

Annual General Meeting  
Minutes

Tuesday 14<sup>th</sup> May 2024



**MINUTES**  
**146<sup>th</sup> Annual General Meeting**  
**College of Pharmacists of Manitoba**

Broadcast from Pharmacy House, 200 Taché Avenue  
Tuesday 14<sup>th</sup> May 2024  
7:00 pm

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**1. CONVENE & WELCOME**

Chair Jane Lamont called the meeting to order at 7:00 p.m.

Chair Lamont welcomed attendees to the 146<sup>th</sup> Annual General Meeting of the College of Pharmacists of Manitoba.

Mr. Joseph Pollock was appointed parliamentarian for the meeting.

**a. QUORUM**

Quorum was declared with more than the 30 voting members in attendance required to constitute quorum.

**a. ACKNOWLEDGING FIRST PEOPLES & TRADITIONAL TERRITORY**

Chair Lamont acknowledged that the CPhM Office is located on Treaty 1 territory and that the land on which we gather is the traditional territory of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene Peoples, and the traditional homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

**b. INTRODUCTIONS & ACKNOWLEDGEMENTS**

Chair Lamont acknowledged the dignitaries and guests in attendance:

- Dr. Lalitha Raman-Wilms, Dean of the College of Pharmacy at the University of Manitoba
- Past Presidents of the College of Pharmacists of Manitoba:
  - Ms. Wendy Clark
  - Ms. Jennifer Ludwig
  - Ms. Glenda Marsh
  - Mr. Kyle MacNair
  - Mr. Shawn Bugden
  - Mr. Pat Trozzo
  - Mr. Gary Cavanagh
  - Mr. Ron Eros
  - Mr. Albert Eros

- Mr. Ronald Guse, & Ms. Susan Lessard-Friesen, former Registrars of the College of Pharmacists of Manitoba
- Mr. Darren Murphy, President of Pharmacists Manitoba
- Ms. Gayle Romanetz, Chief Executive Officer of Pharmacists Manitoba
- Mr. Colin Reeve, President of the Canadian Society of Hospital Pharmacists – Manitoba Branch
- Mr. Bill Eamer, Honorary Member

Chair Lamont acknowledged the Council members who are currently serving for the 2022-2024 term of office:

#### Executive Committee Members

- Ryan Buffie, Vice President
- Jennifer Ludwig, Executive Treasurer
- Wendy Clark, Past President
- Donna Forbes, Public Representative

#### Other Members of Council

- Alanna Doell, District 1
- Brendon Mitchell, District 1
- Joanne Johnson, District 2
- Sonal Purohit, District 1
- Teryl Moore, District 2
- Amanda Andreas, Public Representative
- Don Himbeault, Public Representative
- Liz Reimer, Public Representative
- Lalitha Raman-Wilms, Dean, College of Pharmacy, University of Manitoba

Chair Lamont acknowledged the Council Liaisons from various stakeholder organizations:

- Tanjit Nagra, Chief Executive Officer, Pharmacists Manitoba
- Leah Pritchett, Incoming CSHP Liaison
- Cecile Ngai, Pharmacy Technician Liaison
- Shaelyn Gustafson, Pharmacy Student Liaison

### **c. HONOURING DECEASED**

Kevin Hamilton, Registrar & Chief Executive Officer, read the names of those members who had passed away since the last annual general meeting:

“The names I read are the names of pharmacists registered in Manitoba that have passed away since the last Annual General Meeting. These pharmacists have devoted their careers to providing patient care and to keeping patients safe.

- George Goldhawk            2019
- Abe Loewen                 July 26, 2022
- Louis Prefontaine         July 27, 2023
- Morley Rypp                 August 11, 2023
- Douglas Martens            October 8, 2023
- Lilian Phillips                November 7, 2023

- Kevin Hall November 14, 2023
- James Mitchell November 21, 2023
- William Dixon December 23, 2023
- Ian A. Johnson January 15, 2024
- Betty Carson January 17, 2024
- Marina Cram January 29, 2024
- Colin Briggs March 31, 2024

It is fitting to honour their passing with a moment of silence.”

One minute’s silence was observed in memory of the deceased members.

## **LOGISTICS**

Registrar & Chief Executive Officer Kevin Hamilton provided instructions to participants regarding the logistics of the virtual meeting.

