



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
Monday, June 26th, 2023
9:00 a.m. to 4:30 p.m.

COUNCILORS

Jane Lamont, President
Ryan Buffie, Vice President
Jennifer Ludwig, Executive Treasurer (*virtual*)
Don Himbeault, Public Representative
Donna Forbes, Public Representative
Tory Crawford, Public Representative
Alanna Doell, Pharmacist
Elizabeth Reimer, Public Representative (*virtual*)
Brendon Mitchell, Pharmacist (*virtual, joined at 9:14 am*)

LIAISONS TO COUNCIL

Tanjit Nagra, Pharmacists Manitoba Liaison (*virtual, joined at 9:07 am*)

COLLEGE STAFF

Kevin Hamilton, Registrar & Chief Executive Officer
Rani Chatterjee-Mehta, Deputy Registrar
Lori McKietiuik, Director of Operations
Kim McIntosh, Assistant Registrar, Qualifications and Practice Development (*virtual*)
Chris Louizos, Assistant Registrar, Quality Assurance & Field Operations (*virtual*)
Brent Booker, Assistant Registrar, Review & Resolution (*virtual*)
Kevin Chaboyer, Quality Assurance and Field Officer (*virtual*)
Arleigh Andrushak, Quality Assurance and Field Officer (*virtual, joined at 9:34 am*)
Emily Kaminsky, Practice Consultant (*virtual*)
Lindsay Henderson, Executive Assistant
Anja Sadovski, Communications Coordinator (*virtual*)
Eunice Valencia, Summer Student (*virtual*)

REGRETS

Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy
Sonal Purohit, Pharmacist
Teryl Moore, Pharmacist
Wendy Clark, Past President
Amanda Andreas, Public Representative
Leah Pritchett, CSHP-Manitoba Branch Liaison to Council
Cecile Ngai, Pharmacy Technician Liaison
Michelle Baier, College of Pharmacy Student Liaison

1.0. Call to Order

1.1.a. Welcome & Introductions

President J. Lamont convened the meeting at 9:04 a.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 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- centered 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. The following conflicts were declared:

5.5.c. Extended Practice Pharmacist Annual Renewal Fees – A. Doell.

Council determined A. Doell shall refrain from voting on this agenda item.

6.1.a. Update on Exemption to Sterile Compounding Deadline – J. Lamont

6.1.c. Dual Pharmacy Manager Exemption Request – J. Lamont

T. Nagra joined the meeting at 9:07 am.

1.2. President's Remarks

J. Lamont provided opening remarks to Council, speaking to upcoming in-person meetings and events of Council, social media and technology related to meetings.

1.3. Regulatory Trends & Readings

A two-part series of articles regarding means regulators use to measure their regulatory performance was circulated in advance of the meeting and reviewed by Council.

2.0. Consent Agenda Items

The following items are accepted by consensus of Council:

- 2.1. Approve Agenda
- 2.2. Approve Meeting Minutes & Motions
 - a. May 1, 2023
 - c. Ratification of Email Motions
- 2.3. Operations Update
 - a. Operations Report
- 2.4. Committee Reports
 - a. Executive Committee
 - b. Finance & Risk Management Committee
 - i. Financial Report & Monitoring
 - d. Governance Committee
 - e. Board of Examiners
 - f. Complaints Committee
 - g. Discipline Committee
 - l. EPPH Consultation Review Ad-Hoc Committee
 - m. Quality Prescribing Working Group
- 2.5. Liaison Reports
 - b. University of Manitoba College of Pharmacy
 - c. Canadian Society of Hospital Pharmacists (CSHP)
 - f. Pharmacy Technician
- 2.6. Correspondence
 - a. Letter from S. Lessard-Friesen
 - b. Email from J. Coates
- 2.7. For Information
 - a. Updates to MAID Document

B. Mitchell joined the meeting at 9:14 am.

3.0. Items for Discussion

The following items from the consent portion of the agenda were identified by Council for discussion:

3.1. Operations Report

Council received a verbal update on the transition to a new data management system service provider and technology upgrades to support hybrid meetings.

3.2. Discipline Report

Council received a verbal update on the progress of current matters before the Discipline Committee.

