



# 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

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**COUNCIL MEETING MINUTES  
MONDAY, FEBRUARY 10, 2014  
PHARMACY HOUSE – 200 TACHE AVENUE, WINNIPEG, MANITOBA**

**MEMBERS PRESENT:**

Kyle MacNair, President  
Kristine Petrasko, Vice President  
Shawn Bugden, Past President  
Neal Davies, Dean – Faculty of Pharmacy (arrived at 9:08 a.m.)  
Jennifer Ludwig  
Glenda Marsh  
Dinah Santos  
Kurt Schroeder  
Randy Stephanchew

**LAY MEMBERS:**

Donna Forbes  
Travis Giavedoni

**LIAISON MEMBERS:**

Patricia Caetano, Government Liaison (arrived at 10:25 a.m.)  
Brenna Shearer, MSP Liaison  
Amanda Wallack, Pharmacy Student Liaison (arrived at 12:15 p.m.)

**STAFF MEMBERS:**

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

**REGRETS:**

Lora Jaye Gray, CSHP Liaison  
Susan Lessard-Friesen, Deputy Registrar  
Geoff Namaka, Executive Treasurer

1. Convene
  - a) Welcome & introductions  
President MacNair convened the meeting at 9:00 a.m.
  - b) Declaration of Conflict  
No Council member indicated a conflict at the time of convening the meeting.



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## 2. Additions to Agenda and Approval of the Agenda

The Council meeting agenda was circulated in advance of the meeting. The following was added to the agenda.

Under 11.b. – Motion for University of Manitoba Faculty of Pharmacy Levy

**MOTION #1 – MOVED BY GLENDA MARSH, SECONDED BY DONNA FORBES THAT the agenda, with additions, be approved.**

**CARRIED**

## 3. Approval of Council Meeting Minutes

### a) November 15, 2013, Special Council Meeting

The draft of the November 15, 2013, Special Council Meeting minutes was circulated in advance of the meeting.

**MOTION #2 – MOVED BY KURT SCHROEDER, SECONDED BY DONNA FORBES THAT the minutes of the November 15, 2013, Special Council meeting be approved.**

**CARRIED**

### b) December 9, 2013, Council Meeting

The draft of the December 9, 2013, Council Meeting minutes was circulated in advance of the meeting.

**MOTION #3 – MOVED BY SHAWN BUGDEN, SECONDED BY JENNIFER LUDWIG THAT the minutes of the December 9, 2013, Council meeting be approved.**

**CARRIED**

## 4. Business Arising from Minutes

The Business Arising from the minutes of the November 15, 2013, and the December 9, 2013, Council meetings was circulated in advance of the meeting.

Neal Davies arrived at 9:08 a.m.

**MOTION #4 – MOVED BY DONNA FORBES, SECONDED BY GLENDA MARSH THAT the Business Arising from the Minutes of the November 15, 2013, and the December 9, 2013, Council Meetings be approved.**

**CARRIED**



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The Business Arising Report from the April 6, 2013, Annual General Meeting to the April 26, 2014, Annual General Meeting was circulated in advance of the meeting.

**MOTION #5 – MOVED BY DINAH SANTOS, SECONDED BY JENNIFER LUDWIG THAT** the Business Arising Report from the April 6, 2013, Annual General Meeting to the April 26, 2013, Annual General Meeting be accepted for presentation at the Annual General Meeting, with amendments.

## CARRIED

### 5. Correspondence

#### a) On Board

- 1) Copy of correspondence from the Manitoba Ombudsman dated January 20, 2014, addressed to Ms. Donna Hill, Executive Director of the Legislative Unit at Manitoba Health, and related to 24 letters of complaint from individuals who feel aggrieved by changes to the occupation of pharmacy technician in the province of Manitoba;
- 2) Correspondence from Manitoba Health, Healthy Living and Seniors dated February 7, 2014, addressed to “Dear Pharmacist” and related to pharmacist administration of vaccines in Manitoba;
- 3) Correspondence from Dr. Neal Davies, Professor and Dean, University of Manitoba, Faculty of Pharmacy, expressing gratitude for the financial support provided by the members of the Manitoba Pharmaceutical Association;
- 4) Correspondence from Registrar Guse, addressed to Ms. B. Melvin-Harder, Coordinator for the Patient Utilization Review Committee (PURC), indicating that Council recommends Ms. Barbara Scheuneman to PURC;
- 5) Correspondence from Ms. Lori Kroeker, Executive Director, Health Workforce Secretariat, at Manitoba Health, addressed to Ms. Barbara Scheuneman, dated January 22, 2014, and confirming Ms. Scheuneman’s appointment to the Patient Utilization Review Committee;
- 6) Correspondence from Ms. Lori Kroeker, Executive Director, Health Workforce Secretariat, at Manitoba Health, addressed to Mr. Rem Weiss, dated January 22, 2014, and expressing appreciation for Mr. Weiss’ participation on the Patient Utilization Review Committee;
- 7) Greeting card from Ms. Jaclyn Deonarine expressing gratitude for being named the recipient of the William G. Eamer / MPhA Scholarship award;
- 8) Greeting card from Ms. Janice Neufeld expressing gratitude for being named the recipient of a William G. Eamer / MPhA Scholarship;



