

MINUTES
VIRTUAL COUNCIL MEETING
ALBERTA COLLEGE OF PHARMACY
December 10 – December 11, 2025

PART A – Opening Remarks and Constituting Council Meeting

1.1 Call to Order

Past-President Patrick Zachar called the business meeting of council to order at 1:07 p.m. He welcomed Council and ACP administration, and acknowledged Matthew Williams, a fourth year pharmacy student attending as an observer. Past-President Zachar recognized the territorial and ancestral lands of the indigenous people of Alberta. 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 virtually for two half days in the afternoon of December 10, 2025 and the morning of December 11, 2025. Joining Council on December 11 was Christine Saunders with Halmyre for a strategic planning session, Kortney Stanley, ACP Competence Committee Chair and Pamela Timanson, ACP Competence Director for the semi-annual report from the Competence Committee, and Valerie Gibb, ACP's Investment Counsellor, with PH&N.

The business meeting of council adjourned on December 11, 2025 circa 12:46 p.m.

1.2 Roll Call

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

- District 1 - Asad Kashani
- District 2 - Patrick Zachar (Past President)
- District 3 - Murtaza Hassanali (President Elect)
- District 4 - Paul Gustafson
- District A - Kirsten Shead
- District B - Nina Dueck
- Public Member - Carmen Wyton
- Public Member - Jason West (absent December 11)
- Public Member - Nicola von Hoensbroech
- Public Member - Stephen Mandel (absent December 11)

Absent

- District 5 - Patrick Thomson (President)
- Public Member - Larry Loven

Also in attendance

- Brad Willsey - Registrar
- Kaye Moran - Deputy Registrar
- Jeff Whissell - Deputy Registrar
- Rob Vandervelde - Senior Operations and Finance Director
- Leslie Ainslie - Executive Assistant
- Barray Strader - Communications Director
- Pamela Timanson - ACP Competence Director (December 11, 10:09-10:39am)
- Kortney Stanley - ACP Competence Committee Chair (December 11, 10:09-10:39am)
- Christine Saunders, Halmyre (December 11, 8:30-10:03am)
- Valerie Gibb, PH&N (December 11, 10:46-11:38am)
- Matthew Williams, Observer (December 10)

1.3 Invocation

Councillor Paul Gustafson read the council invocation.

1.4 Adoption of the Agenda

1.4.1 Consent Agenda

Registrar Willsey provided a report under agenda item 1.4.1.2 Consent Agenda Update Report. There was no report for agenda item 1.4.1.1. Consent Agenda Policy Report.

1.4.1.1 Policy Report – NIL

1.4.1.2 Update Report - For Acceptance

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

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

1.4.2 Additions to the Agenda

MOTION: to adopt the agenda as amended with the addition of Agenda Item 1.4.2.1- Pharmacy Technician Renewal Notification Error.

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

1.4.2.1 Pharmacy Technician Renewal Notification Error

Rob Vandervelde, Sr. Director of Operations and Finance provided Council with information about the renewal notification error that took place on December 2nd, the day after the close of the pharmacy technician renewal period that runs from October 1- November 30. Following the close of renewal season for pharmacy technicians, an automated notification triggered in myACP that sent an email to all pharmacy technicians indicating they had not yet submitted an application to renew their practice. ACP became aware of the notification error between 7 and 8 a.m. on December 2, at which point the communications, registration and IT teams worked together to investigate the situation and prepare a communication to pharmacy technicians. A correction email was sent pharmacy technicians to address the error and confirm that their practice permit applications had been received. Additionally, on December 5, emails were sent to the following recipients:

- Pharmacy technicians who renewed their practice permits and received the initial email in error.
- Licensees and temporary pharmacists in charge who have pharmacy technicians on their pharmacy teams.
- The Pharmacy Technician Society of Alberta.
- Alberta Health Services and Covenant Health key contacts.

The emails acknowledged the error, apologized for the confusion and stress caused, and noted that ACP was taking measures to strengthen processes, improve accuracy, and help prevent an incident like this from happening again.

