



SASKATCHEWAN
COLLEGE OF PHARMACY
PROFESSIONALS

THE ADMINISTRATIVE BYLAWS

of the

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS

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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

Council Composition

- 1 (1) Council shall consist of:
 - (a) the President;
 - (b) the President-Elect (who may hold either an electoral category or a separate position on Council);
 - (c) the Vice-President (up to and including June 30, 2021);
 - (d) one practising or non-practising member (Councillor) duly elected or appointed from each of seven electoral categories, as described in section 2 of this Part B;
 - (e) one practising or non-practising member (Councillor) duly elected or appointed from each of Electoral Divisions 1, 3, 5, and 7 as described in subsection 4(2) of this Part B (up to and including June 30, 2021);
 - (f) one practising or non-practising member (Councillor) duly elected or appointed from each of Electoral Divisions 2, 4, 6, and 8 as described in subsection 4(2) of this Part B (up to and including June 30, 2022); and
 - (g) those specified in clauses 7(2)(b), (c) and (d) of the Act.
- (2) One Councillor duly elected or appointed pursuant to clauses 1(1)(d), (e) or (f) of this Part B or appointed pursuant to section 8 of the Act shall be designated as the Honorary Treasurer. The President-Elect may not be designated as the Honorary Treasurer.

Electoral Categories

2 (1) Councillors shall be duly elected or appointed from the following electoral categories:

- (a) **Hospital Pharmacist (Hosp.):** shall include every practising pharmacist member who serves patients (directly or indirectly) with their primary place of practice being in a hospital setting, and every non-practising pharmacist member whose primary place of practice immediately prior to becoming a non-practising member was in a hospital setting. For the purpose of these bylaws, hospital setting includes all publicly operated pharmacies, as defined in clause 2(x) of the Act and a hospital pharmacist is a pharmacist who is (or was) employed within one (or more) of these publicly operated pharmacies.
- (b) **Hospital Pharmacy Technician (H-PhT):** shall include every practising pharmacy technician member who serves patients (directly or indirectly) with their primary place of practice being in a hospital setting, and every non-practising pharmacy technician member whose primary place of practice immediately prior to becoming a non-practising member was in a hospital setting. For the purpose of these bylaws, hospital setting includes all publicly operated pharmacies, as defined in clause 2(x) of the Act and a hospital pharmacy technician is a pharmacy technician who is (or was) employed within one (or more) of these publicly operated pharmacies.
- (c) **Community Pharmacy Technician (C-PhT):** shall include every practising pharmacy technician member (excluding hospital pharmacy technicians) who serves patients (directly or indirectly) as a community pharmacy technician, and every non-practising pharmacy technician member (excluding hospital pharmacy technicians) who was practising as a community pharmacy technician immediately prior to becoming a non-practising member.
- (d) **Urban Pharmacist 1 (Urban 1):** shall include every practising pharmacist member (excluding hospital pharmacists) who serves patients (directly or indirectly), with their primary place of practice being in an urban municipality with a population greater than or equal to 20,000, and every non-practising pharmacist member (excluding hospital pharmacists) whose primary place of practice immediately prior to becoming a non-practising member was in an urban municipality with a population greater than or equal to 20,000.
- (e) **Urban Pharmacist 2 (Urban 2):** shall include every practising pharmacist member (excluding hospital pharmacists) who serves patients (directly or indirectly), with their primary place of practice being in an urban municipality with a population greater than or equal to 20,000, and every non-practising pharmacist member (excluding hospital pharmacists) whose primary place of practice immediately prior to becoming a non-practising member was in an urban municipality with a population greater than or equal to 20,000.
- (f) **Rural or Remote Pharmacist 1 (Rural 1):** shall include every practising pharmacist member (excluding hospital pharmacists) who serves patients (directly or indirectly) with their primary place of practice being in a rural or remote municipality with a population

less than 20,000, and every non-practising pharmacist member (excluding hospital pharmacists) whose primary place of practice immediately prior to becoming a non-practising member was in a rural or remote municipality with a population less than 20,000.

