



College of Pharmacists  
of British Columbia

**Board Resolution**  
**Sent via email November 23<sup>rd</sup>, 2016**  
**By Registrar Bob Nakagawa**

**MINUTES**

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The following resolutions of the Board of the College of Pharmacists of British Columbia are valid and binding as per section 13(12) of the *Health Professions Act-Bylaws*, and have been signed by the following Board members:

Anar Dossa, Chair & District 6 Board Member  
Mona Kwong, Vice-Chair & District 1 Board Member  
Ming Chang, District 2 Board Member  
Tara Oxford, District 3 Board Member  
Christopher Szeman, District 4 Board Member  
Frank Lucarelli, District 5 Board Member  
Arden Barry, District 7 Board Member  
Sorell Wellon, District 8 Board Member  
Norman Embree, Public Board Member  
Kris Gustavson, Public Board Member  
Jeremy Walden, Public Board Member  
George Walton, Public Board Member

- 
1. Be it resolved that the following resolution to file the amended bylaws that will add a new application fee for new pharmacy licensure (for both community and hospital pharmacies) and increase the annual pharmacy license fee (for both community and hospital pharmacies):

*RESOLVED THAT, in accordance with the authority established in section 19(1)(k) of the Health Professions Act, and subject to the filing with the Minister as required by section 19(3) of the Health Professions Act, the board amend the bylaws of the College of Pharmacists of British Columbia, as set out in the schedule attached to this resolution.*

2. Be it resolved that the Board request a shortened filing period for the amended bylaws to come into force by January 1, 2017.

<b>Appendix</b>	
1	Signed Board Resolution
2	Board Resolution Briefing Note

**Resolutions of the Board of the College of Pharmacists of British Columbia made in accordance with section 13(12) of the *Health Professions Act* – Bylaws.**

1. Be it resolved that the following resolution to file the amended bylaws that will add a new application fee for new pharmacy licensure (for both community and hospital pharmacies) and increase the annual pharmacy license fee (for both community and hospital pharmacies):

**RESOLVED THAT**, *in accordance with the authority established in section 21(1)(d) of the Pharmacy Operations and Drug Scheduling Act, and subject to filing with the Minister as required by section 21(4) of the Pharmacy Operations and Drug Scheduling Act, the board amend the bylaws of the College of Pharmacists of British Columbia, as set out in the schedules attached to this resolution.*

2. Be it resolved that the Board request a shortened filing period for the amended bylaws to come into force by January 1, 2017.

Certified a true copy



Registrar

November 24, 2016

Date



Anar Dossa

November 25, 2016

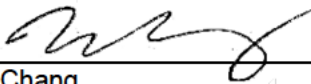
Date



Mona Kwong

November 25, 2016

Date



Ming Chang

November 24, 2016

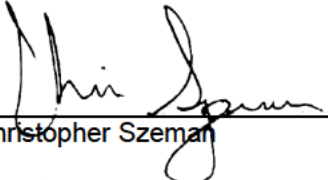
Date



Tara Oxford

November 24, 2016


Date

  
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Christopher Szeman

November 24, 2016  
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Date

  
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Frank Lucarelli

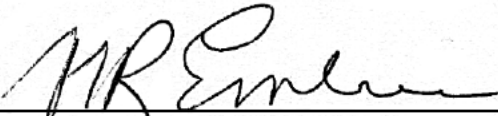
November 23, 2016  
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Date

  
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Sorell Wellon

November 23, 2016  
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Arden Barry

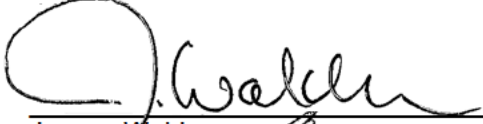
November 24, 2016  
\_\_\_\_\_  
Date

  
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Norman Embree

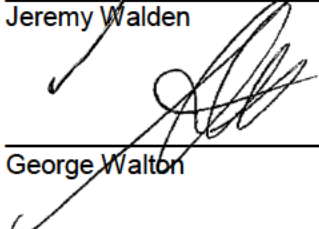
November 24, 2016  
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Kris Gustavson

November 24, 2016  
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Jeremy Walden

November 23, 2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
George Walton

November 25, 2016  
\_\_\_\_\_  
Date



College of Pharmacists  
of British Columbia

## BOARD MEETING November 25, 2016

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### Legislation Review Committee – PODSA Bylaw Changes – Fee and Forms

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### DECISION REQUIRED

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#### Recommended Board Resolutions:

1. Be it resolved that the following resolution to file the amended bylaws that will add a new application fee for new pharmacy licensure (for both community and hospital pharmacies) and increase the annual pharmacy license fee (for both community and hospital pharmacies):

***RESOLVED THAT,** in accordance with the authority established in section 21(1)(d) of the Pharmacy Operations and Drug Scheduling Act, and subject to filing with the Minister as required by section 21(4) of the Pharmacy Operations and Drug Scheduling Act, the board amend the bylaws of the College of Pharmacists of British Columbia, as set out in the schedules attached to this resolution.*

2. Be it resolved that the Board request a shortened filing period for the amended bylaws to come into force by January 1, 2017.
- 

#### Purpose

To request that the Board of the College of Pharmacists of British Columbia (the Board) approve amendments to the *Pharmacy Operations and Drug Scheduling Act* (PODSA) Bylaws Schedule A – Fee Schedule and related forms for filing in accordance with recommendations from the Audit and Finance Committee. In addition, to request a shortened filing period.

