



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 | Website: www.cphm.ca

MINUTES

Meeting of Council
Friday, February 28, 2025
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
Elizabeth Reimer, Public Representative
Alanna Doell, Pharmacist
Brendon Mitchell, Pharmacist
Teryl Moore, Pharmacist (*virtual*)
Chantal MacDonald, Pharmacy Technician
Lavern Vercaigne, Acting Dean, College of Pharmacy

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*)
Kevin Chaboyer, Quality Assurance and Field Officer (*virtual*)
Arleigh Andrushak, Quality Assurance and Field Officer (*virtual*)
Meret Shaker, Practice Consultant (*virtual*)
Keeley Johnson, Master of Public Administration (MPA) Co-Op Student Analyst (*virtual*)

GUESTS

David Mullins, Observer
Individuals to Present Update on Exemption to Sterile Compounding Deadline

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 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. The following conflicts-of-interest were declared:

6.1.a. Presentation on Update on Exemption to Sterile Compounding Deadline – B. Mitchell

5.5.a. Citizen's Roster Applications – D. Forbes

1.2. Chair's Address

R. Buffie provided opening remarks to Council, commending Council for recent governance changes including implementation of new Land Acknowledgement, Mandate, Statement of Purpose and Guiding Principles. R. Buffie provided reflection on the feedback from the Dec 6, 2024 Council evaluations and overview of current governance processes, including consensus decision making and passing of motions.

1.3. Regulatory Trends & Readings

Council was provided information and resources on external audits and materiality thresholds in accounting, in preparation for the Special Meeting of Council in March 2025 for consideration of the 2024 fiscal year audited financial statements.

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. December 6, 2024

2.3. Operations Report

2.4. Committee Reports

a. Executive Committee

b. Finance Committee

d. Professional Practice Committee

e. Appointments Committee

- f. Board of Examiners
 - g. Complaints Committee
 - h. Discipline Committee
- 2.6. For Information
 - a. New Council Member Orientation
 - b. Council Training Opportunities
 - c. Communications Report Q4
 - d. Joint Professional Development Webinar on General Prescribing Requirements & M3P Changes
 - e. Criteria for Requests for a Pharmacist to Manage More than One Pharmacy
 - f. Governance Manual
 - g. CCAPP 2023-2024 Annual Report
 - h. CCCEP 2023-2024 Annual Report

3.0. Items for Discussion

3.1. Executive Committee Report

Council discussed Executive Committee's comments on the Dec 6, 2024 Council evaluations and ongoing development of a Language Proficiency Requirements Policy. Council requests when considering the policy at a later date, data related to the concerns with lowering of language proficiency standards is provided.

3.2. Council Training Opportunities

Council discussed various training and education opportunities identified by Executive Committee to be of potential benefit to Council members. Council members were encouraged to participate if interested.

4.0. Standing Items

4.1. Results of Council Evaluations from September 27, 2024

Council member evaluations from the Dec 6, 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 Dec 6, 2024 meeting was circulated in advance of the meeting for information. The latest mandatory professional development program for 2025 – Advancing Equity in Pharmacy: Supporting Gender Diversity and 2SLGBTQ+ Patients, presented by the Rainbow Resource Centre, was discussed.

b. National Association of Pharmacy Regulatory Authorities (NAPRA)

A summary of topics covered at the last NAPRA Board meeting on Jan 21, 2025, was circulated in advance of the meeting. Modernization of the National Drug Schedules (NDS) was discussed.

c. Government Update

Information on recent meetings with Manitoba Health, Seniors and Long-Term Care, progress on regulatory amendments to hormonal contraception, therapeutic substitution and student vaccinations and to reinstate pharmacist supervision for all ephedrine and pseudoephedrine combination products, which have recently been removed from the NAPRA NDS, and timelines for pharmacy technician self-regulation and transition to the Regulated Health Professions Act (RHPA) was circulated in advance of the meeting for information. The briefing note sent to Minister Asagwara to request a meeting to discuss the new CPhM Strategic Plan, how it supports government's priorities for the health care system, and opportunities to expedite the regulation of pharmacy technicians was also provided.

d. Pharmacy Manager Training Program

Information on the launch of the Pharmacy Manager Training Program, developed to support registrations in response to Complaints trends signaling a lack of knowledge or appreciation of the pharmacy manager role, was circulated in advance of the meeting for information.

e. 2025-2027 Strategic Plan Update

The new 2025-2027 Strategic Plan Council reporting dashboard was circulated in advance of the meeting for information and an update was provided on work that supports the strategic initiatives.

f. Risk Register

A verbal update was provided on development of the Risk Register, to be brought forward to Council at a future meeting.

B. Mitchell left at 9:59 a.m.

f. Council Forum

This item is tabled.