- (g) **Rural or Remote Pharmacist 2 (Rural 2):** shall include every practising pharmacist member (excluding hospital pharmacists) who serves patients (directly or indirectly) with their primary place of practice being in a rural or remote municipality with a population less than 20,000, and every non-practising pharmacist member (excluding hospital pharmacists) whose primary place of practice immediately prior to becoming a non-practising member was in a rural or remote municipality with a population less than 20,000.

Terms of Office

- 3** (1) Unless provided for in subsections 4(2) or (3) of this Part B, or as provided elsewhere in these bylaws, the term of an elected member of Council (a Councillor) shall be for three years beginning July 1.
- (2) A Councillor (excluding Officer positions) may serve up to two consecutive terms, for a total of six years of service on Council (or for a total of five years of service on Council for Councillors who are elected to Urban 2 or Rural 2 electoral categories in 2021).
- (3) All re-appointments pursuant to subsection 3(2) of this Part B, where a Councillor voluntarily agrees to serve a consecutive term, must be approved by Council.
- (4) Terms of office during the transitional timeframe pursuant to section 4 of this Part B will vary between two and three years as set out in section 4.

Transitional Timeframe: November 27, 2020, to July 1, 2022

- 4** (1) To enable the transition to the new electoral categories and terms of office, November 27, 2020, to July 1, 2022 will be considered a transitional timeframe.
- (2) Members of Council who were elected or appointed from each of the following Electoral Divisions shall continue to hold office until their current term of office expires on either June 30, 2021, or June 30, 2022 in accordance with the terms of the former Administrative Bylaws:

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.

(3) The following electoral categories (with the specified terms of office) shall be elected in 2021 to support the transition to the new electoral categories and terms of office:

- (a) H-PhT: shall be a three year term;
- (b) Urban 2: shall be a two year term;
- (c) Rural 1: shall be a three year term; and
- (d) Rural 2: shall be a two year term.

Election Oversight, Guidelines and Timelines

- 5** (1) The charge and conduct of the elections shall be under the management of the Registrar who shall be the returning Officer.
- (2) Elections will be held beginning on the first Wednesday in March and closing at 10 a.m. on the last Wednesday in March.
- (3) Except as otherwise directed by Council, or as otherwise stated in these bylaws, elections for each electoral category will be held every three years.
- (4) Beginning in the years specified in clauses 5(4)(a), (b), and (c) of this Part B and ongoing, unless an electoral category is filled by a Councillor's voluntary agreement to serve a consecutive term (as approved by Council), elections for the following electoral categories shall be held in each of the years specified below and every three years after:

(a) Hosp., Urban 1, and C-PhT: 2022;

(b) Rural 2 and Urban 2: 2023; and

(c) H-PhT and Rural 1: 2024.

(5) Where an electoral category is filled by a Councillor's voluntary agreement to serve a consecutive term (as approved by Council), for the timeframe specified in subsection 3(2) of this Part B, an election will not be held for that electoral category and term.

Notice of Election

- 6** Except in electoral categories as directed by Council or as otherwise stated in these bylaws, the Registrar shall provide electronic mail notification of the election on the last Wednesday of November in the year prior to the election to every practising and non-practising member eligible to vote, pursuant to subsection 10(1) of this Part B.

Notice of Nomination

- 7** The Registrar shall provide electronic mail notification to every practising and non-practising member eligible for nomination to Council, pursuant to section 8 of this Part B, announcing the open call for nominations on the second Wednesday of December in the year prior to the election. This notification will include a link to the Nominating Committee questions.

