



# College of Pharmacists of Manitoba

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## MINUTES

Meeting of Council  
Thursday, July 29<sup>th</sup> 2021  
5:00 p.m. to 7:00 p.m.

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### COUNCILORS

Wendy Clark, President  
Jane Lamont, Executive Treasurer  
Kevin Hamilton, Past President  
Donna Forbes, Public Representative  
Don Himbeault, Public Representative  
Alanna Doell, Pharmacist  
Ashley Walus, Pharmacist  
Drupad Joshi, Pharmacist  
Ryan Buffie, Pharmacist

### COLLEGE STAFF

Susan Lessard-Friesen, Registrar  
Lori McKietiuik, Director of Operations  
Lindsay Henderson, Executive Assistant

### REGRETS

Sonal Purohit, Vice President  
Ravi Pandya, Pharmacist  
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

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#### 1. Call to Order

##### a. Welcome & Introductions

W. Clark convened the meeting at 5:00 p.m. and welcomed everyone.

##### 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-centred 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 92/21 (D. Himbeault / A. Walus)**

To approve the agenda as circulated

**CARRIED**

3. 2022 Budget Preparation

The following documents were circulated in advance of the meeting:

- i. Briefing Note: Budget Preparation Process & Supporting Documentation
- ii. Financial Planning Principles Policy
- iii. Procedural Document: Budget Preparation
- iv. Surplus / Deficit Position Summary 2016-2020
- v. Strategic Plan 2021-2024, Cost Estimate
- vi. Current Financial Position: 2021 Q2 Detailed Financial Report

J. Lamont, Executive Treasurer, provided an overview of the Budget Preparation Process that had been followed by Finance Risk Management Committee and staff, and highlighted data items within the supporting documents.

4. 2022 Budget Draft

The 2022 draft budget in excel format and Briefing Note with analysis was circulated in advance of the meeting.

J. Lamont presented the 2022 draft budget, highlighting proposed projections and the rationale supporting these projections.

- Council supports a budget that maintained registrant fees at zero percent increase (0%)
- Line 4115 is projected at two percent (2%) increase, acknowledging that the quantity of fees pertaining to this line of revenue is projected to increase, thus increasing the revenue generated. The amount of each fee captured within this line will be maintained at zero percent increase (0%).
- Council accepts the rationale of a purposely designed deficit, which would be covered by drawing on unrestricted reserved funds
- Council agrees that ample funds were available in retained earnings to cover projected over-spending; it rejects a move to draw on restricted reserved funds to address proposed projects for building repairs and data management replacement.

- Council approves of the presentation style for expenses pertaining to Strategic Plan initiatives. These expenses are highlighted in green colour font on the actual Budget spreadsheet and details of these projects are presented in a separate cost-estimate document, with corresponding line items. This type of reporting is favoured over creating additional line items in the Budget for Strategic Plan initiatives.
- Council asked for confirmation that this was a preferred method of budget development. Council was reminded that line items within a global budget should be kept consistent, year over year, to maintain comparability from one year to the next, to the greatest extent possible.
- Council asked for clarity of the purpose for the various sections under expenses in the budget.

**Section 1. Personnel:** expenses related to human resources

**Section 2. Regulatory Activities:** expenses for core regulatory functions (registration, quality assurance, professional conduct)

**Section 3. Governance:** Council and committee activities

**Section 4. Operations:** Office overhead, special projects, strategic initiatives

*D. Himbeault left at 6:24 p.m.*

Council did not suggest any material changes to the budget projections.

Council will meet on Friday 10<sup>th</sup> September 2021 to consider the 2022 Budget for approval, following final review by the Executive and Finance and Risk Management Committees.

#### 5. Meeting Adjournment

**MOTION 93/21 (D. Forbes)**

To adjourn the meeting at 6:39 p.m.