

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

78TH ANNUAL GENERAL MEETING

MONDAY, SEPTEMBER 17TH, 2012

2:00 PM EASTERN TIME

BLUE MOUNTAIN RESORT

BLUE MOUNTAINS, ON



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AB Branch President

SK Branch President

MB Branch President

ON Branch President

QC Branch President

NB Branch President

NS / PEI Branch President

NL Branch President

EHFC Chair

CoPE Chair

BOC Chair

Ted Devine

Leonard Gallant

Peter Heywood

Mike LeBlanc

Victor Mah

Chris Munn

Andrew Papadapoulos

Sara Timpa

Gary O'Toole

Tim Roark

Julie Scarpino

Cameron Weighill

2012 AEC Committee

Senators Committee

Communications Committee

Website Committee

Special Projects Committee

2012 AEC Committee

EHR Editor-In-Chief

Centenary Committee

2011 AEC Committee

National Historian

2013 AEC Committee

Data Management Committee

TABLE OF CONTENTS

78 th Annual General Meeting Agenda	1
In Memoriam	3
77 th Annual General Meeting Minutes	4
<u>National Executive Council Reports</u>	
National President's Report	5
British Columbia Branch President's Report	7
Alberta Branch President's Report	9
Saskatchewan Branch President's Report	10
Manitoba Branch President's Report	11
Ontario Branch President's Report	12
Quebec Branch President's Report	14
New Brunswick Branch President's Report	20
Nova Scotia and Prince Edward Island Branch President's Report	21
Newfoundland and Labrador Branch President's Report	22
<u>Committee Reports</u>	
100 th Anniversary Report	23
Awards Committee Report	24
Advocacy and Translation Committee Report	25
Communications Committee Report	26
Constitution and Bylaws Committee Report	28
Data Management Report	29
Environmental Public Health Week Committee Report	32
Finance Committee Report	33
Membership Committee Report	36
Senators (Retirees Advisory) Committee Report	37
Special Projects Coordinator Committee Report	38
Website Committee Report	39
Report of the Board of Certification Chair	40
Report of the Council of Professional Experience Chair	45
Report of the Environmental Health Foundation of Canada Chair	46
<u>Special Reports</u>	
Report of the National Historian	49
Report of the Environmental Health Review Committee	51
Final Report of the 2011 AEC Chairs – Halifax, NS	52
Update Report of the 2012 AEC Chairs – Blue Mountains, ON	53
Update Report of the 2013 AEC Chairs – Winnipeg, MB	54
<u>Appendices</u>	
Notice of Motion #1	55
Notice of Motion #2	56

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

78TH ANNUAL GENERAL MEETING

AGENDA

(TENTATIVE AND SUBJECT TO CHANGE)

**MONDAY, SEPTEMBER 17TH, 2012
2:00 PM EASTERN TIME**

**BLUE MOUNTAIN RESORT
110 JOZO BWIDER BOULEVARD
BLUE MOUNTAINS, ON L9Y 3Z2**

1. Call to Order
2. Assessment of Quorum
3. Appointment of Officials
 - 3.1. Parliamentarian
 - 3.2. Sergeant-at-Arms
 - 3.3. Scrutineers
4. Introduction of Officers
5. In Memoriam
6. Approval of Agenda
7. Approval of Minutes from the 77th Annual General Meeting, June 27th, 2011 (Halifax, NS)
8. Officer Reports
 - 8.1. National President
 - 8.2. British Columbia Branch President
 - 8.3. Alberta Branch President
 - 8.4. Saskatchewan Branch President
 - 8.5. Manitoba Branch President
 - 8.6. Ontario Branch President
 - 8.7. Quebec Branch President
 - 8.8. New Brunswick Branch President
 - 8.9. Nova Scotia and Prince Edward Island Branch President
 - 8.10. Newfoundland and Labrador Branch President
9. Committee Reports
 - 9.1. 100th Anniversary
 - 9.2. Awards
 - 9.3. Advocacy and Translation

- 9.4. Communications
- 9.5. Constitution and Bylaws
- 9.6. Data Management
- 9.7. Environmental Public Health Week
- 9.8. Finance
- 9.9. Membership
- 9.10. Senators (Retirees Advisory Committee)
- 9.11. Special Projects
- 9.12. Website
10. Report of the Board of Certification Chair
11. Report of the Council of Professional Experience Chair
12. Report of the Environmental Health Foundation of Canada Chair
13. Special Reports
 - 13.1. Report of the National Historian
 - 13.2. Report of the Environmental Health Review Committee
 - 13.3. Final Report of the 2011 Annual Education Conference Chair(s) – Halifax, NS
 - 13.4. Update Report of the 2012 Annual Education Conference Chair(s) – Blue Mountain, ON
 - 13.5. Update Report of the 2013 Annual Education Conference Chair(s) – Winnipeg, MB
14. New Business
 - 14.1. 2012 Awards Nominations
 - 14.2. Appointment of NEC Representative(s) to the Board of Certification
 - 14.3. Appointment of NEC Representative(s) to the Council of Professional Experience
 - 14.4. Appointment of NEC Representative(s) to the Environmental Health Foundation of Canada
 - 14.5. Appointment of Auditor(s)
 - 14.6. Approval of 2011 Financial Statements
15. Motions and Resolutions
 - 15.1. Motion 1: Modification of Term of Past President
 - 15.2. Motion 2: Updating Acceptable Methods for Providing Notice of the Annual General Meeting
 - 15.3. Motions or Resolutions from the Floor of the Assembly
16. Adjournment

IN MEMORIAM

These esteemed colleagues will be sadly missed.

ANDY DUBCHAK – ONTARIO BRANCH

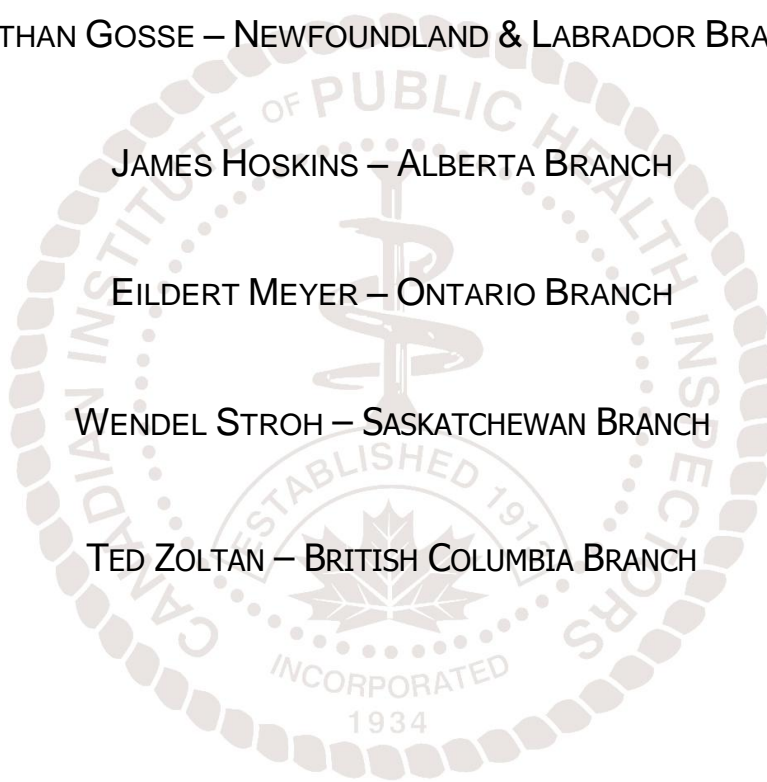
NATHAN GOSSE – NEWFOUNDLAND & LABRADOR BRANCH

JAMES HOSKINS – ALBERTA BRANCH

EILDERT MEYER – ONTARIO BRANCH

WENDEL STROH – SASKATCHEWAN BRANCH

TED ZOLTAN – BRITISH COLUMBIA BRANCH



77TH ANNUAL GENERAL MEETING

DRAFT OF MINUTES TO BE APPROVED

**MONDAY, JUNE 27TH, 2011
2:15 PM ATLANTIC TIME**

**MARRIOTT HALIFAX HARBOURFRONT
1919 UPPER WATER STREET
HALIFAX, NOVA SCOTIA**

To view the minutes, please click on the following link:

<http://www.ciphi.ca/pdf/agm2011minutes-draft.pdf>



NATIONAL PRESIDENT'S REPORT

Dear Friends and Colleagues:

As the Canadian Institute of Public Health Inspectors (CIPHI) approaches its 100th year of existence, this will mark my last official report to the membership of the Canadian Institute of Public Health Inspectors as National President. The past three years in my current role, as well as the previous 6 years as the Alberta representative to the NEC, has been a phenomenal experience and something that has made me a better professional and person. Although there have been trying times, I'm the better for it and the friendships and relationships that I have been able to establish are priceless.

Looking back (and realizing that I may be biased), I feel that we have made significant changes to how CIPHI operates and is perceived. We have made a concerted effort to improve the communication pathways from CIPHI National to our internal and external stakeholders, our expenditures are under tighter control and we're working hard to ensure that the fiscal sustainability of our initiatives does not mortgage the future for short-term gains. We have undertaken long-range planning to end the stop-and-go proclivities of yesteryear. There has been a monumental amount of effort dedicated to formalizing all of our operations in policies; a list that has grown from 0 in 2003 to over 30 in 2012. All in all, we're a more robust national organization with an increasing ability to be sustainable over the long haul. It's been a herculean effort and the amount of work that has been accomplished was and continues to be only possible through dedication of an army of volunteers.

Because I'm National President, I typically get the majority of kudos, but it has only been through the incredible support network of volunteers that has helped me maintain the direction and momentum of our initiatives. I can't thank enough these invaluable, innumerable and undervalued members from across the country that have provided the muscle and determination to keep CIPHI on the rails and continuing our march towards the future. I would also be remiss if I did not mention the work that was completed by my predecessors who tirelessly built the foundation upon which my work was able to stand. In the end, although many of the changes that we have witnessed in CIPHI have been evolutionary and were natural progressions to reflect the current environment, in certain cases those changes were revolutionary. In my opinion, one of those revolutionary initiatives was the development and implementation of the Continuing Professional Competencies Program, which marked the first time that we as professionals affirmed our self-interest in bettering not only our local communities of practice, but continually developing our collective competencies as Environmental Public Health Professionals. It was "for the profession, by the profession" and is one of accomplishment that I'm proud to be associated with.

Of course, there have also been some missteps along the way and I will take full responsibility for them. To err is to be human, and I am human. The key is to learn from those mistakes and be truly reflective in what could be learned, what could be done better and what could be initiated so such a mistake won't reoccur. Of course, there are still many weaknesses within the organization that we still need to address. The most pressing, I believe is volunteer burnout, especially at the leadership levels of the Branches and CIPHI National. Without more engagement from membership, whether new or experienced, CIPHI risks losing all that we have worked for over these past years if we cannot get more people to the table. Complacency cannot win the day and we need new ideas and new energies to be brought to the forefront if we are to survive another 100 years.

Additionally, as we look forward, the same key strategies identified in the latest Strategic Plan, must be continued in order for CIPHI to flourish and grow. Although we have come a long way, additional work still needs to be invested in improving membership engagement not only as volunteers, but as stakeholders who have a vested interest in our organization and our credential. We must also continue work to fortify the operational capacity of CIPHI, but still ensuring transparency and accountability, especially with respect to our finances, in order to ensure CIPHI is a sustainable organization. This integral work will allow us to then focus on the real purpose of our professional organization which is to enhance our professional profile and strengthen the standards of the CPHI(C) credential.

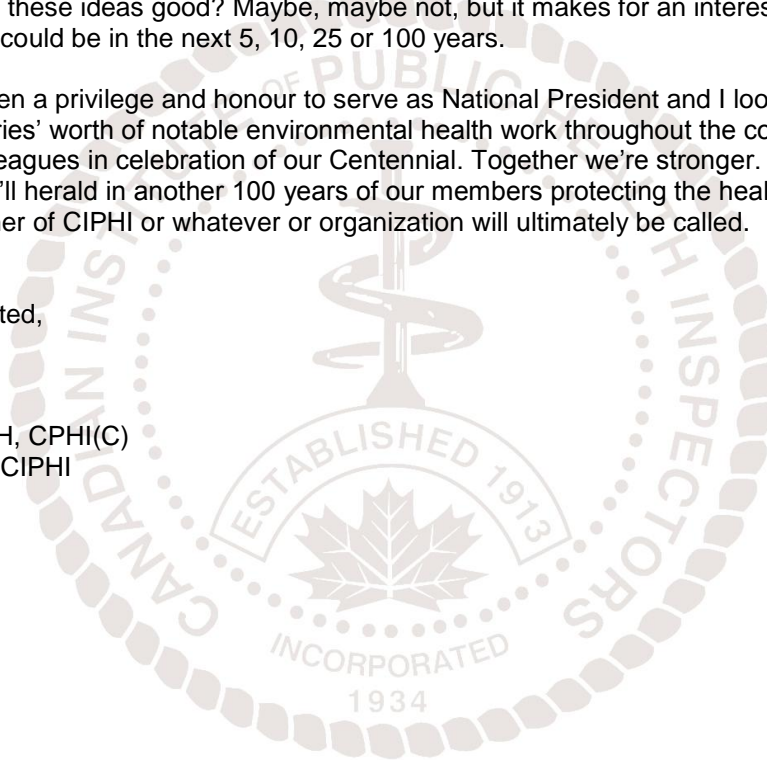
As I leave the captain's chair, I feel that CIPHI is at the beginning of an amazing journey and has the potential to become the singular and authoritative voice for environmental public health in Canada. As such, we can no longer rely on the grassroots methods that got us through the first 100 years, but instead start investigating more innovative ideas and potentially explore new directions for our organization. We all have to be open to discussing the future and how we wish to position our profession without grounding our viewpoints in the past because we fear change. Not only do we have to continue exploring things such as mandatory membership, but perhaps it is time we investigate such radical ideas as developing specialized credentials for areas where our members practice such as environmental infection control, epidemiology and health risk assessment. Perhaps we even start looking at developing additional credentials for allied professionals who can't be CPHI(C) certified. Perhaps it's time to broaden the scope of the organization to encompass not only the historical definition of Public Health Inspectors and Environmental Health Officers, but those who practice in *any* aspect of environmental public health. Perhaps it is even time to recognize that we no longer represent only Public Health Inspectors and start looking into adopting a new moniker for the organization that truly and accurately reflects our constituents. Are all these ideas good? Maybe, maybe not, but it makes for an interesting conversation about where CIPHI could be in the next 5, 10, 25 or 100 years.