4.3. Council Monitoring

A verbal update was provided on legislative changes to trade and licensing in Nova Scotia in response to US tariffs and the role of the regulator in international medication sales. Council provided direction on drug shortage risks and stressing the importance of therapeutic substitution as a mitigation strategy when discussing with government.

5.0. Business Arising/New Business

5.1. Sale of 200 Tache Building

Summary of offers received for 200 Tache Ave and recommendation from Executive Committee were circulated in advance of the meeting. Once the lawyer review and due diligence processes are complete, Directors of DIA Management Group Ltd. will be asked to sign in approval of sale of the property.

B. Mitchell back at 10:20 a.m.

MOTION 1/25 (K. Hunter/C. MacDonald)

To proceed with the recommended offer for purchase of 200 Tache Ave.

CARRIED

5.2. Policy Review & Development

a. Language Proficiency Requirements

This item is tabled.

b. Appointments Committee Scoring Matrix

A revised version of the Candidate Scoring Matrix to be used during the Council member selection process, as recommended by Executive Committee to assist in a non-biased, systematic review and identification of strengths and weaknesses for all candidates, was circulated in advance of the meeting.

Consensus of Council is to approve the updated Candidate Scoring Matrix for immediate implementation by the Appointments Committee.

c. Informed Consent Practice Direction and Guideline

In February 2023, Council directed the Professional Practice Committee to develop a practice direction on Informed Consent, which would provide a baseline framework for the application of such in all areas of pharmacy care. An Informed Consent Practice Direction and Guideline, developed by the Professional Practice Committee, were circulated in advance of the meeting for consideration.

Consensus of Council is to approve the Informed Consent Practice Direction and Guideline to be sent for public consultation, with guidelines linked within the practice direction.

d. Proposed Public Consultation – Drug Distribution & Storage Practice Direction and Ensuring Patient Safety Practice Direction

Updated versions of several practice direction and guideline documents, as proposed by the Professional Practice Committee, were circulated in advance of the meeting for consideration.

MOTION 2/25 (A. Doell/D. Forbes)

To approve the Narcotic and Controlled Drug Accountability Guideline, with amendments, to be sent for public consultation.

CARRIED

A. Jenkyns left the meeting at 11:45 am.

A. Jenkyns joined the meeting virtually at 11:51 am.

M. Shaker left the meeting at 12:00 pm.

Consensus of Council is to approve the Drug Distribution and Storage Practice Direction, Compliance Packaging Practice Direction and Compliance Packaging Guidance Document, and Ensuring Patient Safety Practice Direction to be sent for public consultation.

A. Jenkyns left the meeting at 12:10 pm.

- e. Proposed Public Consultation – Administration of Drugs Including Vaccines Practice Direction

An updated version of the Administration of Drugs Including Vaccines Practice Direction, as proposed by the Professional Practice Committee with changes to Section 2.2 regarding anaphylaxis management kits, was circulated in advance of the meeting for consideration.

Consensus of Council is to approve the Administration of Drugs Including Vaccines Practice Direction to be sent for public consultation, with an amendment that dosing requirements should be required in an anaphylaxis management kit.

- f. Proposed Consultation – Permanent & Temporary Pharmacy Closures Practice Direction

An updated version of the Permanent and Temporary Pharmacy Closures Practice Direction, as proposed by the Professional Practice Committee with changes to Section 2.2 to align with transferring prescriptions for controlled substance, was circulated in advance of the meeting for consideration.

Consensus of Council is to approve the Permanent and Temporary Pharmacy Closures Practice Direction to be sent for public consultation.

- g. Proposed Restructuring/Amalgamation of Practice Directions

Further to Council's previous approval of recommendations from the Professional Practice Committee to streamline processes to review and develop standards, a draft structure of amalgamated practice directions, anticipated to make information more easily accessible to registrants, was circulated in advance of the meeting for consideration.

Consensus of Council is to approve the amalgamated Practice Direction structure as presented.

- h. Board of Examiners Terms of Reference Issues – Public Representatives

A revised version of the Board of Examiners Terms of Reference, with changes to meet the 1/3 public representation threshold on all committees that Council aspires to achieve, was circulated in advance of the meeting for consideration.

Consensus of Council is to approve the proposed revisions to the committee composition in the terms of reference of the Board of Examiners with amendments.

5.2.i. Eligibility for Remuneration is moved to the Closed Session portion of the agenda.

5.3. Process for Council Mentorship

Options for a Council mentorship program, in addition to governance training session and support, to help Council members develop their skills and understanding of Council responsibilities was circulated in advance of the meeting for consideration.

Consensus of Council is in favour of development of a roadmap document provided to incoming Council members with high-level and practical information, outlining key members of staff and Council, as part of a multipronged approach with fulsome training and orientation for incoming Council, in lieu of adopting a formal mentorship process.

