



SASKATCHEWAN
COLLEGE OF PHARMACY
PROFESSIONALS

The Administrative Bylaws

of the

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS

August 25, 2018

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PART A - INTERPRETATION

Title

1 These bylaws may be referred to as The Administrative Bylaws of the Saskatchewan College of Pharmacy Professionals or SCPP Administrative Bylaws.

Definitions

2 In these bylaws:

- (a) “**Act**” means The Pharmacy and Pharmacy Disciplines Act
- (b) “**College**” means the Saskatchewan College of Pharmacy Professionals
- (c) “**Continuing professional development**” includes any continuing education, continuing professional development or competency assurance requirements, or any relevant program thereto that Council may prescribe from time to time as a condition for practising members to maintain or renew their licence.
- (d) “**Practice**” means providing direct patient care as a licensed pharmacist or licensed pharmacy technician, and includes the practices authorized in section 23 of the Act, and “practising” has a similar meaning.

PART B – COUNCIL

Constitution and Election

In this Part B, mail includes distribution by regular post or via electronic mail, and mailed and mailing have a similar meaning.

1 (1) Council shall consist of one practising or non-practising member duly elected or appointed from each of eight electoral divisions, plus the President, President-elect and Vice-president and those specified in sections 7(2)(b), (c) and (d) of the *Act*.

(2) Unless a bylaw provides otherwise, the term of an elected member of Council shall be for two years beginning July 1.

(3) The province shall be divided into eight electoral divisions described as follows:

Electoral Division No. 1 being that portion of the province of Saskatchewan bounded on the South by the International Boundary line, on the East by the easterly boundary of the province; on the North by the northerly boundary of township twenty-four; and on the West by the westerly boundary of range twenty-one west of the second principal meridian but excluding the city of Regina and the area within five miles of the city limits.

Electoral Division No. 2 being that portion of the province bounded on the South by the southerly boundary of township twenty-five; on the East by the easterly boundary of the province; on the North by the northerly boundary of the province; and on the West by the westerly boundary of range twenty-one west of the second principal meridian.

Electoral Division No. 3 being that portion of the province bounded on the South by the southerly boundary of township forty-two; on the East by the easterly boundary of range twenty-two west of the second principal meridian; on the North by the northerly boundary of the province; and on the West by the westerly boundary of the province.

Electoral Division No. 4 being that portion of the province within the city of Saskatoon and any area within five miles of the city limits of Saskatoon.

Electoral Division No. 5 being that portion of the province within the city of Regina and any area within five miles of the city limits of Regina.

Electoral Division No. 6 being that portion of the province bounded on the South by the International Boundary line; on the East by the easterly boundary of range twenty-two west of the second principal meridian; on the North by the northerly boundary of township twenty-one; and on the West by the westerly boundary of the province.

Electoral Division No. 7 being that portion of the province bounded on the South by the southerly boundary of township twenty-two; on the East by the easterly boundary of range twenty-two west of the second meridian; on the North by the northerly boundary of township forty-one but excluding the city of Saskatoon; and the area within five miles of the city limits of Saskatoon; and on the West by the westerly boundary of the province.

Electoral Division No. 8 shall include every practising member who practises as a hospital pharmacist, and every non-practising member who was practising as a hospital pharmacist prior to becoming a non-practising member.

