COLLEGE OF PHARMACISTS OF MANITOBA

Regulatory Reform Ad Hoc Committee – Terms of Reference

Policy Type:	Policy No:	
Council Governance	GP 30	
Effective Date:	**Last Approval/Revision Date:**	**Policy Review Frequency:**
October 3, 2025	October 3, 2025	As necessary through duration

Purpose
The Ad Hoc Committee (the Committee) is established to guide the work to establish regulation of pharmacists and pharmacy technicians to become regulated under *The Regulated Health Professions Act* (RHPA). It will guide development of the regulations, by-laws and policies required to establish the College of Pharmacists of Manitoba (CPhM) under the RHPA.

The Committee will provide Council with assurance that a group of experienced professionals have reviewed, thoughtfully considered, and provided input into the proposals being recommended prior to submission to Council.

Composition
The Committee shall be composed of at least six (6) members, not to exceed a maximum of eight (8), who shall be an equal number of pharmacists and pharmacy technicians with the following perspectives and/or experience (past or present):

- geographical diversity (e.g., urban, rural, northern, remote, etc.)
- practice diversity (e.g., hospital, collaborative team, niche practice, community, etc.)
- role diversity (e.g., direct patient care, managerial, administration, etc.)
- diversity in representation (e.g., cultural, ethnic, socio-economic, gender, etc.)

One individual could represent multiple perspectives and/or experiences.

Chair
One pharmacist and one pharmacy technician shall co-Chair the Committee.

Term of Service
A term of service shall be a minimum of one year and shall not extend beyond the completion of the work of the submission to government to become governed under the RHPA.

Quorum
Quorum consists of 50 per cent plus one of the Committee including one of the co-Chairs and at least one member of each profession being represented.

Sunset
The Ad hoc Committee for Regulatory Reform will be dissolved upon completion of its work to accomplish the submissions to government to have pharmacy professionals governed under the RHPA.

Duties and Responsibilities
The Committee's work shall include, but is not limited to:

- Reviewing work related to a communications plan
- Reviewing the general and practice regulations prior to submission to Council
- Reviewing the following to ensure they meet the required function under the RHPA:

  - Reviewing work related to the Reserved Acts
  - Continuing Competency program
  - Standards of Practice
  - Code of Ethics
  - By-laws
- Any other duties assigned by Council.

Authority and Reporting
The Ad Hoc Committee reports to the full Council.

The Committee has authority to make recommendations to Council regarding the work needed to be undertaken by CPhM and submitted to government to become regulated under the RHPA.

Meeting Schedule
The Committee will meet at the call of the co-Chairs, but no less than quarterly.

Staff Support
The Project Consultant will lead the Regulatory Reform Project and will provide advice and guidance to the Committee.

The Committee will be supported by the following CPhM staff:
- Chief Operations Officer