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- 9) Correspondence from Ms. Jessica Holben, addressed to Mr. William Eamer, expressing gratitude for making the Student Excellence in Pharmacy financial scholarship available;
- 10) Correspondence from the University of Manitoba Pharmacy Student Association and Canadian Association of Pharmacy Students and Interns expressing appreciation for the contribution to and attendance at the 2013 Mr. Pharmacy Pageant;
- 11) NAPRA News Release dated January 16, 2014, and entitled, “National Pharmacy Technician Bridging Program Enters Second Semester;”
- 12) Canadian Foundation for Pharmacy News Release dated January 7, 2014, and entitled, “CFP announces \$25,000 Innovation Fund Grant, Pfizer matches donation. Grant to support Manitoba Pharmacists Smoking Cessation Project;”
- 13) Canadian Council on Continuing Education in Pharmacy’s Annual Report for 2012-2013;
- 14) Copy of signed contract between the College and MTS for the purchase of a new telephone system;
- 15) Copy of signed Basic Access Service Agreement between the College and MTS;
- 16) MTS’ Project Implementation and Service Assurance Guide related to the new telephone system;

b) Listed  
None.

## 6. Registrar's Report

The Registrar’s Report for the February 10, 2014, Council Meeting was circulated in advance of the meeting.

**MOTION #6 – MOVED BY KURT SCHROEDER, SECONDED BY KRISTINE PETRASKO THAT** the Registrar’s Report for the February 10, 2014, Council Meeting be accepted for information.

**CARRIED**

The Registrar’s Report to the April 26, 2014, Annual General Meeting was circulated in advance of the meeting.

**MOTION #7 – MOVED BY GLENDA MARSH, SECONDED BY KURT SCHROEDER THAT** the Registrar’s Report to the Annual General Meeting be accepted for presentation at the Annual General Meeting.



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## CARRIED

### 7. Deputy Registrar's Report

The Deputy Registrar's Report for the February 10, 2014, Council Meeting was circulated in advance of the meeting.

**MOTION #8 – MOVED BY KURT SCHROEDER, SECONDED BY TRAVIS GIAVEDONI THAT the Deputy Registrar's Report to Council be accepted for information.**

## CARRIED

The Deputy Registrar's Report to the April 26, 2014, Annual General Meeting was circulated in advance of the meeting.

**MOTION #9 – MOVED BY KRISTINE PETRASKO, SECONDED BY DONNA FORBES THAT the Deputy Registrar's Report to the Annual General Meeting be accepted for presentation at the Annual General Meeting.**

## CARRIED

### 8. Liaison Reports:

#### a) Pharmacy Examining Board of Canada (PEBC)

The PEBC Report for the Annual General Meeting was circulated in advance of the meeting.

**MOTION #10 - MOVED BY SHAWN BUGDEN, SECONDED BY KURT SCHROEDER THAT the PEBC Report for the Annual General Meeting be accepted for presentation at the Annual General Meeting.**

## CARRIED

#### b) Faculty of Pharmacy

The Faculty of Pharmacy Report to the Annual General Meeting, along with the University of Manitoba Pharmacy Students' Association Senior Co-Stick Report to the Annual General Meeting, were circulated in advance of the meeting.

**MOTION #11 – MOVED BY NEAL DAVIES, SECONDED BY GLENDA MARSH THAT the Faculty of Pharmacy Report, along with the University of Manitoba Senior Co-Stick Report, to the Annual General Meeting be accepted for presentation at the Annual General Meeting.**

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- c) Canadian Society of Hospital Pharmacists (CSHP)

The CSHP liaison report to Council was circulated in advance of the meeting.