1.5 Minutes from Previous Meetings

1.5.1 Minutes – October 1-3, 2025

MOTION: to approve the minutes of the October 1-3, 2025 council meeting.

Moved by **Paul Gustafson**/Seconded by **Nina Dueck**/CARRIED

1.6 In Camera – NIL

Part B – Council Development, Open Forum and Generative Discussions

2.1 Council Development - NIL

2.2 Generative Discussions

Councillor Paul Gustafson submitted the following issues for generative and strategic discussion at future council meetings. Council prioritized each issue as follows:

1. A review of ACP definitions for proprietors versus proprietor's representatives.
2. A generative discussion-how pharmacy professionals can better contribute, improve and support the primary health care system.
3. A strategic discussion about how ACP can govern pharmacies versus pharmacists, and ACP's engagement with regulated members.

These discussions will be held over the course of the 2026 council meetings.

2.3 Council Open Forum -NIL

Part C - Strategic and Fiduciary

3. Business of Council

3.1 Legislation

Council received a summary of the legislation noted below to bring awareness to Alberta legislation impacting the College, pharmacy practice in Alberta, potentially pharmacy practice across Canada and other regulatory professions provincial and in Canada. Registrar Willsey will provide further updates when applicable.

- Bill 9 – Protecting Alberta's Children Statutes Amendment Act
 - Regulated members under the *Health Professions Act* will be prohibited from performing sex reassignment surgery on a minor.
 - Regulated members will be prohibited from prescribing Schedule 1 drugs, or any other named drugs, for a minor for the purpose of hormone therapy, including puberty suppression and hormone replacement therapy, for the treatment of gender dysphoria or gender incongruence, except in accordance with an order from the Minister.

Bill 9 passed December 10, 2025 however not proclaimed.

- Bill 10 – Red Tape Reduction Statutes Amendment Act
 - Prohibits regulatory bodies from requiring work experience obtained in Canada or work experience with a connection to Canada for an applicant to obtain registration.
- Bill 11 – Health Statutes Amendment Act, 2025
 - Amends the *Health Professions Act*.
 - Requires health profession regulatory bodies to ensure mandatory specified education or training relates only to maintaining professional competence or ethical standards for the practice of the regulated profession.

- Within 18 months of the coming into force of these sections, a council must establish a process for regulated members to apply for an exemption from specified education or training within a continuing competence program.
- Requires all future required specified education or training as part of a continuing competence program to have an established process for regulated members to apply for an exemption from that specified education or training.
- Exemptions may include a requirement for alternative specified education and training.
- Bill 13 – Regulated Professions Neutrality Act
 - Regulatory appeal bodies or regulatory bodies must not impose sanctions on regulated professionals for expressive conduct that occurs outside the practice of the regulated profession, except in specific situations as set out in s. 5(2).
 - Regulatory appeal bodies or regulatory bodies are prohibited from promoting principles of enumerated personal characteristics in their actions, decisions, or policies regarding:
 - Value of persons.
 - Moral superiority of persons.
 - Judgments of bias or oppression.
 - Status of individuals as privileged or disadvantaged.
 - Responsibility for actions committed by others.
 - Receipt of preferential treatment.

3.2 Rules for the Structured Practical Training Program for Pharmacy Technicians

Council considered a request to approve Rules for the Structured Practical Training (SPT) Program for pharmacy technicians. According to the Pharmacists and Pharmacy Technicians Profession Regulation, Council must make rules governing structured practical training programs. This includes rules relating to:

- a) the competencies to be acquired,
- b) the structure, duration and organization of the program,
- c) evaluation mechanisms, processes and requirements for successful completion of the program, and
- d) any other matter directly related to the structured practical training program.

ACP is preparing to implement the redesigned SPT Program for pharmacy technicians, and the SPT Rules support the administration and enforcement of the program. The new rules include the following changes:

- Pharmacy technicians as preceptors – At least one of the practical experiences for provisional pharmacy technicians must be precepted by a pharmacy technician.
- Mandatory preceptor training – Preceptors must complete ACP's preceptor training to be eligible to become a preceptor.
- Experience required to become a preceptor – Preceptors must be on the pharmacy technician or pharmacist register for at least one year to become a preceptor. Previously, pharmacy technicians or pharmacists needed two years of experience on the register to be eligible to become a preceptor.
- Preceptor commitment – Preceptors must spend the majority of their time working with the provisional pharmacy technician (at least four days per week or 75 per cent of their time).
- Co-precepting – This allows two regulated members to share the load of precepting responsibilities of a provisional pharmacy technician participating in the SPT program.

