



# 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](mailto:info@cphm.ca) | Website: [www.cphm.ca](http://www.cphm.ca)

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## MINUTES

Meeting of Council  
Wednesday, 11<sup>th</sup> September 2024  
3:00 p.m. to 5:00 p.m.

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### COUNCILORS

Ryan Buffie, Chair  
Kathy Hunter, Vice-Chair  
Amanda Jenkyns, Public Representative  
Don Himbeault, Public Representative  
Donna Forbes, Public Representative  
Alanna Doell, Pharmacist  
Brendon Mitchell, Pharmacist  
Pawandeep Sidhu, Pharmacist  
Teryl Moore, Pharmacist  
Chantal MacDonald, Pharmacy Technician

### COLLEGE STAFF

Kevin Hamilton, Registrar & Chief Executive Officer (*joined at 3:05 pm*)  
Rani Chatterjee-Mehta, Deputy Registrar  
Lori McKietiuik, Director of Operations  
Anne Janes, Director of Policy & Legislation  
Lindsay Henderson, Executive Assistant

### REGRETS

Liz Reimer, Public Representative  
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

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#### 1. Call to Order

##### a. Welcome & Introductions

R. Buffie convened the meeting at 3:01 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 was 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. Announcement re: College of Pharmacy & Acknowledgement of L. Raman-Wilms' Council Service

Announcement from the College of Pharmacy, Rady Faculty of Health Sciences, University of Manitoba regarding the resignation of L. Raman-Wilms as Dean, and her appointment as Dean, Faculty of Pharmaceutical Sciences, University of British Columbia, effective October 1, 2024, was circulated in advance of the meeting for information. R. Buffie acknowledged L. Raman-Wilms and her service as an ex-officio member of Council since October 2017.

*K. Hamilton joined the meeting at 3:05 pm.*

3. Approve Agenda

Consensus of Council is to approve the agenda as circulated.

4. Financial Planning - Approve 2025 Budget

The following documents were circulated in advance of the meeting:

- i. Briefing Note: 2025 Budget for Approval
- ii. 2024 Budget Draft (in excel format)
- iii. 2025 Schedule of Fees

The 2025 Budget draft has been developed according to the Budget Preparation Process and has gone through several reviews, including by the Finance Committee and Council.

At its first review on July 24, 2024, Council considered all background and supporting documents and asked for clarity/provided feedback on a number of items. At its meeting August 26, 2024, Finance Committee reviewed the feedback and provided responses for Council's consideration.

Finance Committee recommends Council approve a 2025 Budget and Schedule of Fees that includes:

- Various fee increases across the Schedule of Fees.
- Full implementation of initiatives with the Operational Plan to achieve the 2025-2028 Strategic Plan.
- A net projected deficit to achieve a balanced budget position.

Council discussed recently implemented fees for failure to file company changes and the impact of fees on the budget, and factors that contribute to trends and differences in projected deficits vs. actuals.

**MOTION 55/24**

**(K. Hunter/P. Sidhu)**

That the 2025 Budget be approved as presented.

## **CARRIED**

### 5. Shared Regulatory Building

In follow-up to discussion at the Council meeting on June 24, 2024, regarding the proposal for the CPhM to lease a shared space with other regulators, including the College of Registered Nurses of Manitoba (CRNM), information was circulated in advance of the meeting, including:

- Background information on CPhM's current building, 200 Tache Ave, including major repairs and replacements that are anticipated over the next 5 years.
- Office Market Survey of a number of property opportunities.
- Financial considerations, including valuation of 200 Tache Ave and estimated costs associated with construction/renovation of a new space.
- Functional Programming Review obtained from Grant Design Group Inc. to determine our current and future needs considering the nature of the work being done and number of employees working within a hybrid model.
- Companies file summaries of all businesses associated with the preferred new location.
- Draft lease agreement created for CRNM and shared for our input and consideration.
- Learnings from regulators in British Columbia who have adopted the "regulatory hub"/shared space model.
- Risk and benefit analysis.

Consensus of Council is to proceed in principle with the proposal to move to a shared building. Council requests further information, including a more detailed cost analysis, to be discussed at the Council meeting on September 27, 2024.

### 6. Meeting Adjournment

Consensus of Council is to adjourn the meeting at 4:13 pm.