



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Thursday, March 23rd, 2023
4:00 p.m. to 5:00 p.m.

COUNCILORS

Jane Lamont, President
Ryan Buffie, Vice President
Jennifer Ludwig, Executive Treasurer
Wendy Clark, Past President (*joined at 4:07 pm*)
Don Himbeault, Public Representative
Donna Forbes, Public Representative
Elizabeth Reimer, Public Representative
Brendon Mitchell, Pharmacist
Sonal Purohit, Pharmacist

GUESTS

Bill Eamer, Chair, Audit Committee (*joined at 4:06 pm*)
Cindy Alexander, Booke and Partners (*joined at 4:06 pm*)
Kelly Ukrainec, Booke and Partners (*joined at 4:06 pm*)

COLLEGE STAFF

Kevin Hamilton, Registrar & CEO
Rani Chatterjee-Mehta, Deputy Registrar
Lori McKietiuik, Director of Operations
Lindsay Henderson, Executive Assistant

REGRETS

Tory Crawford, Public Representative
Amanda Andreas, Public Representative
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy
Alanna Doell, Pharmacist
Kristine Petrasko, Pharmacist

1. Call to Order

a. Welcome & Introductions

J. Lamont convened the meeting at 4:02 p.m. and welcomed everyone.

b. Acknowledging First Peoples and Traditional Territory

J. Lamont 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

J. Lamont 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.

2. Additions to Agenda & Approval of Agenda

MOTION 39/23 (D. Forbes/R. Buffie)

To approve the agenda with the following addition:

7. Investigator Appointment

CARRIED

B. Eamer, C. Alexander & K. Ukrainec joined the meeting at 4:06 pm.

W. Clark joined the meeting at 4:07 pm.

Council members and staff were introduced to guests from Booke and Partners.

3. 2022 Financial Statements

The 2022 Financial Statements, as prepared by Booke and Partners, 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 and Council, Booke and Partners

C. Alexander presented a summary of the documents and answered questions related to the 2022 Financial Statements.

The CPhM Audit Committee report was also circulated in advance of the meeting. B. Eamer, as Chair of the Audit Committee, provided remarks.

MOTION 40/23 (J. Ludwig/D. Himbeault)

To approve and accept the draft non-consolidated financial statements for the College of Pharmacists of Manitoba, the draft summary non-consolidated financial statements for the College of Pharmacists of Manitoba, and the draft financial statements for DIA Management Group Ltd., as of December 31, 2022, as reviewed by the Audit Committee, for presentation to registrants at the Annual General Meeting, to be held on May 2, 2023.

CARRIED

MOTION 41/23 (R. Buffie/J. Ludwig)

To approve the management representation letter and authorize the Registrar and Executive Treasurer to sign the letter on behalf of the College.

CARRIED

MOTION 42/23 (D. Himbeault/S. Purohit)

To appoint Booke and Partners, Chartered Professional Accounts, as external audit firm for the College of Pharmacists of Manitoba for the 2023 fiscal year.

CARRIED

C. Alexander and K. Ukrainec left the meeting at 4:47 pm.

4. 145th Annual General Meeting

The Annual General Meeting (AGM) package, to be posted to the website and available to all registrants in advance of the AGM on May 2, 2023, was circulated in advance of the meeting.

MOTION 43/23 (D. Forbes/R. Buffie)

To approve the Annual General Meeting (AGM) Agenda, Notice of Meeting, and AGM – Rules of Procedures for the 145th AGM, to be held Tuesday, May 2, 2023.

CARRIED

5. Appoint Pharmacy Technicians to Governance Committee

At the February 27, 2023, meeting, Council discussed the concept of appointing pharmacy technicians more broadly to the CPhM committees and passed a motion to appoint pharmacy technician representatives to the Governance Committee as soon as possible. Expressions of interest and resumes of pharmacy technicians who expressed interest in serving on committees of the CPhM were circulated in advance of the meeting.

MOTION 44/23 (J. Ludwig/W. Clark)

To appoint Christie Atkinson, pharmacy technician, to the Governance Committee for a 2-year term, ending in June 2025.

CARRIED

5. Appoint Public Representative to the Complaints Committee

Correspondence from the Minister of Health to advise that Ms. Susan Ruff has been appointed to the Roster of Public Representatives of the CPhM for a three-year term, beginning March 1, 2023, and expiring on February 28, 2026, was circulated in advance of the meeting and Council was asked to consider appointing Ms. Ruff to the Complaints Committee, to fill the vacancy with the most need.

MOTION 45/23 (D. Himbeault/R. Buffie)

To accept the Public Representative appointment provided by the Minister of Health of Ms. Susan Ruff and appoint Ms. Ruff to the Complaints Committee for a two-year term, until June 2025.

CARRIED

7. Investigator Appointment

Benard & Associates has been contracted to provide investigator services for the CPhM. Under 7(7) of the Act, Council will need to appoint Benard & Associates, and under this appointment all Benard & Associates staff, as a CPhM investigator.

MOTION 46/23 (R. Buffie/D. Forbes)

That Council appoints Benard & Associates as investigator for the College. This appointment is in addition to the previously appointed College investigators and inspectors.

CARRIED

8. Meeting Adjournment

MOTION 47/23 (R. Buffie)

To adjourn the meeting at 5:08 pm.