



# College of Pharmacists of Manitoba

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## MINUTES

**Meeting of Council**  
**Friday, December 6, 2024**  
**9:00 a.m. to 4:00 p.m.**

### COUNCILORS

Ryan Buffie, Chair  
Kathy Hunter, Vice Chair  
Amanda Jenkyns, Public Representative  
Don Himbeault, Public Representative  
Donna Forbes, Public Representative  
Alanna Doell, Pharmacist  
Brendon Mitchell, Pharmacist  
Teryl Moore, Pharmacist (*joined at 9:40 am*)  
Chantal MacDonald, Pharmacy Technician (*virtual*)

### COLLEGE STAFF

Kevin Hamilton, Registrar & Chief Executive Officer  
Rani Chatterjee-Mehta, Deputy Registrar  
Lori McKietruk, Director of Operations  
Anne Janes, Director of Policy & Legislation  
Lindsay Henderson, Executive Assistant  
Kim McIntosh, Assistant Registrar, Qualifications and Practice Development (*virtual*)  
Chris Louizos, Assistant Registrar, Quality Assurance & Field Operations (*virtual*)  
Brent Booker, Assistant Registrar, Review and Resolution (*virtual, joined at 1:00 pm*)  
Kevin Chaboyer, Quality Assurance and Field Officer (*virtual*)  
Arleigh Andrushak, Quality Assurance and Field Officer (*virtual*)  
Meret Shaker, Practice Consultant (*virtual, joined at 9:07 am*)  
Anja Sadovski, Communications Specialist (*virtual, joined at 9:17 am*)

### REGRETS

Lavern Vercaigne, Acting Dean, College of Pharmacy  
Elizabeth Reimer, Public Representative

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#### 1.0. Call to Order

##### 1.1.a. Welcome & Introductions

Chair R. Buffie convened the meeting at 9:01 a.m. and welcomed attendees.

##### b. Acknowledging First Peoples and Traditional Territory

R. Buffie 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

R. Buffie confirmed that quorum is achieved.

d. College Mission

Council acknowledged the College Mission and Mandate, 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. None were declared.

1.2. Chair’s Address

R. Buffie provided opening remarks to Council, noting the importance of evaluations for Council to measure its success. R. Buffie reminded Council members of policy on virtual meetings and that cameras must be engaged.

*M. Shaker joined at 9:07 am*

1.3. Regulatory Trends & Readings

In follow-up to Executive Committee’s review and consideration of evaluation topics and metrics commonly used by boards to further determine how to improve the Council evaluation process, Council was provided resources on board evaluation. Council is asked to respond, using the evaluation following the meeting, with 3 to 5 metrics seen as critical to more effectively evaluate each CPhM Council meeting.

2.0. Consent Agenda Items

The following items are accepted by consensus of Council:

2.1. Approve Agenda

2.2. Approve Meeting Minutes & Motions

a. September 27, 2024

b. Ratify Email Motions

2.3. Operations Report

2.4. Committee Reports

a. Executive Committee

b. Finance Committee

d. Professional Practice Committee

e. Appointments Committee

- i. Extended Practice Advisory Committee
- 2.5. Correspondence
  - a. Thank you Letter to P. Sidhu
- 2.6. For Information
  - a. PEBC Board Update
  - c. Communications Report Q3
  - d. Governance Manual

### 3.0. Items for Discussion

#### 3.1. PEBC Board Update

The PEBC Board update was discussed, specifically entry-to-practice examinations.

### 4.0. Standing Items

#### 4.1. Results of Council Evaluations from September 27, 2024

Council member evaluations from the September 27, 2024 meeting were circulated in advance of the meeting and reviewed by Council, following detailed and in-depth review of the results by Executive Committee at its last meeting.

#### 4.2. Registrar & Chief Executive Officer's Report

##### a. Action Items Arising from Last Meeting

A summary of action items arising from the minutes of the September 27, 2024 meeting was circulated in advance of the meeting for information.

##### b. National Association of Pharmacy Regulatory Authorities (NAPRA)

This item is tabled.