- (4) The charge and conduct of the elections shall be under the management of the Registrar who shall be the returning officer.
- (5) Elections will be held on the fourth Wednesday in March. Except in electoral divisions from which Council has chosen the President, Vice-president or President-elect or as otherwise directed by Council, election of Councillors in Divisions 1, 3, 5 & 7 will be held during odd numbered years while election of Councillors in Division 2, 4, 6 & 8 will be held during even numbered years.
- (6) Every practising or non-practising member resident in Saskatchewan is, at an election of members of the Council, entitled to vote for a candidate for the electoral division in which the practising member practices or the non-practising member resides on the day when the notice of election is mailed.
- (7) Except in electoral divisions from which Council has chosen the President, Vice-president or President-elect or as otherwise directed by Council, the Registrar shall mail, at least two months prior to the date of the election to each practising or non-practising member qualified to vote thereat, notice of the Council election date.
- (8) Every practising or non-practising member resident in Saskatchewan is eligible to be elected a member of the Council for the electoral division in which the practising member actively practises or in which the non-practising member resides on the day when the notice of election is mailed, by mailing or delivering to the Registrar a nomination signed by three other members eligible to vote in the division. The nomination shall be accompanied by the signed acceptance of the nominee, and to be valid must be received by the Registrar not later than 30 days prior to the date of the election.
- (9) Any practising member may nominate not more than one candidate for the division in which he practises, or non-practising member may nominate not more than one candidate for the division in which he resides.
- (10) When only one nomination is received from any Division within thirty (30) days of the date fixed for the election, the member nominated shall be declared elected.
- (11) Except in electoral divisions from which Council has chosen the President, Vice-president or President-elect or as otherwise directed by Council, the Registrar shall:
 - (i) by regular post mail ballots and ballot envelopes to every practising or non-practising member who is entitled to vote at least 20 days prior to the day of the election. The outer ballot envelope shall bear a statement signed by the practising or non-practising member that he is entitled to vote in his electoral division. Each ballot shall be mailed or delivered directly to the Registrar, by the voter in an individual sealed envelope marked "ballot", or,
 - (ii) by electronic mail to every practising or non-practising member who is eligible to vote at least 20 days prior to the day of the election, the electronic voting procedure that ensures that the vote is valid and that the identity of the voter is protected so as to maintain the security and secrecy of voting consistent with the intent of paragraph (11)(i) of this Part.
- (12) The Registrar shall appoint two practising or non-practising members as scrutineers to count the ballots. Any member is entitled to be present at the counting of the ballots.

PART B - COUNCIL

(13) The Registrar shall retain all ballots received until 10:00 a.m. of the day of the election, when the same shall be opened at the office of the Registrar in the presence of the scrutineers.

(14) In each electoral division the practising or non-practising member who receives the highest number of votes shall be declared elected as a member of Council.

(15) Where, by reason of an equality of votes for two or more practising or non-practising members in an electoral division, the election of a member is undecided, the Registrar shall, in the presence of the scrutineers, draw by chance the name of the practising or non-practising member deemed to be duly elected.

(16) Where, for any reason, a vacancy occurs or a practising or non-practising member is not elected to the Council for an electoral division, the remaining members of the Council may appoint as a member of the Council for the unexpired portion of the term, a practising or non-practising member who meets the qualifications specified in subsection (8). Without limiting the generality of the foregoing a vacancy in an electoral division for the corresponding term occurs when the Councillor elected or appointed to that division is chosen to be the President, President-elect or Vice-president.

Upon failure to appoint a member who meets the qualifications specified in subsection (8), Council may then appoint as a member of the Council for the unexpired portion of the term a practising or non-practising member from the membership at large.

PART C - MEETINGS

1 (1) Council shall meet at least once per year, and more frequently as needed at times and locations at their call, or at the call of the President upon giving at least 14 days' notice of the time and location to each of the members of Council. Notwithstanding the foregoing, any four members of the Council for sufficient reasons may cause a meeting of Council to be held upon giving a like notice in writing of the purpose for which the meeting is to be held.

(2) Subject to the Act and these bylaws, Council and each of its committees, including without limitation the Complaints Committee and Discipline Committee, may convene in person or via telephone or other communications facilities as permit all persons participating in the meeting to hear one another, and any person participating in such meeting by such means is deemed to be present at the meeting.

(3) Council, and each of its committees, including without limitation the Complaints Committee and Discipline Committee, shall convene at the location, or in the manner, as the Committee Chair or his/her designate determines is appropriate or, in the absence of such specific designation, at the offices of the College.

(4) A majority of the members of Council constitute a quorum at a meeting of Council.

