



**CANADIAN  
PUBLIC HEALTH  
ASSOCIATION**      **ASSOCIATION  
CANADIENNE DE  
SANTÉ PUBLIQUE**

**The Voice of Public Health  
La voix de la santé publique**

Canadian Public Health Association

## **2018 Annual General Meeting**

Tuesday 29 May 2018 | 12:15-14:00  
Centre-Ville, 1<sup>st</sup> Floor, Queen Elizabeth Hotel  
900 René-Levesque Boulevard West  
Montreal, Quebec

## **MINUTES**

*Chair: Suzanne Jackson*

*In attendance: 78 members*

### **1.0 Opening Remarks**

The meeting was called to order at 12:30 pm.

Suzanne Jackson, Chair, welcomed delegates to the 2018 Annual General Meeting (AGM) of the Canadian Public Health Association (CPHA) with greetings in both official languages. This is a very special year for the Association pour la santé publique du Québec and for the Alberta Public Health Association. Both are celebrating their 75<sup>th</sup> anniversaries and they were congratulated on achieving this milestone and more importantly for the valuable role they play in protecting and promoting the health of the citizens of their respective provinces.

Quorum in the room was confirmed and the meeting declared open.

The Chair introduced the CPHA Board Members and acknowledged past CPHA Board Chairs/Presidents who were in attendance. Manasi Parikh, CPHA Student Director, is travelling overseas with her family and sent her regrets.

The AGM is the opportunity for members to hear about the business of the Association and it is encouraging to see the number of members who do attend these meetings; active involvement by members is critical. Motions from the floor are required to accept several standard agenda items. The Rules of Order are included as page two in your information package. Anyone who is a CPHA member can be a mover or seconder and can vote. While no official Parliamentarian was available for today's meeting, staff can provide guidance should the need arise.

Specific comments on important or emerging public health policy issues are best raised at the CPHA's Policy Forum, scheduled for Wednesday 30 May at 13:30 in the Laurier Room on the second level. Policy issues are the sole focus of that agenda. Members who are not able to attend the Forum, can always

submit a proposed position or policy statement at any time, year-round. Visit the policy and advocacy section of the CPHA website for information on the policy development process and guidelines for submission.

### **2.0 Adoption of the Minutes of the Annual General Meeting held 7 June 2017 in Halifax, Nova Scotia**

**Motion:** *Daniel Saugh/Sandra Allison*  
That the minutes of the 7 June 2017 Annual General Meeting held in Halifax, Nova Scotia be accepted as presented. *.../CARRIED*

### **3.0 Adoption of the 2017 Audited Financial Statements**

Ingrid Tyler, Chair of the Finance Committee, presented the 2017 Audited Financial Statements and stated that a couple of errors have been identified in the Annual Report. Everyone was asked to follow along in the AGM package, starting on page 21, for the correct financial numbers. Both the Finance Committee and the Board of Directors have reviewed these statements and have recommended them for your approval today.

Revenue generation remains a challenge for CPHA as it is for many other voluntary membership-based Associations. As part of CPHA's strategic plan, our goal is to have a balanced budget over any three-year period understanding that there may be fluctuation on a year-by-year basis. While the three-year budget cycle ending in 2017 was in a deficit position, the next three-year cycle ending in 2018 will be in a surplus position.

On page 22 is the letter from the auditors to the Board of Directors which details the terms of reference and specific conditions of their audit. CPHA has once again received a "clean" audit as is indicated by the Auditor's "Opinion". In the Statement of Financial Position on page 23, when comparing 2016 year-end results to those of 2017, the biggest asset fluctuations are in "Cash", "Term

Deposits” and “Accounts Receivable” while the corresponding liability fluctuations are related to deferred revenue. These variations relate to delayed payment from the federal government for project-related activities. In reviewing the Statement of Changes in Net Assets on page 24, the unrestricted reserve was utilized to cover a portion of the 2017 deficit. The projection, however, is that the restricted reserve will be completely replenished in 2018 and a small surplus will be realized. The Statement of Operations on page 25 represents the revenue and expenses from key activity areas, including the decrease in national office revenue that resulted in the deficit. Finally, the Statement of Cash Flows on page 26 shows that CPHA is in a healthy position despite the delayed payments by the Government of Canada. The audit notes on pages 27 through 29 provide an explanation for different aspects of the audit.