4.0. Standing Items

4.1. Results of Council Evaluations from May 1, 2023

The Council member evaluations from the May 1, 2023, meeting were circulated in advance of the meeting and reviewed by Council.

4.2. Registrar & Chief Executive Officer's Report

a. Action Items Arising from Last Meeting

A summary of action items arising from the minutes of the May 1, 2023, meeting was circulated in advance of the meeting for information.

b. National Association of Pharmacy Regulatory Authorities (NAPRA)

Information regarding the NAPRA 2023 Board of Directors Meeting and Annual Meeting of Members, attended by Registrar K. Hamilton and President J. Lamont, was circulated in advance of the meeting for information.

A. Andrushak joined the meeting at 9:34 am.

4.3. Strategic Plan Report

The CPhM Strategic Plan 2021-2024 Framework, Timeline, and Operational Plan as of Q2 2023 were circulated in advance of the meeting for information, including the new dashboard format of reporting.

a. Strategic Plan Priority III – Inducements Update

Report from the Strategic Plan Priority III – Inducements Working Group and results of the recent banning inducements survey sent to all registrants were circulated in advance of the meeting. A verbal report was provided on identification and availability of evidence of safety improvements data related to the prohibition of prescription inducements and the current strategic engagement and outreach plan implemented by MDR Strategies. Consensus of Council is to proceed with the following recommendations from the working group:

- 1) Impose a ban on the offering of inducements for prescription drugs as well as pharmacy services, such as immunizations/administration of vaccines, prescribing for minor ailments/prescribing, in the interest of public safety and ethical considerations. The working group determined that the overall offering of inducements in connection with prescription drugs and pharmacy services brings forward both ethical concerns and patient safety risks, having the potential to negatively impact the quality of care.
- 2) A ban on inducements should include a definition of inducements, including any noted exemptions from the ban. The working group recommends:
 - a. OTC drugs including Schedule 2, Schedule 3 and Unscheduled drugs not provided under a prescription be exempted from the ban on inducements. Similar to the direction outlined by the Alberta College of Pharmacy (ACP) in their ban on inducements, the offering of inducements for any healthcare product/aid/device/non-prescription product (such as Schedule 2 or Schedule 3 drugs) where the professional services of a pharmacist are required will be prohibited. As the sale of Schedule 2 drugs requires the involvement of a pharmacist for assessment and consultation, Schedule 2 OTC drugs will be excluded.
 - b. A ban on inducements should include all incentive programs, including loyalty points programs, Co-Op patronage returns, coupons, rewards, cash, gifts, etc.
 - c. Additional explanatory information would be very helpful if outlined in a guidance document / FAQ.

- d. In consideration of some of the survey comments, the working group made note that the focus on upholding financial/economic stability of patients/public through inducement program offerings is not within the mandate or jurisdiction of CPhM.
 - 3) An amendment to section 87 of The Pharmaceutical Regulation (Regulation). As the offering of inducements for prescription drugs is addressed in the Regulation, any ban on inducements will require legislative amendment.
 - 4) Further research and sourcing of methods for measuring patient safety outcomes pre- and post-inducements ban.
- b. Proposal for Facilitated Council Session

To support the successful implementation of strategic priority #1, staff have sourced a facilitator, who is an Indigenous elder and cultural advisor within the lands of British Columbia, willing to assist the CPhM with a facilitated Council session. A proposed outline for three to five, half day workshops, held in-person over two days, and feedback from Executive Committee was circulated in advance of the meeting. Consensus of Council is support of the proposed outline as circulated.

c. Council Forum – Seven Regulatory Improvements

In review of government relations strategies in connection with the goal to ban inducements at its last meeting, Executive Committee discussed how the CPhM may apply similar concepts and approaches to the proposed regulation amendments, or “Seven Regulatory Improvements”, which Council first brought forward for government consideration in 2019 to allow pharmacists to better work to their full scope of practice and provide safer and more effective care to patients. Council participated in an open forum discussion in response to several questions posed by Executive Committee. Consensus of Council is support of this initiative as a continued priority. Council recommends that considering the landscape of health care has changed since development of the “Seven Regulatory Improvements”, the presentation and grouping of proposed amendments should be updated and considerations be made in stakeholder and government relations and communications.