(5) Unless specified otherwise in the *Act* or bylaws, a decision by a majority of members of Council participating in a meeting shall be deemed a decision of Council. A resolution in writing,

- (a) signed by all members of Council or all the members of any committee of Council, including without limitation the Complaints Committee and Discipline Committee, as the case may be, or,
- (b) signified as being in favor via electronic mail by all members of Council or all the members of any committee of Council, including without limitation the Complaints Committee and Discipline Committee, as the case may be,

is as valid as if it had been passed at a meeting of the Council or Committee, satisfies all of the requirements relating to a meeting of the Council or Committee, and is effective for all purposes at such time as the resolution states regardless of when the resolution is signed and may be signed in counterpart.

(6) Order of Business

At all Council meetings, unless the Chairman shall otherwise order, the order of business shall be as follows:

- (a) approval of the minutes of the last meeting;
- (b) business arising therefore;
- (c) reading of correspondence;
- (d) unfinished business;
- (e) new business;
- (f) good of the College.

(7) Members of Council present at each meeting shall be eligible to receive income replacement to a maximum of the amount per day in the amount set in Part F of these bylaws and a meal allowance per day in the amount set in Part F of these bylaws, for days actually spent in going to and from, and actually attending such meetings. In addition thereto, Council shall be eligible to receive travel allowance and hotel and other related expenses as may be set in Part F of these bylaws.

PART D – OFFICERS AND DUTIES OF OFFICERS AND COUNCIL

1 (1) Officers of the College shall include the President, President-Elect, Vice-President, and the Registrar and the Treasurer or the Registrar-Treasurer (hereinafter referred to as the Registrar). The Officers shall act upon all matters delegated to them by the Council, including, but not limited to the execution of documents, and officially representing SCPP subject to Council policy. Other than provided in subsection (3), documents shall be executed by at least one of the President, President-Elect or Vice-President, and the Registrar or his designate.

(2) Council shall, at its first meeting after the election, or as soon thereafter as may be convenient, choose from amongst its members a President, President-Elect and Vice-President for a one-year term, which may not be renewed except in unusual circumstances, to begin on the first day of July of each year. The officers shall continue to act until Council chooses their successors.

(3) The Registrar shall make all payments on behalf of the College by cheque and the cheques in the amount of \$5,000.00 or less shall be signed by the Registrar, or, in his absence, by the Assistant Registrar or a Field Officer, and the cheques exceeding the amount of \$5,000.00 shall be signed by the Registrar, or, in his absence, by the Assistant Registrar or a Field Officer, and by either the President, President-Elect or the Vice-President.

(4) Council may appoint employees, inspectors and agents, as it may deem necessary to carry out designated tasks.

(5) President

The President shall:

- (a) preside at all meetings of the Council and of the College, regulate the order thereof, decide as to what question is in order, and receive and put all motions, except motions of adjournment, to a vote;
- (b) sign all certificates and other instruments or documents executed on behalf of the College, except licences and permits;
- (c) present a report to the annual meeting of the College;
- (d) be, ex-officio, a member of all committees;
- (e) consult with the Registrar respecting any urgent business that may arise between meetings of Council;
- (f) have charge of all bonds given as security by the officers for the discharge of their duties; and
- (g) exercise a general supervision over the affairs of the College.

PART D – OFFICERS AND DUTIES OF OFFICERS AND COUNCIL

(6) President-Elect

The President-Elect shall perform the duties of the President in his absence, and in the absence of both, the Vice-President shall perform the duties of the President, if for any reason the President cannot continue to hold office, the President-Elect shall become President and the Vice-President shall become President-Elect, and in such case Council shall choose from its members a new Vice-President to hold office until the time of a new election.