#### Background

In February 2013, the College Board entered into a plan to reduce the accumulated cash reserves in a planned manner over five years. This resulted in a reduction in fees and an elimination of some fees entirely.

As part of this plan, in September 2016, the Board approved amendments to PODSA bylaws and related forms related to fee changes as recommended by the Audit and Finance Committee. The College provided an update on this issue at the Board's November 2016 meeting (see Appendix 1).

The fee changes included a new application fee (for both community and hospital pharmacies), increase to the annual pharmacy license fee (for both community and hospital pharmacies), and increases to registrant fees. Fee increases for registrants fall under the *Health Professions Act* (HPA). Section 19(6.2) of the HPA excludes the establishment of fees (amongst other bylaw making authorities) from a 90 day public posting period. Accordingly, once approved by the Board, those bylaws were sent to the Ministry of Health for filing. They will be in force on November 26, 2016.

In order for the new application fee and increases to the annual pharmacy licence fee to be effective as of January 1, 2017, the College required a shortened public posting period (the full public posting period is 90 days). As a result, at the September Board meeting the Board also approved that College staff request a shortened public posting period (30 days) in accordance with section 21(8)(a)(ii) of PODSA.

**Legislative authority:**

The Board may make bylaws as per section 21(1)(d) of PODSA to determine requirements for the licensing and operation of a pharmacy – including fees and forms.

**Discussion**

After approved by the Board, the fee changes and forms were posted on the College’s website for public comment with a note stating that the College may request a shortened public posting period from the Minister. Furthermore, the September Board Highlights, also noted this. On November 22, 2016, College staff were notified that the Minister has approved a shortened public posting period, ending on November 18, 2016. This amounts to a 60 day public posting period, instead of the full 90 day public posting period.

**Public Posting Period Comments:**

During the 60 day public posting period, three comments were received (see appendix 2). The comments challenged the fee increases and requested justification for the increase. In response to the comments, the following information was provided:

- In 2013, the College reduced renewal fees for pharmacists by \$100 and pharmacy technicians by \$67, as well as increased the renewal fee for pharmacies by \$150. At the same time, the College removed seven additional administration fees for pharmacies and student fees.
- That year’s financial plan recognized the need to increase fees to achieve a balanced budget in 2017/18.

- For three years, the fees for pharmacies, pharmacists, and pharmacy technicians have been frozen.
- If fees remain unchanged, the College is expected to have \$1.1 million dollar deficit in 2018/19.
- In 2017, the renewal fees for pharmacists and pharmacy technicians will increase by \$50 and \$30, respectively, and pharmacy fees are proposed to increase by \$670. Additionally, one of the seven pharmacy administration fees has been proposed to be brought back.
- More specifically, for pharmacies, their annual renewal fee has increased from \$1,331 to \$2,001. Only one of the seven previous pharmacy administration fees, a new pharmacy application (\$525), has been proposed to be re-established. The College has not proposed to bring back the remaining six pharmacy administration fees (e.g., change of manager fee, relocation fee, change of operating name, etc.).
- Pharmacist and pharmacy technician fees remain the lowest in Canada.

**Filing:**

In order for the fee changes to capture pharmacies renewing their licenses in January 2017, the fee changes will need to be in force by January 1, 2017. This allows for administrative processes (e.g., sending renewal notices to pharmacies with the updated fee amount) to be completed by staff in a timely manner. This will require a shortened filing period of 36 days (the full filing period is 60 days).

If the filing period is not shortened, the fees will be in effect as of March 1, 2017. This will result in a loss of revenue of \$291, 450.

**Recommendation**

The Board sign the attached resolution (Appendix 3) to approve the PODSA Bylaws Schedule A – Fee Schedule and related forms for filing as circulated and request a shortened filing period. See Appendix 4 and 5 for the Schedules to the Resolution.

<b>Appendix</b>	
1	November 2016 Board Briefing Note – PODSA Fee Increase Update
2	Feedback received during public posting period
3	Resolution of the Board
4	Schedule to the Resolution (fees)
5	Schedule to the Resolution (forms)



College of Pharmacists  
of British Columbia

## BOARD MEETING November 18, 2016

### 4.b.x. PODSA Fee Increase Update

#### INFORMATION ONLY

##### **Purpose**

To update Board members as to the status of the request for a shortened posting period of the *Pharmacy Operations and Drug Scheduling Act* (PODSA) fees and potential consequences.

