



CANADIAN  
PUBLIC HEALTH  
ASSOCIATION

ASSOCIATION  
CANADIENNE DE  
SANTÉ PUBLIQUE

The Voice of Public Health  
La voix de la santé publique

## 2023 Annual General Meeting

Wednesday 14 May 2023 | 12:00-14:00 (ET)

Via Webinar

### MINUTES

*Chair: Vamini Selvanandan*

*Parliamentarian: Lynn McIntyre*

*In attendance: 36 members*

### 1.0 Opening Remarks

The meeting was called to order and quorum was confirmed. Vamini Selvanandan, Chair, greeted members in both official languages and acknowledged the traditional lands from which she was participating and where CPHA's office is located.

Members were instructed on how to ask a question, make a general comment, to move or second a motion, and to vote on a motion.

The Chair introduced the current CPHA Board Members:

- Jason Cabaj, CPHA Chair-Elect, and Chair of the Nominating Committee;
- Nashreen Dhalla;
- Monica Emode, Chair of the Finance Committee;
- Yipeng Ge;
- Caitlin Johnston;
- Ashley Joyce;
- Camisha Rahmatian, Student Director;
- Laura Taylor, Chair of the Awards Committee; and
- Bilqis Williams.

Dr. Selvanandan noted that the Board of Directors is supported by five Standing Committees that do the pre-work of the Board of Directors: Finance Committee; Honorary Awards Committee, Indigenous Advisory Council; Nominating Committee, and Public Policy Committee. They analyze issues and present options and recommendations to the Board. The Board is grateful for the volunteer members of the standing committees and the hours of work they provided to support CPHA.

Lynn McIntyre was introduced as the official Parliamentarian for the meeting with the acknowledgement that she had been inducted into the Order of Canada in December 2022 for her influential research on health equity and food insecurity, and for her contributions to public health policies in Canada.

The Rules of Order were included in the meeting information package.

### 2.0 Adoption of the Minutes of the Annual General Meeting held 11 May 2022

***Motion:***

*John Millar/Laura Gibbs*

That the minutes of the 11 May 2022 Annual General Meeting be accepted as circulated.

***.../CARRIED***

### 3.0 Adoption of the 2022 Audited Financial Statements

Monica Emode, Chair of the Finance Committee, presented the 2022 Audited Financial Statements. Both the Finance Committee and the Board of Directors reviewed the statements and recommended their approval. CPHA's goal is to have a balanced budget over any three-year period, understanding that there may be fluctuation on a year-to-year basis. The three-year budget cycle ending in 2022 was in a surplus position.

The letter from the auditors to the Board of Directors detailed the terms of reference and specific conditions of their audit. CPHA once again received a ‘clean’ audit as is indicated in the Opinion section.

The Statement of Financial Position showed that at the end of 2022, CPHA’s assets were \$2.333 million compared to \$2.377 million at the end of 2021. Liabilities were \$1.404 million vs. \$1.576 million at the end of 2021. A notable change in the Statement of Financial Position was the result of the repayment of prior-year project-staff salary costs that were deemed ineligible as a result of revenue received by CPHA through the Canada Emergency Wage Subsidy program. The statement was corrected retrospectively in the comparative financial information for 2021.

The Statement of Changes in Net Assets showed that the Association’s net assets at the end of 2022 were \$928,939, the total reserve available to the Association.

The Statement of Operations reflected a revenue increase from 2021 of \$777,000 and net revenue (or a surplus) of \$127,000 for the year. This represents a significant positive variance from the original budget for 2022 that included a forecast deficit of almost \$75,000.

The Statement of Cash Flows showed the change in the amount of cash available for operations between the start and end of the year. The significant decrease in cash at year end is due to the purchase of two guaranteed investment certificates with a total value of \$600,000.

There were no new accounting policies in 2022 and the remainder of the notes provide a breakdown of what is on the financial statements. There was nothing in the notes to which the auditor needed to draw members’ attention.

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

There were no questions and no discussion.

**Motion:** **Bilqis Williams/Laura Gibbs**  
That the 2022 Audited Financial Statements of the Canadian Public Health Association be accepted. **.../CARRIED**

#### 4.0 Appointment of the CPHA Auditor for 2023

CPHA continues to receive excellent service and competitive pricing from the firm Ouseley Hanvey Clipsham Deep LLP (OHCD LLP). As such, CPHA’s Finance Committee and Board of Directors recommend that the firm be appointed CPHA’s auditors for 2023.

