



College of Pharmacists of Manitoba

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7

Phone (204) 233-1411 | Fax: (204) 237-3468

E-mail: info@cphm.ca | Website: www.cphm.ca

COUNCIL MEETING MINUTES

MONDAY, OCTOBER 5, 2015

PHARMACY HOUSE, 200 TACHE AVENUE, WINNIPEG

Members Present:

Glenda Marsh, President
Kyle MacNair, Past President
Brent Booker
Neal Davies, Dean
Kevin Hamilton
Jennifer Ludwig
Geoff Namaka
Petr Prochazka
Derrick Sanderson

Public Representatives:

Donna Forbes
Rik Panciera

Liaison Members:

Patricia Caetano, Manitoba Health Liaison
Debra Chartier, Canadian Association of Pharmacy Technicians Liaison
Patrick Fitch, CSHP Manitoba Branch Liaison
Brenna Shearer, Pharmacists Manitoba Liaison

Staff Members:

Ronald Guse, Registrar
Kim McIntosh, Assistant Registrar
Todd Mereniuk, Assistant Registrar
Kathy Wright, Executive Assistant to the Registrar

Regrets:

Danielle Chu, Pharmacy Student Liaison
Susan Lessard-Friesen, Deputy Registrar
Travis Giavedoni, Public Representative
Dinah Santos, Vice President

1. Convene

a) Welcome

President Marsh convened the meeting at 9:00 a.m. and welcomed all in attendance.



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b) Declaration of Conflict

No Council member indicated a conflict at the time of convening the meeting.

2. Additions to Agenda and Approval of the Agenda

The Council meeting agenda was circulated in advance of the meeting.

MOTION #1: MOVED BY BRENT BOOKER, SECONDED BY PETR PROCHAZKA THAT the agenda be approved.

CARRIED

3. Approval of Minutes

a) June 22, 2015 – Council Meeting

The draft of the June 22, 2015, Council meeting minutes was circulated in advance of the meeting.

MOTION #2: MOVED BY DONNA FORBES, SECONDED BY KEVIN HAMILTON THAT the minutes of the June 22, 2015, Council meeting be approved, as amended.

CARRIED

4. Business Arising from Minutes

The Business Arising from the Minutes of the June 22, 2015, Council meeting was circulated in advance of the meeting.

MOTION #3: MOVED BY RIK PANCIERA, SECONDED BY JENNIFER LUDWIG THAT the Business Arising from the Minutes of the June 22, 2015, Council meeting be approved.

CARRIED

The document entitled, “College of Pharmacists of Manitoba, Council Approved Fees for 2015” was circulated in advance of the meeting.

MOTION #4: MOVED BY JENNIFER LUDWIG, SECONDED BY DERRICK SANDERSON THAT the document entitled, “College of Pharmacists of Manitoba, Council Approved Fees for 2015” be approved.

CARRIED

Dr. Brenna Shearer joined the meeting at 9:05 a.m.