In closing, it has been a privilege and honour to serve as National President and I look forward to celebrating a centuries' worth of notable environmental health work throughout the coming year with all our friends and colleagues in celebration of our Centennial. Together we're stronger. Together we're better. Together we'll herald in another 100 years of our members protecting the health of Canadians under a single banner of CIPHI or whatever organization will ultimately be called.

Respectfully submitted,



Phi Phan, BSc, MPH, CPHI(C)
National President, CIPHI



BRITISH COLUMBIA BRANCH PRESIDENT'S REPORT

CIPHI BC Branch has gone through a busy year of transitions and changes in 2011. Special thanks to all Branch Executive for their dedication and hard work in the past years to move the Branch and the profession forward.

Several highlights are reported as follows:

1. Education

BC Branch has taken a different approach in delivering education opportunities to our members in 2011. We were fortunate to invite an enigmatic speaker from National Collaborating Center for Healthy Public Policy, Mr. Christopher MacDougall, who presented in the CIPHI National Education Conference 2011, to host three workshops on public health ethics for the BC Branch members. These workshops were held in the Vancouver Lower Mainland, Prince George & Kelowna over three days. CIPHI National President, Mr. Phi Phan, was also invited to discuss the CIPHI Code of Ethics. These workshops received overwhelming responses from members, which has assisted the education committee in organizing upcoming conferences or workshops.

2. New Executive Council

A new executive council was formed after an annual general meeting was held in October. Past President, Ms. Jasmina Egeler received significant acknowledgements for her hard work during her past years in CIPHI BC Branch. She continues to assist in printing and distributing out-of-province FoodSafe certificates, which has been our secondary revenue source. Mr. Keir Cordner has now stepped into the Past President role to transfer his experience and knowledge to this vibrant executive council. Ms. Crystal Brown has been elected to take on the President-Elect position. She has already stepped up in providing a strong leadership role on multiple branch committees, including education, membership and the website.

3. Branch Constitution & Bylaws Changes

A motion was put forward at the Annual General Meeting in 2011 to remove the entirety of the Board of Registration (BoR) in light of the completed transition of the Council of Professional Experience (CoPE) at the National CIPHI level. Several members raised their concerns about losing the legislative registrations of the Registered Environmental Health Officers (REHO) and Registered Public Health Inspectors (RPHI). Since CIPHI's Continuing Professional Competencies (CPC) Program and CoPE now fulfil the intent of BC's Bylaw #2, and CIPHI's National Constitution re-defined Regular Membership to include participation in the program, the functionality of the BoR and the designation of REHO would be redundant. In addition, the audit system established under CoPE would provide the ability to monitor the professional competencies of Environmental Public Health Professionals (EHPs). Therefore, the motion was carried at the meeting.

4. Finances

Despite the great success of the education workshops, the Branch suffered another year of deficit in the finance department. The Branch foresaw the need of smooth transitions at the President and the Executive levels, so the expenses of hosting multiple meetings were higher than the normal operational cost in 2011. The new executives have identified this issue and are committed to yield a positive bottom line in 2012.

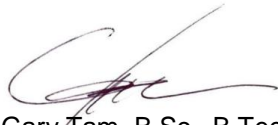
5. Centenary Celebrations

As the CIPHI centenary year of 2013 is fast approaching, the Branch Executives and Historian recognized the importance of celebrating this great milestone of CIPHI. A new steering committee has been established and chaired by our Past President, Mr. Keir Cordner. We are very fortunate to have the involvement from different levels of membership, including students from BCIT, EHOs,

retired members, and our Branch Historian. A new webpage is in development with multiple stories focusing on the history of CIPHI BC Branch.

CIPHI BC Branch continues its work in liaising with key stakeholders in BC, such as the Ministry of Health, health authorities, our Unions, and BCIT students and instructors in the Environmental Health program. We believe that creating and maintaining strong ties with our stakeholders can bring us in one direction to continuously advance our profession in the province.

Respectfully submitted,



Gary Tam, B.Sc., B.Tech., CPHI(C)
British Columbia Branch President, CIPHI



ALBERTA BRANCH PRESIDENT'S REPORT

On behalf of the Alberta Branch Executive and membership I want to congratulate the AEC planning committee and the Ontario Branch for bringing forward what appears to be an exciting conference. I can't wait to see everyone in Blue Mountains this year and to share the great things that have been happening in Alberta since the last Annual Education Conference in Halifax.

It certainly was an eventful year for our members. We endured provincial elections, federal cutbacks, collective bargaining settlements for some and ongoing negotiations for others. Additionally, we were literally thrown into floods, fires and other large-scale disasters and emergencies. In spite of our challenges at work, we ended 2011 with the highest level of branch membership that Alberta had ever seen - with a total of 329 members. Year-to-date, membership is ahead of where it was last year, meaning that more members are renewing their membership earlier in the year. We work hard to maintain the support of our employers in Alberta and our employers echo our insistence that the CPHI(C) credential be linked to both membership in the Institute and ongoing professional development.

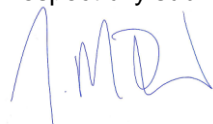
Speaking of professional development, this year marks our 13th Annual Fall Educational Workshop which will be held in Edmonton at the Fantasyland Hotel. We have an ambitious joint workshop planned as we are hosting our event concurrently with the 4th Annual Alberta-China Life Sciences International Forum. We will be partnering with the *Zhejiang Provincial Centre for Disease Control and Prevention* and also the *Alberta Institute of Toxicology* to bring our members and guests an intriguing workshop entitled *Environmental Public Health: Issues and Policy Development*. The workshop runs from September 25th – 27th and information on registration can be found at our website if you are interested.

July officially concluded the Branch's 40th year as a Society in Alberta. Two exciting initiatives that came out of this milestone year were the creation of a Historian Society and the development of positions for assistant zone councillors. The Historian Society is made up of four of our members who are cataloguing our historical documents and preparing a fun and interactive display for members to enjoy in 2013. The assistant zone councillor positions were created to help to build succession into our Executive so that when volunteers inevitably move on, new members taking those positions aren't coming in cold turkey. Both initiatives were a product of learning from our past and planning for the next 40 years.

Lastly, I am proud to share that our annual *Golden Sock Challenge* was awarded to the members of the South zone in 2011, as they collected the most pairs of socks per member. The *Sock Challenge* began as a response by Alberta Branch member Sandra Hamilton to "Tent City", a spontaneous camp that appeared on provincial land in the City of Edmonton in 2007. During conversations with campers and outreach workers, we learned that socks were in such short supply that workers were forced to ration them. Within 10 days, Alberta Branch members had collected over 1000 pairs of socks. Last year, we raised over 17,000 pairs and the 2012 goal is to collect 20,000 pairs of socks for homeless shelters and other support agencies across Alberta. Look for more on this year's official sock total in my President's report for the fall edition of the Environmental Health Review.

Again, it is an honour to attend on behalf of the Alberta Branch and I truly am looking forward to seeing everyone at the conference. Enjoy!

Respectfully submitted,



Jason A. MacDonald, CPHI(C)
Alberta Branch President, CIPHI

SASKATCHEWAN BRANCH PRESIDENT'S REPORT

On behalf of the SK Branch, I submit the following report outlining the activities of the SK Branch for the past year.

The relationship between the SK Branch and the First Nations University of Canada (FNUC) continues to grow. Again this year, the SK Branch hosted an information night for FNUC students. Many students attended the session and became members.

Membership numbers remained steady as the various employers (Health Regions) continue to support membership. The SK Branch Executive remains committed to engaging membership through education sessions and advocacy projects. Expanding our membership beyond health region employed inspectors remains a goal of our Branch.

The SK Branch hosted the 4th Annual Professional Education and Development Seminar in Regina in 2011. Attendance at this seminar was free for our SK Branch members. Exhibitors and presenters from across Canada showcased their expertise and products. Membership support along with the student (FNUC) attendance resulted in a successful seminar.

The SK Branch recently filled the new 'Historian' position. Wayne Johnson has volunteered to sort through many boxes of SK Branch archives. This Branch position will work closely with the National Historian to ensure any treasures that are found are preserved for all membership to enjoy.

Merchandise and product sales continue to offset the SK Branch's growing operational and education expenses. Our Branch Executive remain committed to being fiscally responsible to ensure our Branch is sustainable well into the future.

On behalf of the SK Branch, I would like to congratulate those members involved in planning the 78th Annual Education Conference in Ontario.

Respectfully,



Ryan Philipation, CPHI(C)
Saskatchewan Branch President, CIPHI

MANITOBA BRANCH PRESIDENT'S REPORT

The following highlight some of the Branch Executive activities since my last report:

- The Branch Executive hosted a three day conference from September 14-16th at the Clarion Hotel in Winnipeg. A total of 80 delegates attended the conference and it was a financial success thanks in part to the many sponsors and exhibitors that attended.
- The Branch Executive hosted a one day Branch Workshop on May 31st at the Viscount Gort in Winnipeg. A total of 63 delegates attended and the workshop was a financial success. Thank you to ALS Laboratory and the NCCEH for their generous support.
- Elections were held at our annual AGM on May 31st. Stacey Sowa, Rhea Lefko and Kathleen Martin were newly elected to the Branch Executive. I would like to thank Stephen Hancock, Melanie Cyrenne and Natalie Lowdon for their participation on the Executive for the past 4 years. They have been very instrumental in moving our Provincial Branch forward and I truly appreciated all of their assistance.
- The Branch Executive prepared a Conference Planning Guide to assist future executives in preparing and planning for larger 3 day Branch conferences. These events require several individuals to pull off a successful conference. Several of the executive members have been involved in planning conferences in the last four years so we wanted to capture some of this expertise in a planning document.
- Thanks to our Branch Webmaster, Carmen Cross, the Branch Website underwent a massive overhaul. We believe it will make finding information easier and creates a more modern look for our Branch.
- Ali Rana was appointed as our Branch representative on the Environmental Public Health Week national campaign.

Respectfully submitted,



Darcy Chrisp, CPHI(C)
Manitoba Branch President

ONTARIO BRANCH PRESIDENT'S REPORT

Please accept this report as the final submission for my term as President, 2010 - 2012. Foremost I would like to acknowledge the CIPHI Ontario Branch Executive Council (OBEC) and the CIPHI National Executive Council (NEC) members for their dedication, commitment and personal sacrifices made in the name CIPHI and our profession. I would also like to thank the numerous member volunteers who have helped host conferences and have served diligently on CIPHI committees. Together these individuals have helped raise the profile of CIPHI, our profession and our strategic priorities amongst key public health stakeholders.

2010-2012 CIPHI Ontario Branch Executive – Highlights

It is hard to believe that two years have passed already, it seems like only yesterday I received the gavel from Peter Heywood. As I prepare to pass the gavel to Cameron Weighill, I reflect back on a fast paced two years filled with steep learning curves, exciting challenges and the forging of new friendships. Over the past two years the OBEC has undertaken a number of key initiatives including: organizing and hosting the 2010 educational conference; partnering with TrainCan to offer a new model of educational conference in 2011 and helping to bring industry and public health representatives together through common environmental health interests; completing CIPHI Ontario's 2011 - 2014 strategic plan, which included the restructuring the Ontario Branch Executive.

The primary goal that arose from the strategic plan was to direct OBEC focus on CIPHI Ontario matters (policy, promotion, professional development, knowledge transfer, etc.) while reaching out to and engaging our members across Ontario to participate in working groups, regional networks and have a greater influence on CIPHI Ontario and the profession. The ground work has been laid including the creation of a membership engagement committee and we are moving towards the realization of those goals.

Continuing Professional Development

The OBEC has identified continuing professional development as a cornerstone of our organization and the key deliverable for our members. We are exploring options including webcasting and teleconferencing, to provide educational opportunities to our Northern, Eastern and more remote colleagues. If you have ideas or suggestions for educational sessions please forward them to any of the Ontario branch executive members.

