



# College of Pharmacists of Manitoba

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## MINUTES

**Meeting of Council**  
**Friday, May 6<sup>th</sup>, 2022**  
**9:00 a.m. to 4:30 p.m.**

### **COUNCILORS**

Wendy Clark, President  
Sonal Purohit, Vice President  
Jane Lamont, Executive Treasurer (*joined at 9:05 am*)  
Amanda Andreas, Public Representative  
Don Himbeault, Public Representative  
Donna Forbes, Public Representative  
Tory Crawford, Public Representative  
Alanna Doell, Pharmacist  
Ashley Walus, Pharmacist  
Ryan Buffie, Pharmacist

### **LIAISONS TO COUNCIL**

Stephen Jackson, Pharmacy Technician Liaison  
Tanjit Nagra, Pharmacists Manitoba Liaison  
Nicole Hager, Outgoing CSHP-Manitoba Branch Liaison to Council  
Olena Serwylo, Incoming CSHP-Manitoba Branch Liaison to Council  
Marianna Pozdirca, College of Pharmacy Student Liaison

### **COLLEGE STAFF**

Susan Lessard-Friesen, Registrar  
Rani Chatterjee-Mehta, Deputy Registrar  
Lori McKietiuik, Director of Operations  
Kim McIntosh, Assistant Registrar, Qualifications and Practice Development  
Chris Louizos, Assistant Registrar, Quality Assurance & Field Operations  
Brent Booker, Assistant Registrar, Review & Resolution  
Kevin Chaboyer, Quality Assurance and Field Officer  
Meret Shaker, Practice Consultant  
Lindsay Henderson, Executive Assistant

### **REGRETS**

Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy  
Elizabeth Reimer, Public Representative  
Drupad Joshi, Pharmacist  
Ravi Pandya, Pharmacist

## **GUESTS**

Jennifer Ludwig, Incoming Council Member

Kristine Petrasko, Incoming Council Member

Brendon Mitchell, Incoming Council Member (*joined at 9:05 am*)

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### 1. Call to Order

#### a. Welcome & Introductions

W. Clark convened the meeting at 9:02 a.m. and welcomed everyone.

*J. Lamont & B. Mitchell joined the meeting at 9:05 am.*

#### **MOTION 47/22**

**(A. Doell/D. Forbes)**

To appoint Ms. Michelle Baier as the University of Manitoba College of Pharmacy Student liaison to Council for a one-year term.

#### **CARRIED**

#### **MOTION 48/22**

**(A. Walus/S. Purohit)**

To appoint Ms. Olena Serwylo as the CSHP-MB Branch liaison to Council for a one-year term.

#### **CARRIED**

#### b. Acknowledging First Peoples and Traditional Territory

W. Clark 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

W. Clark 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. The following conflicts were declared:

- 9.a.vii. Update on Legal Matter – T. Crawford & J. Ludwig

Council considered the declarations and agreed that since the item is for an information update related to process and does not require any decision of Council, T. Crawford and J. Ludwig may

stay during discussion of the agenda item they have declared conflict with.

2. Additions to Agenda & Approval of Agenda

**MOTION 49/22 (A. Walus/T. Crawford)**

To approve the agenda as circulated.

**CARRIED**

3. Regulatory Trends & Readings

Council reviewed the following documents circulated in advance of the meeting that outlined upcoming events:

- a. Annual General Meeting – Agenda Review for May 7, 2022
- b. Special Meeting of Council – Agenda Review for May 7, 2022
- c. Council Orientation Sessions

4. Discuss Results of Council Evaluations from 22<sup>nd</sup> February 2022

Council reviewed the member evaluations from the February 22, 2022, meeting. President W. Clark thanked Council members for providing feedback and allowed opportunity for further questions and comments from Council.

5. Approval of Meeting Minutes & Motions

- a. 22<sup>nd</sup> February 2022 Meeting Minutes

**MOTION 50/22 (S. Purohit/T. Crawford)**

To approve the Minutes of the February 22, 2022, Council meeting as circulated.