5. Correspondence

a) On Board



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- (i.) Correspondence from Ms. Jessica Storoschuk, Awards Establishment Coordinator, University of Manitoba Enrolment Services regarding the revised Terms of reference for the William G. Eamer / College of Pharmacists of Manitoba Undergraduate Scholarship;
- (ii.) Correspondence from Ms. Jessica Storoschuk, Awards Establishment Coordinator, University of Manitoba Enrolment Services regarding the revised Terms of reference for the William G. Eamer / College of Pharmacists of Manitoba Graduate Scholarship;
- (iii.) Correspondence from Ms. Jane Lastra, Director, Financial Aid and Awards, University of Manitoba Enrolment Services indicating the University has offered the Stewart G. Wilcox Award to Mr. Joseph Quirino Gille;
- (iv.) Correspondence from Ms. Lane Sokolowski, addressed to the Registrar and expressing gratitude for being awarded the William Eamer / College of Pharmacists scholarship;
- (v.) Copy of correspondence from Ms. Katlyn Taylor, addressed to Mr. William Eamer and expressing gratitude for being awarded the William Eamer / College of Pharmacists Undergraduate Scholarship;
- (vi.) Correspondence from Mr. Lyndon Walker, addressed to the Registrar and expressing gratitude for being awarded the Flexon Silver Medal;
- (vii.) Greeting card from the family of previous member Mr. David Boonov expressing gratitude for the contribution in Mr. Boonov's name;
- (viii.) Greeting card from the family of previous member Mr. Robert Bertram expressing gratitude for the contribution in Mr. Bertram's name;
- (ix.) Carbon copy correspondence from Minister of Health Sharon Blady addressed to Mr. Travis Giavedoni for the purpose of reappointing Mr. Giavedoni as a member of Council;
- (x.) Correspondence from Minister of Health Sharon Blady, addressed to College President Glenda Marsh regarding the Fall 2015 Board Performance Training Program schedule, a copy of which was provided;
- (xi.) Copy of the agenda for the "Legislation and Regulations Update, Review and Feedback Meeting," scheduled for October 8, 2015;
- (xii.) Copy of correspondence from Registrar Ronald Guse addressed to Ms. Katherine Stansfield, Executive Director of the College of Registered Nurses of Manitoba (CRNM) requesting the CRNM appoint a member to the CPhM Extended Practice (pharmacist) Advisory Committee;
- (xiii.) Copy of correspondence from Registrar Ronald Guse addressed to Dr. Anna Ziomek, Registrar of the College of Physicians and Surgeons of Manitoba (CPSM) requesting the CPSM appoint a member to the CPhM Extended Practice (pharmacist) Advisory Committee
- (xiv.) Copy of correspondence from President Marsh addressed to Minister of Health Sharon Blady for the purpose of providing an update on items previously discussed at the February 2015 meeting;



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- (xv.) Copy of correspondence from President Marsh addressed to Deputy Minister of Health Karen Herd for the purpose of providing an update on items previously discussed at the May 2015 meeting.
- b) Listed
- (i.) Correspondence from Dr. Patricia Caetano, Executive Director of the Provincial Drug Program, Manitoba Health, Healthy Living and Seniors regarding pharmacists ordering lab tests,
 - (ii.) Correspondence from the Special Assistant to the Minister of Health acknowledging receipt of the College's correspondence regarding the meeting that was held in February 2015, and
 - (iii.) Correspondence from the Minister of Health regarding members' obligations when the member is seeking election to public office.
6. Registrar's Report
The Registrar's Report was circulated in advance of the meeting.
- MOTION #5: MOVED BY DERRICK SANDERSON, SECONDED BY GEOFF NAMAKA THAT the Registrar's Report be accepted for information.**
- CARRIED**
7. Deputy Registrar's Report
The Deputy Registrar's Report was circulated in advance of the meeting.
- MOTION #6: MOVED BY PETR PROCHAZKA, SECONDED BY DONNA FORBES THAT the Deputy Registrar's Report be accepted for information.**
- CARRIED**
8. Liaison Reports
The following liaison reports were circulated in advance of the meeting: Canadian Society of Hospital Pharmacists, College of Pharmacy Student, Pharmacists Manitoba and Canadian Association of Pharmacy Technicians.
- a) Pharmacy Examining Board of Canada (PEBC)
No report.
 - b) College of Pharmacy
Dr. Neal Davies provided a verbal report at the Council meeting.
 - c) Canadian Society of Hospital Pharmacists (CSHP)
The CSHP report was circulated in advance of the meeting.



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- d) College of Pharmacy Student
The College of Pharmacy Student report was circulated in advance of the meeting.
- e) NAPRA
No report.
- f) Pharmacists Manitoba
The Pharmacists Manitoba report was circulated in advance of the meeting.
- g) Manitoba Health
Dr. Patricia Caetano provided a verbal report at the Council meeting.
- h) Canadian Association of Pharmacy Technicians (CAPT)
The CAPT report was circulated in advance of the meeting.

MOTION #7: MOVED BY PETR PROCHAZKA, SECONDED BY DONNA FORBES THAT the Canadian Society of Hospital Pharmacists, College of Pharmacy Student, Pharmacists Manitoba and Canadian Association of Pharmacy Technicians liaison reports be accepted for information.

CARRIED

Break: 10:15 a.m. to 10:25 a.m.

Dr. Patricia Caetano exited the meeting at 10:15 a.m.

President Marsh turned the chair over to Executive Treasurer Ludwig.

