



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Thursday 7th September 2023
4:00 p.m. to 6:00 p.m.

COUNCILORS

Jane Lamont, President
Ryan Buffie, Vice-President
Jennifer Ludwig, Executive Treasurer
Amanda Andreas, Public Representative
Don Himbeault, Public Representative
Donna Forbes, Public Representative
Liz Reimer, Public Representative
Tory Crawford, Public Representative (*joined at 4:47 pm*)
Teryl Moore, Pharmacist
Joanne Johnson, Pharmacist
Sonal Purohit, Pharmacist (*joined at 4:26 pm*)

COLLEGE STAFF

Kevin Hamilton, Registrar & Chief Executive Officer
Rani Chatterjee-Mehta, Deputy Registrar
Lori McKietruk, Director of Operations
Lindsay Henderson, Executive Assistant

REGRETS

Wendy Clark, Past President
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy
Alanna Doell, Pharmacist
Brendon Mitchell, Pharmacist

1. Call to Order

a. Welcome & Introductions

J. Lamont convened the meeting at 4:05 p.m. and welcomed everyone.

b. Acknowledging First Peoples and Traditional Territory

J. Lamont 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

J. Lamont 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. The following conflicts were declared:

5. Request for Pharmacy Manager at Two Licensed Pharmacies – J. Johnson

Council determined J. Johnson may participate in discussion and voting for this agenda item.

2. Approve Agenda

MOTION 80/23 (R. Buffie/J. Ludwig)

To approve the agenda as circulated

CARRIED

3. Approve 2024 Budget

The following documents were circulated in advance of the meeting:

- i. Briefing Note: 2024 Budget for Approval
- ii. 2024 Budget Draft (in excel format)

The 2024 Budget draft has been developed according to the Budget Preparation Process and has gone through several reviews, including by Finance Risk Management Committee, Council and Executive Committee.

At its first review on July 26, 2023, Council was in favour of a budget that would:

- Increase registrant and pharmacy licence fees, as incremental increases over successive years as opposed to raising fees significantly in a single year, to achieve a balanced budget.
- Place a heavier burden on pharmacy licence fees than registrant fees in any increases required to achieve a balanced budget over time.
- Budget for a deficit position in 2024, and across more years as necessary, to draw down on retained earnings to bring the actual retained earnings in line or slightly below maximum recommended levels, according to policy.
- Reduce expenditures by eliminating Strategic Plan initiatives that are related to on-going, legacy spending, as opposed to one-time, fixed spending to achieve strategic priorities. Initiatives that are in progress and have been funded in 2023 or prior, should continue to completion.

Council tasked the Finance & Risk Management Committee with specific items to revise the budget draft.

At its meeting August 17, 2023, the Finance & Risk Management Committee reviewed the items as requested by Council and considered several configurations of a Schedule of Fees in order to best fit with Council's vision for a five-year financial plan.

At its meeting on August 25, 2023, Executive Committee affirmed its support of the draft and recommended the 2024 Budget draft be approved as presented.

Council discussed retained earnings (unrestricted reserve funds) and the recommended amount the CPhM should carry, in relation to annual operating expenses, as per policy and best practices advised by Booke and Partners, CPA. Council also discussed reduced expenditures in 2024 and future years, as recommended by the Finance & Risk Management Committee, and the current 2023 financial position, with variances to the projected deficit position related to current and ongoing projects.

MOTION 81/23 (J. Ludwig/D. Forbes)

That the 2024 Budget be approved as presented.

CARRIED

4. Approval of Forms

Information regarding the annual approval of forms by Council and related bylaws was circulated in advance of the meeting. The oversight of forms, certificates, and other documents required for the purpose of administering the Pharmaceutical Act, the regulations, and the bylaws is an operational task that may effectively and efficiently be carried out by the Registrar & CEO. The new bylaw draft contemplates delegating this oversight to the Registrar & CEO. No issues were raised, regarding this provision, when Council reviewed the draft in July 2023.

Council has committed to functioning as a policy-driven, decision-making body. At its recent meeting, Executive Committee encouraged staff to identify areas within the organization that could be delegated to operations, in order to streamline processes in keeping with the move to policy-based governance.

MOTION 82/23 (D. Forbes/J. Ludwig)

To delegate the oversight of forms, certificates, or other documents as may be required for purpose of administering the Act, the regulations, or the by-laws to the Registrar & CEO, effective immediately. Any significant changes to forms, certificates, or other documents will continue to require Council approval.

CARRIED

S. Purohit joined the meeting at 4:26 p.m.

5. Request for Approval of Pharmacy Manager at Two Licensed Pharmacies

A formal proposal for Council's consideration to permit a single licensed pharmacist to temporarily manage two licensed pharmacies and information regarding related legislation were circulated in advance of the meeting.

T. Crawford joined the meeting at 4:47 p.m.

D. Forbes left the meeting at 5:00 p.m.

T. Moore left the meeting at 5:45 p.m.

MOTION 83/23 (T. Crawford/D. Himbeault)

To approve the request for a pharmacy manager at 2 locations for 1 year from date of approval. Any pharmacy manager changes or significant staffing changes at either pharmacy must be communicated to the CPhM immediately, at which time Council will reevaluate the approvals. Council acknowledges the commitment of the pharmacy manager to a minimum number of hours

spent on-site in each pharmacy and reminds the pharmacy manager of the expectation to adhere to standards of practice related to adequate supervision of a pharmacy by a pharmacy manager to ensure patient safety. Council advises the pharmacy manager that within the next year, both pharmacies are anticipated to be scheduled for routine inspections within the standard quality assurance inspection cycle.

CARRIED

6. Meeting Adjournment

MOTION 84/23 (R. Buffie)

To adjourn the meeting at 5:59 p.m.