



# 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 3<sup>rd</sup> May 2019  
9:00 a.m. to 4:30 p.m.

---

### COUNCILORS

Kevin Hamilton, President  
Petr Prochazka, Vice President  
Jennifer Ludwig, Past President  
Wendy Clark, Executive Treasurer  
Donna Forbes, Public Representative  
Don Himbeault, Public Representative  
Laurie Andrews, Public Representative  
Nicole Nakatsu, Pharmacist  
Sonal Purohit, Pharmacist  
Derrick Sanderson, Pharmacist  
Kurt Schroeder, Pharmacist  
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy  
Dr. John Toole, Public Representative  
Todd Mereniuk, Pharmacist  
Bharti Kapoor, Public Representative

### LIAISONS TO COUNCIL

Dr. Brenna Shearer, Pharmacists Manitoba Liaison  
Jennifer Gibson, CSHP-Manitoba Branch Liaison  
Susan Balagus, Pharmacy Technician Liaison

### COLLEGE STAFF

Susan Lessard-Friesen, Registrar  
Jill Hardy, Deputy Registrar  
Rani Chatterjee-Mehta, Assistant Registrar, Quality Assurance  
Meret Shaker, Practice Consultant  
Ronda Eros, Practice Consultant  
Lori McKietiuik, Project Manager (Scribe)

### REGRETS

Slava Panchenko, College of Pharmacy Student Liaison

---

1. Convene
  - a) Welcome & Introductions  
President Hamilton convened the meeting at 9:02 a.m. and welcomed everyone.

**MOTION 60/19**

**(P. Prochazka / J. Ludwig)**

To appoint Jennifer Gibson to the CPhM Council as Canadian Society of Hospital Pharmacists Liaison to the CPhM Council.

**CARRIED**

b) Acknowledging First Peoples and Traditional Territory

K. Hamilton spoke to Council regarding recommendations of the Truth & Reconciliation Commission and steps that other like organizations have taken to build awareness and acknowledge First Peoples and Traditional Territory.

The Manitoba Alliance of Health Regulatory Colleges (MAHRC), including the College, is currently reviewing the recommendations of the Truth & Reconciliation Commission that impact regulatory bodies in healthcare and more information will be forthcoming soon.

As an initial step, Council agreed by consensus to include territorial acknowledgements at the beginning of any meeting of Council and general meetings of the College.

CPhM Council acknowledged that its meeting was being conducted in Treaty 1 territory and that the land on which it gathered is the traditional territory of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene Peoples, and on the traditional homeland of the Métis Nation.

c) 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.”

d) Declaration of Conflict-of-Interest

Council members were invited to declare any conflict-of-interest. The following were declared:

- |      |                        |   |
|------|------------------------|---|
| i.   | T. Mereniuk            | Agenda Item 10. d. Prescription Referral Service                    |
| ii.  | L. Raman-Wilms         | Agenda Item 10. a. UofM Levy  |
| iii. | D. Sanderson           | Agenda Item 11. d. Pharmacy Services – Rural and Remote Communities |
| iv.  | P. Prochazka           | Agenda Item 10. c. Inducements / Loyalty Program                    |
| v.   | D. Forbes, T. Mereniuk | Agenda Item 11. d. CPhM vs D. Jorgenson                             |

Council considered each declaration and determined the all Council members could participate fully in all discussions; individual Council members would exercise the option to abstain from voting on items in conflict, as appropriate.

2. Approve AGENDA

The Agenda was circulated in advance of the meeting.

**MOTION 61/19**

**(K. Schroeder / N. Nakatsu)**

That the Agenda be approved as circulated.

**CARRIED**

3. Approve MINUTES

a. Minutes of the Council Meeting, 25<sup>th</sup> March 2019

K. Hamilton asked if there were any errors or omissions of the Minutes from the Council Meeting, 25<sup>th</sup> March 2019. The following amendments were suggested:

---

Amend MOTION 43/19 to read:

“To re-appoint Grant Thornton LLP as auditors of the College of Pharmacists of Manitoba for the 2019 year.

Further, Council recommends Finance – Risk Management Committee issue an RFP to select an independent auditor in time for the 2020 fiscal audit.”

Amend MOTION 54/19 to read:

“To recommend IPS businesses be removed as a practice of pharmacy and be regulated by Health Canada under an Establishment License. IPS businesses engage in drug distribution rather than the practice of pharmacy.”