**MOTION #12 – MOVED BY KURT SCHROEDER, SECONDED BY JENNIFER LUDWIG THAT the CSHP report be accepted for information.**

**CARRIED**

- d) Faculty of Pharmacy Student

The Faculty of Pharmacy Student report to Council was circulated in advance of the meeting.

**MOTION #13 – MOVED BY SHAWN BUGDEN, SECONDED BY KRISTINE PETRASKO THAT the Faculty of Pharmacy Student report be accepted for information.**

**CARRIED**

President MacNair turned the Chair over to Vice President Petrasko

- e) NAPRA

The NAPRA Report to Council was circulated in advance of the meeting.

**MOTION #14 - MOVED BY KYLE MACNAIR, SECONDED BY JENNIFER LUDWIG THAT the NAPRA Report to Council be accepted for information.**

**CARRIED**

The NAPRA Report to the Annual General Meeting was circulated in advance of the meeting.

**MOTION #15 – MOVED BY KYLE MACNAIR, SECONDED BY SHAWN BUGDEN THAT the NAPRA Report to the Annual General Meeting be accepted for presentation at the Annual General Meeting.**

**CARRIED**

Vice President Petrasko returned the chair to President MacNair.

- f) Manitoba Society of Pharmacists



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The Manitoba Society of Pharmacists report to Council was circulated in advance of the meeting.

**MOTION #16 – MOVED BY SHAWN BUGDEN, SECONDED BY JENNIFER LUDWIG THAT** the Manitoba Society of Pharmacists report to Council be accepted for information.

**CARRIED**

Dr. Patricia Caetano arrived at 10:25 a.m.

- g) Manitoba Health Patricia Caetano  
Dr. Caetano provided a verbal report at the meeting.

9. Committee Reports:

President MacNair turned the chair over to Vice President Petrasko.

- a) Executive Committee  
The Executive Committee report to Council, including the budget update, was circulated in advance of the meeting.

**MOTION #17 – MOVED BY KYLE MACNAIR, SECONDED BY SHAWN BUGDEN THAT** the Executive Committee report to Council be accepted for information.

**CARRIED**

Break: 10:30 a.m. – 10:40 a.m.

Vice President Petrasko returned the chair to President MacNair.

- b) Professional Development Committee  
The Professional Development Committee report to Council was circulated in advance of the meeting.

**MOTION #18 – MOVED BY KRISTINE PETRASKO, SECONDED BY GLENDA MARSH THAT** the Professional Development Committee report be accepted for information.

**CARRIED**



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The Professional Development Committee report to the Annual General Meeting was circulated in advance of the meeting.

**MOTION #19 – MOVED BY KRISTINE PETRASKO, SECONDED BY SHAWN BUGDEN THAT** the Professional Development report to the Annual General Meeting be accepted for presentation at the Annual General Meeting.

**CARRIED**

Lunch Break: 12 noon to 1:00 p.m.

Patricia Caetano left the meeting at the lunch break and did not return for the afternoon session.

Faculty of Pharmacy Student Liaison Amanda Wallack arrived at 12:15 p.m.

c) Standards of Practice Committee

The Standard of Practice Committee report to Council was circulated in advance of the meeting.

**MOTION #20 – MOVED BY KURT SCHROEDER, SECONDED BY DINAH SANTOS THAT** the Standards of Practice report be accepted for information.

**CARRIED**

**MOTION #21 – MOVED BY KURT SCHROEDER, SECONDED BY DONNA FORBES THAT** the draft practice direction entitled, “Termination of Relationship with Patient” be approved for member and stakeholder consultation.

**CARRIED**

**MOTION #22 – MOVED BY KURT SCHROEDER, SECONDED BY GLENDA MARSH THAT** the draft practice direction entitled “Supervision” be approved, with an amendment, for member and stakeholder consultation.

**CARRIED**

**MOTION #23 – MOVED BY KURT SCHROEDER, SECONDED BY JENNIFER LUDWIG THAT** Council accepts the recommendation of the Standards of Practice Committee that practice directions are not needed for “Technology” and “Continued Care Prescriptions” in 2014.

**CARRIED**





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The Standards of Practice Report to the Annual General Meeting was circulated in advance of the meeting.

**MOTION #24 – MOVED BY KURT SCHROEDER, SECONDED BY DINAH SANTOS THAT** the Standards of Practice Report to the Annual General Meeting be accepted for presentation at the Annual General Meeting.

**CARRIED**

d) Board of Examiners

The Board of Examiners report to Council was circulated in advance of the meeting.