(7) Registrar

- (a) Council shall at its first meeting after the election, or as soon thereafter as may be convenient, appoint a Registrar. The Registrar need not be a member either of the Council or of the College and shall perform the duties herein prescribed and such other duties as may be assigned to him by the Council;
- (b) The Registrar shall:
 - (i) pursuant to section 16 of the *Act*, keep the registers of members, interns and proprietary pharmacies on behalf of Council;
 - (ii) pursuant to section 21 of the *Act*, register persons as members, register persons as interns, issue licences to members, and issue or amend permits for proprietary pharmacies;
 - (iii) be Secretary of the College, and shall keep and record all minutes of the meetings of the Council, and of the College. He shall conduct the correspondence, and issue all notices, certificates, licences and permits;
 - (iv) be the Treasurer and take charge of the funds of the College, and also keep a set of financial accounts, which will be open to the inspection of the Council or any members thereof. At each meeting of the Council he shall present an interim financial statement and at each annual meeting of the College he shall present an audited financial statement. He shall deposit all funds received by, or payable to the College, in a chartered bank to be selected by the Council;
 - (v) be required to furnish a bond or bonds for the satisfactory performance of his duties for \$4,000.00, premium for which shall be paid out of the funds of the College;
 - (vi) superintend the affairs of the College under the direction of the Council; and
 - (vii) visit and inspect from time to time proprietary pharmacies in the province, in order to ascertain if each is conducted in conformity with the provisions of the *Act*, bylaws and any other requirements of Council. He may delegate such visits and inspections to employees of the College. In his absence or his inability to act, a person appointed by the Council may make such visit and the inspection.
- (c) If the office of Registrar becomes vacant by reason of death, resignation or otherwise, the Council shall appoint a suitable person to act as Registrar until they are able to appoint a successor. He shall perform all the duties of the Registrar and shall have such other powers and perform such other duties as may from time to time be assigned to him by Council.

(8) Committees

The Council may appoint such standing committees or temporary committees as may be necessary for any purpose. Each committee may include members of Council and other voting members of the College. The President shall be, ex-officio, a member of each committee. Terms of reference shall be developed by Council.

(9) Continuing Education or Continuing Professional Development

The Council shall from time to time set the continuing education or continuing professional development requirements for the issuing of a licence.

(10) Auditor

At its regular annual meeting, the Council shall appoint one Auditor, who shall be a chartered accountant, whose duties shall be to examine all accounts connected with the College, and all books in the custody of the Registrar, to examine and compare all vouchers, to actually inspect all securities owned by the College, to certify to the correctness of the Annual Balance Sheet, and to finish a written report, which shall be presented at the Annual General Meeting of the College each year.

PART E - COLLEGE

Meetings

- 1 (1) Notice of every meeting of the College shall be given to each of the members thereof, by mail, at least 14 days before such meeting is held. Each notice so given shall state the purpose for which the meeting is called, and in the event of the Registrar having received previous notice in writing affecting the amending, alteration, or repealing of these bylaws in whole or in part, particulars of such amendment, alteration, or repeal shall be contained in such notice.
- (2) All notices required under the provisions of the *Act* or these bylaws shall be sent to the address contained in the Register of the College.
- (3) The meetings of the College shall be held in such place in Saskatchewan as the College at its previous meeting shall select or at a place to be selected by the Council.
- (4) Pursuant to Section 6(3)(b) of the *Act*, a request for a special general meeting of the College shall be made in writing to the Registrar by at least 10% of voting members.
- (5) At all meetings of the College, the vote of the majority of voting members present shall be conclusive upon all matters brought before the meeting, and the chair shall not vote except in the case of an equality of votes when he shall have a casting vote.
- (6) Thirty voting members shall constitute a quorum for the transaction of business at a meeting of the College.
- (7) Only voting members are entitled to vote at a meeting of the College.
- (8) Order of Business

At all Annual Meetings of the College the order of business shall be as follows:

- (a) approval of the minutes of the last annual and general meeting;
- (b) business arising from the minutes;
- (c) president's address;
- (d) Registrar's and Treasurer's annual report and financial statement;
- (e) Auditor's report;
- (f) new business;

Fiscal Year

- 2 (1) The fiscal year of the College shall commence on the first day of January and end on the last day of December during the same year.