**MOTION 62/19 (D. Sanderson / D. Forbes)**

To approve the Minutes of the Council Meeting, 25<sup>th</sup> March 2019, as amended.

**CARRIED**

4. Business Arising

A summary of Business Arising was circulated to Council.

5. Correspondence

For Information

a) On Board

- L. Raman-Wilms, College of Pharmacy

6. College Operations Report

For Information; the following highlights were provided to Council:

Operations / Building Maintenance

- S.Lessard-Friesen gave an update on the waterline break and restoration.

Safety IQ

- R. Eros reported that Mr. Todd Boyle has been contracted to draft criteria for certification or approval of reporting platform providers. Criteria will be presented in two categories:  
1. Safety IQ Core solutions; 2. Safety IQ Assessment Solutions.

**MOTION 63/19 (J. Ludwig / P. Prochazka)**

To accept the Operations Report for information.

**CARRIED**

7. Liaison Reports

The following Liaison Reports were circulated in advance of the meeting:

- a. College of Pharmacy
- b. Canadian Society of Hospital Pharmacists (CSHP)
- c. Pharmacists Manitoba

Susan Balagus gave a verbal report to Council on behalf of Pharmacy Technicians.

---

**MOTION 64/19** (K. Schroeder / N. Nakatsu)

To accept the Liaison Reports, as received, for information.

**CARRIED**

8. Committee Reports

President K. Hamilton turned the Chair over to Vice President P. Prochazka.

a. Executive Committee & Budget Update

The Executive Committee Report was circulated in advance of the meeting. The report was presented in two sections:

i. For Information to Council

**MOTION 65/19** (J. Ludwig / L. Raman-Wilms)

To accept the "For Information" section of the Executive Committee Report.

**CARRIED**

ii. For Consideration by Council

**MOTION 66/19** (K. Hamilton / L. Raman-Wilms)

To appoint M. Mikulak to the Discipline Committee.

**CARRIED**

**MOTION 67/19** (K. Hamilton / N. Nakatsu)

To appoint M. Shaker to the Manitoba Monitored Drugs Review Subcommittee (MMDRC)

**CARRIED**

**MOTION 68/19** (K. Hamilton / K. Schroeder)

To appoint J. Gibson to the Board of Examiners.

**CARRIED**

Vice President P. Prochazka returned the Chair to President K. Hamilton.

b. Quality Assurance Committee

The Quality Assurance Committee Report, including the Standards of Practice Division Report and the Professional Development Division Report, was circulated in advance of the meeting.

**MOTION 69/19** (D. Forbes / J. Ludwig)

To accept the Quality Assurance Committee Report for information.

**CARRIED**

c. Governance Committee

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

**MOTION 70/19** (J. Ludwig / S. Purohit)

---

To accept the “For information” section of the Governance Committee Report as circulated.

**CARRIED**

**MOTION 71/19 (J. Ludwig / S. Purohit)**

To amend CPhM By-Law, Section 4.03 to read:

“Five percent of the voting members constitutes the quorum for any vote held in accordance with section 4.01 herein, with the exception of a general meeting, in which case thirty (30) voting members constitute the quorum for any vote held at a general meeting.”

**CARRIED**

d. Finance & Risk Management Committee

The Finance and Risk Management Committee Report was circulated in advance of the meeting.

**MOTION 72/19 (P. Prochazka / L. Andrews)**

To accept the Finance and Risk Management Committee Report as information.

**CARRIED**

e. Board of Examiners

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

**MOTION 73/19 (J. Ludwig / N. Nakatsu)**

To accept the Board of Examiners Report as circulated.

**CARRIED**

f. Discipline Committee

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

**MOTION 74/19 (D. Sanderson / N. Nakatsu)**

To accept the Discipline Committee Report as circulated.

**CARRIED**

g. Awards & Nominating Committee

The Awards and Nominating Committee has not met since its last report to Council.

h. Audit Committee

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

i. Extended Practice Advisory Committee

No report at this time.

j. Complaints Committee

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

**MOTION 75/19 (L. Andrews / D. Forbes)**

To accept the Complaints Committee Report as circulated.

**CARRIED**

- 
- 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 Report was circulated in advance of the meeting.

**MOTION 76/19** (J. Ludwig / B. Kapoor)  
To accept the Safety IQ Advisory Committee Report as circulated.

**CARRIED**

- 9. Strategic Plan Update  
For information only. No decision required.

