M.Pha. COUNCIL MEETING
Monday, October 1, 2012
Lakeview Resort & Conference Centre, Gimli
MINUTES

Members Present:
Kyle MacNair, President
Kristine Petrasko, Vice President
Geoff Namaka, Executive Treasurer
Shawn Bugden, Past President
Jennifer Ludwig
Glenda Marsh
Dinah Santos
Kurt Schroeder
Randy Stephanchew

Lay Members:
Donna Forbes
Kim Sharman

Liaison Members:
Brenna Shearer, MSP Liaison (arrived at 10:25 a.m.)
Jarrid McKitrick, CSHP Liaison
Rob Shaffer, Government Liaison

Staff Members:
Ronald Guse, Registrar
Susan Lessard-Friesen, Deputy Registrar
Kim McIntosh, Assistant Registrar
Kathy Wright, Executive Assistant to the Registrar

Regrets:
Neal Davies, Dean
Melissa Gobin, Pharmacy Student Liaison

1. a) Convene
President MacNair called the meeting to order at 9:01 a.m. and welcomed attendees. Manitoba Health representative Rob Shaffer and Manitoba Society of Pharmacists Executive Director Brenna Shearer were welcomed as new Liaison members.

b) Declaration of Conflict
Kim Sharman indicated a conflict of interest related to the following agenda item:
5. Correspondence
   b.) Listed
      ii. Crown Letter from Manitoba Health Minister Theresa Oswald
No other conflicts were indicated.

2. **Additions to Agenda and Approval of the Agenda**

   **MOTION #1 – MOVED BY KURT SCHROEDER, SECONDED BY DINAH SANTOS** THAT the agenda be approved, with the following addition:

   5. Correspondence
      b.) Listed
         ii. MSP Letter of Support

   **CARRIED**

3. **Approval of Meeting Minutes**

   Minutes from the June 25, 2012, Council Meeting were distributed in advance of the meeting and were distributed at the meeting.

   **MOTION #2 – MOVED BY KIM SHARMAN, SECONDED BY KURT SCHROEDER** THAT the Council Minutes of the June 25, 2012, meeting be approved.

   **CARRIED**

4. **Business Arising from Minutes**

   The Business Arising Report from Minutes report was circulated in advance of the meeting and distributed at the meeting.

   **MOTION #3 – MOVED BY SHAWN BUGDEN, SECONDED BY JENNIFER LUDWIG** THAT the Business Arising Report be accepted for information.

   **CARRIED**

5. **Correspondence**

   a) **On Board**
      i) Copy of correspondence to Ms. Jill Ell of Manitoba Society of Pharmacists advising that Mr. Randy Stephanchew has been appointed as the new MPhA liaison to the MSP Public Relations Committee;
      ii) Copy of correspondence to Dr. Neal Davies of the University of Manitoba, Faculty of Pharmacy indicating that the annual levy on the 2012 license was enclosed;
      iii) Copy of correspondence to Ms. Diane Wilson-Mate of the College of Registered Nurses of Manitoba advising that Ms. Tara Maltman-Just has
been appointed as the new MPhA liaison on the College of Registered Nurses of Manitoba’s Extended Practice Advisory Committee;

(iv) Copy of correspondence to Ms. Carole Bouchard of the National Association of Pharmacy Regulatory Authorities advising that Mr. Kyle MacNair is the new MPhA appointee to the NAPRA Board;

(v) Correspondence from the University of Manitoba Enrolment Services naming Christopher Sochan the recipient of the Manitoba Pharmaceutical Association President’s Prize;

(vi) Correspondence from the University of Manitoba Enrolment Services naming Lesley Worsnop the recipient of the Flexon Silver Medal;

(vii) Correspondence from the University of Manitoba Enrolment Services naming Devin Ross the recipient of the Manitoba Pharmaceutical Association Silver Medal in Third Year Pharmacy;

(viii) Correspondence from the University of Manitoba Enrolment Services naming Kaley Kawchuk the recipient of the Manitoba Pharmaceutical Association Gold Medal in Fourth Year Pharmacy;

