



# College of Pharmacists of Manitoba

200 Taché Avenue, Winnipeg, Manitoba R2H 1A7

Phone (204) 233-1411 | Fax: (204) 237-3468

E-mail: [info@cphm.ca](mailto:info@cphm.ca) | Website: [www.cphm.ca](http://www.cphm.ca)

---

## MINUTES

Meeting of Council  
Friday, September 18<sup>th</sup> 2020  
9:00 a.m. to 4:30 p.m.

---

### COUNCILORS

Wendy Clark, President  
Sonal Purohit, Vice President  
Jane Lamont, Executive Treasurer  
Kevin Hamilton, Past President  
Amanda Andreas, Public Representative  
Donna Forbes, Public Representative  
Bharti Kapoor, Public Representative  
Tory Crawford, Public Representative (*joined at 12:12 pm*)  
Alanna Doell, Pharmacist  
Ryan Buffie, Pharmacist  
Drupad Joshi, Pharmacist  
Ravi Pandya, Pharmacist  
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

### LIAISONS TO COUNCIL

Stephen Jackson, Pharmacy Technician Liaison  
Brenda Rosenthal, CSHP-Manitoba Branch Liaison to Council  
Dr. Brenna Shearer, Pharmacists Manitoba Liaison (*joined at 9:13 am*)

### COLLEGE STAFF

Susan Lessard-Friesen, Registrar  
Rani Chatterjee-Mehta, Deputy Registrar  
Kathy Hunter, Assistant Registrar, Field Operations (*joined at 9:34 am*)  
Kim McIntosh, Assistant Registrar, Qualifications and Practice Development  
Brent Booker, Assistant Registrar, Review and Resolution  
Chris Louizos, Quality Assurance and Field Officer (*joined at 9:50 am*)  
Meret Shaker, Practice Consultant (*joined at 10:06 am*)  
Ronda Eros, Practice Consultant (*joined at 12:40 pm*)  
Lori McKietiuik, Director of Operations  
Lindsay Henderson, Executive Assistant

### REGRETS

Don Himbeault, Public Representative  
Marina Rofeil, College of Pharmacy Student Liaison  
Dinah Santos, PEBC Liaison

1. Call to Order

a. Welcome & Introductions

W. Clark convened the meeting at 9:06 a.m. and welcomed everyone.

b. Acknowledging First Peoples and Traditional Territory

W. Clark acknowledged the treaty and traditional lands of First Peoples and the Metis Nation and pledged a commitment to reconciliation and collaboration with Indigenous communities.

c. Quorum Achieved

W. Clark confirmed that quorum is achieved.

d. College Mission

Council acknowledged the College Mission and its responsibility to make decisions in the public interest.

“To protect the health and well – being of the public by ensuring and promoting safe, patient-centered and progressive pharmacy practice in collaboration with other health-care providers.”

e. Declaration of Conflict-of-Interest

Council members were invited to declare any conflict-of-interest.

10.b. Inducements/Loyalty Programs – R. Pandya and S. Purohit declared a conflict of interest with this agenda item. Council considered the declarations and determined R. Pandya and S. Purohit could participate fully in all discussions.

2. Additions to Agenda & Approval of Agenda

**MOTION 111/20 (R. Buffie / A. Andreas)**

To approve the agenda with the following amendments:

#4.a. Review of the 16<sup>th</sup> June 2020 Council Member Evaluations – This item was moved to the end of the meeting.

#11.a.i. Appointment of College of Pharmacy Student Liaison – Added to the agenda.

**CARRIED**

3. Regulatory Trends & Readings

a. Tips for Procedure When Conducting a Meeting

The Tips for Procedure When Conducting a Meeting document was circulated in advance of the meeting for information. The document was developed to assist chairs and meeting participants with rules of order during in-person and remote conference meetings.

*B. Shearer joined the meeting at 9:13 am.*

b. MIPS Statement on Regulation of Health Professionals and Patient Safety

The MIPS Statement on Regulation of Health Professionals and Patient Safety was circulated in advance of the meeting for information and education.

c. Review of Workplace Harassment Prevention Policy

The CPhM Workplace Harassment Prevention Policy was circulated in advance of the meeting for information. Council may consider addressing this document further at the next strategic planning session.

d. Cultural Safety Training

Information regarding cultural safety training and options available to the CPhM was provided to Council. Council may consider addressing this further at the next strategic planning session.

e. U of M Rady Faculty of Health Sciences – Disruption of all Forms of Racism Policy

This agenda item was tabled until the next meeting.

