed their appreciation for the diversity of views around the table.
- Council must be mindful to always remain focused on its governance role, with discussions and decisions focused on the ENDS, not the “how to”. The moral owners are the priority.
- Moving forward, Council needs to consider how to get a “return on investment” from the In-Camera discussions.
- Council thanked President Pfeiffer for the great job facilitating the meeting.
- Council thanked ACP administration for their support.

## 6. Adjournment

### 6.1 Forthcoming Events and Council Meeting Dates

#### 2022

- October 21 - New Registrant Welcome Event, Calgary
- October 28 - New Registrant Welcome Event, Edmonton
- October 25 - ACP Connect, Lethbridge
- October 27 - ACP Connect, Edmonton (including livestreaming)
- December 15 - Videoconference Meeting of Council

#### 2023

- January 25-26 - Council Meeting, Edmonton
- April 27 - Videoconference Meeting of Council
- June 13-14 - Council Meeting, Hotel MacDonald, Edmonton
- June 14 - Celebration of Leadership/Installation of President, Edmonton
- June 14-16 - ACP Leadership Forum (EC Members only), Edmonton

### 6.2 Adjournment

**MOTION:** to adjourn the meeting circa 12:17 p.m. on September 30, 2022.

Moved by **Dana Lyons**/CARRIED