(ix) Correspondence from Dr. Neal Davies of the Faculty of Pharmacy expressing gratitude for MPhA’s continued financial support;

(x) Correspondence from Dr. Neal Davies of the Faculty of Pharmacy expressing gratitude for MPhA’s contribution of $4,000.00 to the “Welcome to the Profession” 2012 Graduation Ceremony;

(xi) A “thank you” card from Kaley Kawchuk expressing gratitude for being awarded the Gold Medal in Fourth Year Pharmacy;

(xii) A “thank you” card from Heidi Marschall expressing gratitude for being awarded the Stewart G. Wilcox Scholarship;

(xiii) A “thank you” card from Kenzie Nemez expressing gratitude for being a recipient of an MPhA scholarship;

(xiv) Correspondence from Heather Bourns expressing gratitude for being awarded the Bletcher Memorial Scholarship;

(xv) Correspondence from Arleigh Maddison expressing gratitude for being awarded the MPhA Silver Medal in Fourth Year Pharmacy; and

(xvi) Correspondence from Past President Orville Wagner expressing appreciation for an entertaining and informative Past President’s Dinner on August 23, 2012.

b) Listed

(i.) Crown Letter from Manitoba Health Minister Theresa Oswald

The Registrar indicated that Council Members can contact the MPhA to schedule attendance at the Crown Corporations Council’s Board Performance Training sessions.
The Executive Committee is to work to schedule a training date for Council participation in the program.

(ii.) Manitoba Society of Pharmacists – Letter of Support
A copy of correspondence from the Manitoba Society of Pharmacists Public Relation Committee Chair Amy Oliver was circulated in advance of the meeting and distributed at the meeting.

Dr. Brenna Shearer requested that MPhA consider a contribution of ten thousand dollars to the public relations campaign.

This matter was deferred to the “in camera” session to discuss 2013 budget.

6. Registrar's Report
The Registrar’s Report for the Council Meeting was circulated in advance of the meeting.

MOTION #4 – MOVED BY KRISTINE PETRASKO, SECONDED BY KURT SCHROEDER THAT the Registrar’s Report for the Council Meeting be accepted for information.

CARRIED

Council discussed the proposed Marihuana for Medical Purposes Regulations. Manitoba Health Liaison Rob Shaffer provided a further update on the proposed distribution of medical marihuana.

MOTION #5 – MOVED BY KIM SHARMAN, SECONDED BY DONNA FORBES THAT Council ratifies the Executive Committee’s recommendation that the MPhA would consider entering into discussion with Manitoba Health and other key parties for the role of the pharmacist in the distribution of marihuana for medical purposes upon

1) Written clarification on the transfer of authority to manage the Marihuana Medical Access Program to the province of Manitoba detailing which components are transferred and which remain with Health Canada and/or the federal government;
2) Written confirmation the Manitoba Health is accepting of the transfer described in 1);
3) The College of Physicians and Surgeons of Manitoba agreeing to the role of licensed medical practitioners to prescribe medical marihuana and that requires collaborative care in conjunction with a pharmacist;
4) The College of Registered Nurses of Manitoba agreeing to the role of licensed nurse practitioners to prescribe medical marihuana and that requires collaborative care in conjunction with a pharmacist;
5) Limiting the prescribing to only Manitoba licensed practitioners;
6) Marihuana for medical purposes is included under the definition of drug in the provincial *Pharmaceutical Act*; and
7) Sufficient time is allotted for the implementation of a provincial run program.

CARRIED

7. **Deputy Registrar’s Report**
   
The Deputy Registrar’s Report for the Council Meeting was circulated in advance of the meeting.

   **MOTION #6 – MOVED BY DONNA FORBES, SECONDED BY SHAWN BUGDEN THAT** the Deputy Registrar’s Report for the Council Meeting be accepted for information.