## **STATEMENT OF ORDER of BUSINESS**

The Order of Business is designed to allow the formal Annual General Meeting to complete its mandate in closing the dealings that have been completed for the previous fiscal year. Reports are to encompass the 2023 fiscal year. Those motions and issues requiring detailed discussion or where resolution cannot be established, may be forwarded and discussed further at the open discussion portion of this morning’s session, or can be moved to a Special General Meeting in accordance with *The Pharmaceutical Act*.

In accordance with By-Law 3.06 to *The Pharmaceutical Act*, members are reminded that:

“The chair of the general meeting may permit discussion and acceptance of motions that are for information and do not require action by the College. Motions, either simple or by resolution, accepted at a general meeting requiring action on behalf of the College shall be forwarded to Council for consideration and decision.”

All members with the right to vote were asked to participate in voting when the motions appear on the screen. All in attendance wishing to speak and address the meeting were asked to use the Q&A function.

## **2. APPROVE AGENDA**

The agenda had been circulated in advance. Members were asked if there were any additions to the agenda.

Hearing none, Chair Lamont called for a motion to approve the agenda as circulated.

### **MOTION 01 / 24**

MOVED by Ron Eros, SECONDED by Temitope Oladapo

THAT the agenda be approved as circulated.

## **CARRIED**

### 3. APPROVE MINUTES

Chair Lamont asked if the members wished for the Minutes of the 145<sup>th</sup> Annual General Meeting, held May 2<sup>nd</sup>, 2023, be read aloud. Hearing no such request, she called for a motion to waive the reading of the Minutes.

#### **MOTION 02 / 24**

MOVED by Ronald Guse, SECONDED by Lalitha Raman-Wilms

THAT the reading of the Minutes of the 145<sup>th</sup> Annual General Meeting, held May 2<sup>nd</sup>, 2023, be waived.

#### **CARRIED**

Chair Lamont asked if there are any errors or omissions to the Minutes of the 145<sup>th</sup> Annual General Meeting, held May 2<sup>nd</sup>, 2023. Hearing none, she called for a motion to approve the Minutes.

#### **MOTION 03 / 24**

MOVED by Pat Trozzo, SECONDED by Linda Carroll

THAT the Minutes of the 145<sup>th</sup> Annual General Meeting, held May 2<sup>nd</sup>, 2023, be approved as circulated.

#### **CARRIED**

### 4. MESSAGE FROM THE CHAIR OF COUNCIL

Chair Lamont yielded control of the chair to Vice-Chair Ryan Buffie. Vice-Chair Buffie invited Chair Lamont to address the membership.

#### **Chair of Council's Address - Tuesday May 14<sup>th</sup>, 2024**

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Good evening and a warm welcome to everyone attending. As Chair of the College of Pharmacists of Manitoba, I am pleased that you are joining us for our 146<sup>th</sup> Annual General Meeting.

I encourage you to read the 2023 CPhM Annual Report, as you will find highlights that mark the incredibly diligent work of Council, its committees, and registrants of CPhM who have endeavored to further the pursuit to provide all Manitobans with quality, safe, and ethical pharmacy services.

As we reflect on 2023, it was a year of contemplation and considerable progress at CPhM. This past year saw work in many areas such as: a comprehensive analysis and review of CPhM governance, the establishment of a new Pharmacy Manager Training Program, and communication expansion into social media platforms. CPhM participated in professional development collaborations with other regulators locally, with the College of Physicians and Surgeons of Manitoba (CPSM), and at a national level with the National Association of Pharmacy Regulatory Authorities (NAPRA).

CPhM's commitment to fostering cultural competence among council, staff, and registrants continues through the Manitoba Indigenous Cultural Safety Training and other professional development opportunities, to raise awareness of Canada's past and present structures that condone systematic racism towards Indigenous Communities. Cultural Safety training teaches how those discriminatory traditions have impacted healthcare in Canada and how to combat and breakdown those constrictions in pharmacies in Manitoba. Through the Manitoba Alliance of Health Regulatory Colleges and subject matter experts, CPhM continued its pledge to offer professional development learning modules to its registrants.

CPhM partnered with Indigenous Pharmacy Professionals of Canada as part of our commitment to ensuring that every individual receives care designed to meet their needs and cultural background. CPhM is making connections with partners such as the Rainbow Resource Centre who are also committed to broadening the healthcare system to being more inclusive while remaining committed to safe, ethical, professional practice and patient safety while serving the unique and diverse needs of our communities.