While ending the year with a deficit is never the preferred situation, the actual deficit of approximately \$150,000 was better than the budgeted deficit of \$168,000, and the current projection for 2018 shows the potential surplus of \$200,000.

Later this year, CPHA will launch a legacy endowment fund with a goal of raising \$3 million dollars to support the expansion of CPHA’s policy alternative development and advocacy. All contributions to the legacy fund will remain intact and only the interest will be used, ensuring the long-term financial viability of the Association. While it is understood that \$3 million is a significant goal, CPHA is committed to achieving it over the next few years.

The Board of Directors along with a very qualified and dedicated Finance Committee continues to monitor the Association’s fiscal well-being very closely and we remain optimistic for the future.

#### Questions and Discussion

Joel Kettner inquired as to the basis for the confidence in the reversal of the deficit in 2018 and the projected \$200,000 surplus.

*The main reason for the deficit in 2017 and the surplus in 2018 (mostly in conference revenue) is that CPHA provides event management services for the Canadian Immunization Conference (CIC), a bi-annual conference.*

**Motion:** **Joel Kettner/James Chauvin**  
That the 2017 Audited Financial Statements of the Canadian Public Health Association be accepted as circulated. **.../CARRIED**

#### 4.0 Appointment of the CPHA Auditor for 2018

Members may recall that in 2015, CPHA tendered for audit services and were provided very good prices from OHCD. Staff was pleased with the firm’s work for the past two years and, as such, CPHA’s Finance Committee and Board of Directors recommend that the firm OHCD LLP be appointed as CPHA’s Auditor for 2018.

**Motion:** **Billie Thurston/Kim Raine**  
That the firm of OHCD LLP be appointed as CPHA Auditors for 2018. **.../CARRIED**

#### 5.0 By-law Amendment

At the Association’s 2016 AGM in Toronto, the Board of Directors was encouraged to consider ways to involve internationally-trained health professionals who may be unemployed or under-employed. The suggestion was forwarded to CPHA’s Membership Working Group that combined it with the need to provide a new membership category for early-career professionals to encourage them to continue their membership after they stop being students. The result is the new “Career Transition Member” category that was implemented effective 1 January 2018. This new category is for people early in their career, newly-arrived in Canada, under- or unemployed, or otherwise living on a reduced income. The category will be regulated by the honour system. Whereas an amendment to the by-laws is required to create a new category of membership, the motion is brought forward today to effect the change outlined on page 30.

#### Questions and Discussion

Christina Zarowsky asked what the experience with this membership category has been so far this year.

*There have been 26 new career transition memberships without any promotion.*

Shannon McDonald asked if the transition works at the other end of a career.

*CPHA has a retired membership category which is the same rate, but the Career Transition category would be appropriate for someone transitioning out of public health and they are on a reduced income. It is hoped that those who are working full-time, but happen to be pursuing continuing education (such as their PhD) will use this new category rather than dropping down to the student rate.*

**Motion:** **Anne-Marie Hamelin/Joel Kaushansky**  
That the Association’s by-laws be amended to include a sixth class of membership, a “Career Transition Member”. **.../CARRIED**

## 6.0 Annual Report to the AGM

The Chair presented the CPHA 2017 Annual Report. Throughout the report, a variety of papers and other documents were referred to which are all available on CPHA's website.

2017 was another busy and productive year for the Association in regard to developing and communicating evidence-based policy alternatives. All of our work is aligned with our five-year Strategic Plan and its six interlinked strategic goals that help the Association to maintain focus on issues that are relevant, important and timely and have impact on health equity, population health and the public health system.

CPHA continues to develop policy alternatives and advocate on a wide range of issues. In 2017, a position statement was published on Jordan's Principle that was developed in close collaboration with the First Nations Child and Family Caring Society of Canada. A second statement brought together the public health approach to the legalization, regulation and restriction of access to cannabis. A third statement advocated for the decriminalization of personal use of psychoactive substances, in line with the recommendations contained in CPHA's 2014 discussion paper on the public health approach to the management of illegal psychoactive substances.