PART F - FEES AND ALLOWANCES

Registration, Membership, License and Reinstatement Fees

- 1** (1) The fees listed in the Fee Schedule to this Part shall be payable to the College. The membership and licence year shall be from July 1 to June 30 of the following year and fees are payable in advance.
- (2) The fees that apply to renewal of memberships and licences are effective for one year beginning July 1. These renewal fees are payable in whole, or in part together with any applicable additional payments according to Council policy, and shall be delivered to the office of the Registrar on or before the first day of June in each year.
- (3) Fees for new memberships and licences are payable in advance in whole, or in part together with any applicable additional payments according to Council policy, and become effective upon approval of the Registrar for a
- (4) The applicant for a practising membership who does not deliver the prescribed fee to the Office of the Registrar on or before June 1 in each year, or who is not otherwise eligible for practising membership renewal, shall be assessed, in addition to the fee otherwise payable, a surcharge in the amount set in the Fee Schedule to this Part.

Proprietary Pharmacy Permit Fees

- 2** (1) The fees listed in the Fee Schedule to this Part shall be payable to the College. The proprietary pharmacy permit year shall be from December 1 to November 30 and fees are payable in advance.
- (2) The fees that apply to renewal of permits are effective for one year beginning December 1. These renewal fees are payable in whole, or in part together with any applicable additional payments according to Council policy, and shall be delivered to the office of the Registrar on or before the first day of November in each year.
- (3) Fees for new permits are based on the following, and are payable in advance in whole or in part together with any applicable additional payments according to Council policy and delivered to the office of the Registrar. New permits become effective upon approval of the Registrar for a period of time according to Council policy.
- (4) the applicant for any permit who does not deliver the prescribed fee to the Office of the Registrar on or before November 1 in each year, or who is not otherwise eligible for permit renewal, shall be assessed, in addition to the fee otherwise payable, a surcharge in the amount set in the Fee Schedule to this Part.
- (5) A proprietor requiring a second or subsequent pre-opening inspection shall be subject to the fee set in the Fee Schedule to this Part for the second or each subsequent pre-opening inspection.

Fee Schedule

Schedule of Approved Fees, Charges & Expense Reimbursement		
Fees - Registration and Other	Amount	Effective Date
Registration - In Province		
Pharmacist	\$ 280.00	Apr. 1/18
Technician	\$ 250.00	Apr. 1/18
Registration - Out of Province		
Pharmacist	\$ 735.00	Apr. 1/18
Technician	\$ 370.00	Apr. 1/18
Locum Tenens	\$ 285.00	Apr. 1/18
Dispensing Physicians	\$ 845.00	Apr. 1/18
Intern		
Pharmacist	\$ 120.00	Apr. 1/18
Technician	\$ 60.00	Apr. 1/18
Appraisal Training		
Application fee		
Pharmacist	\$ 230.00	Apr. 1/18
Technician	\$ 115.00	Apr. 1/18
Assessment Fee		
Pharmacist	\$ 720.00	Apr. 1/18
Technician	\$ 360.00	Apr. 1/18
Re-Instatement		
Pharmacist	\$ 275.00	Apr. 1/18
Technician	\$ 135.00	Apr. 1/18
Jurisprudence Exam		
Pharmacist	\$ 290.00	Apr. 1/18
Technician	\$ 145.00	Apr. 1/18
Lock & Leave	\$ 450.00	Apr. 1/18
Permit Amendment	\$ 270.00	Apr. 1/18
Late Payment		
Pharmacist	\$ 255.00	Apr. 1/18
Technician	\$ 125.00	Apr. 1/18
Second Pre-Opening	\$ 755.00	Apr. 1/18
Membership and Permit Fees		
Practising		
Pharmacist	\$ 1,000.00	Apr. 1/18
Technician	\$ 535.00	Apr. 1/18
Non-Practising		
Pharmacist	\$ 890.00	Apr. 1/18
Technician	\$ 445.00	Apr. 1/18
Associate		
Pharmacist	\$ 165.00	Apr. 1/18
Technician	\$ 80.00	Apr. 1/18
Retired		
Pharmacist	\$ 75.00	Apr. 1/18
Technician	\$ 35.00	Apr. 1/18
Pharmacy		
Basic	\$ 1,450.00	Dec. 1/18
COMPASS	\$ 500.00	Dec. 1/18
Satellite Pharmacy	\$ 730.00	Dec. 1/18
Expense Reimbursement		
Per diem	\$ 235.00	Mar. 23/18
Meal Allowance	\$ 130.00	Mar. 23/18
Travel per Km.	\$ 0.50	Mar. 23/18