9. Committee Reports

a) Executive Committee

The Executive Committee Report to Council, including budget update and Strategic Plan Action Item update, was circulated in advance of the meeting. The report was submitted in two sections: 1.) For Information, and 2.) Recommendations to Council.

MOTION #8: MOVED BY GLENDA MARSH, SECONDED BY RIK PANCIERA THAT the “For Information” section of the Executive Committee Report to Council be accepted for information.

CARRIED

MOTION #9: MOVED BY GLENDA MARSH, SECONDED BY KYLE MACNAIR THAT Council approve the accredited hospital residency program as a qualifying program under Pharmaceutical Regulations 96(g) for Extended Practice Pharmacists.

CARRIED



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MOTION #10: MOVED BY GLENDA MARSH, SECONDED BY DERRICK SANDERSON THAT Council approves that maternity and parental leave and top-up benefits are provided for all full-time College employees, as follows:

1 to 3 years of continuous employment (not including the probation period):
80% of the salary, or weekly/hourly earnings, (topped up from the EI amount) for 17 weeks

Over three years of continuous employment (not including the probation period):
90% of the salary, or weekly/hourly earnings, (topped up from the EI amount) for 17 weeks

The employee is required to return to work full time at the College and must work at least one full year of full time employment, otherwise this benefit will be recouped. Full time is 37.5 hours per week, or as approved by the Council.

Returning employees must provide 2 weeks advance notice to the Registrar.

MOTION #11: MOVED BY GLENDA MARSH, SECONDED BY KYLE MACNAIR THAT Council approves Ms. Cali Orsulak as the College's representative on the Manitoba Monitored Drug Review Committee for another two year term.

CARRIED

MOTION #12: MOVED BY GLENDA MARSH, SECONDED BY DONNA FORBES THAT Council approve that the date of a "final disciplinary action" means the date the decision/order is signed by the Chair of the Hearing Panel.

CARRIED

MOTION #13: MOVED BY GLENDA MARSH, SECONDED BY RIK PANCIERA THAT Council is open to reviewing the requirement of a current post graduate internship program, subject to confirmation the entry-to-practice Pharm D experiential program being implemented covers the concepts and assessment of the current College of Pharmacists' internship program.

CARRIED

MOTION #14: MOVED BY GLENDA MARSH, SECONDED BY KYLE MACNAIR THAT Council approve June 1st as the annual pharmacy technicians fee renewal date and the beginning of the pharmacy technician professional development year.

CARRIED

MOTION #15: MOVED BY GLENDA MARSH, SECONDED BY DERRICK SANDERSON THAT Council appoints Ms. Audra Taylor and Ms. Cheryl Zelenitsky to Council as public representatives, to achieve the 1/3 public representative requirement (per the *Pharmaceutical Act*).



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CARRIED

MOTION #16: MOVED BY GLENDA MARSH, SECONDED BY KEVIN HAMILTON THAT Council approve the following bylaw change (underlined area is the new text):

Bylaw 5.06:

5.06 To be eligible for election to Council, a Voting Member:

- a. must not have been found guilty of unskilled practice or professional misconduct by the discipline committee under the Old Act or must not have been the subject of an adverse finding pursuant to section 54 of the Act at any time within three years prior to the date of nomination;
- b. must be practicing the profession of pharmacy in the Electoral District in which he or she seeks election and, should the candidate be eligible for election in more than one district described in section 5.03, the candidate must declare the one district in which they will seek election;
- c. must not be an employee of the College or be engaged in a contract or assignment providing goods or services to the College; and
- d. must be nominated by any two Voting Members of the College (regardless of where they reside or practice pharmacy).

CARRIED

MOTION #17: MOVED BY GLENDA MARSH, SECONDED BY KYLE MACNAIR THAT Council approve a mail-in ballot for items presented but unable to be voted upon at the June 22, 2015, Special General Meeting.

CARRIED

MOTION #18: MOVED BY BRENT BOOKER, SECONDED BY KEVIN HAMILTON THAT Council approves the practice direction entitled, “Exempted Codeine Preparations” as amended.

CARRIED

MOTION #19: MOVED BY RIK PANCIERA, SECONDED BY DERRICK SANDERSON THAT Council approves February 1, 2016, as the implementation date of the practice direction for Exempted Codeine Preparations.

CARRIED

Executive Treasurer Ludwig turned the chair back to President Marsh.