Council Eligibility

- 8** (1) To be eligible for nomination as an elected member of Council, or to hold office as an elected member of Council a person must:
- (a) be a practising member in good standing with the College; or
 - (b) be a non-practising member in good standing with the College and a resident of Saskatchewan; and
 - (c) have the qualifications as described in section 2 or 4 (as applicable) of this Part B for the specific electoral category or Electoral Division that the person is being nominated for or appointed to.
- (2) No member who has been an employee of SCPP is eligible to be nominated for or to hold office as an elected member of Council for a period of five years after the date last employed with SCPP.
- (3) Members who have served the maximum number of terms on Council pursuant to subsection 3(2) of this Part B are ineligible to be nominated for or to hold office as an elected member of Council for a period of five years after the date last served as a member of Council.
- (4) Members elected or appointed to Council who are on an existing SCPP committee must resign from the committee immediately upon assuming the Council role.
- (5) Members who are on existing SCPP committees whose Terms of Reference preclude holding office as an elected member of Council after ceasing to be a member of the

committee are ineligible to be nominated for or to hold office as an elected member of Council for the period specified in the committee's Terms of Reference.

(6) No member is eligible to be nominated for or to hold office as an elected member of Council if they are an employee or board member of a pharmacy related advocacy board or organization, including without limitation Canadian Pharmacists Association (CPhA), Pharmacy Association of Saskatchewan (PAS), Canadian Association of Pharmacy Technicians (CAPT), Pharmacy Technician Society of Saskatchewan (PTSSK), Canadian Society of Hospital Pharmacists (CSHP), and for a period of three years after the date that they cease to be an employee or board member of the board or organization.

(7) Members elected or appointed to Council who are on an existing working committee and/or task force within a pharmacy related advocacy board or organization, including without limitation those boards and organizations specified in subsection 8(6) of this Part B, must resign from the working committee and/or task force immediately upon assuming the Council role.

Nomination Process

- 9** (1) Every practising and non-practising member eligible for nomination to Council, pursuant to section 8 of this Part B, may submit their interest for nomination by providing a current resume or Curriculum Vitae (C.V.) and responding to the Nominating Committee questions. These completed documents must be received by the Registrar via electronic mail, fax or mail on or before midnight on the third Wednesday in January of the election year.
- (2) If no nominees or no qualified nominees are received for an electoral category at the close of the nomination period, a second call for interest will be made to every practising and non-practising member eligible for nomination to Council, pursuant to section 8 of this Part B. Interested members will be required to provide a current resume or Curriculum Vitae (C.V.) and respond to the Nominating Committee questions. These completed documents must be received by the Registrar via electronic mail, fax or mail on the last Wednesday in March of the election year. The documents will be brought forth to the Nominating Committee to assess and provide a recommendation for appointment by Council at the first Council meeting after the elections. Preference for appointment to Council shall be given to ensure at least one Councillor for each electoral category is appointed.
- (3) When only one nomination is received for an electoral category, the member shall be declared elected on the date of the opening of the elections (the first Wednesday in March) if the Nominating Committee is satisfied that the nominee meets the criteria in the Council approved rubric. Otherwise, a second call for interest, as described in subsection 9(2) of this Part B, will be made to every practising and non-practising member eligible for nomination to Council, pursuant to section 8 of this Part B.
- (4) There shall be a maximum of three nominees permitted for each electoral category.
- (5) When more than three nominees are received for an electoral category, the Nominating Committee shall review each candidate's qualifications against a Council approved rubric

and a maximum of three candidates who score the highest total points value within this assessment rubric will be brought forward for election.

(6) Nominees will be notified via electronic mail in early February of the election year that their names will stand in the upcoming election.

(7) Nominees whose names will stand in the upcoming election will be invited to provide a short biography of 250 words or less that will be provided to the membership during the election process, along with their submitted resume or Curriculum Vitae (C.V) and responses to the Nominating Committee questions.

Eligibility to Vote

10 (1) To be eligible to vote, a person must be a practising or non-practising member in good standing with the College.

(2) Every person who is eligible to vote, pursuant to subsection 10(1) of this Part B, is entitled to vote for candidates from all electoral categories presented, regardless of which electoral category the practising or non-practising member works in or resides.

Election Process

11 (1) Every practising and non-practising member eligible for nomination to Council, pursuant to section 8 of this Part B, may be elected as a member of Council.

(2) Except in electoral categories as directed by Council or as otherwise stated in these bylaws, the Registrar shall on the first Wednesday in March of the election year, provide an electronic mail notification to every practising and non-practising member eligible to vote, pursuant to subsection 10(1) of this Part B announcing:

- (a) the opening of the secure online election portal; and
- (b) the closing date for the secure online election portal (10 a.m. on the last Wednesday in March).

