



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Thursday, March 20th, 2025
3:00 p.m. to 5:00 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 (*joined at 3:04 pm*)
Brendon Mitchell, Pharmacist
Teryl Moore, Pharmacist
Lavern Vercaigne, Acting Dean, College of Pharmacy

GUESTS

Alex Sabeski, Boone and Partners
Kelly Ukrainec, Boone and Partners

COLLEGE STAFF

Kevin Hamilton, Registrar & CEO
Rani Chatterjee-Mehta, Deputy Registrar
Anne Janes, Director of Policy & Legislation
Lindsay Henderson, Executive Assistant
Kim McIntosh, Assistant Registrar, Qualifications and Practice Development
Meret Shaker, Practice Consultant (joined at 3:36 pm)

REGRETS

Chantal MacDonald, Pharmacy Technician

1. Call to Order

a. Welcome & Introductions

R. Buffie convened the meeting at 3:01 p.m. and welcomed everyone.

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. None were declared.

2. Additions to Agenda & Approval of Agenda

Consensus of Council is to approve the agenda as circulated.

A. Doell joined the meeting at 3:04 pm.

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

3. 2024 Financial Statements

The 2024 Financial Statements, as prepared by Boone 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 Finance Committee and Council, Boone and Partners

Guests from Boone and Partners presented a summary of the documents and answered questions related to the 2024 Financial Statements.

T. Moore left the meeting at 3:30 pm.

A. Sabeski & K. Ukrainec left the meeting at 3:31 pm.

Report from the CPhM Finance Committee was also circulated in advance of the meeting.

MOTION 4/25

(B. Mitchell/D. Himbeault)

To approve and accept the following, as reviewed by the Finance Committee, for presentation in the CPhM 2024 Annual Report and at the Annual General Meeting, to be held on May 13, 2025:

- CPhM Non-Consolidated Financial Statements, 2024 (with amendments)
- CPhM Summary Non-Consolidated Financial Statements, 2024
- DIA Management Group Ltd. Financial Statements, 2024

To approve the management representation letter and authorize the Chair of the Finance Committee and Registrar & Chief Executive Officer to sign the letter on behalf of the College.

To appoint Boone and Partners, Chartered Professional Accountants, as external audit firm for

the College of Pharmacists of Manitoba for the 2025 fiscal year.

CARRIED

4. 147th 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 13, 2025, was circulated in advance of the meeting.

Consensus of Council is:

- To approve the Annual General Meeting (AGM) Agenda, Rules of Procedure and Notice of Meeting, for the 147th AGM, to be held Tuesday, May 13, 2025.
- To task staff to explore delegation of authority to the Registrar & CEO to approve Annual General Meeting materials, with any significant changes to the materials or additions to the agenda to be approved by Council.

M. Shaker joined the meeting at 3:36 pm.

5. CPhM Language Proficiency Requirements Policy

A draft Language Proficiency Requirements Policy and associated appendix, which sets out the requirements for applicants to demonstrate sufficient language proficiency to provide safe and quality patient care, and supporting information including legal option was circulated in advance of the meeting for consideration. This policy was previously reviewed by the Board of Examiners and Executive Committee. CPhM must be compliant with the new Fair Registration Practices Office (FRPO) Language Proficiency Regulation by March 26, 2025.

Council discussed the implementation and communications strategy, determination of equivalent cut scores and plans for ongoing evaluation and monitoring.

MOTION 5/25

(D. Himbeault/K. Hunter)

To approve the CPhM Language Proficiency Policy and appendix of the minimum cut scores.

CARRIED

Consensus of Council is to not send a letter to the Minister of Labour and Immigration as concerns with the new FRPO Language Proficiency Regulation's impact on licensure and pharmacy care to the public have already been communication. Monitoring options will be brought forward to Council at a future meeting.

6. Meeting Adjournment

Consensus of Council is to adjourn the meeting at 4:19 pm.