**CARRIED**

- b. 24<sup>th</sup> March 2022 Meeting Minutes

**MOTION 51/22 (D. Himbeault/J. Lamont)**

To approve the Minutes of the March 24, 2022, Council meeting as circulated with the following amendment:

- Change meeting time to 5:00 to 6:00 pm

**CARRIED**

- c. Ratify Email Motions

**MOTION 52/22 (D. Forbes/A. Walus)**

To approve all Council motions passed by email since the last regular meeting of Council as follows:

1. Passed by Council on March 24, 2022:

It is moved by Lalitha Raman-Wilms and seconded by Ryan Buffie, that, in accordance with CPhM By- Law, Section 5.08, Sonal Purohit be appointed as Council Member in

Electoral District No. 1 and Jennifer Ludwig be appointed as Council Member in Electoral District No. 2 for the 2022-2024 term.

In favour: 11  
Opposed: 0  
Abstained: 0

2. Passed by Council on March 24, 2022:

It is moved by Lalitha Raman-Wilms and seconded by Ryan Buffie that Wendy Clark be appointed to the Board of the Pharmacy Examining Board of Canada (PEBC) as the CPhM Representative.

In favour: 12  
Opposed: 0  
Abstained: 0

3. Passed by Council on April 6, 2022:

It is moved by Alanna Doell and seconded by Donna Forbes to approve the updated 2022 University of Manitoba Intern Application for the College of Pharmacists of Manitoba form as circulated.

In favour: 9  
Opposed: 0  
Abstained: 1 (L. Raman-Wilms)

**CARRIED**

6. Business Arising

A summary of business arising from the minutes of the February 22, 2022, Council meeting was circulated in advance of the meeting for information.

7. Strategic Plan Update

The CPhM Strategic Plan 2021-2024 Framework, Timeline, and Operational Plan Q4 2021 through Q4 2022 were circulated in advance of the meeting for information and a verbal update was provided to inform Council of progress in operationalizing the Strategic Plan.

8. Operations Update

b. Safety IQ Report

The Safety IQ Report was circulated to Council in advance of the meeting for information and a verbal update was provided. Pharmacy managers and members have been advised of the extension deadline for the Safety Self Assessment (SSA) and annual Continuous Quality Improvement (CQI) meeting, previously approved by Council.

a. Operations Report

The Operations Report was circulated to Council in advance of the meeting for information and

a verbal update was provided. Field Operations has initiated processes for proceeding with in-person facility inspections, which will continue with a gradual and cautious approach, maintaining CPhM and pharmacy staff safety as a priority. An update was provided on initiatives of various Manitoba Alliance of Health Regulatory Colleges (MAHRC) working groups (WG) with CPhM participation, including the Interprofessional Collaboration (IPC) WG which has developed draft survey questions regarding IPC. Issues and repairs to the lower level of Pharmacy House were also discussed.

*N. Hager left the meeting at 10:06 am.*

Council requested that staff explore training opportunities for Council members through Manitoba Crown Services Secretariat.

*N. Hager joined the meeting at 10:11 am.*

9. Committee Reports

a. Executive Committee

*President W. Clark turned the Chair over to Vice-President S. Purohit.*

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

**MOTION 53/22 (A. Doell/A. Walus)**

To accept the Executive Committee Report to Council for information.

**CARRIED**

i. Executive Search Committee

**MOTION 54/22 (D. Himbeault/D. Forbes)**

To move to an in-camera session at 10:16 am with the following agenda:

- a) Receive report of the Executive Search Committee

**CARRIED**

Council reconvened in an open session at 10:41 am.

*B. Mitchell left the meeting at 10:41 am.*

ii. Proposed Amendments – Regulatory Improvements

Correspondence to the Honourable Audrey Gordon, Minister of Health, sent on March 22, 2022, was circulated in advance of the meeting for information. The letter thanks Minister Gordon for meeting with Executive Committee on March 21, 2022, to discuss the Seven Regulatory Improvements, Health Canada's subsection 56(1) exemptions of the *Controlled Drugs and Substances Act (CDSA)*, and a brief introduction to the patient safety risks and regulatory oversight issues related to International Prescription Services (IPS) Pharmacy. The letter requests a follow-up meeting with Minister Gordon solely dedicated to further discussion on IPS Pharmacy and current issues.

iii. Federal Subsection 56(1) Exemption

This matter was discussed at the meeting with Minister Gordon on March 21, 2022, and will be discussed further at an upcoming meeting with the College of Physicians and Surgeons of Manitoba (CPSM).

iv. COVID-19 Vaccinations by Pharmacists

A verbal update was provided on COVID-19 vaccinations by pharmacists, including preliminary plans and communication from Public Health to the MAHRC regarding administration of vaccines for children under 5 years of age. A survey is planned for distribution to channel partners to assist in planning the roll-out of vaccinations in this age group.