CPhM's commitment to safety in pharmacy services was demonstrated when a revamped Safety IQ Blog was launched. It provides pharmacy professionals with valuable insights and information for continuous quality improvement within your pharmacy. The past year's Safety IQ Academy featured blog posts and recommendations based on ISMP Canada's Multi-Incident Analysis of Incidents Associated with Harm reported by community pharmacies in Manitoba.

To succeed, the CPhM, like so many health-profession regulators in Manitoba, must anticipate changes we see coming and consciously and proactively prepare. CPhM continues to use an ongoing three-year strategic plan as it maps out the focus that the Council undertakes to meet these changes and potential challenges.

CPhM recently saw months and years of devoted work on governance review come to realization. On February 23, 2024, Council passed a comprehensive bylaw package and preliminary policies and procedures that support governance reform. The changes are designed to align CPhM with a modern, policy-based governance framework based on governance best-practices.

The bylaw package was approved after months of independent work of the CPhM Governance Committee, an extensive 45-day consultation held in 2023, and a Town Hall information session and question period, which enabled CPhM Executive Committee to highlight the proposed changes with all registrants who participated, and was an opportunity for registrants to ask questions and for their concerns to be raised and addressed.

Significant changes were made to the way pharmacy-professionals are selected to serve on Council. These changes reflect a move by regulators, in Manitoba and across Canada, to adopt a modern approach to council selection that embraces best-practice concepts in governance for regulators. CPhM has had the benefit of learning from the experience of these early-adopters and integrating their lessons learned to our process.

These changes include:

- Both practicing pharmacists and pharmacy technicians are now eligible to serve on Council.
- Interested individuals answer a call for applications. The application process gives those an opportunity to highlight their qualifications and how they meet an established set of competencies and criteria.

- The competency matrix outlines the attributes, skills, and experience being sought, including a commitment to public service, fiduciary duties, cultural safety, humility, and organizational decision-making.
- The Appointments Committee reviews all applications and selects a slate of candidates that meet the established competencies and criteria Council sets in advance, and that represent a diverse set of practice experiences, work environments and histories, regional representation, cultural backgrounds, and perspectives.

When conducting its review, the Appointments Committee considers all aspects of the candidates' applications, including self-ratings against the competency matrix, statements of interest, and the candidates' resumes or CVs.

- Since all Council members are required to represent the public interest, this model incorporates best practice, reflects Council's accountability to the public, and recognizes that Council functions best when there are individuals who are well-skilled in governance and have diverse perspectives and backgrounds at the Council table.
- This is different from a traditional association-model, where board members elect someone to represent a group of members as their constituents.

Other notable changes to the governance framework are:

- Terms of office for Council and committee members to ensure that new perspectives are regularly brought forward, while appropriate transition and succession planning is maintained.
- Staggered appointments to ensure knowledge continuity and balance of experience and fresh perspectives on Council and committees.
- A robust set of fiduciary obligations for Council members and committee members to assist and guide them to govern in the public interest, meet confidentiality requirements, and avoid conflicts of interest and bias issues.
- In the spirit of transparency and accountability to registrants and the public, Council has made a commitment to posting the bylaws and governance policies on the CPhM website. These documents and additional information are located under the Self-Regulation section of the website. As more policies and procedures are developed by Council, these will be added to the page.

Registrants can continue to ensure their voices are heard by:

- Remaining active in CPhM governance by applying for Council or committee service
- Participating in public consultations
- Attending general meetings of Council and annual meetings of registrants.

It is now my honour to announce to you the results of the Council selection process recently conducted. Before I reveal the slate of Council members for the upcoming term, I would like to share some observations based on this first experience using an appointments process:

- This first call for applications generated a tremendous response.
- Seven (7) pharmacy technicians applied for the newly established Council position specifically for a pharmacy technician.

- Fifteen (15) pharmacists applied for the six (6) Council positions available to pharmacists.
- The Appointments Committee worked through a variety of scenarios to select a final slate of candidates that embodied the attributes, values, and skills being sought in the competencies matrix and offered an overall balance of demographic diversity, including regional representation, gender, practice knowledge, work experience, and cultural awareness.