   CARRIED

8. **Liaison Reports**
   
a) P.E.B.C. Report
   
   Shawn Bugden
   
   President Bugden provided a verbal P.E.B.C. Report.

b) Faculty of Pharmacy Report
   
   Neal Davies
   
   No report.

c) C.S.H.P. Report
   
   Jarrid McKitrick
   
   The C.S.H.P. Liaison report was circulated in advance of the meeting.

d) Student
   
   Melissa Gobin
   
   The Student Liaison’s report was circulated in advance of the meeting.

e) NAPRA
   
   Kyle MacNair
   
   President MacNair reported that he will be attending the NAPRA meeting from November 2\textsuperscript{nd} to November 4\textsuperscript{th}, 2012, in St. John’s, Newfoundland.

Brenna Shearer joined the meeting at 10:25 a.m.

Break: 10:25 a.m. – 10:45a.m.
f) MSP  Brenna Shearer
   The MSP Liaison Report was circulated in advance of the meeting and distributed at the meeting.

g) Manitoba Health  Rob Shaffer
   Rob Shaffer provided a verbal report at the meeting.

   MOTION #7 – MOVED BY GLENDAL MARSH, SECONDED BY KRISTINE THAT the Liaison Reports be accepted for information.
   CARRIED

9. Committee Reports:

President MacNair yielded control of the meeting to Vice President Petrasko.

a) Executive Committee  Kyle MacNair
   The Executive Committee Report was circulated in advance of the meeting.

   MOTION #8 – MOVED BY DONNA FORBES, SECONDED BY JENNIFER LUDWIG THAT the Council accept for information the section of the Executive Committee Report entitled “For Information to Council.”
   CARRIED

   Council agreed that the Past President will provide a proposal and budget for the survey / focus groups on the issue of confidentiality in pharmacies, for the consideration of Council.

   MOTION #9 – MOVED BY KYLE MacNAIR, SECONDED BY SHAWN BUGDEN THAT the Council approves to Dinah Santos and Ronald Guse to participate in the Manitoba Society of Pharmacist’s Pharmacy Services Working Group.
   CARRIED (Abstained: Dinah Santos)

Vice President Petrasko yielded control of the meeting back to President MacNair.

b) Professional Development  Kristine Petrasko
   The Professional Development Committee Report to Council was circulated in advance of the meeting.
MOTION #10 – MOVED BY GEOFF NAMAKA, SECONDED BY KIM SHARMAN THAT the Professional Development Committee Report be accepted for information.

CARRIED

Lunch Break: 11:50 a.m.

Re-convene: 1:00 p.m.

c) Standards of Practice Pat Trozzo
   The Standards of Practice Committee Report for the Council Meeting was circulated in advance of the meeting.

d) Board of Examiners Neal Davies
   No report.

e) Discipline Ron Eros
   The President reported that the Discipline Committee appointed Ron Eros as Chair and Jarrid McKitrick as Vice-Chair of the Discipline Committee.

f) Awards & Nominating Committee Shawn Bugden
   Past President Bugden provided a verbal report at the meeting.

   Award Nominations will open on Thursday, November 1, 2012, and will close on Monday, January 14, 2013. Council will consider the Awards & Nominating Committee’s recommendations at the February 4, 2013, Council Meeting.

g) Governance Committee Shawn Bugden
   The next meeting of the Committee is scheduled for October 16, 2012.

h) Finance & Risk Management Committee Geoff Namaka
   The Finance & Risk Management Committee Report for the Council Meeting was distributed at the meeting.

MOTION #11 – MOVED BY GEOFF NAMAKA, SECONDED BY KRISTINE PETRASKO THAT the report of the Finance & Risk Management Committee be accepted for information.

CARRIED
A copy of the draft Terms of Reference for the Finance & Risk Management Committee was distributed at the meeting.

**MOTION #12 – MOVED BY KRISTINE PETRASKO, SECONDED BY GEOFF NAMAKA THAT** Council approves the Terms of Reference for the Finance & Risk Management Committee.

**CARRIED**

10. Unfinished Business

a) Regulations Update

   Kyle MacNair

   President MacNair and Registrar Guse provided an update on the Legislation Proclamation Components Document project.