**MOTION #25 – MOVED BY NEAL DAVIES, SECONDED BY SHAWN BUGDEN THAT** the Board of Examiners report to Council be accepted for information.

**CARRIED**

The Board of Examiners report to the Annual General Meeting was circulated in advance of the meeting.

**MOTION #26 - MOVED BY NEAL DAVIES, SECONDED BY GLENDA MARSH THAT** the Board of Examiners report to the Annual General Meeting be accepted for presentation at the Annual General Meeting.

**CARRIED**

e) Discipline Committee

The Discipline Committee report was circulated in advance of the meeting.

f) Awards & Nominating Committee

The Awards & Nominating Committee report to Council was circulated in advance of the meeting.

**MOTION #27 – MOVED BY SHAWN BUGDEN, SECONDED BY DINAH SANTOS THAT** the recommendations of the Awards & Nominating Committee be approved by Council.

**CARRIED**

Council suggested that the notice for nominations for next year include a limitation of 10 pages.



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g) Governance Committee

The Governance Committee report to the Annual General Meeting was circulated in advance of the meeting.

**MOTION #28 – MOVED BY SHAWN BUGDEN, SECONDED BY KRISTINE PETRASKO THAT** the Governance Committee report to the Annual General Meeting be accepted, with an amendment, for presentation at the Annual General Meeting.

**CARRIED**

h) Finance & Risk Management Committee

President MacNair reported that the 2013 Audited Financial Statements, as prepared by Grant Thornton, will be circulated and approved via email.

10. Unfinished Business

a) Regulations and Implementation Update

(i.) Approval of Certificates of Authorization

- a) Administration of Injections
- b) Prescribe a Drug included in Schedule 3 to the Pharmaceutical Regulation (not including Smoking Cessation)
- c) Prescribe a Drug included in Schedule 3 to the Pharmaceutical Regulation for Smoking Cessation

The draft certificates for the above referenced programs were circulated in advance of the meeting.

**MOTION #29 – MOVED BY SHAWN BUGDEN, SECONDED BY KURT SCHROEDER THAT** Council approve the Certificates of Authorization for the following initiatives:

- a) Administration of Injections
- b) Prescribing a Drug included in Schedule 3 to the Pharmaceutical Regulation (not including Smoking Cessation), and
- c) Prescribing a Drug included in Schedule 3 to the Pharmaceutical Regulation for Smoking Cessation

**CARRIED**

(ii.) Approval of Practice Directions

- a) Clinical Pharmacy Practice



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The draft practice direction entitled “Clinical Pharmacy Practice” was circulated in advance of the meeting.

**MOTION #30 – MOVED BY KURT SCHROEDER, SECONDED BY GLENDA MARSH THAT the practice direction entitled, “Clinical Pharmacy Practice” be approved for implementation.**

**CARRIED**

- (iii.) Approval of Applications
- a) New Community Pharmacy
  - b) New Clinical Pharmacy
  - c) Registration as a Student
  - d) External Dispensing Pharmacy Component
  - e) Intern Application
  - f) Set fees for Temporary Licensure
  - g) Authorization to Prescribe a Drug included in Schedule 3 to the Pharmaceutical Regulation (not including Smoking Cessation)
  - h) Authorization to Prescribe a Drug included in Schedule 3 to the Pharmaceutical Regulation for Smoking Cessation

The above referenced draft applications were circulated in advance of the meeting.

**MOTION #31 – MOVED BY KRISTINE PETRASKO, SECONDED BY JENNIFER LUDWIG THAT the following applications be approved as presented:**

New Community Pharmacy, New Clinical Pharmacy, Registration as a Student, External Dispensing Pharmacy Component, Authorization to Prescribe a Drug included in Schedule 3 to the Pharmaceutical Regulation (not including Smoking Cessation), and Authorization to Prescribe a Drug included in Schedule 3 to the Pharmaceutical Regulation for Smoking Cessation.

**CARRIED**

**MOTION #32 – MOVED BY NEAL DAVIES, SECONDED BY DONNA FORBES THAT the Intern Application be approved with amendments.**



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**CARRIED**

**MOTION #33 – MOVED BY SHAWN BUGDEN, SECONDED BY KRISTINE PETRASKO THAT the fee associated with the Temporary Licensure application be \$100.00.**

**CARRIED**

- (iv.) Code of Ethics – Descriptive Document  
Past President Bugden distributed copies of the Code of Ethics Descriptive Document at the meeting.