Advocacy

Advocacy has long been a strategic priority for the OBEC. This was reaffirmed in the 2011 - 2014 Strategic Plan. What I learned through the strategic planning process, member feedback and many meetings with key public health partners was that the OBEC's voice was not strong enough to drive advocacy initiatives on our own. Does this mean we abandon the dream? NO. This realization caused us to redirect our efforts to help strengthen our voice by raising the profile of our profession, increasing our knowledge of advocacy and our members' desires (see masters project 2 below), and to seek out key partnerships with other public health voices, such as ASPHIO, Public Health Ontario and the Ontario Public Health Association. Hopefully, these initiatives will result in successful advocacy on key priorities.

Master's Student Projects

In late 2011, CIPHI (National and Ontario Branch) agreed to provide field supervision for two Masters Students from the University of Waterloo Master of Public Health program. The project work has been completed and I am working with both students to finalize the written material for potential publication and sharing with members.

Project 1: Mandatory Professionalism – Master’s Student Andy Hong

Hosted by the National Executive, the purpose of the project is to assist the Canadian Institute of Public Health Inspectors in developing action plans that would support the Resolution passed at the 2005 Annual General Meeting of the Canadian Institute of Public Health Inspectors (CIPHI) that mandated the National Executive Council (NEC) to pursue mandatory membership for holders of the Certificate in Public Health Inspection (Canada) [CPHI(C)]. Andy is hoping to present his findings at a future CIPHI Educational conference.

Project 2: Advocacy – Master’s Student Bernadette Moussa

Hosted by the Ontario Branch executive, the purpose of the project is to assist CIPHI Ontario with the development of an advocacy toolkit and to help us develop our 2012 advocacy directed at regulatory change.

Key highlights based on the literature review and a survey of key informants included:

- Effective advocacy for change, tool kit creation to help develop advocacy messaging.
- There is support for a complete systematic review of the public health regulatory system.
- Collaboration (e.g. with ASPHIO, OPHA, PHO, etc.) is needed to strengthen our voice.
- **CIPHI Ontario needs to raise professional profile before advocating.**
- Focus on regulatory and guidance documents versus having no legal clout.
- Some key topics include: PSS, emergency response, food safety and health hazards, as well as nanotechnology and playground structures.
- Creation of a PSS regulation as well as making food handler training mandatory is requested.
- A single recreational water regulation was strongly recommended.

The Master’s projects demonstrated a strategic opportunity for CIPHI and members. CIPHI was able to gain knowledge and information related to key strategic areas: professionalism and advocacy. This information will help inform executive decisions and lay the ground work for further investigation and pursuits. Our members were able to realize their personal objective of completing a Masters’ degree while having the opportunity to work on projects related to their profession. I look forward to expanding the opportunities for CIPHI to support and hopefully sponsor research initiatives.

Volunteers

As a volunteer organization CIPHI and CIPHI Ontario are reliant on the drive, determination and dedication of our members. We continue to need people to step up and volunteer for executive and committee positions to raise the profile of our profession and ensure a place for CPHI(C) holders in the realm of public health. CIPHI has provided me with leadership and networking opportunities that have enriched my professional and personal lives. I can only speak for myself when I say that volunteering for CIPHI has been the most rewarding experience of my professional life.

Today, I challenge you to consider volunteering for CIPHI – it will change your life.

CIPHI Ontario continues to lead, promote and advocate for Environmental Public Health Professionals in Ontario. We are dedicated to increasing our capacity to better serve our members. We look forward to continuing to build and foster our relationship with our Ontario and National Public Health partners.

Sincerely,



Ken Diplock, CPHI(C)
President, CIPHI Ontario

QUEBEC BRANCH PRESIDENT'S REPORT

Assemblée générale annuelle de l'ASPEQ

Endroit : 1170 rue Monette, La Prairie

Date : Le 9 juin 2012 à 14h00

Ordre du jour

1. Accueil des personnes sur place et par téléphone
2. Ouverture de l'assemblée
3. Lecture et approbation de l'ordre du jour
4. Présentation des membres fondateurs de l'ASPEQ
5. Rapport du président
6. Rapport du trésorier
7. Réalisations de l'ASPEQ depuis le 8 mars 2010
8. Présentation des postes à combler
9. Nomination du président et du secrétaire d'élection
10. Mise en nomination
11. Élection
12. Résolution autorisant les personnes élues à combler les postes vacants

Un avis a été envoyé à tous les membres admissibles à voter à l'assemblée générale annuelle, que l'élection des membres du comité exécutif de la section était à l'ordre du jour. Toute personne intéressée pouvait postuler au poste de président, vice-président, secrétaire, trésorier, conseillers. Les personnes intéressées ont été invitées à faire parvenir leurs candidatures par courriel à info@aispeq.org.

Registre des présences

Sur place

Oumar Ba
Jean-Luc Archambault
Serge Lamontagne
Henry Tessier
Pierre Dufresne
Nicolas G. Raymond

Par téléphone

Jean-Pierre Couture
Patricia Rioux
Érik Allain
Jacques Beauvais

1. Accueil des personnes sur place et par téléphone

Oumar Ba souhaite la bienvenue aux personnes sur place et par téléphone.

2. Ouverture de l'assemblée

L'assemblée a débutée à 14:00 heures.

3. Lecture et approbation de l'ordre du jour

L'adoption de l'ordre du jour est proposée par Pierre Dufresne et secondé par Serge Lamontagne.

4. Présentation des membres fondateurs de l'ASPEQ

Oumar Ba a présenté et remercié les membres fondateurs de l'ASPEQ.

Oumar Ba - Jacques Reid - Serge Lamontagne - Nicolas G. Raymond - Sarah Chergui - Jean Luc Archambault - Stéphane Gravelle - Francine Grenon - Claude Verville - Rolland Duguay - Daniel Savoie - Jacques Beauvais

5. Rapport du président

Oumar Ba a présenté son rapport. Tous les membres certifiés du Québec ont payé leur cotisation en 2011. Les frais d'adhésion ont augmenté de 175 \$ à 200 \$ en 2012.

Le National retournera la totalité des frais d'adhésion à l'AISPEQ pour les trois prochaines années. La section du Québec a reçu les membres du BOC en novembre 2010. Une formation d'examineur a été offerte aux membres du Québec. Les étudiants admissibles au CISPC © peuvent passer leur examen au Québec.

Nomination d'Erik Allain comme coordonnateur des examens de certification du Québec. Patricia Rioux a assuré l'intérim pendant l'absence de M. Allain.

Mme. Chociolko du Centre de Collaboration National en Santé Environnementale (CCNE) a remis un fond de 1000 \$ à l'AISPEQ.

En 2013, l'ICISP fêtera son centenaire. L'AISPEQ s'est jointe aux autres sections provinciales et a remis un don au comité organisateur du Manitoba. Des épinglettes commémorant le centenaire de l'ICISP seront remises aux membres du Québec.

6. Rapport du trésorier

Serge Lamontagne a présenté son rapport. Le rapport d'impôt (2011) respecte les normes comptables pour les OSBL et les dons ont été déclarés en tant que contributions. L'AISPEQ a reçue des contributions de six associations provinciales:
Alberta : 2000 \$, Ontario : 1000 \$, Colombie-Britannique : 750 \$, Manitoba : 500 \$, Terre-Neuve : 500 \$, Saskatchewan: 500 \$

L'AISPEQ a reçue une contribution de Jacques Beauvais au montant de 175 \$.

Un montant de 1782 \$ en frais d'adhésion a été retourné à l'AISPEQ par l'ICISP.

Le total des revenus de l'AISPEQ est de 10 089\$. Le total des dépenses de l'AISPEQ est de 6 679\$ (site Web, affiches, services professionnels fournis par René Deschênes).

Le solde au compte de l'AISPEQ est de 3 079 \$.

En 2012, il y a 11 membres actifs de l'AISPEQ au Québec.

7. Réalisations de l'AISPEQ depuis le 8 mars 2010

Présentation du bilan des réalisations par Jean Luc Archambault. (Voir annexe 1)

Explication d'Oumar Ba sur le mode de rémunération de René Deschênes. M. Deschênes est rémunéré au contrat de service ainsi qu'aux subventions acquises.

Question de Pierre Dufresne sur le mode de rémunération du lobbyiste.

Réponse d'Oumar Ba : Le lobbyiste recevra des honoraires au prorata des subventions qu'il obtiendra pour l'AISPEQ.

L'avenir de l'AISPEQ dépend d'une subvention de 250,000\$ qu'elle souhaite recevoir de l'Agence canadienne de Santé Publique suite au dépôt du projet 6266-15-2011/9880056 et de la réponse qu'elle souhaite recevoir suite à la demande d'appui financier au MSSS de 100 000 \$ par année. (Annexe 2).

8- Présentation des postes à combler

Les personnes présentes ont pris connaissance des postes à combler.

Président

- présidera les réunions et les assemblées de l' AISPEQ;
- sera un des deux signataires pour l' AISPEQ;
- sera le délégué officiel à la Conférence Nationale Annuelle;
- soumettra des rapports écrits à la Conférence Nationale Annuelle et à l' assemblée générale annuelle de la Section, détaillant les activités de la Section durant l' année;
- sera un des vice-présidents nationaux à moins de changement dans la Constitution Nationale;
- aura le pouvoir de délégation de tâches et de responsabilités, à sa discrétion, pour les intérêts de la Section.

Vice Président

- présidera les réunions et les assemblées de l' AISPEQ en l' absence du Président;
- assumera le poste de Président si le Président devient Président National;
- aidera le Président à accomplir les activités de l' AISPEQ;
- présidera le comité de développement professionnel.

Secrétaire

- détiendra tous les dossiers de l' AISPEQ;
- rédigera le procès-verbal des réunions et assemblées de l' AISPEQ;
- s' occupera de la correspondance de l' AISPEQ;
- distribuera aux membres les procès-verbaux des réunions de l' exécutif ainsi que des assemblées générales de l' AISPEQ.

Trésorier

- sera un des deux signataires de l' AISPEQ;
- recevra et déposera les fonds de l' AISPEQ au compte de la Section du Québec;
- tiendra les livres comptables;
- présidera le comité des admissions;
- collectionnera les frais d' adhésion, émettra des reçus, et soumettra la part due au National;
- soumettra un rapport écrit à chaque réunion de l' exécutif et à chaque assemblée générale annuelle.

Les conseillers

- seront membres du comité de développement professionnel et responsables envers le président du comité, de fournir le contenu et les conférenciers pour la Conférence Éducationnelle Annuelle de l' AISPEQ;
- seront membres du comité des admissions, afin de recruter des nouveaux membres, et de fidéliser les membres actifs;
- tiendront les membres au courant des activités de l' AISPEQ.

9. Nomination du président et du secrétaire d' élection

Jean Luc Archambault a agit comme président d' élection.

Nicolas Raymond a agit comme secrétaire d' élection.

10. Mise en nomination

Jean Luc Archambault a offert à chaque personne sur place et par téléphone de présenter sa candidature en spécifiant le poste quelle veut combler et la raison de son choix.

- a) Jacques Reid avait confirmé par courriel qu'il était intéressé à combler le poste de vice président. Sa candidature a été acceptée à l'unanimité.
- b) Serge Lamontagne a présenté sa candidature. Elle a été acceptée. Il agira comme conseiller pour des mandats spécifiques, tel que le recrutement.
- c) Henri Tessier a présenté sa candidature. Elle a été acceptée. Son rôle est à confirmer selon sa disponibilité.
- d) Pierre Dufresne a présenté sa candidature. Elle a été acceptée. Son rôle est à confirmer selon sa disponibilité.
- e) Nicolas Raymond désire participer aux réunions par téléphone comme observateur.
- f) Les postes de président, secrétaire et trésorier demeurent ouverts.

Discussion

Il est convenu que l'avenir de l'ASPEQ ne sera pas mis en péril.

Étant donné que les postes de président, secrétaire et trésorier doivent être comblés, Henry Tessier a proposé qu'un courriel soit envoyé aux personnes invitées à l'AGA et à présenter leurs candidatures. Oumar Ba enverra le courriel. La proposition est acceptée à l'unanimité.

Oumar Ba et Serge Lamontagne acceptent de demeurer en poste tant que les postes de président et de trésorier ne sont pas comblés. Ensuite, une précision a été apportée. Oumar Ba et Serge Lamontagne acceptent de demeurer en poste jusqu'au 9 juillet 2012. Cette suggestion a été bonifiée. Ils ont acceptés de demeurer en poste jusqu'au mois de septembre 2012. (Si nécessaire).

Jean Pierre Couture a suggéré (comme plan B) que l'ASPEQ rejoigne la section du Nouveau-Brunswick ou de l'Ontario afin qu'elle survive. Cette suggestion n'a pas été débattue.

La discussion s'est terminée sur une note positive. L'ASPEQ survivra et les postes de président, secrétaire et de trésorier seront comblés. L'ASPEQ sait qu'elle est redevable envers l'ICISP et les sections provinciales ayant contribuées financièrement à son démarrage.

Une proposition a été faite afin de remercier Oumar Ba pour son excellent travail.

