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## **MINUTES**

**Meeting of Council**  
**Friday, October 3, 2025**  
**9:00 a.m. to 4:00 p.m.**

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### **COUNCILORS**

Kathy Hunter, Chair  
David Mullins, Vice Chair  
Amanda Jenkyns, Public Representative  
Don Himbeault, Public Representative  
Donna Forbes, Public Representative  
Alanna Doell, Pharmacist  
Teryl Moore, Pharmacist  
Chantal MacDonald, Pharmacy Technician  
Hope Anderson, Dean, College of Pharmacy, University of Manitoba

### **COLLEGE STAFF**

Kevin Hamilton, Registrar & Chief Executive Officer  
Rani Chatterjee-Mehta, Deputy Registrar  
Lori McKietruk, Director of Operations  
Lindsay Henderson, Executive Assistant  
Kim McIntosh, Assistant Registrar, Qualifications & Practice Development  
Chris Louizos, Assistant Registrar, Quality Assurance & Field Operations  
Brent Booker, Assistant Registrar, Review & Resolution  
Kevin Chaboyer, Quality Assurance & Field Officer (*joined at 12:30 pm*)  
Arleigh Andrushak, Quality Assurance & Field Officer  
Marianna Pozdirca, Practice Consultant (*joined at 12:30 pm*)  
Neely Hammerberg, Communications Coordinator  
Jessica Eblie, Communications Specialist

### **REGRETS**

Elizabeth Reimer, Public Representative  
Brendon Mitchell, Pharmacist  
Todd Derendorf, Pharmacist

### **GUESTS**

Nancy Winslade, Winslade Consulting (*joined at 9:13 am*)  
Cathi Mietkiewicz, Mietkiewicz Law (*joined at 1:02 pm*)

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#### **1.0. Call to Order**

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

Chair K. Hunter convened the meeting at 9:03 a.m. and welcomed attendees. K. Hunter acknowledged H. Anderson in her first Council meeting as Dean of the College of Pharmacy, University of Manitoba.

b. Acknowledging First Peoples and Traditional Territory

K. Hunter acknowledged that we gather on Treaty 1 territory, the home and traditional lands of the Anishinaabe, Ininewak, Anishinewak, Dakota Oyate, and Denesuline Nations, as well as in the National Homeland of the Red River Métis, and pledged a commitment to cultural humility within our regulatory practices.

c. Quorum Achieved

K. Hunter confirmed that quorum is achieved.

d. College Mandate, Statement of Purpose, and Guiding Principles

Council acknowledged the College Mandate, Statement of Purpose, and Guiding Principles, and its responsibility to make decisions in the public interest.

e. Declaration of Conflict-of-Interest

Council members were invited to declare any conflict-of-interest. None were declared.

*N. Winslade joined the meeting at 9:13 am.*

*Council moved to agenda item 4.2.c.i.*

4.2.c.i. CPhM Continuing Competency Project – Presentation from Dr. Nancy Winslade, Winslade Consulting

Dr. Nancy Winslade provided a review of her work with the Quality Assurance Committee to develop a continuing competency program for the CPhM, regulatory requirements and trends in competency-based continuous quality improvement programs, and next steps including focus groups, timeline for Council approvals and program rollout.

*N. Winslade left the meeting at 10:18 am.*

1.2. Chair's Address

K. Hunter provided opening remarks, welcoming Council to its first meeting in the new location. K. Hunter commented on the Council member evaluations from June 23, 2025, and her participation in the National Association of Boards of Pharmacy and American Association of Colleges of Pharmacy District Five conference held in Coralville, Iowa in August 2025.

1.3. Regulatory Trends & Readings

Final report from the Governance Review of the Ontario College of Pharmacists, developed by the Institute on Governance, and summary of issues identified in the review were circulated in advance of the meeting for information. Council reflected on its own governance changes, measuring against the report, and will continue to monitor.

*Council moved to agenda item 5.2.*

## 5.2. Risk Register Follow-up – Complaints, Administrative Support

Information regarding trends and risks observed in the professional conduct department, due to a significant increase in the number of formal complaints received by CPhM, and proposed mitigation measures was circulated in advance of the meeting for consideration.