**Motion:** **Caitlin Johnston/Cecilia Benoit**  
That the firm of Ouseley Hanvey Clipsham Deep LLP (OHCD LLP) be appointed as CPHA’s Auditors for 2023. **.../CARRIED**

#### 5.0 Annual Report to the AGM

Jason Cabaj, Chair of the Nominating Committee presented the Nominating Committee report. The Nominating Committee implements the process by which Board members are elected by the membership and it offers advice to the Board on ongoing processes and possible appointments.

Effective January 1, 2023, two new Directors began their first two-year term on the Board of Directors:

- Ashley Joyce from Newfoundland and Labrador; and
- Bilqis Williams from Ontario.

Yipeng Ge and Laura Taylor, were both re-elected for a second two-year term. And Caitlin Johnston, who had been appointed for a one-year term to fill the vacancy on the Board in 2021, was elected for her first two-year term.

Sume Ndumbe-Eyoh and Thomas Piggott, whose Board terms ended 31 December 2022, were recognized for their contributions to the Association.

The formal Call for Nominations for the 2023 election will be circulated to all members at the end of June with a closing date of 6 September 2023. Elections will take place in October and November. Candidates should collectively possess a mix of knowledge, experience and expertise. This Association will be particularly seeking Directors with experience in developing, leading and implementing an equity, diversity and inclusion strategy, advocacy, finance and business, or communications and membership engagement. To enhance the geographic diversity on the Board, candidates from the North, Quebec and Atlantic Canada will be sought. Members were encouraged to consider this call, for themselves, or to nominate a colleague. Members were encouraged to contact a member of the Nominating Committee or the Board if they are interested in standing for election.

The Chair presented [CPHA's 2022 Annual Report](#). A variety of papers and documents were referred to throughout the report that are available on CPHA's website.

### **Strengthening Public Health Systems in Canada**

One of CPHA's significant activities in 2022 culminated in the launch of the policy brief entitled [Strengthening Public Health Systems in Canada](#) in December that calls on the federal government to lead provincial and territorial governments and other stakeholders in creating cohesive, comprehensive and accountable public health systems in Canada. The launch was the result of over 18 months effort by a dedicated Editorial Committee that included Cory Neudorf, representing the Urban Public Health Network, Jasmine Pawa, representing the Public Health Physicians of Canada and Malcolm Steinberg representing the Network of Schools and Programs of Population and Public Health. Other organizations were invited to participate on the Editorial Committee but declined the opportunity given limited resources during the pandemic. The policy brief focuses on the role of the federal government to use its convening powers to bring the right people together for collaborative policy design.

### **Climate Crisis**

CPHA's attention on the climate crisis manifested itself in a number of initiatives. In collaboration with the Canadian Health Association for Sustainability and Equity and the Ontario Public Health Association, CPHA produced a [series of case studies](#) and supporting webinars that explore strategies, policies and programs that public health agencies can employ to advance climate action, population health and health equity in their communities. And once again, CPHA collaborated with the Canadian Medical Association and the Canadian Nurses Association to produce the [Policy Brief for Canada](#) that was aligned with the 2022 Lancet Countdown Report on Health and Climate Change.

### **Policy Development Process**

CPHA also updated its policy development process in order to advance two important goals:

1. To strengthen the impact of its advocacy on public policy through our position statements; and
2. To advance our commitment to anti-racism, anti-oppression, and Truth and Reconciliation with Indigenous Peoples by building consideration of these into the scoping process of each policy project.

The process has been [updated](#) to help ensure that CPHA's position statements are contextually relevant, include focused policy recommendations, and incorporate a wide range of knowledge from peer-reviewed and grey literature as well as from those with lived/living experience. Additional background on the rationale for the changes is available on [CPHA's website](#).

### **Equity, Diversity, and Inclusion**

In its current [strategic plan](#), CPHA commits to embedding anti-oppression and anti-racism interventions in its organizational activities. To help support the Association live up to this commitment, it engaged a consultant to assist in developing an equity, diversity and inclusion strategy. A [summary](#) of the consultant's report and an [infographic](#) were distributed to members in advance of the meeting.