(3) Any member may review or verify the security and integrity of the electronic voting system at a time that is mutually agreeable between the Registrar and the member.

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

(5) Where there is an equal number of votes among two or more candidates in an electoral category, the Registrar shall, in the presence of one or more SSCP staff members, draw by chance the name of the practising or non-practising member deemed to be duly elected.

(6) If the practising or non-practising member who received the highest number of votes declines to accept the declared election to Council prior to July 1 of the election year, the practising or non-practising member who received the second highest number of votes shall then be declared elected as a member of Council.

Council Vacancy

- 12** (1) If a vacancy occurs for any reason (including but not limited to an elected Councillor being chosen as President, resigning, dying, or no eligible members seeking nomination for an electoral category) the remaining members of Council may appoint a practising or non-practising member who meets the qualifications pursuant to section 8 of this Part B to fill the vacant position on Council for the unexpired portion of the term.
- (2) Immediately upon a vacancy, a call for interested candidates will be generated seeking eligible, interested practising or non-practising members to submit their interest to the Registrar via electronic mail, fax or mail. Interested candidates will be required to complete a Competency, Attributes, Skills, and Experience (CASE) form, submit a current resume or Curriculum Vitae (C.V.) and respond to the Nominating Committee questions. These documents will be brought forth to the Nominating Committee to assess and provide a recommendation for appointment by Council at the next scheduled Council meeting. Preference for appointment to Council shall be given to ensure at least one Councillor for each electoral category is appointed.
- (3) In the event that Council is unable to appoint a member who meets the eligibility qualifications specified in clause 8(1)(c) of this Part B, or any other provision in these bylaws, 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.
- (4) A vacancy in the membership of Council does not impair the ability of the remaining Councillors to act.
- (5) A vacancy that results in less than seven Councillors elected from the membership, as required pursuant to clause 7(2)(a) of the Act must be filled at the next scheduled Council meeting, or as soon thereafter as may be convenient.

Removal from Council

- 13** (1) Council may, by majority vote, remove any Councillor as a member of Council and declare that member's position to be vacant if the Councillor:
- (a) is found guilty of professional misconduct or professional incompetence by the Discipline Committee;
 - (b) has been convicted of an indictable offence pursuant to the *Criminal Code*, the *Controlled Drugs and Substances Act* (Canada), the *Cannabis Act* (Canada) or the *Food and Drugs Act* (Canada); or
 - (c) ceases to meet the eligibility criteria set out in section 2 or 4 (as applicable) and section 8 of this Part B during the course of their term.

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 (up to and including June 30, 2021), 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 Council, including, but not limited to the execution of documents, and officially representing SCPP subject to Council policy. Other than provided in subsection 1(3) of this Part D, documents shall be executed by at least one of the President, President-Elect or Vice-President (up to and including June 30, 2021), and the Registrar or the Registrar's designate.
- (2) Council shall, at its first meeting after the election (or after the last Wednesday in March in years where there is no election), or as soon thereafter as may be convenient, choose from amongst its members a President and President-Elect 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 President and President-Elect shall continue to act until Council chooses their successors.
- (3) The Registrar shall make all payments on behalf of the College by cheque or other form of payment acceptable to the Officers of the College including, without limitation automatic bank account debit, credit card, or on-line banking. Where a signature is needed:
 - (a) payments in the amount of \$10,000.00 or less require one signature and shall be signed by any one of:
 - (i) the Registrar;
 - (ii) the Deputy Registrar; or
 - (iii) the Director of Corporate Services – CFO;
 - (b) payments exceeding the amount of \$10,000.00 require two signatures and shall be signed by any two of:
 - (i) the Registrar;
 - (ii) the Deputy Registrar; or
 - (iii) the Director of Corporate Services – CFO; or
 - (c) for payments exceeding the amount of \$10,000.00, where two of the individuals listed in subclause 1(3)(b)(i), (ii), or (iii) of this Part D are absent or unavailable, these payments shall be signed by any one of the Registrar, the Deputy Registrar, or the Director of Corporate Services – CFO, and by any one of:
 - (i) the President;
 - (ii) the President-Elect; or
 - (iii) the Honorary Treasurer.
- (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 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.