M. Serge Lamontagne propose la fin de la réunion. Henri Tessier seconde.

Fin de la réunion : 16:45

Annexe 1 - Bilan des réalisations et des résultats de l' AISPEQ

Réalisations	Résultats
Nomination de René Deschênes comme consultant de l' AISPEQ	Nomination le 23 janvier 2010
Réunions pour préparer la création de l' AISPEQ	Réunions par téléconférence, chez JL Archambault et à l' hôtel Sandman
Élection des membres du CA provisoire de l' AISPEQ	Élection le 8 mars 2010. Animation par René Deschênes
Confirmation au président de l' ICISP que l' AISPEQ a été créée	Lettre envoyée par Oumar Ba le 10 mars 2010
Démarches pour obtenir les lettres patentes de l' AISPEQ	Réception des lettres patentes le 22 septembre 2010
Nomination de Robert Verronneau comme lobbyiste de l' AISPEQ	Nomination le 25 février 2011
Préparation du plan d' affaire de l' AISPEQ par René Deschênes	Plan approuvé par le CA provisoire le 5 mai 2011
Envoi d' une demande de subvention au ministre de la Santé du Québec	Demande envoyée le 5 mai 2011
Rencontres avec MM. Bonneau et Whittom, conseillers du ministre de la santé du Québec	Rencontres à Québec en juin et août 2011 par JL Archambault, J.Reid et R.Deschênes
Démarches pour créer une entreprise privée d' inspection en santé publique	Les démarches sont en cours depuis septembre 2011
Réunions de réflexion et de questionnement avant de créer l' entreprise	Les réunions ont débuté en novembre 2011
Ouverture des comptes de banque de l' AISPEQ	Démarches faites par Serge Lamontagne
Obtention d' une carte de dépôt direct de l' AISPEQ	Démarches faites par Serge Lamontagne
Obtention d' un numéro de TPS et de TVQ de l' AISPEQ	Démarches faites par Serge Lamontagne
Offre de services pour inspecter les cuisines dans les pénitenciers du Québec	Le SCC a accordé le contrat à un autre soumissionnaire
Dépôt à l' Agence de la santé publique du Canada d' un projet pour obtenir une subvention de 250K\$	Dossier préparé par JL Archambault et R.Deschênes
Acceptation de l' Université de Sherbrooke si on reçoit la subvention de 250K\$	Voir l' annexe 1
Réponse du Cabinet du Ministre de la santé du Québec si on reçoit la subvention de 250K\$	Voir l' annexe 2
Envoi de demande d' appui financier de 100000\$ par année au MSSS	Dossier préparé par JL Archambault et R.Deschênes
Envoi de l' offre de services au MSSS pour inspecter les CHSLD du Québec	Dossier préparé par JL Archambault, R.Deschênes, J.Reid
Acceptation d' Andy Hong de modifier son projet de thèse de maîtrise en santé publique	Il a accepté pour ne pas nuire à notre dossier avec le MSSS
Rencontres avec l' Université de Sherbrooke et le CEGEP Ahuntsic pour créer un programme en SPE	Rencontres printemps et été 2011. Démarches faites par Oumar Ba, S.Lamontagne, J.Reid, JL Archambault. R. Deschênes
Préparation du canevas du programme de formation en SPE avec l' Université de Sherbrooke	JL Archambault et J. Reid travaillent pour compléter le document
Rencontre avec la Ministre de l' Éducation pour créer le programme de formation en SPE	Rencontre tenue à Montréal Nord le 23 mars 2011 par JL Archambault
Nomination d' Éric Alain comme examinateur au Bureau de Certification pour le Québec	Nomination en novembre 2011
Production d' états financiers et de déclarations d' impôt provincial et fédéral	Démarches faites par Serge Lamontagne
Demande de remboursements de la taxe de vente et de la TPS	Démarches faites par Serge Lamontagne
Demande d' aide financière auprès du Réseau des cégeps et des collèges francophones du Canada	Dossier en attente
Demande pour importer la formation du Collège de Bathurst en technologie de l' environnement	Démarches faites par René Deschênes
Demande pour importer la formation de l' Université du Cap Breton en santé publique	Démarches faites par René Deschênes
Création d' un comité des projets spéciaux	Les membres du comité sont JL Archambault et Jacques Reid
Démarches d' aide financière pour obtenir un Service de secrétariat permanent pour l' AISPEQ	Dossier non complété
Partenariat avec l' Agence canadienne de Santé publique du Canada au Québec	Démarches complétées
Participation du président et du secrétaire aux réunions nationales	Démarches complétées
Tenue de 12 réunions par le CA provisoire	Réunions au bureau de JL Archambault
Demande d' aide à la structuration de l' AISPEQ par lettre auprès du ministre Gignac du MDEIE	Démarche faite par R. Deschênes et JL Archambault
Démarche avec Mary Deros de la ville de Montréal concernant l' insalubrité des logements sociaux	Démarche faite par JL Archambault
Démarche avec l' AQUSS et la FADOC dans le dossier des CHSLD	Rencontres à céduer
Évolution de la démarche avec l' Université de Sherbrooke	Démarche faite par René Deschênes
Réflexion sur les changements dans le régime fédéral canadien en regard à l' inspection des aliments	Démarche faite par René Deschênes

Annexe 2 - Réponse du Cabinet du Ministre de la Santé du Québec

Québec 

Gouvernement du Québec
Cabinet du ministre de la Santé
et des Services sociaux, ministre responsable
de la région du Bas-Saint-Laurent et de la région
de la Gaspésie-Îles-de-la-Madeleine

Québec, le 2 février 2012

Monsieur Jean-Luc Archambault
Conseiller
Association des inspecteurs en santé publique
environnementale du Québec
2410, avenue Haig
Montréal (Québec) H1N 3E3

Monsieur,

La présente donne suite à nos récents échanges concernant le dossier de l'Association des inspecteurs en santé publique environnementale du Québec.

Je tiens tout d'abord à vous féliciter pour la qualité de l'implication de votre équipe dans ce dossier. Nous apprécions l'intérêt que vous portez à la santé et au bien-être de la population québécoise.

J'espère que votre projet de contribuer au développement de produits et d'outils de perfectionnement de la main-d'œuvre en santé publique avec l'Agence de la santé publique du Canada se concrétisera.

Tel que mentionné antérieurement, le ministère de la Santé et des Services sociaux ne pourra, à ce moment-ci de votre projet, y contribuer financièrement. Je vous encourage néanmoins à poursuivre vos efforts afin d'atteindre vos objectifs, dont celui de voir naître une formation académique d'inspecteur en santé publique, et vous invite fortement à nous faire part de tout suivi dans ce dossier. Nous pourrions ainsi réévaluer votre demande.

Je vous prie d'agréer, Monsieur, mes salutations distinguées.



François Whittom
Conseiller politique

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1075, chemin Sainte-Foy, 15^e étage
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NEW BRUNSWICK BRANCH PRESIDENT'S REPORT

It is my honour and pleasure to present the report from the New Brunswick Branch to the 2012 National Meeting.

I want to start by thanking our colleagues in the Ontario Branch for hosting the 2012 meeting. Many hours of work goes into an event like this and we in NB appreciate your efforts on our collective behalf.

In the Fall of 2011, we experienced an excellent Branch Annual Meeting and Educational Conference in Tracadie.

Key speakers at the conference were from the Health Canada, Department of Health, Research and Productivity Council, Department of Environment and PCO. The 10 educational sessions were well received. There were 6 exhibitors and many donations from business throughout the North Region.

In addition to being a hit education wise, the conference also turned a profit. Hats off to Yves Levesque and his team!

Membership in the Branch continues to be strong. However, we continue to work on growth. This year's two priorities are to strengthen our ranks in the area of retired members and in members from the Federal employers.

Other priorities for the year are:

- Improving our Branch Website
- Reviewing Branch Constitution and standing committees
- Improving our understanding of members' expectations
- Providing input / comment to regulatory and structural changes that may affect our members

Respectively submitted,

Mark Allen, CPHI(C)
New Brunswick Branch President, CIPHI

NOVA SCOTIA AND PRINCE EDWARD ISLAND

BRANCH PRESIDENT'S REPORT

As I sit here in the humid summer weather writing my first President's report, I realize that summer is quickly passing by and the cool crisp fall days will be here soon. On behalf of the Nova Scotia / Prince Edward Island Branch I hope all our members had a safe and happy summer.


The Nova Scotia / Prince Island Branch has been very busy since the spring of the year! The Annual Educational Development session was held on May 4th, 2012, at the Four Points Sheraton convention Centre in Halifax, NS. Topics included Infection Prevention & Control in areas such as the C. difficile outbreak in Cape Breton, which was presented by Pasty Rawding. The focus in the afternoon was on the public health implications of personal services and body modification. A live webinar presentation from BC was provided by Prabjit Barn from the National Collaborating Centre of Environmental Health to the group. Branch member, Carrie Fraser from the NS Department of Health and Wellness presented the topic "NS Body Art Act: The Nova Scotia Story". It had been a considerable amount of time since the last AGM was held, so there were many updates and new business to discuss. At this time the Branch voted on two new Executive positions, President-Elect, and Southern Region Councilor. The NS / PEI Branch Executive consisted of four new incumbents and one returning officer. These include: Wanda Timmons, Secretary; Sara Baird, Central Region Councilor; Dana MacDonald, Northern Region Councilor; Stephen Ferguson, Western Region Councilor; Sean O'Toole, President-Elect; Doreen Mackley, President; Barry MacGregor, Past President. As the last note on the AGM, I would like to pass along thanks to Barry MacGregor in his diligent efforts he put forth throughout his time as President and during the 2011 Annual Education Conference.

However, since our meeting in May the NS / PEI Branch continues to experience change, Mark Durkee, Treasurer and BOC Representative, retired at the end of June and has stepped down from his CIPHI positions, which he had been involved with for many years. On behalf of CIPHI, I would like to take this opportunity to congratulate him on his retirement, and to thank him for his dedication to our profession and organization. We wish him all the best! Karen Wong-Petrie, the webmaster, has stepped down from her position. I would also like to thank Karen for her endless hours working on the 2011 NEC Educational Agenda as well as her time devoted to the Branch website. We wish Karen well in all her future endeavors. I am pleased to announce and welcome the following additions to our Executive: Treasurer, Jason Catoul; Webmaster, Vanessa Nickelo; Southern Region Councilor, Alan McMullan.

I look forward to working with the NS / PEI Branch Executive in continuing to move the Branch forward. The Executive will be meeting early in the fall to work on the Strategic plan. As we continue our planning for more activities and involvement opportunities within the Branch, members will be contacted.

In closing, I would like to take this opportunity to wish the Ontario Branch much success in the 2012 Annual Education Conference. I look forward to seeing everyone at Blue Mountain!

Respectfully submitted,



Doreen Mackley, CPHI(C)
NS / PEI Branch President, CIPHI

NEWFOUNDLAND AND LABRADOR **BRANCH PRESIDENT'S REPORT**

The NL Branch now boasts a membership of an unprecedented 22 active and retired EHO's in our Province. This can be attributed to both CIPHI's increased role in the professional life of an EHO, and the modern day EHO's awareness of the importance of maintaining professional standards.

The Branch held its annual general meeting at the end of November, 2011. An election was held at that meeting and the following members now compile the Branch executive:

Darroch Vokey, President

Laurie Hearn, Vice-President

Darryl Johnson, Secretary-Treasurer

Tony Kelly, Councilor, Eastern Region

Chris Hart, Councilor, Central Region

Karen Hann, Councilor, Western Region

Since the spring of 2012, the Branch Executive has been busy researching options for hosting CIPHI's national AGM in 2014. The Branch is hoping to be able to make a formal announcement on this matter in the near future.

Preparation will soon begin for the Branch's involvement in Environmental Public Health Week, scheduled to take place during the last week of September, 2012. Following this special week, the executive will begin preparation for our Branch AGM, which will take place in the late fall.

As Branch President, I am most encouraged by the level of enthusiasm and cooperation demonstrated by our provincial members. Further, my interaction with the NEC and my counterparts across Canada has rewarded me with a sense of purpose and direction for both the Institute and the profession for which it exists. In that regard, I feel honoured and privileged to be representing CIPHI NL, and to be able to offer input into the philosophies and policies that shape the future of our national Organization.

Thank you,

Darroch Vokey, CPHI(C)
Newfoundland & Labrador Branch President, CIPHI

100TH ANNIVERSARY COMMITTEE REPORT

The birth of The Canadian Institute of Public Health Inspectors (CIPHI) began nearly 100 years ago in 1913, in Winnipeg, MB, with the establishment of the “Sanitary Inspectors Association of Western Canada”. Consequently, 2013 represents a significant milestone in the history of CIPHI, a milestone worthy of recognition by the organization and its membership. To ensure CIPHI’s Centenary is appropriately celebrated and recognized, the National Executive Council (NEC) has formed the Centenary Committee. The Centenary Committee has been tasked with planning and delivering activities and initiatives targeted towards membership, partners and the general public to celebrate and highlight the centenary milestone.

The committee is comprised of interested individuals from various groups including but not limited to the National Executive Council, the 2013 Annual Educational Conference Committee and the Historical Committee.