*K. Hunter joined the meeting at 9:34 am.*

4. Review of June 16, 2020 Council Member Evaluations

This agenda item is moved to the end of the meeting.

5. Approval of Meeting Minutes & Motions

**MOTION 112/20 (R. Pandya / B. Kapoor)**

To approve the Minutes of the June 16, 2020 Council meeting with the following amendments:

Motion 71/20 – Donna Forbes is reappointed to the Complaints Committee until February 2021.

Motion 74/20 – Robert Ariano is reappointed to the Extended Practice Advisory Committee for a two-year term.

**CARRIED**

**MOTION 113/20 (D. Forbes / R. Buffie)**

To approve the Minutes of the July 30, 2020 Council meeting as circulated.

**CARRIED**

**MOTION 114/20 (K. Hamilton / A. Doell)**

To approve the Minutes of the September 2, 2020 Council meeting as circulated.

**CARRIED**

**MOTION 112/20 (R. Pandya / B. Kapoor)**

To approve the Minutes of the September 9, 2020 Council meeting with the following amendments:

- Indicate Donna Forbes and Bharti Kapoor did not attend due to a conflict of interest

**CARRIED**

**MOTION 113/20 (B. Kapoor / D. Forbes)**

To ratify the following motion which Council approved by email on June 25, 2020:

It is moved by Ryan Buffie and seconded by Drupad Joshi that the College of Pharmacists of Manitoba partner with Pharmacists Manitoba on a letter to the Minister of Health to request a joint meeting to discuss issues of mutual concern related to enhancing public protection through increased access to influenza vaccination provided by pharmacists amid the COVID-19 pandemic.

In favour: 12  
Opposed: 0  
Abstained: 0

**CARRIED**

**MOTION 114/20 (R. Buffie / A. Doell)**

To ratify the following motion which Council approved by email on July 13, 2020:

It is moved by Bharti Kapoor and seconded by Alanna Doell to accept the Public Representative appointments, provided by the Minister of Health, of Ms. Amanda Andreas (Jenkyns) and Ms. Tory Crawford to Council.

In favour: 11  
Opposed: 0  
Abstained: 0

**CARRIED**

**MOTION 115/20 (R. Pandya / B. Kapoor)**

To ratify the following motion which Council approved by email on July 13, 2020:

It is moved by Bharti Kapoor and seconded by Alanna Doell to appoint the following members to the Discipline Committee:

Nicholas Honcharik, Former Member  
Amanda Andreas (Jenkyns), Public Representative  
Tory Crawford, Public Representative

In favour: 11  
Opposed: 0  
Abstained: 0

**CARRIED**

**MOTION 116/20 (D. Forbes / S. Purohit)**

To ratify the following motion which Council approved by email on July 13, 2020:

It is moved by Bharti Kapoor and seconded by Alanna Doell to appoint the following members to the Governance committee: Gary Cavanagh, Jennifer Ludwig, Glenda Marsh, Donald Himbeault and Amanda Andreas (Jenkyns).

In favour: 11  
Opposed: 0

Abstained: 0

**CARRIED**

**MOTION 117/20 (J. Lamont / R. Buffie)**

To ratify the following motion which Council approved by email on July 13, 2020:

It is moved by Bharti Kapoor and seconded by Alanna Doell to Appoint Cenzina Caligiuri as Chair of the Quality Assurance Committee.

In favour: 11  
Opposed: 0  
Abstained: 0

**CARRIED**

**MOTION 118/20 (A. Doell / R. Pandya)**

To ratify the following motion which Council approved by email on July 22, 2020:

It is moved by Kevin Hamilton and seconded by Donna Forbes to appoint the following members to the Discipline Committee:

Edward Ahoff, Pharmacist Member  
Jenny Luc, Pharmacist Member

In favour: 11  
Opposed: 0  
Abstained: 0

**CARRIED**

**MOTION 119/20 (R. Pandya / B. Kapoor)**

To ratify the following motion which Council approved by email on August 17, 2020:

It is moved by Alanna Doell and seconded by Drupad Joshi to appoint Mr. Stephen Jackson as Pharmacy Technician Liaison to Council.