- 10. Unfinished Business

- a. Levy Motion

K. Hamilton spoke to the results of the electronic ballot, held April 4<sup>th</sup> to 25<sup>th</sup> 2019. The results will be presented at the Annual General Meeting, 4<sup>th</sup> May 2019.

Council will consider the Member Motion, including results of the electronic ballot, at a later date.

- b. Organizational Human Resources Capacity Review  
S. Lessard-Friesen presented options as to implementing the recommendations set out in the Human Resources Capacity Review for Council's consideration.

Council rose from its General Meeting and convened in-camera at 11:35 a.m.

**MOTION 77/19** (K. Schroeder / J. Ludwig)  
That the 2020, 2021, 2022 projected budget be amended to reflect increases to annual membership fees according to the following schedule:

2020	increase of \$ 50.00
2021	increase of \$ 25.00
2022	increase of two percent (2%)

The Registrar is directed to apply the additional revenue generated to staffing that best meets the operational requirements of the CPhM.

**CARRIED**

**MOTION 78/19** (J. Ludwig / D. Sanderson)  
That the Registrar provide feedback to Council prior to the 2020 Annual General Meeting regarding measurable successes and efficiencies gained through the changes in human resources capacities.

**CARRIED**

- c. Inducements / Loyalty Programs

- Survey data, collected in the fall 2017, was published in Friday Five, April 5<sup>th</sup> 2019. Staff reported tracking comments received from members in response to the data published.
- Council referred the comments received to the Ad hoc Committee – Inducements / Loyalty Programs, Chaired by W. Clark.

- 
- A Councillor who is a public representative, is required to properly constitute the Committee. D. Himbeault volunteered to serve.
  - The Ad Hoc Committee is tasked with developing a strategy to address the issue of inducements and loyalty programs for Council's consideration. The Committee was directed to draft Terms of Reference for Council consideration.

d. Prescription Referral Service

College staff is currently working to gather further information, as requested by Minister Friesen; College staff will engage with staff of the Minister's Office to provide a comprehensive response.

11. New Business

a. At 1:00 p.m., Council welcomed a delegation from Manitoba Health System Transformation:

- Ian Shaw, Health Transformation Management Leader
- Marion Ellis, Health Transformation Leadership Team, Interlake-Eastern Regional Health Authority
- Pam Beazley, Communications Specialist, Shared Health

The Transformation Health Team provided an update of progress to date, presented emerging models of care, service standards, clinical roles, benefit and enablers. I. Shaw invited interested parties to submit feedback through the Transformation Health website.

The Information Package and presentation slides will be circulated to Council.

Break 2:30 – 2:50 p.m.

b. Annual General Meeting

Printed copies of the CPhM Annual Report were distributed to Council. Council reviewed the AGM Meeting Package and Awards Presentation Program.

c. Palliative Care Sterile Compounding

**MOTION 79/19 (D. Sanderson / T. Mereniuk)**

To grant the extension of the exception, as originally approved by Council, 10<sup>th</sup> December 2018, with no end-date. Council will review the exception on or before 1<sup>st</sup> January 2021.

**CARRIED**

**MOTION 80/19 (L. Andrews / S. Purohit)**

That communication regarding this exception be provided to community pharmacy partners by the representatives of the Committee of Palliative Care and Shared Health.

**CARRIED**

d. Pharmacy Services – Rural and Remote Communities

**MOTION 81/19 (J. Ludwig / N. Nakatsu)**

THAT the Pharmacy Manager, seeking exemption to serve remote communities in Manitoba, work with College staff to develop possible solutions for Council's consideration.

---

The Pharmacy Manager and College staff will report back to Council quarterly, and endeavor to resolve the matter by 31<sup>st</sup> December 2019.

**CARRIED**

- e. The College of Pharmacists of Manitoba vs D. Jorgenson  
S. Lessard-Friesen, Registrar, gave a verbal update of the recent proceedings.

12. Council Evaluation

Council members were asked to complete the evaluation as circulated.

13. Next Meeting

The next meeting of Council is scheduled for:

DATE: Monday 22<sup>nd</sup> July 2019

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

LOCATION: 200 Taché Avenue, Winnipeg MB

14. Meeting Adjournment

**MOTION 82/19**

**(D. Sanderson)**

To adjourn the meeting at 4:25 p.m.