



Minutes

2003 Annual General Meeting

16 September 2003
Ramada Hotel & Conference Centre
Pinetree A Room
716 Gordon Street
Guelph, Ontario

1. Call to Order: The annual business or general meeting of the Canadian Supply Chain Food Safety Coalition was called to order at 3:30 p.m on 16 September 2003 at the Ramada Inn, Guelph, Ontario. In attendance were the representatives of sixteen member organizations and several guests (see attached list).

2. Chairman's Welcome & Remarks: Bryan Walton welcomed the participants to the Coalition's third annual meeting. He indicated that the organization was making steady progress and that this was due in equal measure to the dedication of the steering committee and the strong support of the membership.

3. Approval of Minutes of the 2002 Annual Meeting:

Moved by Joyce Reynolds, seconded by Danny Dempster, that the minutes of the 2002 annual meeting be approved as circulated. Agreed.

4. Annual Report 2002/2003: Bryan Walton reviewed the activities of the Coalition over the past year. He indicated that in keeping with its vision and mission, the organization had focussed on three main areas: member services and communications; issue management and government relations; and administration. He noted that in the first area, the steering committee had responded to ideas raised at last year's meeting and developed both a protocol concerning policy development and a code of conduct. It had also enhanced communications through the introduction of the "members' conference call" (May and September) and by increasing the number of newsletters to five per year. The chair stated that the Coalition was very close to launching the coalition's website and thanked Mark Klassen and the Beef Information Centre for the work that they have contributed to the project. The success of the 2nd Symposium (November 2002) was noted as was that of the Coalition's first "industry workshop" held earlier on the day of the meeting. In the area of issues management and government relations, the Chair indicated that it had been a busy and productive year. The Coalition had written to the Ministers of Agriculture urging them to move quickly to start the dialogue on the new decision-making mechanism as proposed in the APF and continued to meet with the co-chairs of the three federal/provincial/territorial committees. On the policy front, the Coalition had contributed to the Health Canada consultations on irradiation, made suggestions regarding the APF and participated in the development of the draft strategy for consumer food safety communications. Looking forward, it was preparing to participate in the upcoming consultations on the proposed Canada Health Protection Act that will replace the Food & Drugs Act as well as several others. Turning to the final priority - Coalition

Administration - Walton indicated that considerable progress had also been made. At last year's meeting the members agreed to create two categories of members - Full and Allied - and a new fee structure to come into effect on November 1st, 2003. He also thanked the Canadian Produce Marketing Association for once again providing the administrative support for our activities - the 2002 Symposium and the membership and financial services - and the six member organizations that provided additional financial support in 2002/2003: CPEPC, CCGC, CPMA, CRFSA, FCPMC and the CAIE. The chair closed his remarks and his term with some personal remarks. He noted that the organization has the potential to be a major force in food safety policy in Canada and on behalf of its members. He expressed his gratification that significant progress had been made in realizing that potential over the past three years. However, he cautioned that as it enters its fourth year, the Coalition needed to acknowledge that it had only started. Walton stated that the Symposia, the Workshops, the dialogue within the supply chain and with governments at all levels are key elements to its future success. And, he closed by stating that while the Canadian supply chain is playing a major role in transforming the Canadian approach to food safety - the Coalition was, in his view, one way that industry can ensure that its role in that transformation is a positive one.

5. Looking Ahead - Activities in 2003/4 & Beyond: Joyce Reynolds, on behalf of the steering committee, presented proposals concerning the upcoming year that continued the organization's focus on administration, member services and communication, and issues management and government relations. Respecting administration, she suggested that the priorities should be: implementation of the new member categories and fee structure; expanding the membership; ensuring an orderly transition of the administrative services from Canadian Producer Marketing Association to the Canadian Poultry and Egg Processing Council; and exploring incorporation as an option to secure the Coalition's future and maximize its access to external funding sources. For member services - the source of the value to the members - the steering committee proposed launching the website; continuing the members' conference calls on a quarterly basis; continuing with the regular newsletters and publishing as required "information" bulletins. In addition, the annual symposium, in the form of a joint session with the three intergovernmental committees would be held in May 2004. Finally, consideration would be given to further industry workshops. Several subjects had been suggested and Reynolds asked for a response to these. Focussing next on issues management, she noted that the matter of a new decision-making mechanism for food safety policy was still the highest priority. However, it was but one of a growing list of issues including the new Health Protection Act, regulation of irradiation, revision of the CFIA Act and several initiatives arising from the Agricultural Policy Framework such as traceability, scientific research, etc. Reynolds concluded her presentation by seeking input from the members on including additional suggestions and priority setting.