*A. Sadovski joined the meeting at 9:17 am.*

##### c. Government Update

Information on recent government announcements and commitments, recent meetings with Manitoba Health, Seniors and Long-Term Care, and progress on regulatory amendments to permit therapeutic substitution, pharmacists to administer hormonal contraception, and pharmacy students to administer vaccines was circulated in advance of the meeting for information. Information on a session held for the Manitoba Alliance of Health Regulatory Colleges (MAHRC) by the Executive Director of the Legislative Unit, Allison Croll, that provided an overview of the key pieces of work that need to be undertaken by health professions to come under the RHPA was included. The CPhM will continue the preparatory work that is required for transition to the RHPA, despite not currently being listed as a priority profession in the queue.

##### i. Canadian Institute for Health Information

Information regarding the CPhM's ongoing data sharing agreement with the Canadian Institute of Health Information (CIHI) to provide data on registered

pharmacists in Manitoba to CIHI's National Health Workforce Database on an annual basis, following review of data by Manitoba Health, and advice from CPhM legal counsel that the data provided to CIHI goes beyond what is permitted in the *Pharmaceutical Act* was circulated in advance of the meeting. Without further permissions from the government, the data that CPhM will share going forward will be significantly reduced from the full data set that CIHI is requesting.

d. 2021-2024 Strategic Plan Dashboard

A summary of initiatives achieved to date on the CPhM Strategic Plan 2021-2024 was circulated in advance of the meeting and a presentation as a formal wrap-up of the 2021-2024 Strategic Plan, as of December 31, 2024, was provided. Council was asked to review and evaluate the report compared to the next strategic plan and determine if a shift in priorities is required.

e. 2025-2027 Strategic Plan Communications Strategy

Final graphics designed for the 2025-2027 Strategic Plan and current Risk Register were circulated in advance of the meeting for Council's review. Council was provided a presentation on the graphics and other tools developed for tracking and reporting throughout the lifespan of the plan. Council had no concerns or feedback.

A. Sadovski left at 10:10 am.

f. Council Forum

i. Council Oversight

Council participated in an open forum discussion to consider which monitoring and reporting strategies matter most to public protection and the delivery of safe, quality pharmaceutical care. The College Performance Measurement Framework, developed by the Ontario Ministry of Health to ensure health regulatory colleges in Ontario focus on key statutory functions and outline organizational aspects that a college is expected to achieve, was provided in preparation for the discussion on desired monitoring parameters the CPhM should pursue.

Council provided the following feedback:

- Important for Council to be provided with some data to monitor protection of the public and fulfillment of the CPhM mandate
- Trends, themes and patterns in data may be most important
- Strive towards better utilization of data from reporting mechanisms already in place, such as Safety IQ.

5.0. Business Arising/New Business

5.1. Sale of 200 Tache Building

List of offers received for 200 Tache Ave, accompanying letters and risks for Council to consider were circulated in advance of the meeting. Consensus of Council is to proceed with the process as outlined, with consideration given to public image and reputational risk.

Council will be asked to sign with formal approval following finalization of the preferred offer.

## 5.2. Policy Review & Development

### a. Data Privacy Policy

A proposed Data Privacy Policy detailing the CPhM's practices for managing data responsibly, including its collection, use, and disclosure, in line with relevant legislation, was circulated in advance of the meeting for consideration.

Consensus of Council is to approve the policy with modifications, including indicating that data storage requirements will be formalized in another policy or operational document and inclusion of general pronouns.

### b. Development of Board of Examiners Policies

To support Council's shift to policy-based decision making, the Board of Examiners is formalizing past motions into policies. A list of potential policies for registration, licensure, and listing of applicants according to the *Pharmaceutical Act* and Regulation, and draft Board of Examiners-developed AP 03: Jurisprudence Examination policy were circulated in advance of the meeting for consideration.

Consensus of Council is to approve the list of potential policies, along with a directive to the Board of Examiners to develop the policies listed within, and to approve the AP 03: Jurisprudence Examination policy as circulated.

### c. Proposed Amalgamation of Practice Directions

In its 2021-2024 Strategic Plan, Council identified that a review be conducted of current internal processes related to standards of practice review and development. In June 2024 this review was presented to Council with a series of recommendations on how to streamline processes to review and develop standards. A draft structure for amalgamation of practice directions, developed by the Professional Practice Committee, was circulated in advance of the meeting for consideration.

Consensus of Council is support of the reorganization of existing practice directions and the proposed approach.