- b) Professional Development Committee
The Professional Development Committee Report to Council was circulated in advance of the meeting. The report was submitted in two sections: 1.) For Information, and 2.) Recommendations to Council.



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MOTION #20: MOVED BY PETR PROCHAZKA, SECONDED BY KEVIN HAMILTON THAT the “For Information” section of the Professional Development Committee Report to Council be accepted for information.

CARRIED

- c) Standards of Practice Committee
The Standards of Practice Committee Report to Council was circulated in advance of the meeting. The report was submitted in two sections: 1.) For Information, and 2.) Recommendations to Council.

MOTION #21: MOVED BY JENNIFER LUDWIG, SECONDED BY PETR PROCHAZKA THAT the “For Information” section of the Standards of Practice Committee Report be accepted for information.

CARRIED

- d) Board of Examiners
The Board of Examiners Report to Council was circulated in advance of the meeting.

MOTION #22: MOVED BY KEVIN HAMILTON, SECONDED BY KYLE MACNAIR THAT the Board of Examiners Report to Council be accepted for information.

CARRIED

- e) Discipline Committee
The Discipline Committee Report to Council was circulated in advance of the meeting.

MOTION #23: MOVED BY RIK PANCIERA, SECONDED BY PETR PROCHAZKA THAT the Discipline Committee Report to Council be accepted for information.

CARRIED

- f) Awards & Nominating Committee
The Awards & Nominating Committee Report to Council was circulated in advance of the meeting.

MOTION #24: MOVED BY KYLE MACNAIR, SECONDED BY PETR PROCHAZKA THAT the Awards & Nominating Committee Report to Council be accepted for information.

CARRIED



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g) Governance Committee

The Governance Committee Report to Council was circulated in advance of the meeting. The report was submitted in two sections: 1.) For Information, and 2.) For Consideration.

MOTION #25: MOVED BY JENNIFER LUDWIG, SECONDED BY DERRICK SANDERSON THAT the “For Information” section of the Governance Committee Report to Council be accepted for information.

CARRIED

MOTION #26: MOVED BY KYLE MACNAIR, SECONDED BY DERRICK SANDERSON THAT Council members continue to provide a post-meeting evaluation for all regularly scheduled Council meetings.

h) Finance & Risk Management Committee

The Finance and Risk Management Committee Report to Council was circulated in advance of the meeting. The report was submitted in two sections: 1.) For Information, and 2.) Recommendations to Council.

MOTION #27: MOVED BY JENNIFER LUDWIG, SECONDED BY BRENT BOOKER THAT the “For Information” section of the Finance and Risk Management Committee Report to Council be accepted for information.

CARRIED

Lunch Break: 12:00 noon – 12:55 p.m.

Reconvene: 12:55 p.m.

10. Unfinished Business

a) Regulations Implementation Update

(i.) Consideration for Approval of Revision to Practice Direction and Policy and Procedure Template for Clinical Practice Pharmacies

The practice direction entitled, “Clinical Practice Pharmacy” and the Pharmacy Policy and Procedure Template for Clinical Practice Pharmacies were circulated in advance of the meeting.

MOTION #28: MOVED BY DERRICK SANDERSON, SECONDED BY RIK PANCIERA THAT Council approves for implementation the practice direction entitled, “Clinical Practice Pharmacy” and the Pharmacy Policy and Procedure Template for Clinical Practice Pharmacies.

CARRIED



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- (ii.) Consideration for Approval of Practice Direction entitled, “Test Orders”
The practice direction entitled, “Test Orders” was circulated in advance of the meeting.

MOTION #29: MOVED BY JENNIFER LUDWIG, SECONDED BY DERRICK SANDERSON THAT Council approves for implementation the practice direction entitled, “Test Orders.”

CARRIED

- b) Continuation of Current Multi-Pharmacy Managers for 2016, until further consideration of Council

At the October 6, 2014, Council meeting, the following motion was carried: MOTION #39 - MOVED BY DERRICK SANDERSON, SECONDED BY DONNA FORBES THAT Council supports the granting of exception to the Interlake-Eastern Regional Health Authority to allow one manager for the five pharmacies (Beausejour Health Centre Pharmacy, Pine Falls Hospital Pharmacy, IERHA Hospitals Pharmacy, Stonewall and District Health Centre Pharmacy, and Gimli Community Health Centre Pharmacy) based on the oversight and safety considerations presented in December 2012. The exception will be in place for the 2015 licence year.

