



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Monday 25th March 2020
9:00 a.m. to 10:00 a.m.
By Teleconference

COUNCILLORS

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

GUESTS

Bill Eamer, Chair, Audit Committee
Colin MacLean, Grant Thornton LLP
Jaclyn Dyck, Grant Thornton LLP

COLLEGE STAFF

Susan Lessard-Friesen, Registrar
Jill Hardy, Deputy Registrar
Lori McKietiuik, Director of Operations
Lindsay Henderson, Executive Assistant
Ronda Eros, Practice Consultant

REGRETS

Jennifer Ludwig, Past President
Bharti Kapoor, Public Representative
Sonal Purohit, Pharmacist

1. Convene

a) Welcome & Introductions

President Hamilton convened the meeting at 9:03 a.m. and welcomed everyone.

b) Declaration of Conflict-of-Interest

Council members were invited to declare any conflict-of-interest. No conflicts were declared:

2. Approve Agenda

The Agenda was circulated in advance of the meeting.

The following items were added to the agenda:

- 3.e. Audit Committee Report – circulated in advance of the meeting, separate from the meeting package
- 5. COVID-19 Council Motions & Teleconferences

MOTION 40/20 (T. Mereniuk / D. Forbes)

That the Agenda be approved as amended.

CARRIED

3. 2019 Financial Statements

The 2019 Financial Statements, as prepared by Grant Thornton LLP, were circulated in advance of the meeting:

- a. Non-Consolidated Financial Statements
- b. Summary Non-Consolidated Financial Statements
- c. Financial Statements – DIA Management Group Ltd.
- d. Report to the Audit Committee

C. MacLean and J. Dyck were present at the meeting to provide a summary and answer any questions related to the 2019 Financial Statements.

C. MacLean and J. Dyck left the meeting at 9:37 a.m.

L. Raman-Wilms left the meeting at 9:38 a.m.

R. Eros joined the meeting at 9:40 a.m.

The CPhM Audit Committee report was also circulated in advance of the meeting.

MOTION 41/20 (W. Clark / T. Mereniuk)

To accept the Audit Committee report for information.

MOTION 42/20 (T. Mereniuk / N. Nakatsu)

To approve and accept the Non-Consolidated Financial Statements for the College of Pharmacists of Manitoba, the Summary Non-Consolidated Financial Statements for the College of Pharmacists of Manitoba, and the Financial Statements for DIA Management Group Ltd. as of December 31st 2019, and for the year then ended, as discussed and amended by the Audit Committee, for presentation to the members at the Annual General Meeting to be held on May 9th, 2020.

CARRIED

MOTION 43/20 (N. Nakatsu / W. Clark)

To approve the management representation letter from the College of Pharmacists of Manitoba to Grant Thornton LLP and authorize the Registrar and Deputy Registrar to sign the letter on behalf of the College.

CARRIED

Council, by motion at its regular meeting, held September 30th, 2019, re-appointed Grant Thornton LLP as auditors of the College of Pharmacists of Manitoba for the 2020 fiscal year, with the request to Grant Thornton LLP that the partner assigned to the audit engagement team rotate.

Finance & Risk Management Committee will be discussing an RFP for future fiscal years and bringing forward a recommendation to Council.

B. Eamer left the meeting at 9:49 a.m.

4. Pharmacy Technician 2020 Application Updates For Criminal Checks Requirement

Information regarding delayed processing time for criminal record checks in Manitoba and closure of rural RCMP detachments related to the COVID-19 pandemic, was circulated in advance of the meeting.

MOTION 44/20 (T. Mereniuk / N. Nakatsu)

To approve revision of the three 2020 pharmacy technician application forms (Initial Listing Application, Renewal Application and Technician-in-Training Application).

The revised applications will include the following requirements:

- provide a criminal record check (CRC) document from the Royal Canadian Mounted Police or any other Canadian police service, which confirms the check was completed using Canadian Police Information Centre (CPIC) and/or based on the National Repository of Criminal Records (of Canada), a child abuse registry check under The Child and Family Services Act, and an adult abuse registry check under The Adult Abuse Registry Act, that is satisfactory to the Board of Examiners and is renewed and provided every 5 years thereafter;
- undertake and agree to immediately inform the registrar in writing in the event that he/she is convicted of or pleads guilty to a criminal offence or any offence which would result in him/her being listed on an Adult Abuse Registry or Child Abuse Registry; and
- consent to the College sharing the results of the CRC, child abuse registry check and adult abuse registry check with his/her employer.

CARRIED

MOTION 45/20 (W. Clark / L. Andrews)

To approve the new deadline of September 30, 2020, for current listed technicians and technicians-in-training to provide the College with a Criminal Record Check, a Child Abuse Registry Check, and an Adult Abuse Registry Check. In the case of new pharmacy technician applicants, the Criminal Record Check, Child Abuse Registry Check, and Adult Abuse Registry Check must be dated within six months prior to commencing the Structured Practical Training.

CARRIED

R. Eros left the meeting at 9:56 a.m.

5. COVID-19 Council Motions & Teleconferences

Council considered processes for discussion of urgent issues and passing of motions during the COVID-19 pandemic. Motions will be passed by email, to be ratified at the next Council meeting, and teleconferences will be scheduled should the need arise for more robust discussion than email communication allows for.

6. In-camera (standing)

Council did not require an in-camera session.

7. Meeting Adjournment

MOTION 46/20 (D. Sanderson)

To adjourn the meeting at 10:02 a.m.