##### **Background**

At the September Board meeting, the Board approved PODSA fee increases and related form changes, to be effective January 1, 2017. These fee changes are:

- New Pharmacy application fee - \$525.00 (for both Community and Hospital pharmacies)
- Increase Pharmacy annual license fee from \$1,331.00 to \$2,001.00 (for both Community and Hospital pharmacies)

In order for the PODSA fee increases to be effective in January 2017, the College required a shortened public posting period (the full public posting period is 90 days). In September, the Board also approved that the College request a shortened public posting period from the Minister of Health for these fees.

As a reminder, fee increases for registrants were also approved by the Board at their September 2016 meeting. However, those fees fall under the *Health Professions Act* (HPA). Section 19(6.2) of the HPA excludes the establishment of fees (amongst other bylaw making authorities) from a 90 day public posting period. Accordingly, once approved by the Board, the bylaws were sent to the Ministry of Health for filing. They will be in force by January 1, 2016.

##### **Discussion**

The College requested the shortened posting period and has been advised that the request is still with the Minister of Health for consideration. There is no clear timeframe when the Minister's decision will be made.

The College has explored potential scenarios with respect to the effective date of the PODSA fees and their financial implications, which are all dependent on the Minister's decision. These scenarios are:

**Scenario One**

The shortened public posting period is not granted, but the filing period is shortened (the full filing period is 60 days). The new fee schedule would likely be effective February 1, 2017. The loss of revenue by delaying the effective date is \$52,930.

**Scenario Two** Neither public posting nor filing periods are shortened and the new fees are effective March 1, 2017. The loss of revenue would be \$291,450.

**Scenario Three**

The public posting period (and, possibly, the filing period) is shortened, such that the new fees become effective January 1, 2017. This scenario grows increasingly unlikely, as time passes without a decision by the Minister.

**Next Steps**

College staff have engaged the Ministry of Health staff on this issue, and have raised the financial implications as a significant concern for the College. The College will continue to engage with Ministry staff and monitor the situation.



## Jon Chen

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**From:** CPBC Communications  
**Sent:** September-30-16 2:35 PM  
**To:** [REDACTED]  
**Subject:** RE: Access to RxTx and RxFiles Will No Longer Be Provided by the College in 2017

Hi [REDACTED],

Thank you for your email in regards to grants and fee changes.

### Fees:

- In 2013, the College reduced renewal fees for pharmacists by \$100 and pharmacy technicians by \$67, as well as increased the renewal fee for pharmacies by \$150. At the same time, the College removed seven additional administration fees for pharmacies and student fees.
- That year's financial plan recognized the need to increase fees to achieve a balanced budget in 2017/18.
- For three years, the fees for pharmacies, pharmacists, and pharmacy technicians have been frozen.
- If fees remain unchanged, the College is expected to have \$1.1 million dollar deficit in 2018/19.
- In 2017, the renewal fees for pharmacists and pharmacy technicians will increase by \$50 and \$30, respectively, and pharmacy fees are proposed to increase by \$670. Additionally, one of the seven pharmacy administration fees has been proposed to be brought back.
- More specifically, for pharmacies, their annual renewal fee has increased from \$1,331 to \$2,001. Only one of the seven previous pharmacy administration fees, a new pharmacy application (\$525), has been proposed to be re-established. The College has not proposed to bring back the remaining six pharmacy administration fees (e.g., change of manager fee, relocation fee, change of operating name, etc.).
- Pharmacist and pharmacy technician fees remain the lowest in Canada.
- The proposed fees (pharmacy only) are currently open for public comment, on the [College website](#).
- Below is a chart indicating the recent fee changes:

Fee Type	2011 (\$)	2013 (\$)	Proposed 2017 (\$)
<b>Annual Fee</b>			
Pharmacies	1,181.00	1,331.00	2,001.00
Pharmacists	630.00	530.00	580.00
Pharmacy Technicians	420.00	353.00	386.00
<b>Pharmacy Administration Fee</b>			
New Pharmacy Applications	525.00	-	525.00
Change of Director	157.50	-	-
Change of Operating Name	157.50	-	-
Change of Corporate Name	157.50	-	-
Change of Manager	105.00	-	-
Relocation	525.00	-	-
Late Licensure Renewal	131.25	-	-

### Grants:

- In 2016, the College Board reviewed College grants and resource services to ensure they aligned with the College's mandate and current health regulator best practices for project funding.
- As a result, a number of services have been or will be discontinued, including RxTx (formerly eTherapeutics) and RxFiles. It is important to note that funding for these resources was previously provided on a temporary basis while funds were available, and were not part of ongoing funding.
- In addition, an annual grant to UBC's Continuing Pharmacy Professional Development (CPPD) has been discontinued. However, to better ensure that funding for professional development is aligned with the College's mandate, the College has invited CPPD to submit grant proposals for individual programs.