PART F – FEES AND ALLOWANCES

PART G - MISCELLANEOUS

- (1) Service of any notice or documents required by these bylaws may be affected by registered letter addressed to the last known place of abode or business of the person to be served as the same appears on the register.
- (2) Notice of any proposed amendments, alterations, or repealing of any of these bylaws at an Annual Meeting of the College shall be in writing, and delivered to the Registrar, 30 days prior to the date of the meeting. No motion of such amendment shall be considered at any meeting unless such notice has been duly given.
- (3) In all bylaws of the College the singular shall include the plural and the plural the singular and the masculine shall include the feminine.

PART H – REPEAL AND COMING INTO FORCE

All former Administrative Bylaws have been repealed as of March 23, 2018, and are to be replaced with the above bylaws.

CERTIFIED TRUE COPY

Jeana Wendel, BSc., BSc. Pharm Registrar	Date
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DRUG SCHEDULE I – PRESCRIPTION DRUGS

Drug Schedule I includes those drugs listed in the National Drug Schedule I maintained by the National Association of Pharmacy Regulatory Authorities and accessible at <https://napra.ca> except those drugs as follows and as may be added or amended by Council from time to time.

Drugs in Schedule I may only be sold by a licensed pharmacist or licensed pharmacy technician to the public for human or animal use pursuant to a prescription unless specified otherwise for animal use in the Prescription Drug List of the Food and Drug Regulations (Canada).

Drugs INCLUDED in SCPP Schedule I:

- **Epinephrine and its salts** other than intended for emergency administration by injection in the event of anaphylactic reactions to allergens

Drugs EXCLUDED from SCPP Schedule I:

- **Epinephrine and its salts** other than in pre-filled syringes intended for emergency administration by injection in the event of anaphylactic reactions to allergens

DRUG SCHEDULE II – PHARMACY ONLY RESTRICTED ACCESS NON-PRESCRIPTION DRUGS

Drug Schedule II includes those drugs listed in the National Drug Schedule II maintained by the National Association of Pharmacy Regulatory Authorities and accessible at <https://napra.ca> except those drugs as follows and as may be added or amended by Council from time to time.

Schedule II drugs may be sold by a licensed pharmacist or licensed pharmacy technician to the public without a prescription. These drugs must, at all times, be kept or stored in a secure location in the pharmacy, such as the dispensary, that is not accessible to the public. The licensed pharmacist must be involved in the sale of these drugs, which includes arriving at the decision to sell the drug:

Drugs INCLUDED in SCPP Schedule II:

- **Levonorgestrel** when sold in concentrations of 1.5 mg or less per oral dosage unit when packaged and labelled for emergency contraception
- **Pseudoephedrine, pseudoephedrine hydrochloride or pseudoephedrine sulphate**, but only with respect to products in which pseudoephedrine, pseudoephedrine hydrochloride or pseudoephedrine sulphate is the single active ingredient

Drugs EXCLUDED from SCPP Schedule II:

- **Naloxone hydrochloride injection** when indicated for emergency use for opioid overdose
- **Naloxone hydrochloride nasal spray** when indicated for emergency use for opioid overdose

DRUG SCHEDULE II

ADMINISTRATIVE BYLAWS AMENDMENTS

As amendments are approved by the SCPP Council, they will be noted below.

- Fee schedule update. April 1, 2018
- Due to a shortage of EpiPen and EpiPen Jr., SCPP Council temporarily moved epinephrine ampoules from Schedule I to Schedule II status for the treatment of anaphylaxis due to allergens from August 27 to December 30, 2018.