5.4. Competency Summary of Current Council & Upcoming Vacancies

The Council Competency Matrix and the summary of competencies of the current Council were circulated in advance of the meeting and Council was asked to provide feedback to Executive Committee and Appointments Committee regarding the competencies, attributes, and diversity characteristics to be sought for upcoming appointments to Council.

Consensus of Council is to have all Council members recomplete the self-assessment process so the competency grid can be updated and used by Appointments Committee for upcoming appointments to Council. Additionally, Council provided the following feedback:

- Should be completed by Council on an annual basis.
- Should add extended preamble that experience goes beyond pharmacy, and all experience can be included (ie other areas of health).
- Add option to declare experience in various areas of practice.

D. Forbes left the meeting at 1:42 pm.

5.5. Committee Appointments

a. Citizen's Roster Applications

To assist in achieving a minimum 1/3 public representation on all CPhM standing and standing committees, in May 2024, Council initiated a Citizens' Roster as a means to recruit public representatives that are not appointed by the Minister. Executive Committee has overseen the logistics of establishing the Citizens' Roster and generating exposure and interest within the public domain. Applications received and Executive Committee's recommendations for committee appointments were circulated in advance of the meeting for consideration.

Consensus of Council is the following:

- To appoint Arlene Wilgosh to the Quality Assurance Committee effective immediately, for a two-year term ending June 2027.
- To appoint Kasia Kieloch to the Board of Examiners effective June 1, 2025, for a two-year term ending June 2027.

5.6. Complaints Investigation Update

In response to Council's approval of the addition of permanent staff investigator positions to enhance efficiency and reduce risk, an update outlining the impact of these changes after one year and identifying remaining challenges was circulated in advance of the meeting and discussed.

5.7. Financial Monitoring – Budget Line 5845

In review of the 2024 Q4 Detailed Financial Report, the Finance Committee identified line item 5845: Council and Committee Catering and Hospitality that was overspent and determined this variance should be brought to the attention of Council. Information, including National Joint Council (NJC) benchmarks for expense allowances against current CPhM catering and hospitality procurement amounts and historical analysis of catering and hospitality expenses and restructuring of accounts, was circulated in advance of the meeting for information.

A. Jenkyns joined the meeting at 2:07 pm.

L. Vercaigne left the meeting at 2:15 pm.

Consensus of Council is to instruct Finance Committee to set appropriate budget projections for line item 5845: Council and Committee Catering and Hospitality in the upcoming budget year.

5.8. SharePoint Site Demonstration

Council was provided a demonstration of the new CPhM Council & Committees SharePoint site that will serve as a hub for Council and committee members to access meeting materials and resources.

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

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

6.1.a. Eligibility for Remuneration

6.1.b. Confirm Appointments Committee Selection for Council Vacancy

6.1.c. Presentation on Update on Exemption to Sterile Compounding Deadline

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

6.1.a – K. Hamilton, R. Chatterjee-Mehta, A. Janes, L. Henderson, L. McKietruk

6.1.b. – K. Hamilton, R. Chatterjee-Mehta, A. Janes, L. Henderson

6.1.c. – K. Hamilton, R. Chatterjee-Mehta, L. Henderson, C. Louizos, K. Chaboyer, A. Andrushak

D. Mullins left the meeting at 2:29 pm.

K. McIntosh, C. Louizos, A. Andrushak, M. Shaker, K. Chaboyer, B. Booker & K. Johnston left the meeting at 2:30 pm.

B. Mitchell, L. McKietruk & A. Janes left the meeting at 2:40 pm.

Individuals to present update on Exemption to Sterile Compounding Deadline joined the meeting at 3:01 pm.

T. Moore left the meeting at 3:18 pm.

A. Jenkyns left the meeting at 3:45 pm.

A. Jenkyns joined the meeting at 3:46 pm.

Individuals to present update on Exemption to Sterile Compounding Deadline left the meeting at 4:02 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.

L. McKietruk & A. Janes joined the meeting at 4:15 pm.

6.4. Report Decisions from Closed Session

6.1.a. Eligibility for Remuneration

Consensus of Council is to approve that a candidate, not yet confirmed as a member of Council, is eligible for remuneration when attending a Council meeting as an observer. Corresponding policies to be updated.

6.1.b. Confirm Appointments Committee Selection for Council Vacancy

Consensus of Council is to confirm that David Mullins, Pharmacist, be appointed to Council for the remainder of the 3-year term, June 2024 through May 2027.

6.1.c. Presentation on Update on Exemption to Sterile Compounding Deadline

MOTION 3/25 (A. Doell/C. MacDonald)

To extend the current time-limited exemption until December 31, 2028, with agreed upon restrictions and limitations, and with requirement of biannual progress reports to Council and a one-time overview of the pharmacy quality assurance program.

CARRIED

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: Monday, May 12, 2025

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

7.2. Adjourn

Consensus of Council is to adjourn the meeting at 4:20 pm.