Kind regards,

**Communications** | College of Pharmacists of BC  
604.733.2440 | [www.bcpharmacists.org](http://www.bcpharmacists.org)

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**From:** [REDACTED]  
**Sent:** September-22-16 8:37 PM  
**To:** CPBC Info <[Info@bcpharmacists.org](mailto:Info@bcpharmacists.org)>  
**Subject:** Re: Access to RxTx and RxFiles Will No Longer Be Provided by the College in 2017

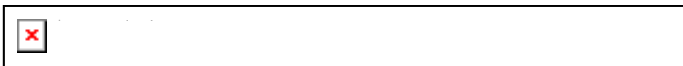
So we are paying much more each year to hold pharmacy licenses, yet you are revoking the rxtx???? What are you spending the money on? How are you supporting my business when I have to pay so much more? Where is the accountability for your expenses. And don't tell me to look through your financials. Tell me in point form, in layman terms where the money is proposed to be spent! I want to know. I will start with a respectful request.

Sincerely,

[REDACTED]

Sent from [REDACTED]  
[Outlook](#)

On Thu, Sep 22, 2016 at 5:18 PM -0700, "College of Pharmacists of BC" <[info@bcpharmacists.org](mailto:info@bcpharmacists.org)> wrote:



Dear [REDACTED],

The College Board has undertaken a review of College grants and resource services to ensure they align with the College's mandate and current health regulator best practices for project

funding. As a result, a number of services have been, or will be discontinued, including RxTx (formerly eTherapeutics) and RxFiles. Funding for this resource was provided on a temporary basis while funds were available.

As of January 1, 2017, the College will no longer be providing access to RxTx and RxFiles through eServices. The College Board made the decision to discontinue funding for these resources at the June 2016 Board Meeting.

All community pharmacies are still required to have library references as listed in Professional Practice Policy-3 (PPP3): Pharmacy References as per PODSA Bylaw 3(2)(w):  
[http://library.bcpharmacists.org/6\\_Resources/6-2\\_PPP/5003-PGP-PPP.pdf](http://library.bcpharmacists.org/6_Resources/6-2_PPP/5003-PGP-PPP.pdf)

### **RxTx**

RxTx is an evidence-based, reliable Canadian drug and therapeutic information service produced by CPhA and includes a number of the resources required in PPP3. Access to the RxTx information service is currently made available through the College's eServices site. Registrants who wish to continue receiving access to RxTx after December 31, 2016 may sign up for an individual subscription from CPhA. A CPhA membership is not required to subscribe to RxTx. Pharmacy and multi-pharmacy subscriptions are also available. Details on the RxTx subscription service are available on CPhA's website: <http://www.pharmacists.ca/products-services/cpbc/>.

### **RxFiles**

RxFiles information service provides access to objective, comparative drug information through RxFiles Drug Comparison Charts. Access to the RxFiles Drug Comparison Charts is currently made available through the College's eServices site. Registrants who wish to continue receiving access to the RxFiles information service after December 31, 2016 may sign up for an individual subscription to at [RxFiles.ca](http://RxFiles.ca). Group subscriptions and institutional partnerships are also available.

College of Pharmacists of BC, 200 - 1765 West 8th Avenue, Vancouver, BC V6J  
5C6 Canada

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Sent by [info@bcpharmacists.org](mailto:info@bcpharmacists.org)

## Jon Chen

---

**From:** CPBC Communications  
**Sent:** September-30-16 2:33 PM  
**To:** [REDACTED]  
**Subject:** RE: Access to RxTx and RxFiles Will No Longer Be Provided by the College in 2017

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Regards,

**Communications** | College of Pharmacists of BC  
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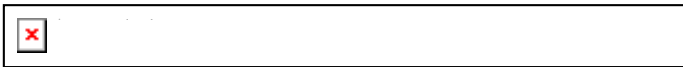
**From:** [REDACTED]  
**Sent:** September-22-16 8:47 PM  
**To:** CPBC Info <[Info@bcpharmacists.org](mailto:Info@bcpharmacists.org)>  
**Subject:** Re: Access to RxTx and RxFiles Will No Longer Be Provided by the College in 2017

Our fees haven't gone down, so what are you doing with all that extra money?

Thanks,

[REDACTED]

On Sep 22, 2016 17:03, "College of Pharmacists of BC" <[info@bcpharmacists.org](mailto:info@bcpharmacists.org)> wrote:



Dear [REDACTED]

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College of Pharmacists of BC, 200 - 1765 West 8th Avenue, Vancouver, BC V6J 5C6 Canada

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Sent by [info@bcpharmacists.org](mailto:info@bcpharmacists.org)

## Jon Chen

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**From:** PROREGADMIN HLTH:EX <PROREGADMIN@gov.bc.ca>  
**Sent:** September-26-16 10:07 AM  
**To:** Bob Nakagawa; Christine Paramonczyk  
**Cc:** Anu Sharma; CPBC Legislation; Westgate, Brian A HLTH:EX  
**Subject:** FW: BC College of Pharmacists proposed changes to pharmacy fee schedule

Good morning Bob,

Below is some feedback we've received regarding the PODSA fee increases. The individual is looking for justification for the 50% fee increase and how that money will be used. Are you able to provide any further information to us in this regard? I also note that he has suggested cuts to grants, and I believe there is further context around that which you may be able to elaborate on. Please let me know if you have any questions.