A discussion followed during which the members indicated strong support for the priorities set out by the steering committee. The importance of deepening the membership and securing a sound financial base was highlighted by several speakers. The members expressed interest in further industry workshops. It was noted that the topics raised during the 2002 annual meeting, such as official recognition of post-farm gate programs and food safety auditing in Canada, were still priority areas for some segments of the supply chain. Additional workshops, if held, would need to result in members obtaining value and contribute to the development of industry's food safety initiatives. The utility of the members' conference calls was endorsed by several participants in earlier calls. The importance of the web site as a mechanism for communicating about industry's food safety initiatives was also noted. Several members expressed support for the Symposium as both an information exchange about food safety and as a forum for developing industry/government initiatives. Note was made of the challenges of

a multi-jurisdictional system as well as of the opportunities that are presented by both the establishment of the Coalition and the new collaborative approach to food safety espoused by Ministers in the Agricultural Policy Framework. Concerns were raised about the ability of the Coalition to tackle a large number of initiatives given its resource base. It was suggested that the members would have to carry a major part of the responsibility for most of the initiatives undertaken.

6. The Challenges of Food Safety Policy Harmonization in Canada: The Chair introduced, Dr. Gwen Zellen, Director of Food Safety Policy at the Ontario Ministry of Agriculture and Food. Dr. Zellen opened her presentation with an update on food safety developments in Ontario and then reviewed the roles and responsibilities of the federal and provincial governments, of various intergovernmental committees and their current activities. She noted that the complexity of the issues and the differing priorities within each provincial government created an almost insurmountable challenge to harmonization. For example, the legislative calendars in each province are subject to demands from all departments not just those dealing with food safety and with respect to regulatory changes, the approaches to revision are different and the cycles of change will never be synchronized. Dr. Zellen counselled that in many situations equivalency would be the best target in practice but that harmonization should remain the goal.

7. Approval of Coalition Policies and Procedures on Policy Development & Code of Conduct: Notice having been given and the materials previously circulated to the members, the Chair asked the Albert Chambers of the Coalition secretariat to review the two policies proposed by the steering committee in response to the issues raised at the 2002 annual meeting. First considered was the draft policy and procedure on Policy Formation. Chambers reviewed the key elements. Questions were asked and a discussion took place. Of particular note was the means by which consensus was to be judged and the implications that this would have for the members of the Coalition. It was noted that the steering committee was required to use its judgment in assessing whether or not to proceed with a draft policy based on the depth of the members support or lack thereof. There was strong support for the proposed consultation process and the use of an iterative approach which would permit member organizations to have several points for input. The use of an "accompanying note" which sets out the process and the timeframe was positively received. However, concerns were expressed about the proposed text.

Moved by Robert de Valk, seconded by Marie-Claude Thibault, That the second sentence in the "Accompanying Note" be deleted and that the amended Policy and Procedure for Policy Formation be approved. Agreed.

The meeting then considered the proposed Code of Conduct Agreement. The rationale for this agreement, to set out the terms and conditions vis-a-vis confidentiality of coalition documents and other information circulated by and to the members, was noted. Several speakers noted that their organizations had previous positive experience with such agreements and recommended approval. It was suggested that the agreement if adopted, be circulated with the annual membership form for signature.

Moved by Joyce Reynolds, seconded by Robert de Valk, That the Code of Conduct Agreement be approved as circulated. Agreed.

8. Financial Report for 2002/3 & 2003/4 Budget: Danny Dempster, outgoing Treasurer, presented a financial report as of 16 September 2003. Income, to date during the 2002/3 fiscal year, was \$8,800 from memberships (44 organizations at \$200 each) plus \$7,000 in special contributions (7 organizations at \$1000 each) and net proceeds from the 2002 Symposium of \$640.72. Expenditures from 1 November 2002 to 31 August 2003 were \$13,589.02, including \$10,717.50 for professional fees for the Secretariat. Expenses for the remainder of the 2002/3 year were projected at \$8,828.75 for a deficit of \$5,977.05. However, with the cash on hand as of 1 November 2002, the forecasted year end balance as of 31 October 2003 was expected to be \$8,054.82. Looking forward to 2003/4, the Treasurer forecast revenue of \$17,500 in membership fees and \$4,900 in special contributions for a total of \$22,700. Projected expenditures were to be \$30,250 (excluding any travel costs) for a net deficit of \$7,550 on 2003/4 operations leaving a balance as of 1 November 2004 of \$504.82. Dempster emphasized the importance of increasing the membership to ensure that the organization had a sound financial base. He also noted that the return to the industry for the relatively small investment was considerable. The members discussed the report in some detail. It was emphasized that the Coalition must live within its means but that its means could be expanded by increasing the membership base.