In favour: 9  
Opposed: 0  
Abstained: 1

**CARRIED**

6. Business Arising

A summary of business arising from the minutes of the June 16, 2020 Council meeting was circulated in advance of the meeting.

7. Strategic Plan Update

Information regarding the strategic plan objectives and operational priorities, was circulated in advance of the meeting for information. A verbal update was provided to Council, including updates on Safety IQ, the implementation of NAPRA Compounding Standards, the CPhM website launch, virtual inspections and education modules for pharmacy professionals.

## 8. Operations Report

The Operations Report was circulated to Council in advance of the meeting and a verbal update was provided to Council.

*M. Shaker joined the meeting at 10:06 am.*

*President W. Clark turned the Chair over to Vice-President S. Purohit.*

## 9. Committee Reports

### a. Executive Committee

The Executive Committee Report was circulated in advance of the meeting.

#### **MOTION 120/20**

**(R. Buffie / A. Doell)**

To accept the Executive Committee Report to Council for information.

#### **CARRIED**

### i. Proposed Amendments – Seven Regulatory Improvements

A verbal update was provided on the matter. Prioritization of the proposed amendments has not been discussed with the Minister due to the COVID-19 pandemic and provincial state of emergency.

### ii. Draft Amendments to the Regulation to Permit Pharmacist Prescribing in Uncomplicated Cystitis

Information was circulated in advance of the meeting, including correspondence with Manitoba Health, Seniors and Active Living (MHSAL) and the revised options paper sent to MHSAL that outlines options for legislative implementation of pharmacist prescribing for uncomplicated cystitis. The CPhM continues to work with MHSAL to draft the potential legislative amendments.

### iii. Influenza Vaccinations by Pharmacists – Meetings with Minister (July 14, 2020) & MHSAL (July 21, 2020 and August 28, 2020)

Information was circulated in advance of the meeting regarding collaboration with Pharmacists Manitoba in meetings with the Minister, Assistant Deputy Minister, MHSAL staff, Chief Provincial Public Health Officer, and Manitoba Health Population and Public Health staff, to ensure safe and effective administration of influenza vaccinations by pharmacists amid the COVID-19 pandemic. The criteria for the high dose influenza vaccine as determined by MHSAL, was discussed by Council. The CPhM will request that MHSAL provide further information to pharmacists, including eligibility and MHSAL contact information for questions regarding the high dose influenza vaccine.

### iv. Section 56 Exemption to the CDSA

Information was circulated in advance of the meeting regarding the Health Canada (HC) granted extension to its *Controlled Drugs and Substances Act* (CDSA) exemption around prescribing and providing controlled substances during the pandemic. The CPhM will request

a follow up meeting with the Minister's office to discuss implementation and extension of the CDSA exemption in light of Health Canada's extension to September 30, 2021.

v. Retail Sale of Recreational Cannabis in Manitoba

Information was circulated in advance of the meeting regarding the third phase of licensing retail cannabis stores in Manitoba by the Liquor, Gaming, & Cannabis Authority of Manitoba (LGCA). Based on existing information available to the CPhM, pharmacy facilities are not suitable to meet the definition of a controlled-access store. Recommendations were provided to Council to strengthen the current position statement on the Sale and Advertising of Cannabis for Non-Medicinal Use. Council requests the information be presented to the Minister for consideration.

vi. MAHRC Criteria for Public Representatives

Information was circulated in advance of the meeting regarding the Manitoba Alliance of Health Regulatory Colleges (MAHRC) working group's development of a set of competencies for candidates being considered for public appointment. The set of criteria was reviewed by Executive Committee and Council, and endorsement will be communicated to the MAHRC through CPhM member representation at the next meeting of the MAHRC.

vii. Application to Court of Queen's Bench to Stay the Decision of Council to Cancel a Member's Licence

There has been no further action taken by the court on this matter.

viii. NAPRA National Drug Schedule Update

Information was circulated in advance of the meeting regarding an extension of the removal of Schedule III Ephedrine and Pseudoephedrine as natural health products (NHPs), currently included under the *Natural Health Products Regulation*, from the NAPRA National Drug Schedules.

ix. Sterile Compounding Timeline Extension

Information was circulated in advance of the meeting regarding the implementation timelines for Phase 3 of the NAPRA Model Standards for Sterile Compounding.