Thank you

Meghan Thorneloe  
Manager, Professional Regulation Policy  
Health Sector Workforce Division | Professional Regulation and Oversight Branch  
Phone: 250-952-3278  
Email: Meghan.Thorneloe@gov.bc.ca

-----Original Message-----

**From:** [REDACTED]  
**Sent:** Friday, September 23, 2016 12:30 PM  
**To:** PROREGADMIN HLTH:EX  
**Subject:** BC College of Pharmacists proposed changes to pharmacy fee schedule

**Name:** [REDACTED]

**Message:** I am the General Manager of [REDACTED] which represents 89 individual pharmacies operating in BC. I would like to comment on the proposed fee increase as set out by the college bylaws. The increase for pharmacy licensure is proposed to go from \$1,331 to \$2,001, a 50 percent increase. This would generate a potential \$ 1 million in extra revenue, if based on 1400 stores, with no explanation as to it's use. Many pharmacies are already experiencing many increases in providing services, some justified, some not. It is extremely frightening that a licensing body could have the ability to raise extra capital without corresponding evidence as to the need. As a matter of fact, the College has just announced further cuts to grants, etc. in the 100,000 of thousands of dollars. Yet, their current financials do not appear to justify this. All of the stores represented here are all small business owners and any increase like this will impact them directly in providing services to their communities. I respectfully ask that this increase be given an extreme inspection.

Thank you for your time.

[REDACTED]  
Referring page: <http://www.health.gov.bc.ca/professional-regulation/contact.html>  
[REDACTED]





**Resolutions of the Board of the College of Pharmacists of British Columbia made in accordance with section 13(12) of the *Health Professions Act* – Bylaws.**

1. Be it resolved that the following resolution to file the amended bylaws that will add a new application fee for new pharmacy licensure (for both community and hospital pharmacies) and increase the annual pharmacy license fee (for both community and hospital pharmacies):

**RESOLVED THAT**, *in accordance with the authority established in section 21(1)(d) of the Pharmacy Operations and Drug Scheduling Act, and subject to filing with the Minister as required by section 21(4) of the Pharmacy Operations and Drug Scheduling Act, the board amend the bylaws of the College of Pharmacists of British Columbia, as set out in the schedules attached to this resolution.*

2. Be it resolved that the Board request a shortened filing period for the amended bylaws to come into force by January 1, 2017.

Certified a true copy

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anar Dossa

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Date

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Mona Kwong

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Date

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Ming Chang

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Oxford

\_\_\_\_\_  
Date

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Christopher Szeman

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Date

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Frank Lucarelli

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Date

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Sorell Wellon

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Date

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Arden Barry

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Date

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Norman Embree

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Date

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Kris Gustavson

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Date

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Jeremy Walden

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Date

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George Walton

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Date

## **SCHEDULE**

The bylaws of the College of Pharmacists of British Columbia made under the authority of the *Pharmacy Operations and Drug Scheduling Act* are amended by repealing and replacing Schedule A- Fee Schedule.

**College of Pharmacists of B.C.**

**FEE SCHEDULE**

**PODSA Bylaw "Schedule A"**

**PHARMACY**

**LICENSURE FEES**

Community Pharmacy	Annual license fee.	\$ 2,001.00
Hospital Pharmacy	Annual license fee.	\$ 2,001.00
Pharmacy Education Site	Annual license fee.	\$ 315.00
Telepharmacy Service	Annual fee for each site receiving service, to be charged to Pharmacy providing service.	\$ 210.00
Hospital Pharmacy Satellite	Annual fee for each satellite site, to be charged to Hospital Pharmacy.	\$ 210.00
Application for New Pharmacy Licensure	Application valid for up to three years. Includes change of ownership.	\$ 525.00

**INSPECTION FEE**

Follow-up site review(s)	Where 3 or more site reviews are required to address deficiencies. From visit 3 onwards, this fee applies for each additional visit.	\$ 1,000.00
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**NOTES:**

- 1) Fees are non-refundable.
- 2) Fees are subject to GST.
- 3) Annual renewal notices of pharmacy licensure are sent at least thirty (30) days prior to the expiry date.

## **SCHEDULE**

The bylaws of the College of Pharmacists of British Columbia made under the authority of the *Pharmacy Operations and Drug Scheduling Act* are amended by repealing and replacing the following forms: 1A, 1B, 4 and 5 and adding the following new form: 1D.