5.0. Business Arising/New Business

5.1. Community Pharmacy Security/Patient Safety & Time-Delayed Narcotic Safes

In follow-up to the Council decision authorizing a public consultation on draft amendments to the Pharmacy Facilities Practice Direction that would require community pharmacies store narcotic and controlled drugs in a time-delayed safe, consultation responses and analysis of the consultation feedback were circulated in advance of the meeting for Council’s consideration towards a final decision on the amended Practice Direction.

MOTION 63/23

(A. Doell/D. Forbes)

To approve the draft Pharmacy Facilities Practice Direction as circulated.

Opposed: J. Ludwig

CARRIED

Council further recommends a robust communications plan to address concerns and questions received in the consultation responses.

5.2. Quality Indicators Advisory Committee – Terms of Reference

Draft amendments to the Quality Indicators Advisory Committee Terms of Reference, originally approved by Council on May 7, 2021, were circulated in advance of the meeting for consideration. With the ongoing governance review, development of a new draft committee template by the Governance Committee, and the pending formation of the committee, this poses an opportune time to reconsider the current Terms of Reference, with focus on modernizing for the soon to be established Quality Indicators Advisory Committee.

MOTION 64/23 (R. Buffie/T. Crawford)

To approve the amended Quality Indicators Advisory Committee Terms of Reference as circulated.

CARRIED

5.3. Social Media Policy & Terms of Use

A draft Social Media Policy, that sets out guidelines of use for staff and volunteers, and draft Social Media Terms of Use, which are terms and conditions set out for people who choose to communicate with or about CPhM using the social media channels established by CPhM, were circulated in advance of the meeting for consideration. The documents were developed in collaboration with communications consultants and revised following review and input from Executive Committee.

MOTION 65/23 (R. Buffie/A. Doell)

To approve the Social Media Policy and Social Media Terms of Use as circulated.

CARRIED

5.4. Council & Committee Composition & Relations

a. Council Resignation

Correspondence from President J. Lamont related to the resignation of Council member K. Petrasko, information on bylaws applicable to filling a vacant Council position, and resume of a potential candidate for appointment were circulated in advance of the meeting.

MOTION 66/23 (J. Ludwig/R. Buffie)

To appoint Ms. Joanne Johnson as Council member in District 2 for the remainder of the 2022-2024 Council term.

CARRIED

b. Committee Appointments

Council reviews the roster of committee appointments on an annual basis, based on recommendations from Executive Committee, and makes appointments as necessary. The current Roster of Committee Appointments with recommendations from Executive

Committee for appointments and reappointments were circulated in advance of the meeting.

MOTION 67/23 (D. Forbes/R. Buffie)

To appoint or reappoint the following individuals for a two-year term, until June 2025, unless otherwise stated:

- Discipline Committee – Britt Kural (until June 2024)
- Complaints Committee – Barbara Sproll, Michael Sloan
- Board of Examiners – Leah Pritchett, Donald Himbeault
- Finance & Risk Management – Tory Crawford, Julia Walker, Kathy Hunter
- Audit Committee – Bill Eamer (Chair until June 2024), Tory Crawford, Julia Walker, Kathy Hunter
- Extended Practice Advisory Committee – Donald Himbeault, Donna Forbes, Tory Crawford
- Quality Assurance Committee – Anuoluwapo Okunnu (Chair)
- Standards of Practice Division – Robin Hidlebaugh (Chair), Tim Smith, Carla Pensack, Alan Lawless
- Safety IQ Advisory Committee – Wendy Simoens
- University of Manitoba, College of Pharmacy Student Liaison to Council – Shaelyn Gustafson
- Health Information Privacy Committee – Chris Louizos

CARRIED

c. Committee Evaluation Processes

At its last meeting, Executive Committee discussed possible changes and improvements to committee evaluation processes and requested that Council consider the effectiveness of the process in its current format. Information including questions for Council's consideration brought forward by Executive Committee was circulated in advance of the meeting. Since implementation of the committee evaluation process, Council has undertaken a more refined approach to committee appointments, including adopting an Expression of Interest process and further consideration of background and expertise to meet the needs of committees, as outlined in committee Terms of Reference. Consensus of Council is the following:

- Consideration should be made to frame questions that are specific to a committee's Terms of Reference and that assist Council in confirming a committee is meeting its objectives.
- Anonymous surveys to chairs and committee members should be sent once a year, with a format of open-ended questions.
- The verbal committee evaluation process at each meeting should be discontinued.
- More robust training for committee chairs should be explored and a chair evaluation process established.