In addition to these important position statements, the Association also provided input to consultations led by the federal government on:

- Nicotine-containing vaping devices
- Cannabis regulations, and
- Poverty reduction.

CPHA also worked in close collaboration with the 19 member organizations of the Canadian Coalition for Public Health in the 21<sup>st</sup> Century to develop two additional position statements: one on basic income and another on core housing needs. The Coalition is one of the important networks with which CPHA works to build consensus on the public health approach to some of our society's most challenging issues.

Four longer-term projects were initiated last year, including a review of health system reform in Canada and how to optimize public health services to meet the public health challenges of the 21<sup>st</sup> century. We are also in the process, with the assistance of a group of member volunteers, to adapt an existing health equity impact assessment tool to CPHA's specific needs.

Another working group is leading CPHA's efforts on the ecological determinants of health and we are pleased to support another group of dedicated individuals who are working to promote the integration of ecological determinants of health within public health education, training, and professional development.

One measure of the impact of CPHA's advocacy is the number of invitations received to policy discussions. In 2017, 25 invitations, from a wide range of groups, were received and accepted. The Association is also very active with traditional media having granted 48 interviews last year and our work was cited in 72 different news articles. CPHA has good social media coverage with over 4000 followers on Twitter and a Klout score of 56. A score of 40 is average and those with Klout Scores of 50 or more have very high levels of engagement and influence. Our goal is to break a score of 60, putting CPHA in the top 5%.

As announced at last year's AGM, CPHA has established an Indigenous Relations Advisory Committee to help guide the Association's organizational transformation to fulfill its role as a trusted advocate for public health issues that address the historic and the contemporary health inequities faced by Indigenous communities. CPHA is committed to establishing itself as a culturally safe and humble organization, and ensuring that Indigenous people and perspectives are included in all aspects of CPHA's work. The Committee has met once by teleconference and will be meeting in-person during the conference and we look forward to reporting back on its progress at next year's AGM.

CPHA's funded project work is an ongoing, vibrant part of the Association's activities each year and we currently are managing four externally-funded projects.

The Unstructured Play project, funded by the Lawson Foundation, has been investigating the causes of risk aversion to children's unstructured play from a legislative, social and liability perspective, and develops policy options to address those concerns that are applicable to large and small urban communities, and rural areas. A position statement supporting unstructured play is also in development and will be discussed at the Policy Forum.

With funding from Health Canada's Substance Use and Addictions Program, another of CPHA's projects has been engaging a wide range of individuals across the country through an online survey and through 23 consultations that included 561 participants from 76 communities representing every province and

territory. The consultations and survey have helped staff identify the learning requirements related to cannabis and other substances, and will guide the development of learning tools and resources. Project staff also re-launched the very popular “Pot and Driving” campaign earlier this year to get that recently-updated resource into the hands of adults who want to discuss the issue with adolescents.

With funding from the Immunization Partnership Fund at the Public Health Agency of Canada, CPHA is developing the Canadian Vaccination Evidence Resource and Exchange Centre, or CANVax for short. CANVax will be an online database of curated resources to support immunization program planning and promotional activities designed to increase access to evidence-based products and support the efforts of health professionals to improve vaccine acceptance and uptake.

Finally, and with funding from the Public Health Agency of Canada, CPHA is continuing its work to address stigma related to sexually-transmitted and blood-borne infections through partnerships, capacity building and community engagement. This project focuses on building the capacity of service providers to offer safer, more inclusive services and ultimately address stigma and discrimination within their organization. This initiative builds on a previous CPHA project, the resources of which can be accessed on CPHA’s website.

Under the leadership of Dr. Louise Potvin, Editor-in-Chief and a dedicated volunteer Editorial Board, the *Canadian Journal of Public Health* published four regular issues and one double issue in 2017. As was announced in December, CPHA contracted with Springer-Nature to publish the *CJPH* in an effort to reach a wider international audience and to improve the publishing processes. While the decision was not made with financial gain in mind, the deal with Springer-Nature provides CPHA with a guaranteed revenue stream for the foreseeable future in an era when Society-published academic journals are facing significant decline.