The Registrar reported for information that Pharmacy Manager Kurt Schroeder of the IERHA Hospitals Pharmacy, has converted the 4 other hospital pharmacies to secondary hospital components. No further action is required.

11. New Business

- a) Ratification of email vote

MOTION #30: MOVED BY RIK PANCIERA, SECONDED BY KYLE MACNAIR THAT Council ratifies the email vote to approve Harris Leadership Strategies as the executive search firm for a new Registrar, to approve the budget for the search in the amount of \$75,607.44, and to approve the structure of the search committee.

CARRIED

- b) Request from the Manitoba Association of Optometrists

MOTION #31: MOVED BY KYLE MACNAIR, SECONDED BY KEVIN HAMILTON THAT Council reappoints of Ms. Linda Carroll and Ms. Jugnu Lodha to the Optometry Regulatory Advisory Committee of the Manitoba Association of Optometrists.

CARRIED

- c) In Camera Session

Council moved in camera at 1:40 p.m. College staff were invited to remain in the meeting.

Council returned to a regular session.



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MOTION #32: MOVED BY DERRICK SANDERSON, SECONDED BY DONNA FORBES THAT Council approves the 2016 Practicing Pharmacist Licence Application, the Application for Certification of Authorization to Administer Drugs and Vaccines by Injection, the Application for Authorization to Prescribe a Drug Included in Schedule 3 to the Pharmaceutical Regulation for Self-Limiting Conditions (Not Including Smoking Cessation), the Application for Authorization to Prescribe a Drug Included in Schedule 3 to the Pharmaceutical Regulation for Smoking Cessation, the Academic Register Application, the Conditional Registration and 2016 Conditional Licensure Application for a New Graduate of the University of Manitoba, the 2016 Application for Registration as an Extended Practice Pharmacist, the Application for Registration and Initial Licensure for Graduates of a Faculty of Pharmacy Outside of Canada, the Application for Registration and Initial Licensure Under the Canadian Mobility Agreement, the 2016 Application for Registration and Initial Licensure University of Manitoba Graduate, the 2016 Non-Practicing Pharmacist Application, the Temporary Certificate of Registration and Temporary Licensure Application, the 2016 Application for Pharmacy Licence for an Existing Community Pharmacy, the 2016 Application for Pharmacy Licence for a New Community Pharmacy, the 2016 Application for a Lock and Leave Component, the 2016 Satellite Pharmacy Component Application, the 2016 Application for Pharmacy Licence for a Clinical Pharmacy, the 2016 New External Dispensing Pharmacy Component Application, the 2016 Application for Pharmacy Licence for an Existing Hospital Pharmacy, the Application for Pharmacy Technician In Training With the College of Pharmacists of Manitoba, Pharmacy Technician Structured Practical Training Notification Form, the Application for Pharmacy Technician With the College of Pharmacists of Manitoba, the Application for Registration as a Student of the College of Pharmacists of Manitoba, the Intern Application for the College of Pharmacists of Manitoba, the 2016 Mailing/Notice Subscriber Application, and the Preceptor Application, as amended.

CARRIED

Council moved to an in camera session. Assistant Registrar Todd Mereniuk and Assistant Registrar Kim McIntosh left the meeting. The Registrar and Executive Assistant to the Registrar were invited to remain in the meeting.

Council returned to a regular session.

MOTION #33: MOVED BY DERRICK SANDERSON, SECONDED BY KYLE MACNAIR THAT Council uphold the late fine for Pharmacist A.

CARRIED

MOTION #34: MOVED BY KYLE MACNAIR, SECONDED BY RIK PANCIERA THAT Council uphold the late fine for Pharmacist B.

CARRIED



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Past President Kyle MacNair declared a conflict-of-interest and left the meeting.

MOTION #35: MOVED BY JENNIFER LUDWIG, SECONDED BY GEOFF NAMAKA THAT Council uphold the late fine for Pharmacist C.

CARRIED

Past President MacNair returned to the meeting.

Budget 2016

The draft 2016 budget was circulated to Council members in advance of the meeting. The 2016 budget was discussed during an in camera session. Council moved to an “in camera session” at 2:15 p.m. The Registrar was invited to remain in the session. The Executive Assistant to the Registrar left the meeting.