Moved by Wendell Joyce, seconded by Walter Debecki That the Treasurer's report be received as presented. Agreed.

9. Nominations for Steering Committee in 2003/4: The Chair introduced the subject of the 2003/4 steering committee by raising a proposal that had been discussed by members of the steering committee and other members of the Coalition in the weeks preceding the meeting. He suggested that the work of the steering committee could be facilitated by creating an executive, composed of a chair, two vice-chairs, the treasurer and the past chair. This would provide a smaller group that could be relied upon for planning and monthly or more frequent conference calls. The full steering committee would be apprised of all developments, invited to participate in any executive committee calls, but asked to participate in calls every two months, including the quarterly members' calls. This suggestion was discussed briefly and accepted. The Chair then presented his report as the nominating committee:

Chair: Marie-Claude Thibault, Canadian Producer Marketing Association
Vice Chairs: Joyce Reynolds, Canadian Restaurant & Food Service Association and Katharine Schmidt, Food & Consumer Producers Manufacturers of Canada
Treasurer: Wendell Joyce, Canadian Poultry & Egg Processors Council

Nominations from the floor were called for. None were presented.

**Moved by Danny Dempster, seconded by Anne Fowlie That nominations for the Executive Committee be closed and that the nominees be declared elected.
Agreed**

The Chair then presented the nominees for the steering committee:

Jennifer Higginson, Canadian Federation of Agriculture
Anne Fowlie, Canadian Horticulture Council
Mark Klassen, Beef Information Centre
Dennis Stephens, Canada Grains Council
Phil Boyd, Canadian Turkey Marketing Agency.

Walton noted that the steering committee for 2002/3 had had two additional members, Joy Shinn and Steve Thompson. He indicated that they had represented provincial member organizations in food processing and primary agriculture, both very important member groups. Danny Dempster suggested that the steering committee should try find representatives from these key groups and noted that it might be possible to find a representative from one of the Ontario groups for this purpose.

Moved by Marie-Claude Thibault, seconded by Paul Westal, that nominations be closed and the slate be accepted as proposed. Agreed.

10. Closing Comments: Marie-Claude Thibault, as the incoming Chair, thanked the members for their support. She expressed her belief that the Canadian Supply Chain Food Safety Coalition was clearly serving an important purpose and had, within its short life, been able to demonstrate that it was meeting the needs of its members. She noted that she had accepted the challenge of being chair for one reason in particular - the assurance that the executive and the steering committee would continue to work as a team. Thibault noted that the financial future of the Coalition could be assured if the members were active in recruiting new members at all levels: full both national and provincial and allied. She also indicated that the discussion about the coming year had clearly set some priorities, including identifying the importance of both the annual Symposium and workshops like that held earlier in the day on communicating supply chain food safety initiatives. Thibault concluded by thanking the secretariat for its work during the year and Bryan Walton as past-chair for his major contribution to the formation of the Coalition and its success during its first three years.

11. Adjournment: The third annual meeting adjourned at 4:45 p.m.

NOTE: *These minutes were approved at the 2004 Annual Meeting held in Ottawa on 24 November 2004.*

2003 Attendance List:

Members:

Joyce Reynolds	Canadian Restaurant & Food Services Association
Kristina Fixter	Food & Consumer Products Manufacturers of Canada
Robert de Valk	Further Poultry Processors Association of Canada
Bryan Walton	Canadian Council of Grocery Distributors
Anne Fowlie	Canadian Horticulture Council
Steve Leech	Chicken Farmers of Canada
Malenka Gregoriou	Canadian Turkey Marketing Agency
Walter Debecki	Canadian Egg Marketing Agency
Wendell Joyce	Canadian Poultry & Egg Processors Council
Betty Vladicka	Alberta Canola Council
Paul Westall	Canada Grains Council
Melissa McCormack	Canadian Importers & Exporters Association
William Stephens	Canadian Mushroom Growers Association
Dawn Harris	Manitoba Food Processors Association
Tracey Runions	Canadian Animal Health Institute
Marie-Claude Thibault	Canadian Produce Marketing Association
Danny Dempster	Canadian Producer Marketing Association

Guests:

Vicki Sikur	Canadian Broiler Hatching Egg Marketing Agency
Gwen Zellen	Ontario Ministry of Agriculture & Food