**MOTION 121/20**

**(R. Buffie / J. Lamont)**

That the following extensions to Phase 3 of the NAPRA Model Standards for Sterile Compounding be implemented:

- a. extend the Phase 3 implementation timeline for sterile compounding to January 1, 2022.
- b. require that facilities not compliant with Phase 3 of the implementation timeline for sterile compounding by the original implementation date of January 1, 2021, must submit plans to the College outlining in detail how they will achieve compliance by January 1, 2022.

**CARRIED**

x. Access to Palliative Care Medications in Community Pharmacies

Information was circulated in advance of the meeting regarding the exemption to the pre-drawing of syringes, approved by Council and currently in effect until January 2021 which

permits pharmacies in the province to draw up comfort care medications for palliative care patients in a setting that does not meet the National Association of Pharmacy Regulatory Authorities (NAPRA) Model Standards for Sterile Compounding. Executive Committee recommended that a communication detailing the exemption be included in a Friday Five publication.

xi. Access to Non-Sterile Compounded Items in Community Pharmacies

Information was circulated in advance of the meeting regarding the implementation schedule for the NAPRA Standards for Pharmacy Compounding of Non-Sterile Preparations. The original date for implementation of Phase 1 of the implementation timeline was April 1, 2020. Due to the pandemic, the implementation date for Phase 1 of NAPRA Model Standards for Non-Sterile Compounding was postponed until October 1, 2020. Compliance with both Phase 1 and Phase 2 of the model standards is expected by this date. To support and help pharmacies prepare for the implementation of the new standards, a guideline document was drafted and discussed by Council.

**MOTION 122/20**

**(R. Pandya / A. Doell)**

To approve the “Guidance for Pharmacists Regarding the Provision of Non-Sterile Compounding Services” for communication to pharmacists.

**CARRIED**

xii. Pharmacists Manitoba Smoking Cessation Program – Can Pharmacists Complete Assessment by Phone?

Information was circulated in advance of the meeting regarding a request from Pharmacists Manitoba to consider implementing an exemption to the Prescribing Practice Direction (PD), enabling pharmacists the ability to perform patient assessments by phone prior to prescribing for smoking cessation.

**MOTION 123/20**

**(R. Buffie / R. Pandya)**

To extend the existing exemption to the Prescribing Practice Direction from September 30, 2020 to September 30, 2021, enabling pharmacists the ability to perform a patient assessment by telephone prior to prescribing.

**CARRIED**

This exemption timeline is in line with Health Canada’s extension of the Section 56 CDSA exemption timeline for practitioners and pharmacists prescribing and dispensing controlled substances in Canada during the COVID-19 pandemic. This exemption deadline was recently extended from September 30, 2020 to September 30, 2021.

xiii. Council Member Resignation and Vacancy

Information was circulated in advance of the meeting regarding the recent resignation of an elected Council member and the options available to Council to fill this vacancy. Council directs the CPhM staff to approach the pharmacist recommended for the position by the outgoing Council member, based on qualifications of similar background and work experience, knowledge and experience in regulatory governance, and practice in District 1. Should the recommended pharmacist be accepting of this appointment to Council, a Council motion to appoint will be conducted by email.

*S. Purohit returned the Chair to W. Clark.*



*C. Louizos and K. Hunter left the meeting at 11:33 am.*

*A. Andreas left the meeting at 11:33 am.*

b. Finance & Risk Management Committee Report

The Finance & Risk Management Committee Report was circulated in advance of the meeting along with a 2020 Budget Update and Year to Date Actuals with Variance as of June 2020.

**MOTION 124/20 (A. Doell / J. Lamont)**

To accept the Finance & Risk Management Committee Report to Council for information.

**CARRIED**

c. Quality Assurance Committee

The Quality Assurance Committee, Standards of Practice Division and Professional Development Division have not met since last Reports to Council.

d. Governance Committee

The Governance Committee has not met since its last Report to Council.

e. Board of Examiners

The Board of Examiners Report was circulated in advance of the meeting.