### d. Interprofessional Collaborative Care Practice Direction

An updated Interprofessional Collaborative Care Practice Direction, recently reviewed and updated by a working group of MAHRC as part of a regular five-year review cycle, was circulated in advance of the meeting for consideration.

Consensus of Council is to approve the Interprofessional Collaborative Care Practice Direction as circulated. Implementation will follow once approved by the Councils of all participatory colleges.

### e. Operationalizing Classes of Registration

In Article 12.0 of the bylaws, approved in February 2024, classes of registration are established that streamline the registration process and better serve the CPhM in the current

regulatory environment. Information on the policies and practice directions required to fully operationalize the classes of registration in Bylaw Article 12.0 and efficiencies that will be achieved were circulated in advance of the meeting for consideration.

Consensus of Council is the following:

- To assign accountability to the Executive Committee to oversee the development of a policy (Administering the Act) to set out the requirements to be eligible to register in each class of registration, and the terms, limitations, and obligations to remain in each class.
- To assign accountability to the Professional Practice Committee to oversee the development of two practice directions:
  - A practice direction outlining the criteria and qualifications required of a full registered pharmacist to be eligible to supervise students and interns (undergraduates) while engaged in a pharmacy training program and the duties and responsibilities therein
  - A practice direction outlining the criteria and qualifications required of a full registered pharmacist to be eligible to supervise students and interns (undergraduates) as an employee in a pharmacy and the duties and responsibilities therein.

These committee assignments for oversight assume that the committee accountable to ensure the final document is produced shall consult with other committees, staff, and subject-matter experts, as necessary, to establish appropriate content.

*R. Buffie passed the Chair to K. Hunter*

f. Appointments Committee: Process for Candidate Review and Selection

The Appointments Committee is responsible for conducting the candidate selection process to identify new Council members on an annual basis. Following the implementation and initial use of an appointments process to select Council members, the Appointments Committee evaluated the process and agreed that a standardized means of assessing applications and a consistent scoring system was required to enhance fairness and remove bias, to the greatest extent possible, when Committee members are reviewing candidates. Proposed additions to the process for reviewing and selecting candidates to appoint to Council to better ensure that the process is fair and without bias were circulated in advance of the meeting for consideration.

*B. Booker joined the meeting at 1:00 pm*

Feedback of Council is that within the Council Member Selection Process document, the ability to reject applications and call for candidates multiple times should be included. The Council Member Selection Process document will be amended and brought to Council for approval at a future meeting.

Consensus of Council is to accept the recommendations of the Appointments Committee for the proposed process for assessing applications and selecting successful candidates to appoint to Council, for immediate implementation.

*K. Hunter passed the Chair to R. Buffie*

### 5.3. Governing Statements and Principles

At its meeting in November 2024, Executive Committee further considered the matter of governing statements and options to replace the current CPhM mission, vision, and values, based on research and rationale. Rationale for transition, proposed purpose statement and guiding principles and related resources were circulated in advance of the meeting for consideration.

Consensus of Council is to adopt and implement the proposed Purpose Statement and Guiding Principles.

### 5.4. Land Acknowledgement

At its meeting in November 2024, Executive Committee further considered the matter of a Land Acknowledgement, including a recommended option to replace the current Land Acknowledgement and rationale.

Consensus of Council is to adopt and implement the proposed Land Acknowledgement for use in public communications, at formal events, and meetings. As part of its commitment to continuous improvement and to ensure that CPhM communications remain relevant, the Land Acknowledgement will be periodically reviewed and adapted as required.

### 5.5. Council Appointments

*D. Forbes, D. Himbeault & A. Andreas left the meeting at 1:17 pm.*

#### a. Public Representatives

Recently, CPhM received notice from the Minister's Office that the following Council members have been re-appointed to the Roster of Public Representatives for a two-year term, expiring July 11, 2026:

- Amanda Jenkyns
- Donna Forbes

There was no word from the Minister's Office or the Agencies, Boards, and Commissions Office (ABC Office) on a re-appointment for Don Himbeault, whose term expired June 2, 2023. CPhM staff have contacted staff in the Minister's Office and ABC Office for clarification.

Consensus of Council is to re-appoint Amanda Jenkyns and Donna Forbes to Council, for a two-year term, to expire June 11, 2026.