The consultant provided a range of recommendations to help improve diversity, equity, and inclusion in terms of how CPHA selects its Board members, holds itself accountable to EDI, hires leaders and staff, conceptualizes and conducts its annual conference, project work, and advocacy work, and engages in facilitating knowledge creation in the sphere of public health. Implementing the recommendations will require the allocation of time and financial resources over the coming years.

## **6.0 Question and Discussion Period**

John Millar noted that he was pleased that climate action was high on CPHA's agenda and inquired if any consideration had been given to taking bolder action. He noted that global warming will like increase beyond 2°C and while Canada is one of the highest emitters per capita, the federal government is only speaking about a cap on fossil fuel extraction with no plan to cut back or eliminate their use.

*Climate action is a strategic priority for the Association and that given its small size, it focusses on collaborating with partners who have more resources. The Association is also supporting a call for the establishment of a national research institute focused on environments, health and well-being society. It was suggested that Dr. Millar contact CPHA's Executive Director after the meeting to further discuss the issue.*

Mohammad Al Dhaher noted his difficulty finding vitamins that do not include pork products (i.e., pork-based gelatin). This situation prevents thousands of children from getting appropriate health supplements.

*This question underscored the importance of CPHA incorporating diverse perspectives on the issues that CPHA addresses as well as how different populations experience the same issues. Recognizing that simply looking at peer reviews does not provide us with the full picture, CPHA amended its [policy development process](#) to include contacting diverse groups of people for their input to help CPHA effectively develop policies.*

In the chat, Luis Caceres asked if, following its own internal work, would CPHA consider developing an EDI framework that other public health organizations could use.

*Whereas CPHA is just taking its initial steps toward the development of an EDI strategy for itself, such a step is premature, but it could be an aspirational goal for the future.*

Pemma Muzumdar noted that she was pleased that CPHA is engaging in the EDI work. She noted, however, that there were no references in the summary report to specific types of racism that need to be broken down (e.g., anti-Black racism, anti-Indigenous racism, Islamophobia). She inquired if the Board planned on addressing these issues.

*CPHA intends to develop a strategy that addresses all forms of oppression and plans to specifically engage a consultant to support its work on Truth and Reconciliation.*

In the chat, Katherine Drasic suggested that ableism is an aspect of EDI requiring consideration, as it is specific, intersectional, and often not considered in forms of systemic oppression.

Katherine Drasic suggested that there might be interest in CPHA creating or supporting a community of practice for members who are going through the EDI process. It could be as simple as organizing monthly calls to provide emotional peer support.

Pemma Muzumdar supported Katherine’s suggestion and noted that, if a group is created, thought and consideration should be given to why and for whom the group is created for, and how racialized participants would be supported. She noted that it is important that CPHA activities be a safe space for members of equity-deserving groups (EDGs) to be engaged. For example, if she were considering joining CPHA’s Board, it would be helpful to be able to speak to someone on the Board who is also from an EDG to better understand what the experience would be like.

*It was noted that the Association is open to these kinds of suggestions and will seriously consider how they can be incorporated into its work plans.*

Pemma Muzumdar suggested that CPHA consider how to make the Board and project activities safe places for racialized and Indigenous Peoples. For example, if someone of colour wanted to be involved, it would be helpful if they could speak to someone else of colour who is already involved with CPHA.

*It was noted that the EDI report included relevant recommendation that will be further explored by the Board and senior management.*

In the chat, William Osei asked if CPHA is looking at programs to connect retired members to live healthier and safer and continue to be involved with CPHA?

*It was noted that the Association does not currently have that kind of program in place, but we encourage retired members to participate on the Board, standing committees or any of the Association’s activities.*

## **7.0 Presentation of the 2023 Honorary Awards**

On behalf of Laura Taylor, Chair of the Honorary Awards Committee, Ian Culbert presented the honorary awards. All recipients were present and their full citations are on CPHA’s [website](#).

### **Certificate of Merit**

Caroline Quach-Thanh

### **National Public Health Hero Award**

Donald MacPherson

### **Honorary Life Membership**

Drona P. Rasali

### **R.D. Defries Award**

Cecilia Benoit

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

The next Annual General Meeting will take place on Tuesday 23 April 2024 in Halifax, Nova Scotia.

The meeting was adjourned at 13:33 (ET).