College of Pharmacists  
of British Columbia

### APPLICATION FOR NEW PHARMACY Community

#### APPLICANT INFORMATION

Corporation  Sole proprietor / Partnership

Cert. of Incorporation # \_\_\_\_\_ Incorporation Date \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_ Tel \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Postal code \_\_\_\_\_

<u>Director *</u>	<u>Pharmacist</u>	<u>Director *</u>	<u>Pharmacist</u>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

\* Majority must be BC registered pharmacists

#### PROPOSED PHARMACY INFORMATION

Operating name \_\_\_\_\_

Address \_\_\_\_\_ Tel \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Manager \_\_\_\_\_

Postal code \_\_\_\_\_

Opening date \_\_\_\_\_ Contact + \_\_\_\_\_

Software Vendor \_\_\_\_\_ Tel + \_\_\_\_\_

Fax + \_\_\_\_\_

+ Only if manager not available before opening

*I attest that:*

- The Pharmacy is in compliance with the Health Professions Act, the Pharmacy Operations and Drug Scheduling Act, the Pharmacists Regulation and the Bylaws of the College of Pharmacists of British Columbia made pursuant to these Acts.
- I have read and understood the Pharmacy Licensure in British Columbia – Information Guide and Resources package.
- I will maintain a valid business licence for the duration of the pharmacy licence.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date



College of Pharmacists  
of British Columbia

### APPLICATION FOR NEW PHARMACY

#### Community

**Application must be received by the College Office at least 10 weeks prior to the proposed opening date.**

**The following must be submitted together with this application:**

- Diagram detailing the layout (see diagram requirement checklist below)
- Copy of the Certificate of Incorporation
- Copy of the certified Incorporation Application
- Copy of the certified Notice of Articles

**The following must be submitted at least 2 weeks prior to opening:**

- Acknowledgement of Completion of Confidentiality Form
- Copy of valid business licence

**The following information must be included on the diagram:**

**scale: 1/4 inch = 1 foot**

- Dispensary area size - minimum 15 m<sup>2</sup> (160 sq ft)
- Dispensary area counters - minimum 3 m<sup>2</sup> (30 sq ft)
- Storeroom space - minimum 4 m<sup>2</sup> (40 sq ft) of shelf space
- Description of the front counter and shelf height
- Location of the double stainless steel sink
- Location of the refrigerator
- Location and type of consultation area (semi-private or private)
- Drug storage cabinet and/or safe
- Type of security system
- Location of Professional Service Area or Schedule 2 items, if applicable
- Location of Professional Product Area or Schedule 3 items - visible and up to 7.6 m (25 ft) from dispensary, if applicable
- Location of "Medication Information" sign, if applicable

**The following information must be provided:**

- Description of how the professional service area is made visually distinctive or indicate location of Pharmacy signs:  
\_\_\_\_\_  
\_\_\_\_\_
- Description of the method used to make the dispensary inaccessible to the public  
\_\_\_\_\_



College of Pharmacists  
of British Columbia

**APPLICATION FOR NEW PHARMACY**

**Community**

**PAYMENT OPTION**

Pharmacy Name \_\_\_\_\_

Cheque/Money order (*payable to College of Pharmacists of BC*)     VISA     MasterCard

Card # \_\_\_\_\_ Exp \_\_\_\_ / \_\_\_\_

Cardholder name \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Application fee	\$525.00
Initial licence fee	2001.00
GST	126.30
<b>Total</b>	<b>\$2652.30</b>
GST # R106953920	

<b><u>For office use ONLY</u></b>	
iMIS ID: _____	Finance stamp: _____
Lic initials: _____	
Date to Finance: _____	





College of Pharmacists  
of British Columbia

### APPLICATION FOR NEW PHARMACY Hospital

#### APPLICANT INFORMATION

▪ Corporation

Cert. of Incorporation # \_\_\_\_\_ Incorporation Date \_\_\_\_\_

Hospital name \_\_\_\_\_

Address \_\_\_\_\_ Tel \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Postal code

<u>Director *</u>	<u>Pharmacist</u>	<u>Director *</u>	<u>Pharmacist</u>
_____	▪	_____	▪
_____	▪	_____	▪

\* Majority must be BC registered pharmacists

#### PROPOSED PHARMACY INFORMATION

Operating name \_\_\_\_\_

Address \_\_\_\_\_ Tel \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Manager \_\_\_\_\_

Postal code

Opening date \_\_\_\_\_ Contact + \_\_\_\_\_

Software Vendor \_\_\_\_\_ Tel + \_\_\_\_\_

Fax + \_\_\_\_\_

+ Only if manager not available before opening

*I attest that:*

- The Pharmacy is in compliance with the Health Professions Act, the Pharmacy Operations and Drug Scheduling Act, the Pharmacists Regulation and the Bylaws of the College of Pharmacists of British Columbia made pursuant to these Acts.
- I have read and understood the Pharmacy Licensure in British Columbia – Information Guide and Resources package.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date



College of Pharmacists  
of British Columbia

## APPLICATION FOR NEW PHARMACY Hospital

**Application must be received by the College Office at least 8 weeks prior to the proposed opening date.**

**The following must be submitted together with this application:**

- Diagram detailing the layout (see diagram requirement checklist below)
- Copy of the Certificate of Incorporation
- Copy of the certified Incorporation Application
- Copy of the certified Notice of Articles