T. Nagra, C. Louizos and D. Forbes left the meeting at 12:36 pm.

5.5. Extended Practice Pharmacist Consultation Review Ad-Hoc Committee

In review of responses to the Extended Practice Pharmacist (EPPh) consultation sent to all registered pharmacists in September 2021, the Extended Practice Pharmacist (EPPh) Consultation Review Ad-Hoc Committee has been considering recommendations based upon the comments and findings, with the goal to decrease barriers for all EPPhs and to facilitate the attainment of the EPPh designation within the current legislative framework, while still ensuring patient safety and improving patient outcomes.

a. Extended Practice Pharmacist Application Form Recommended Revisions

The EPPh Application Form with suggested revisions from the EPPh Consultation Review Ad-Hoc Committee that attempt to reduce barriers for applicants was circulated in advance of the meeting. The Board of Examiners reviewed these revisions and recommends that Council approve the revised form.

MOTION 68/23 (B. Mitchell/R. Buffie)

To approve the revisions to the Extended Practice Pharmacist Application Form as circulated. **The statements on the application form related to practice hour acceptance prior to, during, and after certification/qualification program completion will be modified accordingly.**

CARRIED

b. Pharmacist Specialty Practice Hour Requirement for Extended Practice Pharmacist Designation

Information regarding specialty practice hour requirements for EPPh designation was circulated in advance of the meeting. As per a previous decision by the Board of Examiners, completion of these practice hours must be after receiving certification or completing an approved program, which has led to barriers and delays in EPPh licensure for pharmacists who have met the practice hour requirement prior to completing their specialty qualification, without any proven patient safety benefits. The EPPh Consultation Review Ad-Hoc Committee requested the Board of Examiners consider changing the requirement for all these hours to be completed post-certification or qualification program. While the Board of Examiners has approved this change, Council must adapt its previous motion regarding acceptance of certification/education programs under Section 96(g) of the Pharmaceutical Regulation.

MOTION 69/23 (R. Buffie/B. Mitchell)

To allow the 1000 practice hours in the two years prior (or the 5000 hours in the five years prior) requirement for registration as an EPPh, for all programs listed in Section 96 of the Pharmaceutical Regulation and all Council-approved programs, to be completed prior to, during, or post-completion of the qualification certification/program, provided that all hours are completed as a fully licensed pharmacist practicing independently and autonomously.

** Practice hours completed during entry to practice PharmD rotations, internships, residency, MSc., Ph.D., bridging Pharm D program are not considered independent and autonomous by the Board of Examiners.*

CARRIED

A. Sadovski left the meeting at 12:45 pm.

D. Forbes joined the meeting at 12:45 pm.

c. Extended Practice Pharmacist Annual Renewal Fees

The EPPH Consultation Review Ad-Hoc Committee identified a financial barrier to maintaining EPPH status related to the annual renewal fees. Recommendation to remove the annual renewal fee specific to EPPHs and related information was circulated in advance of the meeting. Council considered options for changes to initial and annual application fees, and consensus was more information and forecasting is required with respect to budgeting and entry-to-practice PharmD graduates.

MOTION 70/23 (J. Ludwig/R. Buffie)

To refer the recommendation regarding EPPH renewal fees to the Finance & Risk Management Committee for consideration and review. More information will be provided once the EPPH Consultation Review Ad-Hoc Committee reviews and provides recommendations on EPPH quality assurance and evaluation processes.