*B. Mitchell joined the meeting at 11:02 am.*

v. COVID-19 RADTs by Pharmacists

A verbal update was provided on the legislative amendments to enable pharmacists to continue COVID-19 rapid antigen testing and plans to communicate changes in legislation to pharmacists.

vi. Options for Distribution of Naloxone Through Pharmacies Including Clinical Practice

A verbal update was provided on the distribution of naloxone through pharmacies including clinical practice pharmacies and the progress staff has made on the matter, including conversations with the MAHRC regarding scope of practice of various health care professionals and the provincial Opioid Task Force. Barriers for pharmacies to participate in distribution of naloxone through the provincial Take Home Naloxone Kit program and potential regulatory changes were also discussed.

**MOTION 55/22**

**(A. Walus/A. Doell)**

To explore regulatory amendments to modernize the licensure of clinical practice pharmacies, including allowing the distribution of medications for emergency purposes through clinical practice pharmacies, to reduce patient risk.

**CARRIED**

vii. Update on Legal Matter

A verbal update was provided on a pending legal matter.

viii. Professional Liability Insurance (PLI) Requirements

The proposed Regulation amendment providing clarity on the type of PLI required, drafted in consultation with legal counsel, was circulated in advance of the meeting for Council's consideration to approve and initiate the full member, stakeholder, and public consultation process.

A legal opinion and guidance regarding a Regulation amendment specific to commercial general liability (CGL) insurance requirements by pharmacies was also circulated in advance of the meeting for information. Council determined that no further Regulation amendment specific to CGL requirements is necessary, and confirmation of pharmacy CGL requirements can be accomplished through an application declaration statement. It is the further opinion of legal counsel that CPhM should no longer collect a copy of the pharmacy CGL insurance policy, given the implications expressed in the legal opinion. This process will be discontinued, with

an amendment to all pharmacy applications (new and existing/renewal).

**MOTION 56/22 (T. Crawford/A. Doell)**

That the consultation and development process steps for the draft Regulation amendment on type of PLI required be initiated sequentially.

**CARRIED**

Further comments from Council include that staff should confirm any anticipated issues related to cross-jurisdictional practice and PLI, and that if the Regulation amendment is implemented, the CPhM should review application declaration statements to ensure they align with the changes.

*B. Mitchell left the meeting at 12:00 pm.*

ix. NAPRA Cross-Jurisdictional Agreement

The final draft of the NAPRA Cross-Jurisdictional (CJ) Practice Agreement was circulated in advance of the meeting for Council's consideration. The CJ Practice Agreement was developed through years of collaboration with the NAPRA C-J Practices Working Group, the NAPRA Board of Directors, and all pharmacy regulatory authorities and their respective general legal counsels. The document is an overarching agreement for all PRAs to use in governing practices and provision of care across jurisdictions in the interest of public safety.

*B. Mitchell joined the meeting at 1:02 pm.*

**MOTION 57/22 (D. Himbeault/A. Doell)**

That the draft NAPRA-PRA Cross-Jurisdictional (CJ) Practices Agreement be approved for CPhM to be a signatory to the agreement.

**CARRIED**

x. Pharmacists Manitoba – Request for Support for “Quit Smoking with your Manitoba Pharmacist” Program

Pharmacists Manitoba's request for support of the “Quit Smoking with your Manitoba Pharmacist” program was circulated in advance of the meeting. The CPhM has previously provided in kind support, including data and demographics for Pharmacists Manitoba's use in the program's initial proposal. Consensus from Council is to continue providing support, as suggested by Pharmacists Manitoba.

*S. Purohit returned the Chair to W. Clark.*

b. Finance & Risk Management Committee

i. Finance & Risk Management Committee Report

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

**MOTION 58/22 (S. Purohit/A. Walus)**

To accept the Finance & Risk Management Committee Report to Council for information.

**CARRIED**

ii. Financial Report and Monitoring

The 2022 Q1 summarized financial report, with quarterly actuals and variance, and annual budget as of March 31, 2022, was circulated in advance of the meeting for information.