**The following must be submitted at least 2 weeks prior to opening:**

- Acknowledgement of Completion of Confidentiality Form

**The following information must be included on the diagram:**

**scale: ¼ inch = 1 foot**

- Dispensary area size - minimum 15 m<sup>2</sup> (160 sq ft)
- Dispensary area counters - minimum 3 m<sup>2</sup> (30 sq ft)
- Storeroom space - minimum 4 m<sup>2</sup> (40 sq ft) of shelf space
- Description of the front counter and shelf height
- Location of the double stainless steel sink
- Location of the refrigerator
- Location and type of consultation area (semi-private or private)
- Drug storage cabinet and/or safe
- Type of security system
- Location of Professional Service Area or Schedule 2 items, if applicable
- Location of Professional Product Area or Schedule 3 items - visible and up to 7.6 m (25 ft) from dispensary, if applicable
- Location of "Medication Information" sign, if applicable

**The following information must be provided:**

- Description of how the professional service area is made visually distinctive or indicate location of Pharmacy signs:

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- Description of the method used to make the dispensary inaccessible to the public

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College of Pharmacists  
of British Columbia

**APPLICATION FOR NEW PHARMACY**  
Hospital

**PAYMENT OPTION**

Pharmacy Name \_\_\_\_\_

Cheque/Money order (*payable to College of Pharmacists of BC*)     VISA     MasterCard

Card # \_\_\_\_\_ Exp \_\_\_\_ / \_\_\_\_

Cardholder name \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Application fee	\$525.00
Initial licence fee	2001.00
GST	126.30
<b>Total</b>	<b>\$2652.30</b>
GST # R106953920	

<b><u>For office use ONLY</u></b>	
iMIS ID: _____	Finance stamp: _____
Lic initials: _____	
Date to Finance: _____	



College of Pharmacists  
of British Columbia

### APPLICATION FOR CHANGE OF OWNERSHIP

#### CURRENT PHARMACY INFORMATION

PharmaCare code \_\_\_\_\_

Operating name \_\_\_\_\_

Owner \_\_\_\_\_

Manager \_\_\_\_\_

Address \_\_\_\_\_ Tel \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Postal code

#### PROPOSED PHARMACY INFORMATION

Operating name \_\_\_\_\_

Manager \_\_\_\_\_ Tel \_\_\_\_\_

Effective Date \_\_\_\_\_ Fax \_\_\_\_\_

Software Vendor \_\_\_\_\_ Email \_\_\_\_\_

- Corporation  Sole proprietor / Partnership

Cert. of Incorporation # \_\_\_\_\_ Incorporation Date \_\_\_\_\_

Company name \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

<u>Director *</u>	<u>Pharmacist</u>	<u>Director *</u>	<u>Pharmacist</u>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

\* Majority must be BC registered pharmacists

#### I attest that:

- The Pharmacy is in compliance with the Health Professions Act, the Pharmacy Operations and Drug Scheduling Act, the Pharmacists Regulation and the Bylaws of the College of Pharmacists of British Columbia made pursuant to these Acts.
- I have read and understood the Pharmacy Licensure in British Columbia – Information Guide and Resources package.
- I will maintain a valid business licence for the duration of the pharmacy licence.

\_\_\_\_\_ Name (please print) \_\_\_\_\_ Signature

\_\_\_\_\_ Position \_\_\_\_\_ Date



College of Pharmacists  
of British Columbia

## APPLICATION FOR CHANGE OF OWNERSHIP

**Application must be received by the College Office at least 10 weeks prior to the proposed opening date.**

**The following must be submitted together with this application:**

- Diagram detailing the layout (see diagram requirement checklist below)
- Copy of the Certificate of Incorporation
- Copy of the certified Incorporation Application
- Copy of the certified Notice of Articles

**The following must be submitted at least 2 weeks prior to opening:**

- Acknowledgement of Completion of Confidentiality Form
- Copy of valid business licence

### DIAGRAM REQUIREMENT CHECKLIST

**The following information must be included on the diagram:**

**scale:  $\frac{1}{4}$  inch = 1 foot**

- Dispensary area size - minimum 15 m<sup>2</sup> (160 sq ft)
- Dispensary area counters - minimum 3 m<sup>2</sup> (30 sq ft)
- Storeroom space - minimum 4 m<sup>2</sup> (40 sq ft) of shelf space
- Description of the front counter and shelf height
- Location of the double stainless steel sink
- Location of the refrigerator
- Location and type of consultation area (semi-private or private)
- Drug storage cabinet and/or safe
- Type of security system
- Location of Professional Service Area or Schedule 2 items, if applicable
- Location of Professional Product Area or Schedule 3 items - visible and up to 7.6 m (25 ft) from dispensary, if applicable
- Location of "Medication Information" sign, if applicable