CPhM pharmacy – professional Council members for the upcoming term are:

Ryan Buffie, Pharmacist - One-Year Term

Alanna Doell, Pharmacist - One-Year Term

Brendon Mitchell, Pharmacist - Two-Year Term

Teryl Moore, Pharmacist - Two-Year Term

Kathy Hunter, Pharmacist - Three-Year Term

Pawandeep Sidhu, Pharmacist - Three-Year Term

Chantal Macdonald, Pharmacy Technician - Three-Year Term

Lalitha Raman-Wilms, Dean of the College of Pharmacy, Ex Officio Member

Along with the pharmacy-professionals, the public representatives, appointed by the Minister of Health, Seniors, and Long-Term Care, round out the full slate of Council. They are:

Amanda Andreas, Public Representative

Donna Forbes, Public Representative

Don Himbeault, Public Representative

Elizabeth Reimer, Public Representative

These Council members will begin their terms of service, of varying lengths, immediately following the AGM today. Officers and Executive Committee members will be elected at the first meeting of the newly installed Council, which will follow immediately after the AGM.

The Appointments Committee and Council are confident that the 12-member Council for the upcoming term represents a capable group of individuals who, collectively, will provide effective oversight, stewardship, and strategic leadership for CPhM.

I have made the decision not to seek a return to Council for the upcoming term. The decision was not easy as I am excited to see the direction this council is heading both through the governance reform, collaboration with other tables including our Health Minister and what I am anticipating is an exciting new strategic plan.

I would like to quote a former mentor in my professional career as I think it is relevant with CPhM current direction.

When finding solutions to a problem, there is the expression that one should start with the "low hanging fruit," in other words, the quick and easy factors to help solve the problem. In my experience, the low-hanging fruit tended to be nibbled or eaten by animals, which were not the



niciest fruit to begin with since they did not see the sun. The best solutions (i.e. the best fruit) are at the top of the tree, where it takes the most effort to reach...but definitely the most worthwhile;

Pharmacist and pharmacy technicians are one of the main backbones in the Manitoba Health System which I consider throughout hospital, primary care and community programs.

We are traditionally humble compared to others, tend to undersell our value and always put our patients first sometimes to the detriment of remembering that we need to support and protect ourselves and our profession so we can be in the best position to help our patients.

I would like put a challenge to the new council and our CEO and staff to not settle for the low hanging fruit. Aim for the fruit at the top of the tree. It won't be easy but the reward will be great.

I look forward to ongoing partnerships and collaboration with CPhM in my professional role as Executive Director of Pharmacy in Shared Health to support future changes for pharmacy in Manitoba.

This, therefore, is my concluding address. I want to personally thank all of you whose commitment and dedication to patient care in Manitoba continues to elevate the pharmacy profession provides quality outcomes for our patients.

In closing, I would like to thank all the pharmacy professionals, members of the various CPhM Committees, and of course the staff that I have enjoyed working with these past four years. All your efforts contribute to the betterment of patient care and the advancement of our field.

I am confident that with the new Council and Executive, the leadership from both Kevin and leadership shown at all areas of the staff, CPhM will continue to regulate pharmacy professionals in the public interest and promote excellence, innovation, quality patient care, and continuous improvement.

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Vice-Chair Buffie returned control of the chair to J. Lamont.

## **5. PRESENTATION OF THE 2022 FINANCIAL STATEMENTS**

Executive Treasurer Jennifer Ludwig presented the 2023 Financial Statements.

### **MOTION 04 / 23**

MOVED by Jennifer Ludwig, SECONDED by Rob Jaska

THAT the 2023 Financial Statements and Auditor's Report be accepted for information.

**CARRIED**

## **6. NEW BUSINESS**

A motion was brought forward for consideration. In keeping with the Rules of Procedure, Chair Lamont called a vote on this motion; if passed, the item will be forwarded to Council for consideration and decision.

**MOTION 05 / 24**

MOVED by Mark Mercure, SECONDED by Kyle Skayman

THAT the College work to re-instate member voting for pharmacist representatives on council, reversing the system of appointments instituted in 2024, to be in place for 2025.

**CARRIED**

The unverified results of the vote were shared. Verified results will be reported to registrants in a broadcast email.

**7. ACKNOWLEDGEMENTS**

Vice-Chair Buffie thanked Chair Lamont on behalf of Council and the CPhM for her dedication in serving as Chair.

Chair Lamont thanked the members of Council who served for the 2022-2024 term and congratulated those that will serve on Council for the upcoming term.

**8. ADJOURN**

**MOTION 06 / 24**

MOVED by Penny Shefrin, SECONDED by Kurt Schroeder

That the 146<sup>th</sup> Annual General Meeting of the College of Pharmacists of Manitoba be adjourned.

**CARRIED**