- Different preceptors and sites – a provisional pharmacy technician must complete the SPT program at two different practice sites and with different preceptors.

In addition, Council was asked to approve consequential amendments to the Rules for the Structured Practical Training (SPT) Program for pharmacists to enable consistency between the two programs.

MOTION: to approve the Rules for the Structured Practical Training Program for pharmacy technician program as presented.

Moved by **Paul Gustafson**/Seconded by **Nicola von Hoensbroech**/CARRIED

MOTION: to approve the amended Rules for the Structured Practical Training Program for pharmacists, for alignment and consistency between both SPT programs.

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

3.3 Report from the Strategic Planning Committee

Registrar Willsey provided a report on behalf of the Strategic Planning Committee. At the October 2025 strategic planning session facilitated by Christine Saunders with Halmyre, Council directed ACP administration to begin drafting of the strategic plan for review at the December 2025 meeting. The Strategic Planning Committee met on December 2, 2025 to review Halmyre's summary of the inputs and the draft strategic plan from the October session, and to provide further input and direction for their presentation to Council at this meeting. Council continued its strategic planning discussions under Agenda Item 3.4 Strategic Planning Session.

MOTION: to accept the Report from the Strategic Planning Committee.

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

3.4 Strategic Planning Session with Christine Saunders with Halmyre

Council engaged in a strategic planning session facilitated by Christine Saunders, with Halmyre. Council has accountability in four domains: strategic foresight, risk management, enabling professionalism, and health system and patient need. The overarching themes of the strategic plan are quality and safety, and this is central to all themes, and in the spirit of compassionate regulation.

- **Theme 1: Elevate pharmacy's role within the Alberta healthcare system**
This theme focuses on the system factors that enable quality pharmacy practice and operations, such as exploring innovative team-based care models and using data analytics to model future workforce capacity and demand. It addresses system factors like workforce dynamics, access to pharmacy services for underserved populations, the integration of pharmacy into the primary care system, and the role of the public in accessing and demanding safe care.
 - Council made recommendations for the re-wording of this theme to ensure specificity.
- **Theme 2: Elevate the quality of care delivered in pharmacy practice**
This theme focuses on the practice-level conditions internal to the pharmacy, including making best use of regulated members' skills and scope of practice, continuing to build on professionalism and quality improvement efforts, and ensuring that standards reflect evolving roles.
 - Council wanted to ensure that the key element to this theme speaks to consistency of access to care across Alberta.

- **Theme 3: Anticipate and support the future of pharmacy practice**

This theme focuses on proactive planning to anticipate the regulatory needs created by rapid external changes (e.g., artificial intelligence, virtual care, digital therapeutics), build internal flexibility, and clarify expectations for professional judgement when using new technologies to deliver care.

- Council asked that ACP administration consider rewording the theme, using more proactive language such as “drive or promote”.

ACP administration will forward a survey to Council to allow time for further reflection and feedback following the meeting. Council agreed that the draft strategic plan reflected Council’s direction, and approved the draft strategic plan in principle, pending the following:

- feedback garnered from the survey,
- revisions to the introduction,
- rewording of the themes so they are more concise and supported with active goals, and
- realignment of the long-term goals and three-year objectives and initiatives, so the long term goals are enduring and aspirational while the three-year objectives and initiatives are specific to the term of the 2026-2028 strategic plan.

Council will meet in early 2026 to approval the final version of the strategic plan.