**The following information must be provided:**

- Description of how the professional service area is made visually distinctive or indicate location of Pharmacy signs:  
\_\_\_\_\_  
\_\_\_\_\_

- Description of the method used to make the dispensary inaccessible to the public  
\_\_\_\_\_



College of Pharmacists  
of British Columbia

**APPLICATION FOR CHANGE OF OWNERSHIP**

**PAYMENT OPTION**

Pharmacy Name \_\_\_\_\_

Cheque/Money order (*payable to College of Pharmacists of BC*)     VISA     MasterCard

Card # \_\_\_\_\_ Exp \_\_\_\_ / \_\_\_\_

Cardholder name \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Application fee	\$525.00
Licence fee	2001.00
GST	126.30
<b>Total</b>	<b>\$2652.30</b>
GST # R106953920	

<b><u>For office use ONLY</u></b>	
iMIS ID: _____	Finance stamp: _____
Lic initials: _____	
Date to Finance: _____	



College of Pharmacists  
of British Columbia

# COMMUNITY PHARMACY LICENCE RENEWAL NOTICE

ID #	
Pharmacare #	
Current licence expires	

## PHARMACY

Pharmacy Manager  
 Pharmacy  
 Address  
 City, Prov Postal Code

Tel: \*  
 Fax: \*  
 Email: \*

*\* required information - please provide update*

## OWNER

**Name of Owner**  
 (Corporation or Sole Proprietor)

**Corporate Director(s)**

*Has there been a change of directors? If yes, a copy of Notice of Articles / Notice of Directors must be provided*

## STAFF REGISTRANTS

**Confirm if the following are still employed at this pharmacy by checking one of the checkboxes**

Current employee?	Name	Reg #	Status	Renewed To
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Yes <input type="checkbox"/> No				

**Add registrants not listed above in the following table. Attach additional sheet if necessary**

Name	Reg #	Full time	Part time	Casual

- I attest that:
  - The Pharmacy is in compliance with the Health Professions Act (HPA), the Pharmacy Operations and Drug Scheduling Act (PODSA), the Regulation and the Bylaws of the College of Pharmacists of British Columbia made pursuant to these Acts.
  - I understand my obligations as described in Part I of the PODSA bylaws: "Responsibilities of the Pharmacy Managers, Owners and Directors."
- I attach a copy of the pharmacy's valid business licence.

\_\_\_\_\_ Date

\_\_\_\_\_ Pharmacy Manager

# COMMUNITY PHARMACY LICENCE RENEWAL NOTICE



College of Pharmacists  
of British Columbia

ID #	
Pharmacare #	
Current licence expires	

## PAYMENT OPTION

Pharmacy Name \_\_\_\_\_

- Cheque/Money order (*payable to College of Pharmacists of BC*)     VISA     MasterCard

Card # \_\_\_\_\_ Exp \_\_\_\_ / \_\_\_\_

Cardholder name \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Licence fee	2001.00
GST	100.05
<b>Total</b>	<b>\$2101.05</b>

GST # R106953920

<b><u>For office use ONLY</u></b>	
iMIS ID: _____	Finance stamp: _____
Lic initials: _____	
Date to Finance: _____	





College of Pharmacists  
of British Columbia

# HOSPITAL PHARMACY LICENCE RENEWAL NOTICE

ID #	
Pharmacare #	
Current licence expires	

## PHARMACY

Pharmacy Manager  
 Pharmacy  
 Address  
 City, Prov Postal Code

Tel: \*  
 Fax: \*  
 Email: \*

*\* required information - please provide update*

## HEALTH AUTHORITY

**Name of Health Authority**

## STAFF REGISTRANTS

Name	Reg#	Status	Renewed To	Name	Reg#	Status	Renewed To

**Add registrants not listed above in the following table. Attach additional sheet if necessary**

Name	Reg #	Full time	Part time	Casual

I attest that:

- The Pharmacy is in compliance with the Health Professions Act (HPA), the Pharmacy Operations and Drug Scheduling Act (PODSA), the Regulation and the Bylaws of the College of Pharmacists of British Columbia made pursuant to these Acts.
- I understand my obligations as described in Part I of the PODSA bylaws: "Responsibilities of the Pharmacy Managers, Owners and Directors."

\_\_\_\_\_ Date

\_\_\_\_\_ Pharmacy Manager

# HOSPITAL PHARMACY LICENCE RENEWAL NOTICE



College of Pharmacists  
of British Columbia

ID #	
Pharmacare #	
Current licence expires	

## PAYMENT OPTION

Pharmacy Name \_\_\_\_\_

- Cheque/Money order (*payable to College of Pharmacists of BC*)     VISA     MasterCard

Card # \_\_\_\_\_ Exp \_\_\_\_ / \_\_\_\_

Cardholder name \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Licence fee	2001.00
GST	100.05
<b>Total</b>	<b>\$2101.05</b>

GST # R106953920

<b><u>For office use ONLY</u></b>	
iMIS ID: _____	Finance stamp: _____
Lic initials: _____	
Date to Finance: _____	