The members of the committee are as follows:

Sara Timpa (Chair)
Koreen Anderson
Ron de Burger
Stéfane Gravelle
Peter Heywood

Jim McCorry
Nadine Newman
Phi Phan
Tim Roark
Gay Tam

Some activities of the committee to date include the production of the Centenary Calendar, which will be presented to all members (2013) to recognize their dedication to CIPHI and its initiatives. A Mosaic Centenary Banner which will be a keepsake for future generations which will serve to immortalize current and past environmental public health professionals and CIPHI members for future generations. The beaver mascot will be re-vamped for the Centenary and travel throughout the country highlighting the exciting activities that environmental health professionals partake in daily; and environmental health professionals, both past and present, will be identified by the “100 Members of Distinction” project which will honour their commitment to the profession and to environmental public health in the country. Unfortunately, the proposal to Canada Post for a commemorative stamp was rejected; however, other initiatives such as the creation of the ciphi100.ca website, CIPHI cookbook and social media campaign are ongoing and are scheduled to be launched in January, 2013. Please stay tuned to the listserve and the Environmental Health Review for updates and more news from the Centenary Committee on activities, events and other ways you can become involved in celebrating the centenary milestone.

Respectfully submitted,



Sara Timpa, CPHI (C)
Centenary Committee Chair, CIPHI
ciphi100@ciphi.ca

AWARDS COMMITTEE REPORT

Dear Colleagues:


The Awards Committee is pleased to provide an update of Awards presented at our 77th Annual Education Conference in Halifax, NS. The following individuals and / or organizations were presented awards:

Summary Table	
Award	Nomination (Province)
Alex Cross	<ul style="list-style-type: none"> ➤ Michael McCann (SK) ➤ Gary Moulton (NS)
Alexander Officer	<ul style="list-style-type: none"> ➤ Nova Scotia Department of Health & Wellness: Dr. Robert Strang, Chief Medical Health Officer (ON) ➤ Environmental Public Health Services, First Nation and Inuit Health, Health Canada, Alberta (AB)
Environmental Health Review	<ul style="list-style-type: none"> ➤ Yvonne Graff, Ian Harrison, Kathleen Rispler: Regina Qu'Appelle Region (SK)
President's Award	<ul style="list-style-type: none"> ➤ Jasmina Egeler (BC)
Honorary Membership	<ul style="list-style-type: none"> ➤ Helen Mersereau: Cape Breton University (NS)
Life Member	<ul style="list-style-type: none"> ➤ Mark Durkee (NS)

All award recipients received a personalized award and an accompanying letter recapping their nomination and nominators. A summary of the winners were sent to the Environmental Health Review as well as a copy sent to the CIPHI National Historian for archival purposes.

For the awards to be presented at this year's 78th AEC, calls for nominations were sent via the National List Serv on several occasions as well as soliciting of each Branch Executive. All nominations received by the dead line will be vetted by the Awards Committee members to ensure completeness and compatibility based on the established criteria for each award. Nominations will then be reviewed and voted upon by the National Executive Council prior to the conference. For those awards that require membership approval, those nominations are first voted upon by the NEC and then sent for approval by the membership at the AGM. The Awards Committee Chair will provide a verbal report of those awards.

Respectfully submitted,


 Doreen Mackley, CPHI(C)
 Awards Committee Chair, CIPHI

ADVOCACY AND TRANSLATION COMMITTEE REPORT

On behalf of the CIPHI Advocacy and Translation Committee, please accept this report regarding activities of the committee in 2011. The committee members include Darcy Chrisp (Chair), Stefane Gravelle and Peter Heywood. The committee remains open to and welcomes additional participation by members of CIPHI in good standing.

The committee operates under the authority and scope described in its terms of reference and within the framework of the Institute's "CIPHI Operational Guidelines for Advocacy". This committee remains engaged in advocacy initiatives as follows:

The committee reviewed opportunities to prepare advocacy materials related to allergy issues with pets on planes and climate change, however the scope of the topics were very controversial and we felt it was better to withhold comments on these areas for now.

Future Plans

The recent CIPHI membership survey was used to generate some ideas from the membership on areas that are of concern. These ideas will be reviewed over the next 12 months. The Canadian Institute of Public Health Inspectors is committed to formulating position statements on topics that address emerging issues, trends and patterns occurring in environmental health. The position statements are intended to be used to address areas of confusion and controversy and to promote consistency in application of environmental health programs amongst environmental public health professionals. CIPHI is dedicated to providing direction on standards related to environmental health and when necessary to prompt a call for action to our government partners and stakeholders on issues that affect the health of Canadians.

Respectfully submitted,



Darcy Chrisp, CPHI(C)
Advocacy and Translation Committee Chair, CIPHI

COMMUNICATIONS COMMITTEE REPORTS

Building a rapport with our members and stakeholders based on trust, accountability and transparency is of the highest priority for the Canadian Institute of Public Health Inspectors (CIPHI). With members and stakeholders across Canada, communication networks are essential for the delivery and presentation of information in a timely manner. To accomplish this CIPHI has utilized several communication vehicles including, the website, Member Service Centre, National Listserv, the Environmental Health Review and social networks. There is also a concerted effort to ensure all CIPHI correspondence is published in both official languages. CIPHI is also engaged with its members in a number of different ways, including the CPC Program, planning of the National Conference, the Plan Canada fundraising campaign and planning for the Centenary Celebrations. Below is an overview highlighting some of these activities.

National Listserv

The National listserv, our primary communication tool reaches approximately 2600 environmental public health professionals across Canada and provides news on national activities in a timely manner. This communication tool has proven to be highly successful in notifying our members of upcoming professional development opportunities, promoting the CPC Program and Environmental Public Health Week (EPHW), disseminating National Executive Council (NEC) business news, and circulating pieces of advocacy. This mode of communication is supported by other communication vehicles including our linkages with social networks, specifically Facebook™ and Twitter™, the Environmental Health Review and the national website.

Plan Canada Project



Since June 2010, CIPHI has partnered with Plan Canada to raise funds for clean water and improved health in Sierra Leone. Plan Canada is one of the world's oldest and largest international development agencies, working in partnership with millions of people around the world to end global poverty. Not For Profit, independent, and inclusive of all faiths and cultures, Plan Canada has only one agenda: to improve the lives of children.

It is my pleasure to announce that we have surpassed our fundraising campaign goal of \$10,000! The campaign officially closed in \$11,006 collected in donations. This project was part of a larger partnership in cooperation with Dubai Cares - a philanthropic organization that matched our contribution dollars, 3 to 1 - and the Environmental Health Foundation of Canada, who also matched dollar for dollar any donations generated by the members to a total of \$1,000 during the balance of 2011.

To the members and non-members, corporate partners, the National Executive Council, Executive Branches, the Environmental Health Foundation of Canada, and conference planning committees, I extend my warmest thanks and utmost gratitude to all of you who donated to the Plan Canada / CIPHI Sierra Leone fundraising project. Your tremendous support will provide clean water and improve the health of the children in Sierra Leone.

CIPHI Centenary Committee



In 2013, the Canadian Institute of Public Health Inspectors will mark its 100th year anniversary. It is expected that environmental public health professionals from across Canada will celebrate and honour the Institute's 100 years of service and dedication to environmental health and its professionals (EHP). In recognition of this laudable and important milestone, CIPHI is planning numerous celebrations throughout 2013. Our feature event will be the 2013 Annual Educational Conference in Winnipeg, Manitoba on June 23rd to 26th, 2013. In 1913, The Canadian Institute of Public Health Inspectors was formed in Winnipeg, Manitoba. In the 100 years since its founding, CIPHI has played a major role in the protection of Canadians and the promotion of environmental health, through its dedication to the advancement of environmental health science across Canada. Over the next few months, the CIPHI Centenary Committee, which I am a privilege member of, will be recruiting individuals who wish to participate in the centenary, provide ideas, share memories or volunteer to assist.

The project's objectives are to:

- Mark the 100th anniversary of CIPHI;
- Celebrate environmental public health professionals who have dedicated themselves to service and delivery of environmental health;
- Celebrate the role of environmental public health professionals in Canada as well as our traditions, history, successes, and values;
- Highlight how environmental public health professionals have evolved over the past 100 years and to look to the future of our organization; and
- Enable environmental public health professionals to participate in celebrations that contribute to building a sense of pride and belonging to public health.

The centenary celebration will be a year-long national event that involves all our provinces and territories, and will pay homage to environmental public health professionals across Canada. Our committee is enthusiastic about planning the celebrations and is eager to launch the event across Canada. Stay tuned for further communiqué from the CIPHI Centenary Committee as we move forward with the planning of celebratory events throughout 2013.

2012 and Beyond

The communications portfolio has several exciting and important activities planned for the next year. Future work includes the formulation of a branding and marketing plan and participating in the planning of our Centenary Celebrations. CIPHI will continue to ensure that all communication channels are maximized so that members are informed of NEC business in a timely manner with the ultimate goal of strengthening and promoting our organization and professional profile. In 2012 and beyond, members of the NEC will continue to work together and operate in a transparent and open fashion in the best interests of our members and stakeholders. Communication to our members is of the utmost importance to CIPHI and we will continue to ensure our members are regularly informed of news, upcoming changes and professional development opportunities through all communication vehicles available at our disposal.

Respectfully submitted,



Peter Heywood, CPHI(C)
National Communications Portfolio, CIPHI
Ontario Branch Immediate Past President, CIPHI

CONSTITUTION AND BYLAWS COMMITTEE REPORT

The Constitution and By-Laws and Policy Committee of the Canadian Institute of Public Health Inspectors (CIPHI) reports directly to the NEC. This committee's objective is to ensure compliance with the Constitution of CIPHI as well as ensures organizational paperwork (Policies, Terms of Reference, etc.) is kept current.

The Constitution and By-Laws & Policy Committee continues to use a policy and procedure document to outline the objectives and operation of the committee. This document helps committee members understand their roles and responsibilities.

Policy development has been a priority of the NEC. Various operational policies were developed this past year. The committee will continue to work towards developing new policies and refining and maintaining the existing policies. There are currently 19 approved National Operating Policies.

The Constitution and By-Laws document, including the Code of Ethics, is posted on the CIPHI website at http://www.ciphi.ca/pdf/2011_Constitution.pdf

Respectfully,



Ryan Philipation, CPHI(C)
Constitution and Bylaws Committee Chair, CIPHI
Saskatchewan Branch President, CIPHI

DATA MANAGEMENT COMMITTEE REPORT

Committee Members

Cameron Weighill (C)
 Barbara Krar ◇
 Lori Holmes ◇
 Valerey Davidson

Ken Diplock
 Kyle Wonsiak ◇
 Sean O'Toole ◇
 Victor Mah

Gundie Volk ◇
 Kier Cordner*
 Mike LeBlanc*

* = Resigned January 2012

◇ = New Member

I would like to begin by thanking the out-going committee members Kier Cordner and Mike Leblanc for their hours of support to the CIPHI Membership Service Centre (MSC) Committee. If not for the dedication of long time volunteers such as Ken, Valerey, Kier, Victor and Mike, the re-launch of the MSC would never have been realized. I also would like to welcome the new members to the committee. With your help, the MSC will continue to evolve to meet CIPHI needs.

Membership Service Centre (MSC) Traffic

Since the re-launch of the CIPHI Membership Service Centre (MSC) in the fall of 2010, the MSC has quickly become an important hub for CIPHI activities. In 2011 there were 13,830 visits to the MSC, averaging 442 unique visitors visiting 2.5 times each month. The three months with the highest traffic were January, April and, December. These high traffic periods are linked to membership renewal and the submission of Professional Development Hours (PDH). Note: In 2011 the submission deadline for PDH was extended to April.

Table 1: Traffic to the Membership Services Center

Month	Unique Visitors*	# of visits	Visits Per Visitor
Jan	682	2,161	3.2
Feb	454	1,296	2.9
Mar	461	1,308	2.8
Apr	607	1,402	2.3
May	359	861	2.4
Jun	312	748	2.4
Jul	400	1,005	2.5
Aug	303	679	2.2
Sep	326	720	2.2
Oct	329	692	2.1
Nov	534	1,452	2.7
Dec	538	1506	2.8
Average	442	1153	2.5

*A Unique visitor is defined as a unique IP address

Membership Renewal

It is in the areas of membership renewal and the submission of PDH that the MSC has observed significant increases in membership traffic. Approximately 60% of all CIPHI membership renewals are completed using a credit card. In 2011 50% of credit card membership renewals were completed on-line. In 2012 that number increased to 63% (38% of paid memberships), as members became more familiar with the on-line renewal process. Members also have the option to renew their membership on-line via cheque, money order, or payroll deduction and then print off and send the renewal into the CIPHI Office with funds. Statistics on the number of members that use non credit card renewal options on the MSC were not readily available at the time of this report

Table 2: CIPHI Membership Renewals Via Credit Card as of July 31st, 2012

Description	2011	2012
Total # paid memberships	1587	1492
Credit Card Renewals	902	890
MSC Credit Card Renewal	451	565
% MSC Credit Card Renewal	50%	63%
Overall % of Membership	28%	38%

Continuing Professional Competencies (CPC) program

In 2010 the Council of Professional Experience (CoPE) launched the CPC program. In the first year, regular members were provided the opportunity to submit their PDH via on-line or paper. In its first year, the CPC program had 895 regular members submit over 60,000 PDH's, averaging 95 hours per member. Due to the success of the PDH logging module on the MSC, CoPE eliminated the ability to submit PDH via paper in 2011. Due to this change, and an increase in member's comfort with the module, the MSC had significant increases in on-line submission of PDH's in 2011. The MSC had a 29% increase (895) in the number of individuals submitting PDH on-line and a 63% increase (160,778) in the number of hours submitted.