**MOTION 125/20 (R. Pandya / K. Hamilton)**

To accept the Board of Examiners Report for information.

**CARRIED**

f. Complaints Committee

The Complaints Committee has not met since its last Report to Council.

g. Discipline Committee

The Discipline Committee Report was circulated in advance of the meeting.

**MOTION 126/20 (R. Pandya / D. Forbes)**

To accept the Discipline Committee Report for information.

**CARRIED**

h. Awards & Nominating Committee

The Awards & Nominating Committee has not met since its last Report to Council.

i. Audit Committee

The Audit Committee has not met since its last Report to Council.

j. Extended Practice Advisory Committee

The Extended Practice Advisory Committee has not met since its last Report to Council.

k. Ad Hoc Committee on Compounding

The Ad Hoc Committee on Compounding has not met since its last Report to Council.

l. Safety IQ Advisory Committee

The Safety IQ Advisory Committee has not met since its last Report to Council.

*B. Rosenthal left the meeting at 12:00 pm.*

11. Unfinished Business

a. Court of Appeal's Decision on Motion for Security for Costs

This matter will be revisited following the next agenda item.

b. Inducements/Loyalty Programs

Information previously discussed by Council at past meetings, including research and measures currently in place in other provinces to ban pharmacies from offering inducements on the sale of prescription medication and provision of pharmacy services, was circulated in advance of the meeting.

*T. Crawford joined the meeting at 12:12 pm.*

**MOTION 128/20 (K. Hamilton / R. Buffie)**

To table the discussion regarding inducement and loyalty programs until the next strategic planning session of Council, tentatively scheduled for spring 2021.

**CARRIED**

*D. Joshi left the meeting at 12:25 pm.*

a. Court of Appeal's Decision on Motion for Security for Costs

Documents related to this matter were circulated in advance of the meeting for information.

c. Lab Test Ordering by Pharmacists for Outpatients in Manitoba

There is no update to provide on this matter.

*B. Shearer left the meeting at 12:35 pm.*

d. Safety IQ

The informational video found on the CPhM website was shared with Council.

*R. Eros joined the meeting at 12:38 pm.*

Information related to the implementation of Safety IQ was circulated in advance of the meeting, including:

- i. Notice of Safety IQ program implementation sent to pharmacy members and other stakeholders such as MHSAL, MIPS and Shared Health
- ii. The Draft Model Standards for Continuous Quality Improvement, developed by the NAPRA Medication and Incident Reporting working group

*R. Eros left the meeting at 12:42 pm.*

*K. Hunter joined the meeting at 1:15 pm.*

## 11. New Business

### a. Appointments

- i. Appointment of College of Pharmacy Student Liaison

**MOTION 129/20 (R. Pandya / B. Kapoor)**

That Council appoint Ms. Marina Rofaeil as College of Pharmacy Student Liaison to Council.

**CARRIED**

- ii. Inspector/Investigator Appointment

**MOTION 130/20 (D. Forbes / A. Andreas)**

That Council appoints Dr. Brent Booker as investigator and inspector for the College. This appointment is in addition to the previously appointed College investigators and inspectors.

**CARRIED**

- iii. MHSAL Health Information Privacy Committee

**MOTION 131/20 (S. Purohit / B. Kapoor)**

That Council appoints Dr. Chris Louizos as the College of Pharmacists of Manitoba representative on the MHSAL Health Information Privacy Committee.

**CARRIED**

*B. Shearer joined the meeting at 1:20 pm.*

- iv. Standards of Practice Division Chair

Council reviewed and discussed suitable replacements for the role of Standards of Practice Co-Chair, which is vacant as the currently appointed Co-Chair Dr. Brent Booker is now employed with the CPhM. Council determined a possible replacement with similar background and work experience, knowledge and experience in regulatory governance, and previous

involvement on College committees. Council directed the CPhM staff to approach this member to see if they may be accepting of this appointment as Co-Chair. Should the member accept, a Council motion to appoint will be made by email.

v. Board of Examiners Vacancy

Council will consider a recommendation regarding a member to fill the current vacancy on the Board of Examiners by email motion.

b. Arising Issues Related to the Compounding of Prescription Products

Information was circulated in advance of the meeting regarding arising issues brought forward by pharmacists, CPhM staff and other stakeholder organizations both provincially and nationally on the compounding of prescription products. Some of these issues include but are not limited to, the provision for Level A compounding in all Manitoba pharmacies, the ordering of compounded products from out-of-province licensed pharmacies and cross-jurisdictional concerns, and the application of the NAPRA Model Standards to specific compounded prescription products.