   **MOTION #13 – MOVED BY KIM SHARMAN, SECONDED BY RANDY STEPHANCHEW THAT** the Registrar begin discussions and regulation development to permit pharmacists to order tests, from a list of tests in the regulations, under their independent authorization.

   **CARRIED**

b) In Camera Session

   Liaison Members Jarrid McKitrick, Rob Shaffer and Brenna Shearer left the meeting at 2:00 p.m.

   Break – 2:00 p.m. – 2:10 p.m.

   Reconvene in camera – 2:10 p.m. All MPhA staff members remained in the meeting.

   Council discussed the 2013 Budget.

   2:30 p.m. Deputy Registrar Susan Lessard-Friesen, Assistant Registrar Kim McIntosh and Executive Assistant Kathy Wright were asked to leave the meeting. Council remained in camera.

   2:35 p.m. Registrar Ronald Guse was asked to leave the meeting. Council remained in camera.

   3:10 p.m. Council returned to regular meeting and Registrar Ronald Guse, Deputy Registrar Susan Lessard-Friesen, Assistant Registrar Kim McIntosh and Executive Assistant Kathy Wright were asked to return to the meeting.
MOTION #14 – MOVED BY GEOFF NAMAKA, SECONDED BY KRISTINE PETRASKO THAT Council approval the 2013 budget with:
- No increase in fees;
- The creation of an expense line in the amount of $50,000 for regulation implementation costs; and
- The increase in the external affairs line (7810) to $20,000.

CARRIED

MOTION #15 – MOVED BY GEOFF NAMAKA, SECONDED BY RANDY STEPHANCHEW THAT the MPhA contribute $10,000 toward the MSP request for funding letter dated September 28, 2012.

CARRIED

(The letter requests the funds to be provided in 2013.)

MOTION #16 – MOVED BY SHAWN BUGDEN, SECONDED BY KIM SHARMAN THAT the salary line for the 2013 budget be increased by 2% and that no future salary budget increases be considered until the completion of an environmental scan on comparable industry salaries.

CARRIED

11. New Business
   a) Ratification of Preceptor Approvals
      A list of newly approved preceptors was circulated in advance of the meeting.

      MOTION #17 – MOVED BY SHAWN BUGDEN, SECONDED BY GLENGA MARSH THAT Council ratifies the list of newly approved preceptors.

      CARRIED

   b) 2013 Pharmacist & Pharmacy License Application Forms
      The Pharmacist & Pharmacy license application forms were circulated in advance of the meeting and distributed at the meeting.

      MOTION #18 – MOVED BY KRISTINE PETRASKO, SECONDED BY GLENGA MARSH THAT Council approves the pharmacy license form for use with the 2013 license renewals.
CARRIED

MOTION #19 – MOVED BY JENNIFER LUDWIG, SECONDED BY RANDY STEPHANCHEW THAT Council approves the pharmacist license form for use with the 2013 license renewals.

CARRIED

MOTION #20 – MOVED BY DINAH SANTOS, SECONDED BY KIM SHARMAN THAT Council approves the complimentary members list for 2013, as distributed to Council.

CARRIED

Council refers the approval process to the Executive Committee to establish criteria that will allow the Registrar to approve the list of complimentary members.

c) Complainants Appeal of Complaints Committee Decision Registrar

The Registrar has received a complainant’s appeal with regard to the decision of the Complaints Committee.

MOTION #21 – MOVED BY GEOFF NAMAKA, SECONDED BY DINAH SANTOS THAT Council appoints Shawn Bugden (Chair), Kurt Schroeder (Vice-chair) and a public representative (Elizabeth Boddy, or alternatively, Sandra Pruden) to serve as an Appeals Committee.

CARRIED

d) Patient Utilization Review Committee Registrar

A copy of the Patient Utilization Review Committee Annual Report was distributed for information in advance of the meeting.

Legal Counsel David Marr of Campbell, Marr LLP arrived at 2:15 p.m.

Randy Stephanchew left the meeting at 3:35 p.m. due to conflict of interest.

Council moved in camera at 3:40 p.m.