### **MOTION 19/25 (D. Himbeault/T. Moore)**

To approve a variance to the 2025 and 2026 budgets for the hire of a permanent, 1.0 FTE staff administrative support position dedicated to tasks associated with complaints and discipline.

### **CARRIED**

## 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. June 23, 2025
  - b. July 23, 2025
  - c. September 10, 2025
- 2.3. Operations Report
- 2.4. Committee Reports
  - a. Executive Committee
  - b. Finance Committee
  - c. Quality Assurance Committee
  - d. Professional Practice Committee
- 2.6. For Information
  - a. FRPO Review of the CPhM Language Proficiency Requirements Policy
  - b. Communications Report Q2 2025
  - c. Governance Manual
  - d. CCAPP 2025 Publications
  - e. NAPRA Annual Report 2024

## 3.0. Items for Discussion

No items from the consent portion of the agenda were identified for discussion.

*D. Forbes & B. Booker left the meeting at 12:00 pm*

*K. Chaboyer & M. Pozdirca joined the meeting at 12:32 pm*

## 4.0. Standing Items

### 4.1. Results of Council Evaluations from June 23, 2025

Council member evaluations from the June 23, 2025, meeting were circulated in advance 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 June 23, 2025 meeting was circulated in advance of the meeting for information.

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

An update following NAPRA's last Board meeting on July 22, 2025, was circulated in advance of the meeting for information. A verbal update was provided on continued work to assess costs and benefits to a National Practice Registry.

### c. 2025-2027 Strategic Plan Update

The 2025-2027 Strategic Plan Council reporting dashboard was circulated in advance of the meeting for information and a verbal update was provided on work that supports the strategic initiatives, including:

#### Strategic Priority #1

- 1.1. Work of the Quality Assurance Committee and consultant to lead development and implementation of continuing competency program.

#### Strategic Priority #2

- 2.1. Legislative reform project to modernize and transition the CPhM under the Regulated Health Professions Act (RHPA).
- 2.2. Collaboration with the Canadian Association of Pharmacy Technicians (CAPT) including a joint information webinar on transition under the RHPA and regulation of pharmacy technicians.

#### Strategic Priority #3

- 3.1. Development of the Digital Strategy Roadmap.
- 3.4. Transition to the Centre for Professional Regulatory Collaboration (CPRC) and ongoing evaluation of opportunities for streamlining services and resources.

*D. Forbes joined the meeting at 12:42 pm*

*B. Booker joined the meeting at 12:45 pm*

### d. Risk Register

A summary register of operational/governance and public interest risks was circulated in advance of the meeting and a verbal update was provided on risks identified as high/critical.

### e. Government Update

Information on the following was circulated in advance of the meeting and a verbal update was provided:

- Meetings with government, including the Minister of Health, Seniors and Long-Term Care, newly appointed Deputy Minister and Non-Insured Benefits Unit.
- Updates on various amendments, including implementation of the federal CDSA Section 56(1) exemptions, hormonal contraception, therapeutic substitution, student

vaccinations and prescriptive authority for HIV/AIDS medications.

f. Council Forum

This item is tabled.

*C. Mietkiewicz joined the meeting at 1:02 pm.*

4.3. Council Oversight and Monitoring Committees Presentation

Cathi Mietkiewicz, Mietkiewicz Law, provided a presentation on Council oversight, the role of Council and committees, and best practices in monitoring processes.

*C. Mietkiewicz left the meeting at 2:20 pm.*

Consensus is to task staff and Executive Committee with developing formal committee monitoring processes, to bring to Council for consideration. Council requests ongoing education in this area, such as yearly presentations.

5.0. Business Arising/New Business

5.1. Sale of 200 Tache Building

Final report following the sale of 200 Tache Ave and transition to the CPRC was circulated in advance of the meeting for information.

5.3. Policy Review & Development

a. Practice Direction: Adaptation of a Prescription and Therapeutic Substitution

Information regarding the draft Adaptation of a Prescription and Therapeutic Substitution Practice Direction, previously approved by Council for consultation, and feedback from consultation with the College of Physicians and Surgeons of Manitoba (CPSM) was circulated in advance of the meeting. Prior to full public consultation, consultation with CPSM specifically was requested by the Manitoba Health Legislative Unit.