At the same time, Health Canada has recently restarted its work on development of a revised regulatory framework to address commercial compounding or compounding-manufacturing. As well, the issue of outsourcing of compounded products from other provinces is currently being discussed at the NAPRA Cross-Jurisdictional Working Group.

Council discussed the need to re-focus the work of the Ad-Hoc Committee on Compounding to address and provide recommendations back to Council on these arising and larger scope compounding issues on an ongoing basis. It was suggested that the Ad-Hoc Committee should transition to a Task Force on Compounding so that the current membership could be provided with further resources to assist in their deliberations. Some suggestions on additional resources that may be included on the Task Force were a greater number of practicing pharmacists that provide more complex compounding services (sterile and hazardous products), consultants, and other subject matter experts.

**MOTION 132/20 (R. Pandya / R. Buffie)**

To transition the current Ad-Hoc Committee on Compounding to a Task Force on Compounding and to provide the Task Force with additional resources required to address and provide Council with recommendations on arising issues related to the compounding of prescription products.

**CARRIED**

c. Approval of 2021 Council Meeting Dates

Proposed dates for Executive Committee meetings, Council meetings and CPhM events in 2021 were circulated in advance of the meeting.

**MOTION 133/20 (S. Purohit / R. Buffie)**

To approve the proposed 2021 meeting schedule with the following amendments:

January 18<sup>th</sup> Executive Meeting – changed to January 11<sup>th</sup>  
February 16<sup>th</sup> Council Meeting – changed to February 2<sup>nd</sup>  
Strategic Planning – add date between March 1<sup>st</sup> and 12<sup>th</sup>

**CARRIED**

d. Maintenance of M3P Program post-COVID

A verbal update was provided on the M3P program amid the COVID-19 pandemic. In collaboration with CPSM and CRNM, joint statements were developed to address concerns related to the maintenance and continued assurance of safe patient access to controlled medications. The Colleges will continue to monitor the M3P program post-pandemic.

*B. Rosenthal joined the meeting at 2:10 pm.*

e. Digital Licenses

A verbal update was provided on consideration of the provision of digital licenses. The CPhM is considering issuing digital licenses as a means to improve efficiencies and decrease administrative costs, as many other Manitoba health regulators have implemented.

*C. Louizos joined the meeting at 2:15 pm.*

12. Liaison Reports

**MOTION 134/20 (S. Purohit / A. Doell)**

To accept all liaison reports for information.

**CARRIED**

- a. Pharmacy Examining Board of Canada (PEBC)  
No report was provided.
- b. University of Manitoba College of Pharmacy  
The College of Pharmacy's Report for September 2020 was circulated in advance of the meeting.
- c. Canadian Society of Hospital Pharmacists (CSHP) – Manitoba Branch  
No report was provided.
- d. College of Pharmacy Student  
A report was circulated in advance of the meeting.
- e. Pharmacists Manitoba  
A report was circulated in advance of the meeting and a verbal report was provided.
- m. Pharmacy Technician  
No report was provided.
- n. National Association of Pharmacy Regulatory Authorities (NAPRA)  
A report was circulated in advance of the meeting and a verbal report was provided.

13. Correspondence – On-Board

There are no documents to present to Council.

14. In-camera

Council addressed agenda item 4.a. Review of 16<sup>th</sup> June 2020 Council Member Evaluations. Consensus was that Council did not need to move in-camera for this agenda item. Council had no concerns or comments with the responses received from the member evaluations.

16. Council Evaluation  
Council members were asked to complete an on-line evaluation following the meeting.

17. Next Meeting  
The next meeting of Council is scheduled for:

DATE: Monday, December 7, 2020

TIME: 9:00 a.m. to 4:30 p.m.

18. Meeting Adjournment

**MOTION 135/20** (S. Purohit)

To adjourn the meeting at 2:22 p.m.