**MOTION #34 – MOVED BY SHAWN BUGDEN, SECONDED BY JENNIFER LUDWIG THAT the preamble and obligations descriptive document for the Code of Ethics be approved.**

**CARRIED**

- b) International Prescription Service Pharmacy  
The lawsuit remains outstanding. The Registrar provided a verbal update on recent efforts between legal counsel during an in camera session.
11. New Business
- a) Ratification of Preceptor Approvals  
A list of newly approved preceptors was circulated in advance of the meeting.

**MOTION #35 – MOVED BY SHAWN BUGDEN, SECONDED BY GLENDA MARSH THAT Council ratifies the list of newly approved preceptors.**

**CARRIED**

- b) Annual General Meeting  
The agenda and order of business for the 2013 Annual General Meeting were circulated in advance of the meeting. The Registrar provided a copy of the members' motion for the levy benefitting the Faculty of Pharmacy.

**MOTION #36 – MOVED BY GLENDA MARSH, SECONDED BY JENNIFER LUDWIG THAT the Registrar prepare and distribute the agenda and order of business for the 2014 Annual General Meeting.**

**CARRIED**



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**MOTION #37 – MOVED BY GLENDA MARSH, SECONDED BY JENNIFER LUDWIG THAT** Council approve the University of Manitoba Faculty of Pharmacy levy on the pharmacist license be included in the Annual General Meeting agenda as a pre-circulated motion.

**CARRIED**

c) Council Election 2014

Copies of the blank Council nomination form and biographical sketch form were distributed at the meeting.

d) Strategic Plan Update

The Registrar provided a copy of the Strategic Plan update at the meeting and led conversation on the Strategic Plan update.

Liaison members Brenna Shearer and Amanda Wallack left the meeting at 2:45 p.m. in advance of an In Camera Session.

e) In Camera Session

Council moved to an in camera session at 2:45 p.m. Staff were invited to remain in the meeting.

Council moved to a regular session.

**MOTION #38 – MOVED BY DINAH SANTOS, SECONDED BY RANDY STEPHANCHEW THAT,** because the member achieved the required competencies, the appellant related to the Application for Certification for the Administration of Injections be approved by Council.

**CARRIED**

**MOTION #39 – MOVED BY KURT SCHROEDER, SECONDED BY DINAH SANTOS THAT** Council directs the Assistant Registrar for Professional Development to revisit the wording related to the requirements for the administration of injections and bring a recommendation to the next Council meeting.

**CARRIED**

Dr. Neal Davies left the meeting at 3:15 p.m.

Council moved in camera. Staff were invited to remain.



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Council moved to a regular session.

**MOTION #40 – MOVED BY KURT SCHROEDER, SECONDED BY GLENDA MARSH THAT** the appellant to reduce the number of days that the pharmacy is open per week from four to three be denied.

**CARRIED**

Council moved in camera. Assistant Registrar Todd Mereniuk left the meeting at 3:25 p.m.

Council moved to a regular session.

**MOTION #41 – MOVED BY KRISTINE PETRASKO, SECONDED BY SHAWN BUGDEN THAT,** because the candidate meets the NAPRA qualifications for instructors, with the exception of being a registered pharmacy technician in Manitoba, Council supports Winnipeg Technical College hiring a non-pharmacist as the instructor for the professional practice course of the pharmacy technician bridging program with the stipulation that the instructor be registered with the College within one year from the time of the College's ability to issue registration certificates.

**CARRIED**

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

Council returned to a regular session.

The Registrar and Executive Assistant were asked to leave the meeting at 3:45 p.m.

Council moved in camera.

Council returned to a regular session. Registrar Guse returned to the meeting at 4:00 p.m. The Executive Assistant did not return to the meeting. Council moved in camera at 4:00 p.m.

Council returned to a regular session.

**MOTION #42 – MOVED BY DONNA FORBES, SECONDED BY KRISTINE PETRASKO THAT** all nominations for Council will be reviewed by the office for



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completeness. Should it be needed, information will be confirmed using the records of the College. Clarification, when needed, will be done by the Registrar directly with the nominee, consistent with past practice.

**CARRIED**

Randy Stephanchew left the meeting at 4:10 p.m.

Council moved in camera.

Council moved to a regular session.

**MOTION #43 – MOVED BY GLENDA MARSH, SECONDED BY KURT SCHROEDER THAT the meeting adjourn.**

**CARRIED**

The meeting adjourned at 4:30 p.m.