**MOTION 59/22 (J. Lamont/A. Andreas)**

To accept the summarized financial report and budget summary for information.

**CARRIED**

c. Quality Assurance Committee

The Quality Assurance Committee has not met since its last Report to Council.

i. Standards of Practice Division

The Standards of Practice Division Report to Council was circulated in advance of the meeting.

**MOTION 60/22 (T. Crawford/A. Andreas)**

To accept the Standards of Practice Division Report to Council for information.

**CARRIED**

*S. Jackson left the meeting at 1:55 pm.*

The *Administration of Drugs Including Vaccines, Permanent and Temporary Pharmacy Closures and Termination of a Patient Relationship* draft practice directions with the committee's suggested amendments were circulated in advance of the meeting for Council's consideration.

**MOTION 61/22 (A. Doell/S. Purohit)**

To approve the *Administration of Drugs Including Vaccines* practice direction with amendments.

**CARRIED**

*A. Walus left the meeting at 2:02 pm.*

**MOTION 62/22 (T. Crawford/D. Himbeault)**

To approve the *Permanent and Temporary Pharmacy Closures* practice direction as circulated.

**CARRIED**

**MOTION 63/22 (J. Lamont/D. Himbeault)**

To approve the *Termination of a Patient Relationship* practice direction as circulated.



**CARRIED**

ii. Professional Development Division

The Professional Development Division has not met since its last Report to Council.

d. Governance Committee

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

*President W. Clark turned the Chair over to Vice-President S. Purohit.*

e. Board of Examiners

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

**MOTION 64/22 (D. Himbeault/T. Crawford)**

To accept the Board of Examiners report to Council for information.

**CARRIED**

The Board of Examiners reviewed the feedback received from the member consultation on Barriers and Enablers for Attaining and Maintaining an Extended Practice Pharmacist (EPPh) Designation, which was held in the fall of 2021. Due to the overwhelming response received, a plan for review and recommendations based on the comments was discussed, and recommendations to Council were circulated in advance of the meeting for consideration.

**MOTION 65/22 (J. Lamont/D. Himbeault)**

To establish an EPPh Consultation Review Ad-Hoc Committee to review the comments from the consultation and make recommendations to address issues or barriers to community and hospital pharmacists to becoming EPPhs while ensuring safe and effective practice and continuity of care.

**CARRIED**

**MOTION 66/22 (A. Doell/D. Himbeault)**

That the draft EPPh Consultation Review Ad-Hoc Committee Terms of Reference be approved with the following amendment:

- Page 1, Chair is appointed by Council

**CARRIED**

**MOTION 67/22 (D. Forbes/J. Lamont)**

To appoint Brenda Rosenthal as Chair of the EPPh Consultation Review Ad-Hoc Committee.

**CARRIED**

*S. Purohit returned the Chair to W. Clark.*

f. Complaints Committee

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

Information regarding resignations and appointment vacancies on the Complaints and Discipline Committees was circulated in advance of the meeting for Council's consideration.

**MOTION 68/22 (J. Lamont/S. Purohit)**

To appoint Ms. Shannon Trapp as Chair of the Complaints Committee, effective immediately for a two-year term, with Mr. Trozzo remaining on the Committee to conclude matters which he is currently involved with as Chair.

**CARRIED**

g. Discipline Committee

The Discipline Committee report to Council was circulated in advance of the meeting.

**MOTION 69/22 (T. Crawford/J. Lamont)**

To accept the Discipline Committee Report to Council for information.

**CARRIED**

**MOTION 70/22 (D. Forbes/A. Doell)**

To appoint Ms. Glenda Marsh as Chair of the Discipline Committee, effective immediately for a two-year term, with Mr. Eros remaining on the Committee to conclude matters which he is currently involved with as Chair.

**CARRIED**

**MOTION 71/22 (A. Doell/T. Crawford)**

To appoint Ms. Martha Mikulak as Vice-Chair of the Discipline Committee, effective immediately for a two-year term.

**CARRIED**

h. Awards & Nominating Committee

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

i. Audit Committee

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

j. Extended Practice Advisory Committee

The Extended Practice Advisory Committee has not met since its last report to Council.

k. Safety IQ Advisory Committee

The Safety IQ Advisory Committee has not met since its last report to Council.

## 11. Unfinished Business

### a. Lab Test Ordering by Pharmacists for Outpatients in Manitoba

This matter is deferred to a future meeting of Council.