(6) President-Elect

The President-Elect shall perform the duties of the President in his or her absence, and in the absence of both, the Vice-President shall perform the duties of the President (up to and including June 30, 2021). If for any reason the President is unable to continue to hold office, the President-Elect shall become President and Council shall choose from its members a new President-Elect to hold office until the time of the next election. If for any reason the President-Elect is unable to continue to hold office, Council shall choose from its members a new President-Elect.

(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 Council or of the College and shall perform the duties herein prescribed and such other duties as may be assigned to the Registrar by 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 Council, and of the College. The Registrar 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 Council or any members thereof. At each meeting of Council the Registrar shall present an interim financial statement and at each annual meeting of the College the Registrar shall present an audited financial statement. The Registrar shall deposit all funds received by, or payable to the College, in a chartered bank to be selected by Council;
 - (v) be required to furnish a bond or bonds for the satisfactory performance of his or her 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 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. The Registrar may delegate such visits and inspections to employees of the College. In the Registrar's absence or inability to act, a person appointed by Council may make such visit and the inspection.
- (c) If the office of Registrar becomes vacant by reason of death, resignation or otherwise, Council shall appoint a suitable person to act as Registrar until they are able to appoint a successor. The appointed person 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 the Registrar by Council.

(8) Committees

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

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

(10) Auditor

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 the members, by mail or electronic mail, at least 14 days before the meeting is held. Each notice shall state the purpose of the meeting, and in the event of the Registrar having received previous notice affecting the amending or repealing of these bylaws, particulars of the amendments shall be contained in the 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 person at a place selected by the College or the Council, or via telephone or other form of communications, which permits all persons participating in the meeting to hear one another and speak.
 - (4) Pursuant to clause 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 eligible voting members.
 - (5) At all meetings of the College, the vote of the majority (51%) of eligible 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 or she shall have a casting vote.
 - (6) A majority (51%) of eligible voting members present constitutes a quorum at a meeting of the College.
 - (7) Only eligible 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 — ALLOWANCES AND FEES

Registration, Membership, Licence 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 period of time according to Council policy.
- (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.

Alternative Dispute Resolution Fees

- 3** (1) Where a member or proprietor is the subject of a complaint and the member or proprietor has agreed to engage in an alternative dispute resolution process proposed by the Complaints Committee, the following shall be payable by the member or proprietor to the College:
- (a) the fees listed in the Fee Schedule to this Part that apply to the administration of alternative dispute resolution processes; and
 - (b) the costs of the investigation into the member's or proprietor's conduct and related costs, including but not limited to the expenses of the Complaints Committee and costs of legal services.
- (2) Payment of the fees described in clause 3(1)(a) shall be due:
- (a) one month after the date on which the member or proprietor has confirmed, in writing, that they agree to engage in an alternative dispute resolution process proposed by the Complaints Committee with respect to that complaint; and
 - (b) on the anniversary of the date on which the member or proprietor has confirmed, in writing, that they agree to engage in an alternative dispute resolution process for every year during which an alternative dispute resolution process is in place, including the period during which any agreement signed pursuant to an alternative dispute resolution process is in effect.
- (3) Unless otherwise indicated in writing by the College, the costs described in clause 3(1)(b) shall be due three months after the date on which the College provides to the member or proprietor a receipt, invoice, or any other proof that the College has incurred the expense or cost as a result of facilitating or administering an alternative dispute resolution process.
- (4) Where a member or proprietor described in subsection 3(1) does not pay a prescribed fee or cost on or before the date the fee or cost is due, the member or proprietor shall be assessed, in addition to the fee or cost otherwise payable, interest on the fee or cost in the amount set in the Fee Schedule to this Part.
- (5) On the date when a member's annual prescribed fee(s) are due for renewal pursuant to the Regulatory Bylaws, if a member has any outstanding fee(s) described in subsection 3(1), the name of the member shall be removed from the register and the member shall lose the privileges conferred upon them by the Act and the Bylaws but the member's membership and licence may, subject to the Bylaws, be reinstated upon payment of all outstanding prescribed fees and interest owing.
- (6) On the date when a proprietor's annual prescribed fee(s) are due for renewal pursuant to the Regulatory Bylaws, if a proprietor has any outstanding fee(s) described in subsection 3(1), the name of the proprietor shall be removed from the register and the proprietor shall lose the privileges conferred upon them by the Act and the Bylaws but the proprietor's permit may, subject to the Bylaws, be reinstated upon payment of all outstanding prescribed fees and interest owing.