3.5 Report from the Governance Committee

Past-President Patrick Zachar, and Committee Chair, presented a report to Council on behalf of the Governance Committee. The Committee met November 19, 2025. The meeting was facilitated by Doug Macnamara with Banff Executive Leadership (BEL). The purpose of the meeting was to review a competency matrix template developed from the BEL governance competency work, and one that aligned with the competency assessment that Council completed in October, 2025. The Committee also considered competency policies and matrices from other regulatory authorities. The goal was to develop a matrix for use by the Nominating Committee when interviewing regulated members that applied for nomination to Council for the 2026 council elections.

Upon further reflection, the Committee agreed that this work needs to be supported by clear direction from Council about what core competencies are important to current and future council members, whether they are elected or appointed. With the removal of districts, it is also important that a rubric is created that explicitly outlines the competency criteria and performance standards for council, along with a rubric for the composition of council to ensure a balance of representation. The Governance Committee will continue this work, and the Nominating Committee will use the competency criteria used for the 2025 council elections.

3.6 Council Dashboard

Rob Vandervelde, Sr. Director of Operations and Finance walked Council through a review of the second iteration of the Council dashboard. The domains covered by the dashboard include:

Regulatory Role:

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

Strategic Progress:

- Strategic initiatives progress in a timely and effective manner.

High-Level System Impacts & Issues

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

Organizational & Governance Health

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

The council dashboard will continue to evolve as more metrics become available and with the implementation of the strategic plan. The strategic plan adds an increased emphasis on accessing new data sources and developing new analytics related to practice risk and quality. The strategic plan also includes a commitment for how ACP will report to Council. ACP administration will review how to build its commitments to Council into the Council reporting cycle and into the dashboard, and will report to Council on proposed changes to the dashboard that will increase its focus to broader outcomes, enabling Council to have oversight of new strategic priorities.

4. ENDS and Executive Limitation Policies and Reports

4.1. EL-3 Financial Planning - DRAFT 3-Year Business Plan and Budget 2026

Registrar Willsey and Sr. Director of Operations and Finance Rob Vandervelde provided a budget for Council's review and approval. The budget also includes forecasts for 2027 and 2028. This budget operationalizes the work of the previous strategic plan and funds the advancement of the new strategic plan. Council approved the budget as presented, accepting there will be subsequent budget adjustments made to reflect strategic planning expenditures that will be considered when ACP administration reports on the final strategic plan in February 2026.

Council approved a moderate 1% increase in fees charged by the college. This increase is below the cost-of-living allowance (COLA) of 1.8 per cent calculated by the Conference Board of Canada. Council typically bases fee increases on the COLA data in order to maintain ACP's ability to operate as other prices rise, however Council approved a reduced increase of one per cent for 2026.

MOTION: to approve the 2026 budget and estimates for 2027 and 2028 as presented, accepting there will be subsequent budget adjustments to reflect the strategic planning expenditures.

Moved **Paul Gustafson**/Seconded by **Kirsten Shead**/CARRIED

MOTION: to approve the Schedule of Fees for the 2026-27 fiscal year, reflecting a moderate increase of 1% over last year's fees charged by the college.

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

MOTION: to approve amendments to governance policy GP-7 Council and Committee Expenses to reflect the expense schedule for council and committee members per diems, honorariums, and expenses as approved with the 2026 budget.

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

Council also reviewed proposed amendments to Executive Limitations policy EL-4 Financial Condition that reduces the amounts of the restricted reserve provisions. Restricted reserves are intended to provide funding for known categories with irregular spending profiles over time.

MOTION: to approve amendments to Executive Limitations policy EL-4 to reflect revised reserve categories and target levels.

Moved by **Carmen Wyton**/Seconded by **Nicola von Hoensbroech**/CARRIED

5. Compliance Monitoring and Reports

5.1 Executive Limitations (EL) Compliance Reports

Reports from the Registrar were provided for the following Executive Limitation policies. An external report was provided for Agenda Item 5.1.3 EL-6 Investments.

5.1.1 EL-4 Financial Condition - Internal

Council received internal financial statements and a statement of variances for the month ending October 31, 2025.

MOTION: to approve the Registrar's internal report for compliance with Executive Limitations policy EL-4 Financial Condition (Internal).

