



**Open Board Meeting**  
**April 25, 2024**  
**Via Video Conference**

**MINUTES**

**Members Present:**

Andrea Silver, Chair  
Terri Gibson, Vice-Chair  
Alison Carstairs  
Anca Cvaci  
Alex Dar Santos  
Steven Hopp  
Stephen Learey  
Anne Peterson  
Mikolaj Piekarski  
Katie Skelton  
Eric Sletmoen

**Regrets:**

Michael Ortynsky

**Staff:**

Suzanne Solven, Registrar and CEO  
Heather Biggar, Deputy Registrar  
Daryl Beckett, General Counsel  
Jamie Chisholm, Executive Director, HPOA Transition  
Zachery Solomon, Chief Operating Officer  
Ashifa Keshavji, Senior Director, HPOA Transition – Practice Reviews & Quality Assurance  
Mark Chan, Director, Practice Reviews & Quality assurance  
Camelia Toghiani-Rizi, Director of Policy and Legislation  
Colin Wong, Director of Communications and Engagement  
Valerie Tsui, Manager of Conduct, Inquiry and Remediation  
Lori Tanaka, Board Governance and Correspondence Specialist  
Jon Chen, Digital Communications Lead  
Jonathen Kwok, Public Information & Editorial Lead  
Lesley Chang, Public Information & Editorial Lead

**Guests:**

Larry Lynd, Dean pro tem, University of British Columbia Faculty of Pharmaceutical Sciences  
Carolyn Hoffman, Chief Executive Officer, ISMP Canada  
Sylvia Hyland, Vice President, Operations and Privacy Officer, ISMP Canada  
Melissa Sheldrick, Patient and Family Advisor, ISMP Canada  
Enna Aujla, Director, Community Pharmacy Reporting and Learning, ISMP Canada



## 1. WELCOME & CALL TO ORDER

Chair Silver called the Open Board Meeting to order at 8:32am on April 25, 2024.

Chair Silver introduced Valerie Tsui, Manager of Conduct, Inquiry and Remediation who provided a territorial acknowledgement. Valerie acknowledged with deep respect that she was joining the meeting virtually from the traditional, ancestral and unceded territory of the Coast Salish peoples, including the territories of the *skwxwú7mesh úxwumixw* (Squamish), *selílwitulh* (Tsleil-Waututh), and *xʷməθkʷəy̓əm* (Musqueam) nations, which is now colonially known as Vancouver. Valerie also shared a reflection of her own learning path that includes volunteering at the Hw 'ts' i 'ts u sum garden at UBC which serves as a sacred safe space on the UBC campus to support and advance Indigenous land-based cultural practices and pedagogies. Valerie's volunteer work allows her to dedicate her time and effort to actively supporting the preservation of Indigenous knowledge and traditions by helping keep the vital cultural practices alive and ensuring their continuation for future generations.

Chair Silver also introduced Dr. Larry Lynd, and acknowledged that various College staff are also in attendance. Chair Silver went over housekeeping items for conducting the meeting via video conference, and provided an overview of the consensus decision making process.

## 2. DECLARATION OF CONFLICT OF INTEREST

In accordance with *Board Policies 4.2 – Conflict of Interest* and *4.3 – Confidentiality*, Chair Silver asked if any Board members have a conflict of interest to declare relating to any item on the open agenda.

No conflicts of interest were declared.

## 3. CONSENT AGENDA

### a) Items for further discussion

No items were brought forward from the Open Consent Agenda for further discussion.

### b) Approval of the open consent agenda

RESOLVED THAT the Board approves by consensus:  
*The April 25, 2024 Open Consent Agenda as circulated.*

**CARRIED**

## 4. CONFIRMATION OF OPEN AGENDA

RESOLVED THAT the Board approves by consensus:  
*The April 29, 2024 Draft Open Board Meeting Agenda as circulated.*

**CARRIED**

## 5. GOVERNANCE COMMITTEE

### a) New Board Member Onboarding Requirement

#### i. Board Reference and Policies Revisions

Anne Peterson, Chair of the Governance Committee, presented the proposed revisions to the Board Reference and Policies document that includes the



declaration approved at the March 1, 2024 Board meeting that establishes the new Board member onboarding requirement.

RESOLVED THAT the Board approves by consensus:

*The revisions to section 2.2 Terms of Reference for Board Members of the Board Reference and Policies, that incorporates the requirement for all new Board members to sign a declaration of support for the collective commitments of the Board respecting reconciliation with Indigenous Peoples and Communities, as presented.*

**CARRIED**

**ii. New Board Members Signing of Declaration**

Chair Silver read the declaration aloud and new public Board members Alison Carstairs and Stephen Learey verbally confirmed their commitment and their signing of the declaration.

**b) Board Code of Conduct Revisions**

Anne Peterson, Chair of the Governance Committee presented an overview of the revisions to the Board Code of Conduct to align with current BC Health Regulators best practice and to include expectations from the Safe Spaces Dialogue Series Playbook to Eliminate Indigenous-Specific Racism & White Supremacy in BC Health College Governance (the Safe Spaces Playbook).

RESOLVED THAT the Board approves by consensus:

*The revised Board Code of Conduct as presented.*

**CARRIED**

**6. EXPECTATIONS OF CARE:**

**i. Proposed Amendments to PODSA Bylaws section 23.4**

**ii. Proposed New PPP-77: Signage within the Pharmacy**

Andrea Silver, Chair of the Legislation Review Committee, presented on these two items together. She noted that public posting of the amendments to the PODSA Bylaws that make displaying the Expectations of Care poster mandatory had concluded and that no comments received resulted in any changes to the proposed legislation and policy framework. To complete the amendments, Board direction is required to file the bylaws with the Minister of Health, and approval is needed of the effective date for the PODSA Bylaw amendments and PPP-77.

RESOLVED THAT the Board approves by consensus:

*RESOLVED THAT, in accordance with the authority established in section 21(1) of the Pharmacy Operations and Drug Scheduling Act (the "Act"), and subject to filing with the Minister as required by section 21(4) of the Act, the Board amend the bylaws of the College of Pharmacists of British Columbia made under the Act, by adding the new section 23.4 as set out in the schedule of amendments attached to this resolution, effective September 1, 2024.*

**CARRIED**



RESOLVED THAT the Board approves by consensus:

*RESOLVED THAT the Board approve the new “Professional Practice Policy 77 – Signage within the Pharmacy (Expectations of Care Poster)”, to establish additional technical specifications for the purpose of the new section 23.4 of the bylaws of the College of Pharmacists of British Columbia made under the Pharmacy Operations and Drug Scheduling Act, as circulated, effective September 1, 2024.*

**CARRIED**

## **7. MEDICATION INCIDENT REPORTING (MIR)**

(Board members Katie Skelton and Steven Hopp not present for this item.)

Chair Silver introduced the following staff from the Institute for Safe Medication Practices (ISMP):

Carolyn Hoffman, Chief Executive Officer  
Sylvia Hyland, Vice President, Operations and Privacy Officer,  
Melissa Sheldrick, Patient and Family Advisor  
Enna Aujla, Director, Community Pharmacy Reporting and Learning

The ISMP staff provided a presentation to the Board on their dedication to understanding and preventing medication errors in order to identify trends in incidents across the country, and to identify opportunities to learn and improve practice and health outcomes.

## **8. ITEMS BROUGHT FORWARD FROM OPEN CONSENT AGENDA**

No items were brought forward for discussion.

## **9. ADJOURNMENT**

Chair Silver adjourned the Open Board Meeting at 10:55am on April 25, 2024.