Fee Schedule

Schedule of Approved Fees, Charges and Expense Reimbursement		
	Amount	Effective Date
Fees - Registration and Other		
Registration - International Intern Candidates		
Pharmacist	\$ 627.00	January 1/24
Technician	\$ 627.00	January 1/24
Registration - Labour Mobility Candidates		
Pharmacist	\$ 627.00	January 1/24
Technician	\$ 627.00	January 1/24
Transitional - SK Pharmacy Student Intern (2022 and earlier) Converting to Member	\$ 627.00	January 1/24
Transitional - SK Pharmacy Technician Intern (2022 and earlier) Converting to Member	\$ 627.00	January 1/24
Locum Tenens	\$ 627.00	January 1/24
Dispensing Physicians	\$ 1,106.00	January 1/24
Intern		
Pharmacist	\$ 627.00	January 1/24
Technician	\$ 627.00	January 1/24
Appraisal and Assessment Program		
Appraisal Registration Fee		
Pharmacist	\$ 407.00	January 1/24
Technician	\$ 244.00	January 1/24
Assessment Registration Fee		
Pharmacist	\$ 1,008.00	January 1/24
Technician	\$ 605.00	January 1/24
Re-Instatement		
Pharmacist	\$ 627.00	January 1/24
Technician	\$ 627.00	January 1/24
Jurisprudence Exam		
Pharmacist	\$ 363.00	January 1/24
Technician	\$ 363.00	January 1/24
Lock & Leave Permit	\$ 584.00	January 1/24
Permit Amendment	\$ 518.00	January 1/24
Pharmacy Renovation	\$ 732.00	January 1/24
Pharmacy Relocation	\$ 784.00	January 1/24
Late Renewal Payment		
Pharmacy	\$ 3,134.00	January 1/24
Pharmacist	\$ 549.00	January 1/24
Technician	\$ 314.00	January 1/24
Pre-Registration Application Fee for Non-Members	\$ 246.00	January 1/24
Letter of Standing Fee	\$ 129.00	January 1/24
Permit Failure to File Fee After 7 SCPP Business Days (\$100/SCPP business day)		
Pharmacy Manager Change	\$100.00/day	January 1/24
Proprietor Name Change	\$100.00/day	January 1/24
Ownership Change	\$100.00/day	January 1/24
Trade Name Change	\$100.00/day	January 1/24
Director Changes	\$100.00/day	January 1/24