The Chair concluded the report by commenting on CPHA’s dynamic and engaged membership. Members demonstrated their commitment in so many ways:

- About 150 members attended Public Health 2017
- 14 candidates ran for five positions on CPHA’s Board of Directors.
- 65 positions on CPHA’s committees and working groups were filled by 40 members who volunteered over 1000 hours of their time.

These contributions are invaluable.

### **Nominating Committee Report**

Richard Musto, Chair of the Nominating Committee, presented the report of the Nominating Committee. Members of the 2017 Nominating Committee included:

- Liliane Bertrand;
- Georgia Carstensen;
- Manasi Parikh;
- Julie Stratton;
- Suzanne Jackson (Chair, CPHA Board of Directors) *ex officio*; and
- Ian Culbert (Executive Director, CPHA) *ex officio*.

The Nominating Committee implements the process by which Board members are elected by the membership and offers advice to the Board on ongoing processes and possible appointments.

Since the last AGM, the Board composition has changed. As of 1 January 2018, the following people began their two-year term on CPHA’s Board of Directors:

- Katie-Sue Derejko from the Northwest Territories;
- Donika Jones from Nunavut; and
- Vamini Selvanandan from Alberta.

Two Board members, Manasi Parikh, CPHA Student Director, and Ingrid Tyler, were both re-elected for second terms.

The dedication and contributions of those Board members who left the Board at the end of 2017 was recognized:

- Annie Duchesne;
- Ann Pederson; and
- Julie Stratton.

The formal Call for Nominations for the 2018 election will be circulated to all members in June with a closing date of 6 September. Elections will take place in October and November. Members were informed that Benita Cohen, currently on the Board of Directors, has agreed to put her name forward as Chair-elect for a two-year term starting 1 January 2019.

Members were encouraged to consider this Call, whether it is a fit for themselves or a colleague, and to feel free to approach a member of the Nominating Committee or the Board. Any Board member will welcome the opportunity to talk with individuals personally about standing for election or nominating a colleague.

**7.0 Question and Discussion Period**

Louise Potvin rose to speak about the change of publisher for the *CJPH* and to thank the Executive Director for conducting the negotiations with Springer-Nature. The first new volume came out in January and the second volume is being finalized. Those who have reviewed for the *CJPH* in the past few months know that the new on-line system is much easier and more user-friendly, helping to ensure issues are released in a timely manner. Articles are published as soon as they are ready and members can access them on-line and cite them immediately. It is anticipated distribution will reach close to 10,000 institutions world-wide and will increase the visibility of the publication. Trevor Hancock was acknowledged and thanked for his work on the Editorial Board. He will be stepping down in July and Cory Neudorf will start his term. Under the stewardship and leadership of Trevor Hancock, a new section was created called "Innovation in Policy and Practice" and four articles have been published with eight more lined up. It is a distinctive feature of the *CJPH* in promoting a dialogue between research and practice for the health of Canadians. Thanks were expressed to all peer reviewers; it is their work that is making the *CJPH* a success. The main challenge for the *CJPH* is to identify qualified peer reviewers and others are encouraged to come forward. Karen Craven, CPHA Managing Editor, was acknowledged for her diligent work in managing the transition of the production of the *CJPH*.

James Chauvin was asked by Professor Laetitia Rispel, of the Public Health Association of South Africa, who has just started her two-year term as President of World Federation of Public Health Associations, to express the Federation's best wishes to CPHA and to encourage CPHA members to keep in mind that the 16<sup>th</sup> World Congress on Public Health, scheduled for Rome in October 2020. The Call for Abstracts will hopefully be going out this fall.

**8.0 Closing Remarks and Date of Next Meeting**

In closing, the Chair offered thanks to our members, many of whom support CPHA financially and volunteer their time and expertise for committees and working groups and to our dedicated Board members. Thanks were also extended to our collaborators and partners and corporate sponsors.

The next Annual General Meeting will take place on Tuesday 30 April 2019 in Ottawa, Ontario.

Joel Kettner rose to thank Suzanne Jackson for her dedication and leadership.

There were no further questions or discussion and the meeting was called to a close at 1:20.