Table 3: Professional Development Hours Submitted to the MSC by Regular CIPHI Members

Year	# Regular Members	PDH Submitted	Average # of PDH
2011	895	160,778	180
2010	636	60,161	95

CIPHI Communities

As part of the re-launch, CIPHI community functionality was added to the MSC. This discussion forum functionality provided members the ability to login and interact with members across Canada. For discussion forums to thrive, it requires significant input by administrators, moderators, and members of the community. With the exception of the Environmental Public Health Discussion Forum (EPHDF), there was not sufficient traffic to the other communities to warrant the costs associated with this functionality. As a result, with the exception of the EPHDF, all communities were closed this spring, with EPHDF scheduled for closure in December 2012.

2011 / 2012 MSC Enhancements

An important function of the MSC is to provide the NEC and CoPE real-time statistics on CIPHI membership. The MSC committee has worked diligently with NEC, CoPE, CIPHI Office, and Cfactor (Service Provider) to enhance membership report functionality on the MSC and to harmonize the CIPHI Office and MSC membership lists. This process was completed in June 2012.

The original specifications for the MSC included the ability to create and host registration of events. While significant progress has been made on this module, the reporting functionality still needs additional development before it can be launched. I would like to thank all those members who participated in the beta testing of the events module. The MSC committee is currently working with Cfactor to finalize the reporting functionality and hopes to have the module ready for late fall.

Future Enhancements

The MSC committee is currently in the process of developing a work plan for 2013. Areas for future development and maintenance that are being considered are:

- Enhancements / changes to CoPE related functionality on the MSC (e.g. Log PDH and Self Assessment module).
- Enhancements to account creation and password resets.
- Better utilization of Library, Quick Poll and CIPHI Banner functionality.
- Development of Board of Certification Module (part of original specification for MSC).
- Update drop down menus for various fields (e.g. Employer, Job title).

Submitted by,



Cameron Weighill CPHI(C)
Data Management Committee Chair, CIPHI

ENVIRONMENTAL PUBLIC HEALTH WEEK COMMITTEE REPORT

Celebrate Environmental Public Health Week 2012

September 24 – 20, 2012

“Health Places, Health People”

A New Year... A New Approach

This is the first year since its inception that Environmental Public Health Week (EPHW) will occur outside of the month of January. Our committee was open to change and thanks to feedback from the national membership, the last week of September was unanimously chosen as the week to celebrate EPHW going forward. This week allows us to maximize volunteer efforts throughout the year and support World Environmental Health Day which occurs annually on September 26, as declared by the IFEH.

World Environmental Health Day

Watch out for an official announcement on September 26 from our friends at the International Federation of Environmental Health (IFEH). The theme for World Environmental Health Day 2012 this year is *“Building for the Future”*, which we felt fits nicely alongside our national theme.

Creating A Concept for 2012

Having the 2012 Annual Educational Conference happen on the week before this year’s Environmental Public Health Week gave our committee a bit of a head start in creating our theme. It was a natural fit for us to adopt and support the *“Healthy Places, Healthy People”* theme of the national conference in Ontario into the following week. We hope to carry the infectious momentum that is created in Blue Mountains forward across the country.

Part of this decision was also based on seeing Brooke Tomsett’s graphic designs for the national conference earlier in the year. Her simplistic, yet diverse design approach really spoke to us and we were glad that she agreed to submit a proposal to design this year’s EPHW posters, in addition to the national conference logo.

Looking Forward to 2013

Our committee is proud to announce that the 2013 theme for Environmental Public Health Week will be a continuation of the Centenary Committee’s Initiatives - marking **100 years of Distinction** in our profession and within the realm of public health.

We hope you enjoy Environmental Public Health Week this year. Not only is it your week to celebrate, but it is also your week to promote our profession. It is our sincere hope that the broad theme, borrowed from our friends in Ontario, speaks to members from across the country and within any discipline of environmental public health.

Respectfully submitted,



Jason A. MacDonald
Environmental Public Health Week Committee Chair, CIPHI
Alberta Branch President, CIPHI


FINANCE COMMITTEE REPORT

Please click on the link to review the complete 2011 financial statements for CIPHI.

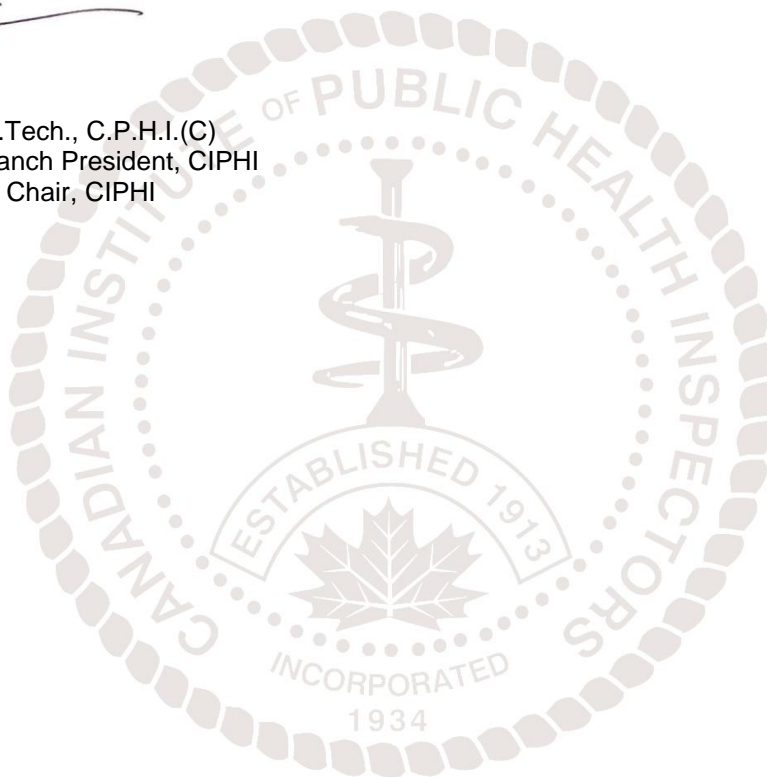
<http://www.ciphi.ca/pdf/finstat2011.pdf>

On the following page, please find the 2011 Financial Summary for CIPHI.

Respectfully submitted,



Gary Tam, B.Sc., B.Tech., C.P.H.I.(C)
British Columbia Branch President, CIPHI
Finance Committee Chair, CIPHI



Canadian Institute of Public Health Inspectors 2011 Financial Summary

Revenue

Memberships	\$ 172,303.00
Shared Conference Profit	\$ 23,969.00
Advertising & Miscellaneous	\$ 14,355.00
NEC Reimbursement	\$ 20,033.00
Interest	\$ 2,304.00
Commissions	\$ 120.00
Grants	\$ -
BOC - Examination and review fees	\$ 148,855.00
CPC - Fund (Amortization of deferred contributions)	\$ 11,801.00
CoPE	\$ -

Total Revenue **\$ 393,740.00**

Expenses

NEC Expenses	\$ 184,377.00
BOC Expenses	\$ 133,348.00
CoPE Expenses	\$ 49,762.00
Bad Debts (Recovery)	(\$ 464.00)
Insurance	\$ 8,922.00
Depreciation	\$ 14,136.00

Total Expenses **\$ 390,081.00**

Profit (Deficit) **\$ 3,659.00**

Fund Balances

Opening Balances for the year beginning January 1, 2011

Cash	\$ 25,627.00
Term Deposits	\$ 82,232.00
Total Cash & Cash Equivalents (For the year beginning January 1, 2011)	\$ 107,859.00

Changes during the year ending December 31, 2011

Profit	\$ 3,659.00
Capital Fund	\$ 2,335.00
Working Capital Accounts	\$ 61,840.00

Closing Balances for the year ended December 31, 2011 **\$ 175,693.00**

Total Cash & Cash Equivalents	\$ 93,461.00
Term Deposits	\$ 82,232.00
Total Cash & Cash equivalents (For the year ended December 31, 2011)	\$ 175,693.00

Assets

For the year ended December 31, 2011

Cash and Cash Equivalents	\$ 175,694.00
Accounts Receivable	\$ 20,608.00
Prepaid Expenses	\$ 6,718.00
	\$ 203,020.00
Capital (Computer Equipment, Trademark & CPC Database)	\$ 204,476.00
	\$ 407,496.00

Liabilities

For the year ended December 31, 2011

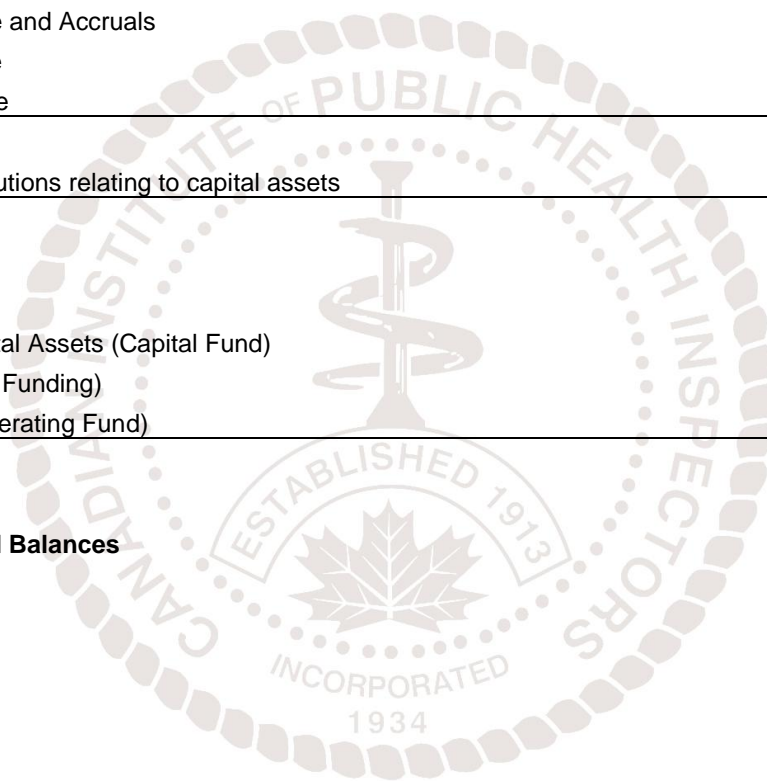
Account Payable and Accruals	\$ 18,219.00
Rebates payable	\$ -
Deferred revenue	\$ 38,855.00
	\$ 57,074.00
Deferred contributions relating to capital assets	\$ 201,187.00
	\$ 258,261.00

Fund Balances

Invested in Capital Assets (Capital Fund)	\$ 3,289.00
Restricted (CPC Funding)	\$ -132,622.00
Unrestricted (Operating Fund)	\$ 278,568.00
	\$ 149,235.00

Liability & Fund Balances

\$ 407,496.00



MEMBERSHIP COMMITTEE REPORT

On behalf of the CIPHI Membership Committee, it is my pleasure to report to you the membership data for the year 2011.

Branch	Regular	Life	Retired	Student	Affiliate	Corp.	Int'l	Assoc.	Frat.	Hon.	Branch Totals
AB	304	3	12	13						4	336
BC	179	5	18	12					2	8	224
MB	57	2	12	2				1			74
NB	48	2	5	2							57
NL	25	0	3	0							28
NS/PEI	57	5	9	9							80
ON	581	6	35	26					3	4	655
QC	11	0	1	0							12
SK	95	2	5	6							108
National total	1357	25	100	70	11	19	9	1	5	16	1613
2010	1229	24	115	116	9	5	3	2	6	21	1530
2009	1084	23	43	106	11	6	4	3	3	21	1304
2008	1127	21	72	104	16	10	15	2	2	6	1375

Membership for 2011 was at the highest level it has been in recent history. There was a marked increase in regular and corporate memberships for 2011. Decreases were seen in retired and student memberships. Ongoing acceptance of the CPC Program as well as engaging Environmental Public Health Professionals across Canada should result in steady membership growth for CIPHI.

Respectfully submitted,



Ken Diplock, CPHI(C)
Membership Committee Chair, CIPHI

SENATORS (RETIRES ADVISORY) COMMITTEE REPORT

The Canadian Institute of Public Health Inspectors' Retirees Advisory Committee was formed in September, 2005 to address human resource capacity issues with its primary function to provide a resource of qualified personnel in the event of a pandemic or public health emergency.

During the past year the committee continued its practice of quarterly teleconferences for its members as well as its alternate members. As such this practice offers a greater opportunity for more retirees to become involved and to influence the direction and work of the committee. The committee is grateful to the NEC for its support that allowed for communication with our members and the ability to maintain contact with the committee representatives. Most helpful has been the availability of a conference telephone number for regular teleconferences as well as our continued ability to produce and distribute our Senators Forum publication.

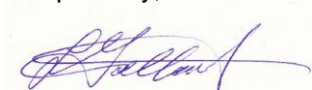
Although there have been major disappointments and setback with some of the plans for public recognition of the profession as it approaches its centenary in Winnipeg, the committee remains committed and supportive and will play whatever role requested. Presently three of its members are active members of the centenary planning group.

The committee continues to advocate for the history of public health and environmental health to be recorded and the story told. The committee is grateful for the dedication and work of your historian, Tim Roark, however, there is a need to go beyond the collection and recording of our history. It must be written and the stories of environmental health actually be told. The committee continues to be prepared and willing to support such a project should resources become available.