Abstained: A. Doell

CARRIED

5.6. Quality Prescribing Review Working Group

The College of Physicians and Surgeons of Manitoba (CPSM) Quality Prescribing Review Working Group last met in May 2023, and has considered and made recommendations on matters related to methods of prescription transmission, the Health Canada subsection 56(1) exemption, the M3P drug list and form, and updating Joint Statements and CPSM documents.

a. Repealing of Joint Statements

The CPSM is in the process of reviewing and updating their documents and recommends repeal of two documents created in collaboration with the CPhM; the CPSM Practice Direction on Dispensing Physicians and the joint statement on Prescribing Practices: Doctor/Pharmacist Relationships. Information regarding the recommended changes and the draft CPSM Prescribing Requirement Standard of Practice, that includes sections of the Doctor/Pharmacist Relationships document deemed relevant by the Quality Prescribing Review Working Group, were circulated in advance of the meeting.

Council provided the following feedback on the Draft CPSM Standard of Practice on Prescribing Requirements:

- Correction to numbering on section 4.2. required.
- Section 8.1.2. not applicable to hospital prescriptions/practice.
- Broader definition of hospital pharmacy required to encompass all types of facilities.

MOTION 71/23 (A. Doell/R. Buffie)

That Council recommend the Joint Statement between CPhM and CPSM titled Prescribing Practices: Doctor/Pharmacist Relationships be repealed. This will be sent out for consultation with members and interested parties.

CARRIED

MOTION 72/23**(A. Doell/R. Buffie)**

That Council recommend the CPSM Dispensing Physicians document be archived by the CPhM.

CARRIED**b. Changes to M3P Prescription Form**

Recommendation from the Quality Prescribing Review Working Group to remove the current M3P paper form used in practice today, instead requiring a standard prescription format or content, and information related the M3P program, relevant legislation and documents that will require updating should the change be implemented were circulated in advance of the meeting.

K. Chaboyer left the meeting at 1:36 pm.

MOTION 73/23**(R. Buffie/B. Mitchell)**

That it be sent for consultation to members and interested parties, that the use of the current physical personalized M3P form be replaced with required prescription content as outlined in the CPhM and CPSM regulations; and an amendment be made to the Practice Direction on M3P Information Entered into DPIN to remove section 2.3.2.

CARRIED**c. Updating Joint Statements on Electronic & Fax Transmission of Prescriptions**

Recommendation from the Quality Prescribing Review Working Group to update and combine the Joint Statements on Electronic Transmission of Prescriptions and Facsimile Transmission of Prescriptions, which would result in the information on prescription transmission being accessible within one document, and draft of the proposed Joint Statement on Electronic Transmission of Prescriptions were circulated in advance of the meeting.

Council provided the following feedback on the Draft Joint Statement on Electronic Transmission, which will be provided to the Working Group before any consultation to members and stakeholders:

- Should be inclusive of all facility and ambulatory care practice areas
- Supportive of including requirement to list clinical indication and/or diagnosis
- Remove “professional judgement” from section 3.2.

d. Electronic & Fax Transmission of M3P Prescriptions

To ensure safe and equitable access to health care for patients on M3P medications, recommendation from the Quality Prescribing Review Working Group that the exemption currently in place to allow for faxing of M3P prescriptions become permanent and that electronic transmission through e-prescribing of M3P prescriptions be permitted was circulated in advance of the meeting. An environmental scan of e-prescribing and faxing of prescriptions for controlled drugs and substances in other jurisdictions was included.

K. Chaboyer joined the meeting at 1:54 pm.

Consensus of Council is support in sending all documents related to the work of the Quality Prescribing Review Working Group as one package for consultation to members and stakeholders.

MOTION 74/23 (R. Buffie/D. Forbes)

That it be sent for consultation to members and interested parties, that fax transmission and e-prescribing be added as acceptable forms of transmission of M3P prescriptions, provided the systems and prescriptions meet all requirements set out in the standards and legislation. Valid prescriptions for M3P drugs from other provinces/territories may be accepted via fax and e-prescribing.

CARRIED

e. Prescription Extensions of Controlled Substances

The Quality Prescribing Review Working Group requested the option to pursue a regulation amendment to permit pharmacists to extend or renew prescriptions for M3P medications be presented to Council. Information regarding related legislation and the Health Canada's subsection 56(1) exemption that permits pharmacists to extend/renew prescriptions for controlled drugs and substances, which is not currently implemented in Manitoba, an environmental scan of pharmacist prescription extensions in other jurisdictions, a legal opinion and options for Council's consideration were circulated in advance of the meeting.

