



College of Pharmacists of Manitoba

200 Taché Avenue, Winnipeg, Manitoba R2H 1A7

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

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

MINUTES

Meeting of Council
Wednesday 24th July 2024
3:00 p.m. to 5:00 p.m.

COUNCILORS

Ryan Buffie, Chair
Kathy Hunter, Vice-Chair
Liz Reimer, Public Representative
Donna Forbes, Public Representative
Don Himbeault, Public Representative
Pawandeep Sidhu, Pharmacist
Brendon Mitchell, Pharmacist

COLLEGE STAFF

Kevin Hamilton, Registrar & Chief Executive Officer
Lori McKietiuik, Director of Operations
Anne Janes, Director of Policy & Legislation

REGRETS

Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy
Amanda Andreas, Public Representative
Alanna Doell, Pharmacist
Teryl Moore, Pharmacist
Chantal MacDonald, Pharmacy Technician

1. Call to Order

a. Welcome & Introductions

R. Buffie convened the meeting at 3:00 p.m. and welcomed everyone.

b. Acknowledging First Peoples and Traditional Territory

R. Buffie 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

R. Buffie confirmed that quorum had been achieved.

d. College Mission

Council acknowledged the College Mandate and Mission, and its responsibility to make decisions in the public interest.

e. Declaration of Conflict-of-Interest

Council members were invited to declare any conflict-of-interest. None were declared.

2. Approve Agenda

The AGENDA was approved, as circulated, by consensus.

3. a. 2025 Budget Preparation

The following documents were circulated in advance of the meeting:

- i. Briefing Note: 2025 Budget Development
- ii. CPhM Financial Planning Principles
- iii. Budget Preparation Process
- iv. Summary CPhM Registration Data
- v. Registration Data: Environmental Scan, Canadian Jurisdictions
- vi. Surplus/Deficit Position Summary 2019-2023
- vii. Strategic Plan 2025-2027, Summary
- viii. Br Note: Staff Investigator Data

K. Hunter, Chair of the Finance Committee, provided an overview of the budget preparation process that had been followed by the Finance Committee and staff, and highlighted data items within the supporting documents. K. Hunter encouraged Council members to pose questions to gain a thorough understanding of the information provided.

3. b. 2025 Budget Draft

The 2025 draft budget in excel format, briefing note with analysis, and fee schedule with 2025 projections were circulated in advance of the meeting.

The 2025 draft budget, highlighting proposed projections and the rationale supporting these projections, was presented.

Council considered all background and supporting documents and the first draft of the 2025 Budget. Council discussed:

1. Action to make the 1.50 FTE staff investigators permanent and the potential consequences. Council asked about the potential for part of this FTE to be re-assigned, if the workload for investigators changed.
2. The effects of accounting processes such as amortization on the final surplus / deficit position reported in financial statements as compared to the actual cashflow of the organization in a given fiscal year.
3. Council reviewed the fee schedule options presented and agreed with the recommendations from the Finance Committee to apply a 10% increase to registration and licence fees in 2025 for pharmacy professionals and pharmacies. Council emphasized the importance of effectively

communicating the Schedule of Fees to registrants, with both the percentage increase and the actual dollar value of the increase.

4. Exemption Request

As this was a special meeting of Council, with a limited agenda, and was not open to the public, it was not necessary for Council to formally rise from a general meeting and move to a closed session.

Council considered the request for exemption from Section 37(2) of the Pharmaceutical Regulation and Section 2.4.2 of the Practice Direction: Lock and Leave Component.

Council granted a limited-time exemption from Section 37(2) of the Pharmaceutical Regulation and Section 2.4.2 of the Practice Direction: Lock and Leave Component.

5. Adjournment

Meeting adjourned, by consensus, at 4:29 p.m.