The committee wishes to take this opportunity to thank two of its members for their work this past year. William Chrapko undertook the massive task of contacting each and every new retiree upon their retirement and encouraging them to maintain their membership in CIPHI, our professional organization and with the retirees community, while Pam Scharfe undertook the task of contacting the family of deceased members offering our condolence. The work as carried out by these two individuals cannot be completed without the input of each and every Branch. You as members of the NEC and our Branch presidents, together with our committee representatives from your Branch, must be the eyes and ears of this committee in order for this work to succeed.

Finally, the members on this committee will at this annual meeting be conducting an evaluation of its terms of reference, as well as providing its members with the opportunity to assume different roles within the structure of the committee. Such activity should also provide an opportunity for the recruitment of new members to the committee, especially from recent retirees.

Respectfully,



Leonard Gallant, CPHI(C) Ret'd
Retirees Advisory Committee Chair, CIPHI

SPECIAL PROJECTS COORDINATOR COMMITTEE REPORT

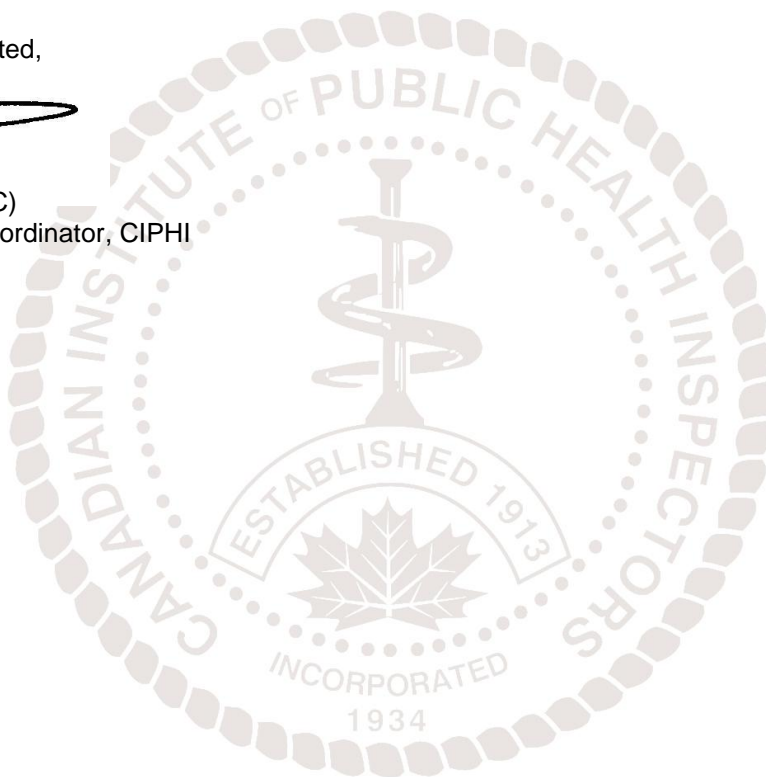
Projects that have been undertaken in 2012 are as follows:

- Completion of the 2011 Environmental Public Health Week final report.
- Development of a request for proposal for the 2012 Environmental Public Health Week (EPHW) poster.
- Became the Contract Manager for 2012 EPHW vendor to follow through on the request for proposal.
- In discussions with the CIPHI Centenary sub-committee in creation of a request for proposal.
- Replenished CIPHI inventory of regular and 25 year member pins.
- Replenished CIPHI awards for the annual awards luncheon presentation.

Respectfully submitted,



Victor Mah, CIPHI(C)
Special Projects Coordinator, CIPHI



WEBSITE COMMITTEE REPORT

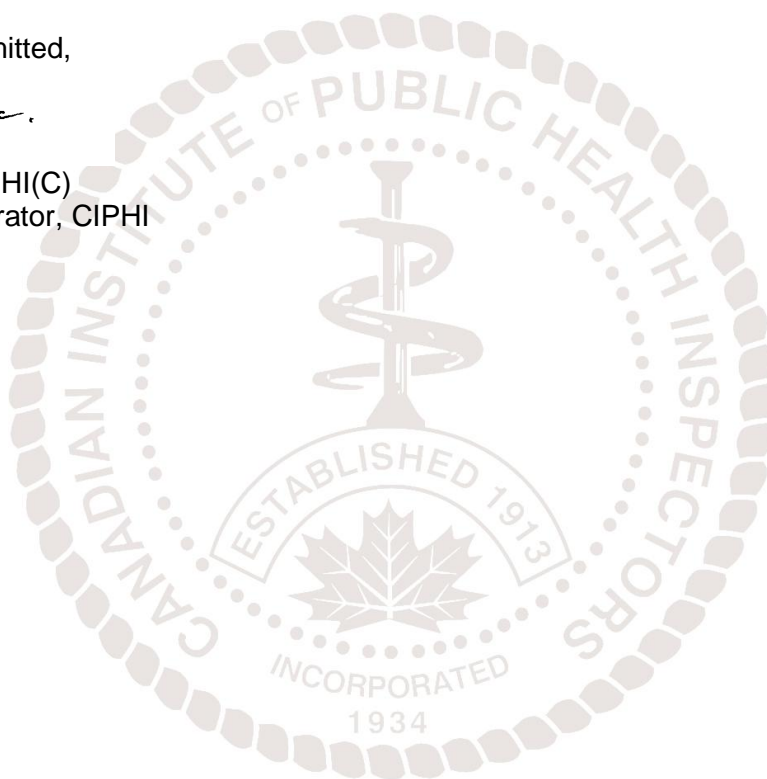
After the major overhaul that the site was given in 2010, the past year has been somewhat status quo for the National website. This past winter it was decided to shut down the popular discussion forum and move all discussion over to the www.ciphimember.ca website.

Over the next year, I will be putting my efforts into establishing the www.ciphi100.ca website for the conference committee, and establishing a French version of the website, using the www.icisp.ca domain name.

Respectfully submitted,

Mike LeBlanc.

Mike LeBlanc, CPHI(C)
Website Administrator, CIPHI



REPORT OF THE BOARD OF CERTIFICATION CHAIR

This Annual Report is submitted to the Annual General Meeting of CIPHI as required under Section 23 of the Regulations Respecting the Certificate In Public Health Inspection (Canada) and Governing the Board of Certification of Public Health Inspectors.

The Board would like to recognize the following individuals who were granted a Certificate in Public Health Inspection from our October 2011 & April 2012 exams:

Last Name	First Name	Last Name	First Name
Abdikarim	Mohamud	Guimaraes Niski	Lia
Aden	Suada	Gullekson	Adrienne
Allan	Don	Hebb	Tyler
Amegadze	Ananivi	Hechter	Brianne
Andrews	Jenny	Hibbs	Tim
Azad	Md Abul	Huang	Denny
Bajwa	Gurpinderjit	Hutchins	Nana
Barros	Eli Rafael	Jang	Kira
Berardelli	Miranda	Johnston	Tiffany
Best	Cortney	Joseph	Dominique
Bouchard	Eric	Kaler	Dharminder
Browett	Rochelle	Kasbia	Gursevak
Budhu	Leema	Kazadi	Arnauld
Carneiro	Jessica	Keating	James
Chan	Laura	Kerry	Linda
Cheung	Thomas	Kesavan	Karunakaran
Chia	Katrina	Khattab	Ahmed
Clemens	Kurt	Ko	George
Copto Garcia	Francisco	Koli	Nitin
Dashi	Juhana	Koo	Kelvin
Davenport	Jacqueline	Koopman	Jacquelynne
Demaree	Amanda	Kowalski	Karen
Desveaux	Natasha	Kung	Benjamin
Devine	Eric	Kwan	Janelle
Dewar	Nathaniel	Kwok	Ka Chung
Dong	Allen	Kyerematen	Nadia
Elmi	Abdirahman	Lajoie	Suzanne
Eslami	Niloufar	Lam	Jessica
Eusebio	Chantal	Lambert	Kyle
Faris	Matt	Lee	Chi Man
Ferguson	Patricia	Lee	Edward
Fiddy	Jessica	Leith	Gary
Fong	Daniel	Lemieux	Justin
Gammack	Karli	Levi	Yulia
Gebeyehu	Seyoum	Lirette	Tina
Giannios	Andreas	Lo	Danny
Gill	Azreer	Lu	Yue (Helen)
Gillen	Kaitlin	Ly	Victoria
Girrior	Chelsea	Ma	Corey
Gras	Anthony	Ma	Lili
Grenon-Raymond	Nicolas	Ma	Shirley
Greve	Richard	Mai	Duc

Last Name	First Name	Last Name	First Name
Manning	Bradley	Smith	Lindsey
Marcus	Michelle	Snow	Stephanie
Martino	Marika	Soo	Stephanie
Masson	Marion	Sowa	Stacey
McFerran	Blair	Stanaway	Todd
McGrath	Margaret	Sterling	Precilla
Megens	Maria	Sundarampillai	Anitta
Mo	Jonathan	Takhar	Soni
Moore	James	Tam	Daisy
Motajo	Olusegun	Tan	Jenny
Namavari	Masoud	Tao	Iris
Nandu	Latchman	Tien	Claudia (Fu-Yun)
Olenik	Michelle	Truong	Michael
Ozimek	Jolanta	Tselishcheva	Olena
Patel	Justin	Vasilakos	Michael
Poon	Allan	Virk	Jasdeep
Qamar	Muhammad	Wang	Jason
Qu	Shen	Warkentin	Renée
Rock	Patricia	White	Nicole
Roscoe	Nicholas	White	Theron
Schmidek	Rachel	Wong	Philip
Sheik-Ali	Hodan	Wong	Sylvia
Shindin	Natalia	Yap Chan	Mathilda
Sibbald	Joanne	Yee	Jennifer
Siddiqui	Salman	Yeung	Ashley
Sin	Arthur	Yim	Amanda
Sing	Alicia	Yu	Gloria

BOARD OF CERTIFICATION EXAM RESULTS

October 2011									
Province	Total # Candidates	# Certified	% Certified	# Candidates Sat Orals	# Passed Oral	Oral Pass Rate	# Candidates Submitted Reports	# Passed Reports	Report Pass Rate
AB	16	8	50	12	9	75	14	10	71
BC	30	23	77	28	25	89	29	25	86
MB	4	3	75	2	2	100	4	3	75
NB	3	0	0	3	1	33	2	1	50
NFLD	2	1	50	2	2	100	1	0	0
NS	6	6	100	6	6	100	6	6	100
ON	74	61	82	71	60	85	66	63	95
SK	4	3	75	4	4	100	3	2	67
TOTAL	139	105	76	128	109	85	125	110	80

October 2011 – Repeat Candidate Results			
Province	# Repeat Candidates (2 nd , 3 rd or 4 th exam sitting)	# Repeat Pass	Repeat Pass Rate
AB	8	3	38
BC	3	2	67
MB	2	2	100
NB	1	0	0
NFLD	1	0	0
NS	0	0	0
ON	12	6	50
SK	1	1	100
TOTAL	28	14	50

Oral Exam and Written Report Pass Rates			
Exam Date	Oral Exam % Pass Rate (60% Pass Mark)	Oral Exam % Pass Rate (70 % Pass Mark)	Written Report % Pass Rate (60% Pass Mark)
Oct 2001	85%		88%
Feb 2002	67%		73%
June 2002	88%		91%
Oct 2002	93%		85%
April 2003	73%		85%
Oct 2003	86%		95%
April 2004	82%		80%
Oct 2004	76%		86%
April 2005	66%		84%
Oct 2005	78%		84%
April 2006		66%	82%
Oct 2006		53%	85%
April 2007		59%	76%
Oct 2007		64%	84%
April 2008		84%	83%
Oct 2008		79%	83%
April 2009		63%	91%
Oct 2009		76%	93%
April 2010		80%	89%
Oct 2010		81%	86%
April 2011		72%	75%
Oct 2011		85%	80%
April 2012		84%	69%

APPEALS

The Board received four appeals for the October 2011 exam and three appeals were received for the April 2012 exam. All appeals were reviewed by the chair and denied as the candidate appeals did not provide any evidence of a process error that required further review by the National Review committee.

CHANGES TO MEMBERSHIP OF BOC

The Board received the resignation of Mark Durkee from the Nova Scotia / PEI Branch and Kathy Conlon from the Ontario Branch. Mark chaired the School Review portfolio and chaired the National Exam Committee. Kathy was the exam coordinator for the Ontario Branch and was portfolio lead for International Candidate reviews. Kathy and Mark's enthusiasm, meticulous work and valued contributions will be missed.

The Board welcomed the appointment from the Ontario Branch of Norine Schofield to the Board and as the Ontario exam coordinator. The BC Branch appointed Ron Popoff to the Board to cover my term as the Chair. Karen Leewing has taken over the Manitoba exam coordination from Mike Lafontaine. The board would like to thank Mike for coordinating the Manitoba exams. The NEC has appointed Tony Mak from Alberta as the NEC rep to replace Nina van der Pluijm as she takes on the role of the Vice Chair and Chair. The Nova Scotia / PEI Branch has appointed Barry MacGregor to replace Mark Durkee. Barry is also the exam coordinator for the NS / PEI branch.

The Board has three positions available for appointment, one non-public health inspection member and Branch positions from Newfoundland and Quebec.