MOTION 75/23 (J. Ludwig/R. Buffie)

To maintain that prescription extensions are not permitted for controlled drugs and narcotics, until such a time when/if the provincial government decides to implement the Health Canada subsection 56(1) exemption. This item may also be revisited should the federal government decide to either further extend the exemption or make the exemption permanent.

CARRIED

f. Verbal Orders of M3P Drugs

The Quality Prescribing Review Working Group had discussed the importance of finding a solution to permit verbal orders of M3P drugs for all patients as currently in Manitoba, as the Health Canada subsection 56(1) exemption that permits verbal orders from practitioners of controlled drugs and substances has been implemented only for residents of a personal care home. Information regarding related legislation, an environmental scan of verbal orders for controlled substances in other jurisdictions, a legal opinion and options for Council's consideration were circulated in advance of the meeting.

Consensus of Council is to pursue a regulation amendment to permit verbal orders with a joint submission to government from the CPhM, CPSM and College of Registered Nurses of Manitoba (CRNM).

g. Addition of Codeine Products to M3P Schedule

Following recommendation from the CPSM Council, the Quality Prescribing Review Working Group considered the addition of codeine-containing products to the M3P drug list, with the exception of exempted-codeine products. Information regarding trends and

risks in opioid use in Manitoba, an environmental scan of codeine monitoring or special prescription requirements in other jurisdictions, and options for Council's consideration were circulated in advance of the meeting.

Consensus of Council is support in adding codeine products to the M3P drug list, with the exception of exempted-codeine products. The Manitoba Dental Association (MDA) and the Manitoba Veterinary Medical Association (MVMA) will have the opportunity to provide input on this item before consultation to members and stakeholders.

J. Ludwig rescinds the following motion:

MOTION 75/23 (J. Ludwig/R. Buffie)

To maintain that prescription extensions are not permitted for controlled drugs and narcotics, until such a time when/if the provincial government decides to implement the Health Canada subsection 56(1) exemption. This item may also be revisited should the federal government decide to either further extend the exemption or make the exemption permanent.

Consensus of Council is agreement to rescind the motion and instead, pursue a regulation amendment to permit pharmacist extensions of M3P drugs.

5.7. Proposed Bylaws – Partial Draft

Draft bylaw articles developed by the Governance Committee were circulated in advance of the meeting. The partial package is intended to provide Council the opportunity to review the work to date and provide comment that will guide further work of the Committee in development of the remaining articles, policies and terms of reference.

Consensus from Council is to add this item to the agenda for the July 26th Council meeting to allow the opportunity for more fulsome review.

5.8. Notice to Pharmacy Managers re: Supervision of Pharmacy

A notice sent to pharmacy managers on June 8, 2023, regarding supervision of pharmacies and related requirements outlined in the Pharmaceutical Act, was circulated in advance of the meeting and discussed, following request from a member of Council that this item be added to the agenda for clarification on the intent of the notice and requirements in legislation.

D. Forbes left the meeting at 3:29 pm.

A. Doell left the meeting at 3:39 pm.

As quorum can no longer be achieved with the current number of Council members in attendance, consensus of Council is to proceed with the remaining agenda items as follows:

6.0. In-Camera/Closed Session of Council

a. Update on Exemption to Sterile Compounding Deadline

Deferred to the next regular meeting of Council.

b. Secondary Hospital Exemption Request – Follow-up from Dec 9, 2022 & Feb 27, 2023 Council Meetings

Deferred to the next regular meeting of Council.

c. Dual Pharmacy Manager Exemption Request

Email vote by Council following the meeting.

7.0. Meeting Adjournment

7.1. Council Member Evaluation

Council members were asked to complete an on-line evaluation following the meeting. The link to the on-line survey has been circulated to Council by email and printed copies were provided to those attending in-person.

The next regular meeting of Council is scheduled for:

DATE: Monday, September 25, 2023

TIME: 9:00 am. to 4:00 pm.

7.2. Adjourn

MOTION 76/23

(R. Buffie/T. Crawford)

To adjourn the meeting at 3:57 pm.