Schedule of Approved Fees, Charges and Expense Reimbursement		
Location Changes	\$100.00/day	January 1/24
Subsequent Pre-Opening Inspection(s)	\$ 994.00	January 1/24
Quality Improvement Review (unable or unwilling to conduct virtually)	cost recovery	January 1/24
Monthly Interest Surcharge	1.50%	January 1/24
ADR Cost Recovery Charges	cost recovery	January 1/24
ADR Process Administration Fee	\$ 497.00	January 1/24
Registrar Decision and Review	\$ 679.00	January 1/24
Proprietor Appeal to Council	\$ 680.00	January 1/24
Discipline Order Appeal to Council	\$ 681.00	January 1/24
Advanced Prescribing B Application Fee	TBD	January 1/24
Advanced Prescribing B Annual Fee	TBD	January 1/24
Membership and Permit Fees		
Practising		
Pharmacist	\$ 1,567.00	January 1/24
Technician	\$ 941.00	January 1/24
Non-Practising		
Pharmacist	\$ 1,447.00	January 1/24
Technician	\$ 820.00	January 1/24
Associate		
Pharmacist	\$ 444.00	January 1/24
Technician	\$ 125.00	January 1/24
Retired		
Pharmacist	\$ 124.00	January 1/24
Technician	\$ 62.00	January 1/24
Pharmacy		
Basic Community Pharmacy Permit	\$ 3,135.00	January 1/24
COMPASS Surcharge	\$ 500.00	January 1/24
Total	\$ 3,635.00	January 1/24
Satellite Pharmacy	\$ 2,090.00	January 1/24
Expense Reimbursement		
Per diem full day	\$ 400.00	January 1/24
Per diem half day	\$ 200.00	January 1/24
Per diem per hour	\$ 50.00	January 1/24
Meal Allowance Breakfast	\$ 24.35	January 1/24
Meal Allowance Lunch	\$ 24.65	January 1/24
Meal Allowance Supper	\$ 60.45	January 1/24
Travel per Km. first 5000 km	\$ 0.680	January 1/24
Travel per Km. after 5000 km	\$ 0.620	January 1/24

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

DRUG SCHEDULE 1 — PRESCRIPTION DRUGS

Schedule I drugs 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).

Schedule I drugs are 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 that have been added, amended, or excluded by Council.

Additional Drugs INCLUDED in SCPP Schedule I:

- **Ephedrine and its salts** in preparations containing more than 8 mg per unit dose, or with a label recommending more than 8 mg/dose or 32 mg/day, or labelled or implied for use exceeding 7 days, or if indicated for other than nasal congestion.

Drugs EXCLUDED from SCPP Schedule I:

- No current exclusions.

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

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.

Schedule II drugs are 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 that have been added, amended, or excluded by Council.

Additional Drugs INCLUDED in SCPP Schedule II:

- **Ephedrine and its salts in single entity products** in preparations containing no more than 8 mg per unit dose, with a label recommending no more than 8 mg/dose or 32 mg/day and for use not more than 7 days, and indicated for nasal congestion.
- **Pseudoephedrine and its salts and preparations in single entity products.**

Drugs EXCLUDED in 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.

ADMINISTRATIVE BYLAWS AMENDMENTS

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

- Fee schedule update. April 1, 2019
- Officers and Duties of Officers and Council. May 3, 2019
- Levonorgestrel removed from drugs included in SCPP Schedule II. February 7, 2020
- PART E – COLLEGE repealed and replaced to include virtual AGMs. May 28, 2020
- PART B – COUNCIL repealed and replaced with new Council structure and elections process. Nov. 30, 2020
- PART D – OFFICERS AND DUTIES OF OFFICERS AND COUNCIL repealed and replaced to reflect new Council structure and elections process. Nov. 30, 2020
- Section 8 PART B – COUNCIL repealed and replaced. Feb 10, 2021
- Subsection 9(5) PART B – COUNCIL repealed and replaced. Feb. 10, 2021
- Fee schedule update. February 12, 2021
- Fee schedule update. June 9, 2021
- Fee schedule update. March 30, 2022
- Addition of ADR Fees. March 30, 2022
- Fee schedule update. Jan. 1, 2023
- Transitional fee added for Interns converting to a registered member. Jan. 19, 2023
- Subsection 1(2) PART B – COUNCIL repealed and replaced to reflect Council appointees' ability to be designated as Honorary-Treasurer. June 7, 2023
- Subsection 1(3) PART D – OFFICERS AND DUTIES OF OFFICERS AND COUNCIL repealed and replaced to reflect new banking signatories. June 8, 2023
- Part D, 1(3) – Updated to reflect new payment limits and signatory rules. Sept. 21, 2023
- Fee schedule update. Jan. 1, 2024
- Drug Schedule I – Prescription Drugs repealed and replaced. Jan. 24, 2024
- Drug Schedule II – Pharmacy Only Restricted Access Non-Prescription Drugs. repealed and replaced. Jan. 24, 2024