



# College of Pharmacists of Manitoba

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## MINUTES

Meeting of Council  
Friday, September 10<sup>th</sup>, 2021  
9:00 a.m. to 11:00 a.m.  
By Teleconference

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### COUNCILORS

Sonal Purohit, Vice President  
Jane Lamont, Executive Treasurer  
Kevin Hamilton, Past President (*joined the meeting at 9:11 a.m.*)  
Donna Forbes, Public Representative  
Amanda Andreas, Public Representative  
Tory Crawford, Public Representative  
Alanna Doell, Pharmacist  
Ashley Walus, Pharmacist  
Ravi Pandya, Pharmacist

### COLLEGE STAFF

Susan Lessard-Friesen, Registrar  
Rani Chatterjee-Mehta, Deputy Registrar  
Lori McKietiuik, Director of Operations  
Lindsay Henderson, Executive Assistant

### REGRETS

Wendy Clark, President  
Don Himbeault, Public Representative  
Drupad Joshi, Pharmacist  
Ryan Buffie, Pharmacist  
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

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### 1. Call to Order

#### a. Welcome & Introductions

S. Purohit convened the meeting at 9:05 a.m. and welcomed everyone.

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

S. Purohit 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

S. Purohit confirmed that quorum has been achieved for the meeting.

d. College Mandate

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 94/21 (D. Forbes / A. Andreas)**

To approve the agenda as circulated.

**CARRIED**

*K. Hamilton joined the meeting at 9:11 a.m.*

3. Financial Planning – Approve 2022 Budget

The Draft 2022 Budget, developed according to the Budget Preparation Process and as previously reviewed by Finance Risk Management Committee, Executive Committee and Council, was circulated in advance of the meeting. Background and supporting information, including Strategic Plan Cost Estimates, was included.

Throughout the review process, there were no suggestions to amend any of the budget data. The projections remain the same as originally presented to Council on 29th July 2021.

At its first review on 29th July, Council was in favour of a deficit budget that would:

- Maintain registrant and pharmacy licence fees at the 2021 rate (0% increase)
- Compel 2022 Actuals into a deficit position
- Draw down Retained Earnings (surpluses realized in previous years) to cover deficit
- Maintain internally Restricted Reserve Funds, as per Financial Planning Principles policy

Finance Risk Management Committee has committed to reassess the Strategic Plan Cost Estimates for 2023 by comparing cost estimates to actuals in 2022.

**MOTION 95/21 (J. Lamont / A. Doell)**

To approve the 2022 Budget and associated licensing and administrative fees of the College as presented.

**CARRIED**

#### 4. Diversity & Gender Inclusivity within College Processes

An update was provided on Council's request to explore gender diversity and inclusivity within College administrative processes. A field to self-declare gender will appear on the Registrant Profile that is mandatory, editable by the registrant, and includes option to "Hide from Public Profile" upon written request from the registrant (as per Pharmaceutical Regulation, Section 23(2)). The options provided for self-declaration will follow those provided under the Manitoba Vital Statistics Agency.

#### 5. Approval of Application Forms & Licenses

##### **MOTION 96/21 (K. Hamilton / R. Pandya)**

To approve the following 2022 Pharmacist application forms with content changes as amended by Council:

- Pharmacist – Extended Practice Pharmacist Initial Application 2022
- Pharmacist – Extended Practice Pharmacist Initial Application 2022 APPENDIX A
- Pharmacist – Non-Practicing Application

##### **CARRIED**

##### **MOTION 97/21 (D. Forbes / A. Walus)**

To approve the following 2022 Pharmacist application forms with date changes and minor edits as circulated:

- Mailing Notice Subscriber Application 2022
- Pharmacist – Academic Register Application 2022
- Pharmacist – Conditional Register Application 2022
- Pharmacist – Extended Practice Pharmacist Renewal Application 2022
- Pharmacist – Injection Authorization Application 2022
- Pharmacist – IPG Application 2022
- Pharmacist – Mobility Agreement Application 2022
- Pharmacist – New MB Grad Application 2022
- Pharmacist – Pharmacy Intern Application 2022
- Pharmacist – Pharmacy Student Application 2022
- Pharmacist – Practicing Application 2022
- Pharmacist – Smoking Cessation Application 2022
- Pharmacist – Temporary Registration and Licensure 2022
- Intern Application for Certificate of Authorization – COVID-19 Vaccine Administration 2022

##### **CARRIED**

##### **MOTION 98/21 (A. Doell / A. Andreas)**

To approve the following 2022 Pharmacist application forms with no changes (except format) as circulated:

- Pharmacist – Preceptor Application 2022
- Pharmacist – Self Limiting Conditions Application 2022
- Notarized Statement (for use by IPG and Labour Mobility Applicants)

##### **CARRIED**

##### **MOTION 99/21 (T. Crawford / A. Doell)**

To approve the following 2022 Pharmacy application forms with content changes as amended by Council:

- Pharmacy – Clinical Practice Application 2022
- Pharmacy – Community, Existing, Application 2022
- Pharmacy – Community, New, Application 2022
- Pharmacy – External Dispensing Pharmacy Component Application 2022
- Pharmacy – Hospital, Existing, Application 2022
- Pharmacy – Hospital, New, Application 2022
- Pharmacy – Lock and Leave Component Application 2022
- Pharmacy - Satellite Pharmacy Component Application 2022

**CARRIED**

*R. Chatterjee-Mehta left at 10:01 a.m.*

**MOTION 100/21 (T. Crawford / A. Walus)**

To approve the following 2022 Licences with date and content changes as circulated:

- Lock and Leave Permit, Side One, 2022
- Pharmacy Licence, all types, Side Two, 2022
- Pharmacy Licence, Clinical Practice, Side One, 2022
- Pharmacy Licence, Community Practice, Side One, 2022
- Pharmacy Licence, Hospital Practice, Side One, 2022
- Pharmacy Technician, Listing Certificate, 2022
- Pharmacist, Practicing Licence, EPPH, 2022
- Pharmacist, Practicing Licence, 2022
- Pharmacy Licence, Satellite Community, Side One, 2022

**CARRIED**

**MOTION 101/21 (R. Pandya / A. Andreas)**

To approve the following 2022 Pharmacy Technician application forms with date changes and minor edits as circulated:

- Pharmacy Technician – In Training Application 2022
- Pharmacy Technician – Structured Practical Training Notification Form 2022
- Pharmacy Technician – Initial Listing Application 2022
- Pharmacy Technician – Renewal Listing Application 2022
- Pharmacy Technician – Labour Mobility Listing Application 2022

**CARRIED**

6. Meeting Adjournment

**MOTION 102/21 (D. Forbes / A. Walus)**

To adjourn the meeting at 10:06 a.m.