Moved by **Carmen Wyton**/Seconded by **Nina Dueck**/CARRIED

5.1.2 EL-4 Financial Condition - External

Rob Vandervelde, Sr. Director of Operations and Finance presented the audit plan proposed to review ACP's financial records for the 2025 fiscal year. Council approved the 2025 audit plan as presented.

MOTION: to approve the 2025 audit plan as presented by KPMG.

Moved by **Nicola von Hoensbroech**/Seconded by **Stephen Mandel**/CARRIED

5.1.3 EL-6 Investments

Valerie Gibbs, ACP's Investment Counsellor with PH&N, provided her annual report to brief Council about the performance of ACP's investments, and confirmed that Council was in compliance with ACP's investment policy, EL-6 Investments. In addition, amendments to policy EL-6 Investments was introduced for Council review and approval. The amendments will allow ACP to invest in low-risk bond funds. Higher-risk, higher-return bond funds are screened out by this policy. ACP's investment strategy will remain focused on broad-based, low-risk and low-fee funds, for bond funds just as it is with equities.

MOTION: to approve the external report from ACP's investment counsel for compliance with Executive Limitations policy EL-6 Investments.

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

MOTION: to approve amendments to policy EL-6 Investments as presented.

Moved by **Asad Kashani**/Seconded by **Nina Dueck**/CARRIED

5.1.4 EL-8 Conflict of Interest

MOTION: to accept the Registrar’s compliance report on Executive Limitations policy EL-8 Conflict of Interest.

Moved by **Kirsten Shead**/Seconded by **Paul Gustafson**/CARRIED

5.2 Report from the Competence Committee (portal) - For Information and Discussion

Kortney Stanley, ACP Competence Committee Chair, and Pamela Timanson, ACP Competence Director, provided the semi-annual report from the Competence Committee, providing a review of the activities and trends observed. They provided Council with an overview of the audit process and results within the Continuing Competence Program (CPP) for pharmacists for the 2024-2025 Continuing Education (CE) cycle and the Practice Improvement Program (PIP). Activities and trends within the programs have been observed around the same core issues of patient assessment, documentation, and the appropriate use of evidenced based medicine and references. There has been improvement, however, these areas of concern remain consistent. Overall, in the PIP program registrants are engaged, providing thoughtful submissions, with feedback from the peer coaching about the overall process being very positive, indicating that pharmacists are invested in their professional growth, and reenforcing the value of peer-to-peer focused processes. It supports the shift to a collaborative approach between the regulated member and the programs within the competence portfolio. The Committee continually evaluates its processes.

MOTION: to accept the semi-annual report from the Competence Committee.

Moved by **Paul Gustafson**/Seconded by **Nicola von Hoensbroech**/CARRIED

6. Evaluation of Meeting and Adjournment

6.1 Meeting Evaluation - For Discussion

Past-President Zachar asked Council to reflect on their personal and collective performance during the board development sessions and business meeting of council. He thanked Council and ACP administration for the flexibility to move the in-person meeting to a virtual meeting, and appreciated their active engagement and contributions. He wished everyone all the best during the holiday season. Council shared the following observations and comments:

- Council agreed that they had good discussions and made good decisions at the meeting.
- Agreed that the 2 half-day virtual meeting as being very productive.
- Council looks forward to finalizing the strategic plan.
- Council thanked Past-President Zachar for stepping in to chair the meeting, and doing so in an organized and informative manner.
- Council thanked ACP administration for their comprehensive and informative reports.
- Council appreciated the time allotted for most of the agenda, contributing to a focused business meeting.

6.2 Forthcoming Events and Council Meeting Dates

2026

- February (TBD) - half-day Council Meeting, Edmonton
- April 22 or 23 - full-day Council Meeting, Edmonton
- June 9-10 – 2 day Council Meeting, Calgary
- June 10 - Celebration of Leadership (evening), Calgary
- June 10-12 - ACP Leadership Forum, Calgary
- September 23-25 - Council Meeting and Board Development, Banff

6.3 Adjournment

MOTION: to adjourn the meeting of council circa 12:46 p.m. on December 11, 2025.

Moved by **Paul Gustafson**