As per the provisions set out in letters of (re-)appointment received from the Minister's Office, appointments continue until a candidate is reappointed, a successor is appointed, or the appointment is revoked. Therefore, Don Himbeault will remain on Council until such time as CPhM receives confirmation of his reappointment, a successor is appointed, or Don Himbeault resigns from Council.

*D. Forbes, D. Himbeault & A. Andreas joined the meeting at 1:18 pm.*

### 5.6. Committee Appointments

*C. MacDonald left the meeting at 1:20 pm.*

a. Executive Committee

Council must appoint a member of Council to the Executive Committee to fill the vacancy as a result of the resignation of Pawandeep Sidhu, effective September 27, 2024. At its meeting in November 2024, Executive Committee reviewed related information and recommends that Council appoint Chantal MacDonald to the Executive Committee.

Consensus of Council is to appoint Chantal MacDonald to the Executive Committee for the remainder of the current Council term, until May 2025.

*C. MacDonald joined the meeting at 1:21 pm.*

*T. Moore left the meeting at 1:22 pm.*

b. Quality Assurance Committee

Council must appoint a full registered pharmacist to the Quality Assurance Committee to fill the vacancy as a result of the resignation of Pawandeep Sidhu, effective September 27, 2024, and fulfill the terms of reference. At its meeting in November 2024, Executive Committee reviewed related information and recommends that Council appoint Teryl Moore to the Quality Assurance Committee.

Consensus of Council is to appoint Teryl Moore to the Quality Assurance Committee for the remainder of the two-year term, ending June 2026.

c. PEBC Representative

Council must appoint a Pharmacy Examining Board of Canada (PEBC) Representative to fill the vacancy as a result of the resignation of Pawandeep Sidhu, effective September 27, 2024. At its meeting in November 2024, Executive Committee reviewed information related to the position and recommended that Council be asked again if any members are interested in the vacant position. As no members of Council are interested, the CPhM requested an exemption to the PEBC policy that no staff members of regulators be appointed as PEBC representatives and to the PEBC Board of Directors.

Consensus of Council is to appoint Kim McIntosh, Assistant Registrar, Qualifications and Practice Development, as the PEBC Representative to serve on the PEBC Board of Directors. Council will review and reconsider this appointment on an annual basis.

## 6.0. In-Camera/Closed Session of Council

Council determined that R. Chatterjee-Mehta, L. Henderson, & C. Louizos shall participate in item 6.1.a.

B. Mitchell declared a conflict-of-interest with item 6.1.a.

### 6.1. Motion to Adopt Agenda for Closed Session & 6.2. Motion to Rise from General Meeting and Move to Closed Session of Council



Consensus of Council is to move to a closed session with the following agenda:

- a. Update on Exemption to Sterile Compounding Deadline

*B. Mitchell, A. Janes, K. McIntosh, A. Andrushak, M. Shaker, K. Chaboyer, B. Booker & L. McKietiuik left the meeting at 1:35 pm.*

*B. Mitchell joined the meeting at 1:41 pm.*

*R. Chatterjee-Mehta, L. Henderson, & C. Louizos left the meeting at 1:41 pm.*

### 6.3. Motion to Rise from Closed Session and Move to General Meeting of Council

Consensus of Council is to reconvene in the general meeting of Council.

*A. Janes, R. Chatterjee-Mehta, L. Henderson & L. McKietiuik joined the meeting at 2:10 pm.*

### 6.4. Report Decisions from Closed Session

The following decisions were reported from the closed session:

Consensus of Council is to request that further information on the status of the exemption to the NAPRA sterile compounding standards be provided to Council at its meeting on February 28, 2025. Correspondence with specific questions to be answered will be forwarded to the party with the exemption.

## 7.0. Meeting Adjournment

### 7.1. Council Member Evaluation

Council members were asked to complete an on-line evaluation following the meeting. The link to the on-line survey has been circulated to Council by email and printed copies were provided to those attending in-person.

The next regular meeting of Council is scheduled for:

DATE: Friday, February 28, 2025

TIME: 9:00 am. to 4:00 pm.

### 7.2. Adjourn

Consensus of Council is to adjourn the meeting at 2:11 pm.