## 12. New Business

### a. In-Person Meetings

Information was circulated in advance of the meeting regarding the CPhM COVID-Response plan and managed plan to resume in-person meetings. In light of the recent water damage to the lower level of the building, resuming in-person meetings is postponed until the lower level is restored.

*M. Pozdirca left the meeting at 2:47 pm.*

### b. Public Representation on Executive Committee in 2022-2024 Term

Information regarding good governance trends to include greater public representation within regulatory governance frameworks was circulated in advance of the meeting for Council's consideration. It is suggested that as an initial step, Council consider appointing a public representative to Executive Committee for the upcoming term, 2022-2024. This initial step would demonstrate Council's commitment to improving and modernizing its governance framework, emphasize the importance of public representation within all aspects of the framework, and provide the immediate opportunity for Executive Committee to benefit from the valuable contributions that public perspective provides. The public representative would be provided authority to participate fully in Executive Committee and vote but would not be eligible to hold an officer position at this time. It is recommended that Governance Committee work to develop appropriate bylaw revisions that permit public representatives to hold officer positions and be members of Executive Committee.

*A. Walus joined the meeting at 2:59 pm.*

*S. Jackson joined the meeting at 3:02 pm.*

#### **MOTION 72/22**

**(A. Doell/S. Purohit)**

That a member of Council, who is appointed by the Minister, be appointed to serve on Executive Committee for the 2022-2024 term. This individual would have full authority and participation as an Executive Committee member, as per CPhM by-law, section 8.02 c through e.

**CARRIED**

#### **MOTION 73/22**

**(A. Doell/T. Crawford)**

That Council will elect a public representative and appoint to Executive Committee, at the Council meeting immediately following the Annual General Meeting. Any member on Council, who is appointed by the Minister, is eligible to be nominated or seek nomination.

**CARRIED**

## 13. Liaison Reports

**MOTION 74/22 (A. Walus/T. Crawford)**

To accept all liaison reports for information.

**CARRIED**

a. Pharmacy Examining Board of Canada (PEBC)

The PEBC report was circulated in advance of the meeting and a verbal update was provided.

b. University of Manitoba College of Pharmacy

No report was provided.

c. Canadian Society of Hospital Pharmacists (CSHP) – Manitoba Branch

The CSHP – Manitoba Branch report was circulated in advance of the meeting and a verbal update was provided.

d. College of Pharmacy Student

No report was provided.

e. Pharmacists Manitoba

A verbal report was provided from Pharmacists Manitoba.

f. Pharmacy Technician

No report was provided.

g. National Association of Pharmacy Regulatory Authorities (NAPRA)

The NAPRA report was circulated in advance of the meeting and a verbal update was provided.

A memorandum with details on the *NAPRA's Value to its Members* session and invitation to share this information with the CPhM Council to seek feedback on the topic for presentation at the Annual Meeting of Members facilitated discussion, upcoming on May 12, 2022, was circulated in advance of the meeting for Council's consideration. An online survey will be distributed following adjournment of today's meeting to provide Council with the opportunity to submit feedback for the NAPRA discussion.

13. Correspondence – On-Board

- a. Email from M. Pozdirca regarding the post-graduate internship requirement decision of Council was circulated in advance of the meeting.

14. In-camera

**MOTION 75/22 (A. Doell/A. Walus)**

To move to an in-camera session at 3:27 pm.

**CARRIED**

**MOTION 76/22 (T. Crawford/D. Himbeault)**

To set the following agenda for the in-camera session:

- a) Update on Extension

**CARRIED**

*B. Booker, M. Shaker, J. Ludwig, B. Mitchell, O. Serwylo, N. Hager, S. Jackson & T. Nagra left the meeting at 3:27 pm.*

*A. Doell left the meeting at 3:58 pm.*

**MOTION 77/22 (T. Crawford/ A. Walus)**

To reconvene in an open session at 4:02 pm.

**CARRIED**

15. Council Evaluation

Council members were asked to complete an on-line evaluation following the meeting.

16. Next Meeting

The next regular meeting of Council is scheduled for:

DATE: Friday, June 17, 2022

TIME: 9:00 am. to 4:30 pm.

17. Meeting Adjournment

**MOTION 78/22 (D. Himbeault)**

To adjourn the meeting at 4:08 pm.