David Marr left the meeting at 4:55 p.m.
Council returned to a regular meeting.

**MOTION #22 – MOVED BY GEOFF NAMAKA, SECONDED BY JENNIFER LUDWIG THAT** the 2013 practicing fees for pharmacists be $777.22 plus $38.86 GST. (Total $816.08) All other fees remain the same as the 2012 fees, as follows:

<table>
<thead>
<tr>
<th>LICENSING, MEMBERS:</th>
<th>Amount + GST = Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicing Licence</td>
<td>777.22 + 38.86 = 816.08</td>
</tr>
<tr>
<td>Practicing (after July 1\textsuperscript{st})</td>
<td>506.33 + 25.31 = 531.64</td>
</tr>
<tr>
<td>Practicing (New Grads)</td>
<td>574.46 + 28.72 = 603.18</td>
</tr>
<tr>
<td>Non-Practicing</td>
<td>107.07 + 5.35 = 112.42</td>
</tr>
<tr>
<td>Mailing/Notice Subscribers</td>
<td>206.00 + 10.30 = 216.30</td>
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<tr>
<th>REGISTRATION FEES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Grad Registration</td>
<td>482.63 + 24.13 = 506.76</td>
</tr>
<tr>
<td>New Grad Registration</td>
<td>68.13 + 3.41 = 71.54</td>
</tr>
<tr>
<td>1\textsuperscript{st} Year Pharmacy Student Reg.</td>
<td>22.71 + 1.14 = 23.85</td>
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<tr>
<th>OTHER FEES:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Jurisprudence Exam</td>
<td>169.95</td>
</tr>
<tr>
<td>Letter of Standing, (after 1 free/yr)</td>
<td>28.39 + 1.42 = 29.81</td>
</tr>
<tr>
<td>Letter of Standing, NON-members</td>
<td>28.39 + 1.42 = 29.81</td>
</tr>
<tr>
<td>Licence Receipt, Duplicate</td>
<td>28.39 + 1.42 = 29.81</td>
</tr>
<tr>
<td>Licence, Duplicate</td>
<td>28.39 + 1.42 = 29.81</td>
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<table>
<thead>
<tr>
<th>LICENSING, PHARMACIES:</th>
<th></th>
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<tbody>
<tr>
<td>Pharmacy Licence</td>
<td>1,030.00 + 51.50 = 1,081.50</td>
</tr>
<tr>
<td>Pharmacy Licence (after July 1\textsuperscript{st})</td>
<td>618.00 + 30.90 = 648.90</td>
</tr>
<tr>
<td>IPS Licence</td>
<td>8,487.20 + 424.36 = 8,911.56</td>
</tr>
<tr>
<td>IPS Licence (after July 1\textsuperscript{st})</td>
<td>5,092.32 + 254.62 = 5,346.94</td>
</tr>
<tr>
<td>Lock and Leave, annual or initial</td>
<td>113.56 + 5.68 = 119.24</td>
</tr>
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<thead>
<tr>
<th>PHARMACY CHANGES:</th>
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<tbody>
<tr>
<td>Manager Change</td>
<td>56.77 + 2.84 = 59.61</td>
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<tr>
<td>Pharmacy Name Change</td>
<td>56.77 + 2.84 = 59.61</td>
</tr>
<tr>
<td>Location Change</td>
<td>227.12 + 11.36 = 238.48</td>
</tr>
<tr>
<td>Ownership Change</td>
<td>227.12 + 11.36 = 238.48</td>
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</table>

| Pharmacy Directory: blue book, hard copy | 56.77 + 2.84 = 59.61 |
| Pharmacy Labels                         | 56.77 + 2.84 = 59.61 |
| Lists, Emailed, with Update Service     | 227.12 + 11.36 = 238.48 |
| Bank Charges, NSF                       | 25.75 |
CARRIED

MOTION #23 – MOVED BY GEOFF NAMAKA, SECONDED BY JENNIFER LUDWIG THAT Council adjourns the meeting.

CARRIED

Council Meeting adjourned at 4:58 p.m.