Consensus of Council is to approve the following change proposed by CPSM to the draft Practice Direction: Adaptation of a Prescription and Therapeutic Substitution, previously approved by Council in Spring 2024:

- The definition of “equivalent therapeutic effect,” in section 4.3 of the draft Practice Direction, change from “means a substituted drug produces the same clinical outcome as the originally prescribed drug.” to “means a drug in the same drug class.”

b. Ad hoc Committee: Regulatory Reform - Terms of Reference

A draft Terms of Reference and Workplan for a proposed Ad hoc Committee: Regulatory Reform, were circulated in advance of the meeting for consideration. The duties of this Ad hoc Committee will include policy development and other work to guide establishing regulation of both pharmacy professions and pharmacies under the RHPA.

Consensus of Council is to approve the Ad hoc Committee: Regulatory Reform Terms of Reference as circulated.

c. Ad hoc Working Group: Reserve Acts - Terms of Reference

A draft Terms of Reference and Workplan for a proposed Ad hoc Committee: Reserved Acts, were circulated in advance of the meeting for information. The duties of this Ad hoc Committee is extensive examination of the scope of practice and detailed rationale to support the reserved acts being granted to the profession under the RHPA, including limits and conditions regarding how the profession can engage in the reserved acts being requested.

d. Revisions to Joint Practice Direction: Electronic Transmission of Prescriptions

A revised draft Joint Practice Direction: Electronic Transmission of Prescriptions and Appendix A were circulated in advance of the meeting for consideration. The following changes are proposed:

- Addition of College of Midwives of Manitoba as a signatory
- Revision of “narcotic and controlled substances” to “narcotic and controlled drugs”

Consensus of Council is to approve the Joint Practice Direction: Electronic Transmission of Prescriptions and Appendix A as circulated.

#### 5.4. Committee Appointments

Council reviewed vacancies and needs in the roster of committee members and considered appointments based on recommendations from Executive Committee.

a. Appointments Committee

**MOTION 20/25 (C. MacDonald/D. Forbes)**

That the following two individuals be appointed to the Complaints Committee for each, a two-year term, June 2025 through June 2027:

- i. Brenda Martinussen, public representative
- ii. Susan Ruff, public representative

**CARRIED**

b. Ad hoc Committee: Regulatory Reform

This item is tabled.

#### 5.5. Committee Appointments

The proposed schedule of Council and Executive Committee meeting dates for 2026, as reviewed and approved by Executive Committee, was circulated in advance of the meeting for consideration.

Consensus of Council is to approve the schedule as circulated.

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

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

**MOTION 21/25 (A. Doell/C. MacDonald)**

To move to closed session with the following agenda:

- a. Update on Exemption to Sterile Compounding Deadline & Request
- b. Results of Registrar & CEO Performance Appraisal

**CARRIED**

Council determined the following individuals shall participate in the closed session agenda item:

- 6.1.a – K. Hamilton, R. Chatterjee-Mehta, L. Henderson, C. Louizos, K. Chaboyer
- 6.1.b. – K. Hamilton

*K. McIntosh, B. Booker, M. Pozdirca, J. Eblie and N. Hammerberg left the meeting at 3:00 pm.*

*L. McKietruk left the meeting at 3:07 pm.*

*R. Chatterjee-Mehta, L. Henderson, C. Louizos, K. Chaboyer left the meeting at 3:34 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.

*R. Chatterjee-Mehta, L. Henderson and L. McKietruk joined the meeting at 4:00 pm.*

6.4. Report Decisions from Closed Session

6.1.a. Update on Exemption to Sterile Compounding Deadline & Request

Consensus of Council is that the party must:

- Maintain biannual reporting to Council in 2026.
- Plan to achieve compliance with the requirement for dedicated low shedding clothing by December 31, 2025. Council requests an update at the Council meeting on December 5, 2025, and a letter indicating when compliance is achieved.

Consensus of Council is to approve the request for an extension to provide an updated plan for genus testing implementation until December 5, 2025. Council requests a written plan be submitted for consideration at the Council meeting on December 5, 2025 and a representative must attend.

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, December 5, 2025  
TIME: 9:00 am. to 4:00 pm.

7.2. Adjourn

**MOTION 22/25 (D. Mullins/T. Moore)**  
To adjourn the meeting at 4:02 pm.

**CARRIED**