After a short time, the Registrar left the in camera session.

Council returned to a regular session.

MOTION #36: MOVED BY JENNIFER LUDWIG, SECONDED BY DERRICK SANDERSON THAT the 2016 budget, the updated licences, and the updated Fee Schedule be approved as amended. The 2016 fees are:

	2016
	Amount + GST = Total
LICENSING OF PHARMACISTS	
Practicing Licence	847.00 + 42.35 = 889.35
Practicing Licence (after July 1 st)	548.00 + 27.40 = 575.40
Practicing Licence (& Registration - New Grads Only)	620.00 + 31.00 = 651.00
Non-Practicing Licence	115.00 + 5.75 = 120.75
Mailing/Notice Subscribers	216.00 + 10.80 = 226.80
Extended Practice Pharmacist	150.00 + 7.50 = 157.50
REGISTRATION FEES	
Outside Grad Registration	630.00 + 31.50 = 661.50
New Grad Registration	72.00 + 3.60 = 75.60
1 st Year Pharmacy Student Reg.	24.00 + 1.20 = 25.20
Academic Registrant	100.00 + 5.00 = 105.00
Temporary Registration	100.00 + 5.00 = 105.00
Intern Registration	24.00 + 1.20 = 25.20
OTHER FEES	
Jurisprudence Exam (Pharmacists)	170.00 (no gst)
Jurisprudence Exam (Pharmacy Technicians)	50.00 (no gst)
Letter of Standing, (after 1 free/yr)	28.00 + 1.40 = 29.40
Letter of Standing, non-members	28.00 + 1.40 = 29.40
Licence Receipt, Duplicate	28.00 + 1.40 = 29.40



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Licence or Certificate, Duplicate Copy	28.00 + 1.40 = 29.40
Pharmacy Technician (annual fee)	50.00 + 2.50 = 52.50
Pharmacy Technician In Training	23.00 + 1.15 = 24.15
Lists, Emailed, with Update Service	232.00 + 11.60 = 243.60
General Administrative Fee	58.00 + 2.90 = 60.90
LICENSING FOR PHARMACIES	
Pharmacy Licence	1121.00 + 56.05 = 1177.05
Pharmacy Licence (after July 1 st)	673.00 + 33.65 = 706.65
Distance Care (IPS) Component	6615.00 + 330.75 = 6945.75
Distance Care (IPS) Component (after July 1 st)	3969.00 + 198.45 = 4167.45
Distance Care (Non-IPS) Component	500.00 + 25.00 = 525.00
Pre-opening inspection	750.00 + 37.50 = 787.50
ADDITIONAL PHARMACY COMPONENTS	
Lock and Leave	119.00 + 5.95 = 124.95
Secondary Hospital (cost per each hospital served)	500.00 + 25.00 = 525.00
Satellite Pharmacy	500.00 + 25.00 = 525.00
External Dispensing	500.00 + 25.00 = 525.00
Central Fill	0.00
PHARMACY CHANGES	
Manager Change	61.00 + 3.05 = 64.05
Pharmacy Name Change	61.00 + 3.05 = 64.05
Location Change	500.00 + 25.00 = 525.00
Ownership Change	243.00 + 12.15 = 255.15
Pharmacy Labels	61.00 + 3.05 = 64.05
FINES & COSTS	
Bank Charges, NSF	28.00 (no gst)
Late Fines for Licence Renewal	Additional 50% of Actual Fee

MOTION #37: MOVED BY DONNA FORBES, SECONDED BY KYLE MACNAIR THAT the 2016 budget reflect \$10,000.00 as the budgeted amount for GL 7810 External Affairs.

CARRIED

MOTION #38: MOVED BY DERRICK SANDERSON, SECONDED BY KYLE MACNAIR THAT the Council approves a contribution from the College of Pharmacists of Manitoba to the Ronald F. Guse Scholarship at the University of Manitoba, College of Pharmacy in the amount of \$10,000.00.

CARRIED

MOTION #39: MOVED BY PETR PROCHAZKA, SECONDED BY GEOFF NAMAKA THAT the meeting adjourn.

CARRIED

The Council meeting adjourned at 3:45 p.m.