Status of Current BOC Membership as of July 2011:

Name	Position	Status	CPHI (C)
Gord Stewart	Chair	Term Expires November 2012 Past Chair November 2012 - 2013	Yes
Nina van der Pluijm	Vice Chair	Vice Chair Term commences November 2011 Chair Term November 2012 - 2014	Yes
Tony Mak	NEC Appointee	First Term Expires May 2015	Yes
Stephanie Bullock	NB Branch	First Term Expires November 2013	Yes
Barry MacGregor	NS/PEI Branch	First Term Expires August 2015	Yes
Garth Gosselin	AB Branch	Second Term Expires May 2015	Yes
Norine Schofield	ON Branch	First Term Expires May 2015	Yes
Blake Reiner	Canadian Forces	First Term Expires November 2012	Yes
Mike McCann	SK Branch	First Term Expires July 2013	Yes
Ron Popoff	BC Branch	First Term Expires May 2015	Yes
Karen Leewing	MB Branch	First Term Expires May 2013	Yes
Jean-Luc Archambault	Non Public Health Inspection	Second Term Expires May 2015	Yes
Vacant	Non Public Health Inspection		
Vacant	NFLD Branch		
Vacant	Quebec Branch		
TOTAL: 15			<u>TOTAL: 12</u>

BOARD ACTIVITIES

The Board completed two school reviews this past year at Cape Breton University and Concordia University College of Alberta. Cape Breton received a favorable review and 5 year approval. Concordia's accreditation review will be presented at the next Board meeting in September. These two schools have shown excellent leadership in the education of environmental public health professionals in Canada.

School Review Schedule:

Institution	Last Approval Review Date	Next Scheduled Review Date
First Nations University	Fall 2009	Fall 2014
Ryerson	Fall 2010	Fall 2015
BCIT	Fall 2010	Fall 2015
CBU	Spring 2012	Spring 2017
Concordia	Spring 2012	Pending

The Lake Superior State University application for accreditation was received and a curriculum review was completed. The school was not accredited at this time. The BOC provided the school with recommendations to further the application. The BOC review team of Garth Gosselin, Ron Popoff, and Norine Schofield spent many hours meeting with program administration and reviewing the curriculum.

The Board has also concluded the review of the UK international credentials. All international applicants are directed to apply to one of the BOC accredited schools. The schools will review the applicant's credentials as per school policy and recommend the appropriate educational path to achieve equivalency that will be recognized by the BOC.

The Board held an Examiner Training Workshop in conjunction with the CIPHI National Educational Conference in Halifax. We would like to thank the conference organizers for helping facilitate this annual training session. The examiner training workshops supply branches with trained examiners and are an integral part of our standardized certification exam process. The Board has developed a Mentorship training workshop, the Board hopes the mentorship training workshop will help health region staff develop mentorship skills and enhance the quality of the candidates' 12 week practicum.

The Board has contracted with a software provider that Universities and Colleges use to scan written reports for plagiarism. The Board now requires candidates to submit an electronic version of the written reports for this purpose.

Respectfully submitted,



Gordon Stewart, CPHI(C)
Board of Certification Chair, CIPHI

REPORT OF COUNCIL OF PROFESSIONAL EXPERIENCE COMMITTEE REPORT

CoPE is the body tasked with the administration of the Continuing Professional Competencies (CPC) Program. CoPE's role is to provide structure and leadership for the CPC program and system, and to foster accountability in Environmental Public Health Professionals across the country.

CoPE is comprised of members who have been appointed through consultation with the Branches of CIPHI. The Council currently has 9 members from across Canada including:

Craig Nowakowski (BC) Chair	Ken Gorman (ON)
Doug Quibell (BC)	Gary O'Toole (NS)
Victor Mah (AB)	Ron Maclsaac (NB)
Jon Gaudry (SK)	Len Gallant (PE)
Julie Scarpino (MB)	

CoPE completed random audits of CIPHI for the 2nd year. Again, approximately 5% of regular members were audited which worked out to 63 audits. Here are the results of these audits:

37/63 members audited passed for a 59% PASS Rate

These numbers are slightly improved from last year's audits.

Again, some glitches and minor technical issues were found in the Audit Module itself. These are currently being discussed with the Members Service Centre Committee.

At this year's National Conference, CoPE will meet to review and revise the Professional Development Model of the CPC Reference Guide. This will include a review of Professional Development hours, time lines for entering PD hours, carryover of PD hours and exemptions from the CPC program.

CoPE will also work to review and update the CoPE Terms of Reference and current policies. More specific portfolios are also being developed for each member of CoPE.

Please note that to contact CoPE directly, we can be reached at cope@ciphi.ca. The email at cpcprogram@ciphi.ca is not used by CoPE.

Respectfully submitted,



Craig Nowakowski, CIPHI(C)
Council of Professional Experience Chair, CIPHI

ENVIRONMENTAL HEALTH FOUNDATION OF CANADA COMMITTEE REPORT

The Twenty Third Annual General Meeting of the EHFC will be held on September 15th, 2012, in Collingwood, ON. On behalf of the Board of Trustees, the following is a summary of the activities of the Foundation since the previous AGM in June of 2011 in Halifax, NS.

Any significant decisions taken at the September 15, 2012, EHFC AGM will be reported orally to the CIPHI AGM.

Trustees:

There were no changes in the membership of the Board of trustees during the past year.

Officers:

The elected Officers are Ron de Burger (ON) as Chair, Pamela Scharfe (ON) as Vice Chair, Duncan Ellison (ON) as Secretary, Klaus Seeger (ON) as Past-Chair and Tim Roark (BC) as Treasurer.

Meetings:

During the period following the AGM in Halifax, the Trustees held three teleconference meetings to continue their work. The "Summer" meeting and AGM will be held on Saturday, September 15, 2012. The Annual General Meeting is open to all CIPHI members.

Organization and Structure:

There have been no changes to the structure and organization of the Foundation. Existing committees are still in place.

The following reports summarize any germane activities or decisions in respect of the Committee activities.

Finance Committee:

The Chair of the Finance Committee is the Treasurer of the Board of Trustees. Currently, this position is held by Tim Roark. The 2011 Financial Report indicates that the financial resources of the Foundation have increased again this past year but the Foundation has not yet reached a sustainable base for its Awards and Scholarships.

The financial resources of the Foundation at December 31st, 2011, totaled \$109,123.99, representing a net increase of \$10,452.73 over the year ended December 31, 2010. This was largely due to the sale of TempSafe® products as a result of a promotion with health agencies in Ontario plus increased individual donations to the foundation.

Of the total funds of \$109,123.99 held by the Foundation, \$67,757.16 is held in a segregated endowment fund to provide for the awards administered by the Foundation. These are the; **CIPHI – EHFC Continuing Education Award**, the **Len Hiebert EHR Award**, and the **Lilli Ann Zahara Award**. With continuing low interest rates these awards are not self sustainable and a real effort is needed to double this amount held in trust to ensure these awards continue for many years more. The **NSF International Food Safety Award** is supported annually by a \$1,000.00 grant from NSF International, Ann Arbor, Michigan. Our thanks to them for their continuing support of our Foundation.

As in 2010, the EHFC donated \$1,000.00 towards the Ontario Branch goal to raise \$10,000.00 to help provide safe drinking water and proper latrines for schools in a community in Sierra Leone. We

are very pleased to support this most important project and were happy to see that the goal of the Ontario Branch to raise \$10,000.00 was reached and exceeded.

The 2011 financial records for EHFC were subject to a detailed review by the appointed auditors and I am pleased to state that the statements were approved. The annual Charitable Organization Report to Revenue Canada, which is based on the audited annual financial statement, was submitted within the allowed time frame.

It is expected that 2012 will continue on the same moderate upward financial path. New TempSafe symbols and a continued promotion of these food safety education symbols with industry and government should pay positive dividends in the coming year.

Awards Committee:

The Foundation has four awards managed by the Awards Committee chaired by Len Gallant and Gary Gallivan. The Awards Committee has published the various criteria for these awards. The awards and their status are as follows:

The CIPHI / EHFC Continuing Education Award

The CIPHI / EHFC Continuing Education Award of \$500 is presented to a member of CIPHI who is registered for continuing education.

The Len Hiebert EHR Award

The Len Hiebert Award of \$250 each is administered through each of the five colleges and universities for aspiring students training to become Public Health Inspectors and Environmental Health Officers. The total annual value of this annual award is \$1,250.

Lilli Ann Zahara Award

The Lilli Ann Zahara Award of \$500 is to commemorate the contributions made by Lilli Ann to environmental health in Canada and recognize a candidate showing *“dedication, commitment, inspiration and leadership in the field of environmental health, particularly with a commitment to food safety and/or health education”*.

NSF International Award

An annual award of \$1,000 for studies displaying excellence in the area of Food Safety is awarded.

Winners of the awards are posted on the EHFC Website and announced in the EHFC periodic newsletter.

Canadian Partnership for Consumer Food Safety Education:

EHFC is a founding member of the Partnership and maintains its membership. Pam Scharfe represents EHFC in the Partnership and was recently elected to their Board of Directors giving the Foundation greater input into the Partnership.

The Foundation will continue to promote the use of our TempSafe© products and look forward to additional sales in 2011 and 2012.

Water Safety Committee:

This Committee was formed to look at ways the Foundation can contribute to promote the use of potable drinking water and where possible to assist with the provision of safe drinking water in third world countries. The Foundation has worked with the Ontario Branch and has made a significant contribution to assist their project to provide safe water to a school in Serra Leone. We look forward

to cooperating further with the Ontario Branch in the coming year on other safe drinking water initiatives.

Communications Committee:

This Committee reviews all EHFC publicity activities and brochures, and the website. A major overhaul of our web site has been undertaken by Pamela Scharfe, Chair of the Communications Committee and is nearing completion at this time.

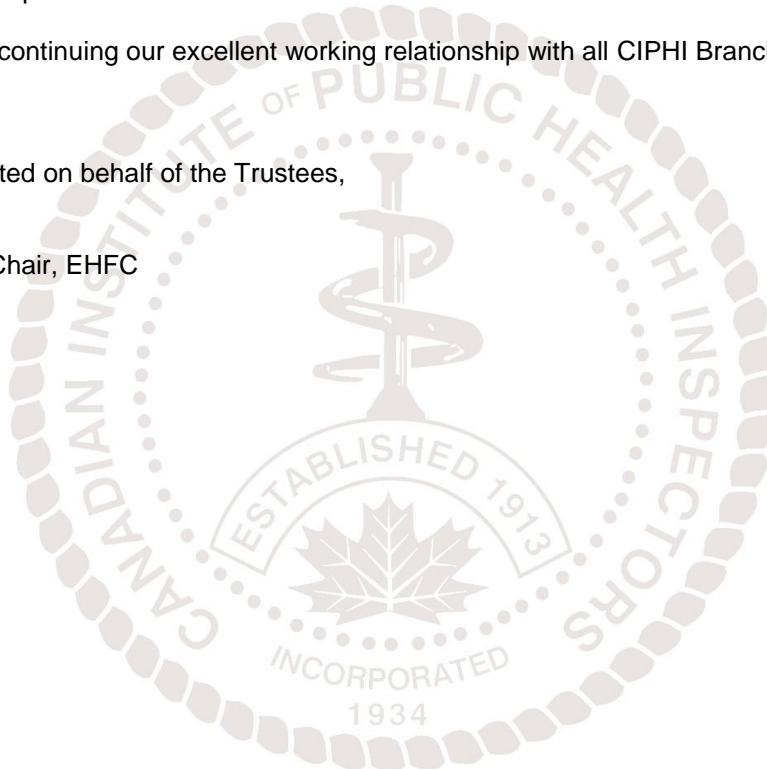
The Future:

The Trustees of the Foundation are committed to expand the Foundation's activities and influence in the coming years. The continuing hiatus in the annual financial contribution to the EHFC by CIPHI has a negative effect on the Foundation's finances. The Foundation recognizes the financial constraints faced by the Institute but hopes it will soon renew its annual contribution.

We look forward to continuing our excellent working relationship with all CIPHI Branches and National in the coming year.

Respectfully submitted on behalf of the Trustees,

Ron de Burger,
Board of Trustees Chair, EHFC



NATIONAL HISTORIAN REPORT

Mr. President I am pleased to submit the following report regarding events over the past year.

- My first priority has been to try to put together as complete a set as possible of our professional journals from the early days in the 1950s when it was first called “**The Newsletter**” and subsequently “**The Canadian Sanitarian**” to the present “**Environmental Health Review**”. A day with four of us going through about 75 boxes of documents and extra issues of journals at the CIPHI locker allowed me to create a list of those issues we have and those we don’t have. At present we appear to have **180** of the **220** issues ever printed. Michael Riefman, a Retired Member from Victoria, has generously offered us his collection since 1978 which helps fill in several newer gaps. I have been in contact with the National Library and National Archives in Ottawa and have learned that between them they appear to have an additional 20 very early issues. Access to them all has not been clarified yet. Some sleuthing indicated there are several other very early copies at the Main Branch of the Vancouver Public Library and the National Library of Medicine in the USA. Again access to these latter issues is not clear. It now appears we have located all except for 12 issues in the 50s and 60s. As soon as I have exhausted all possible locations for further issues we will start the involved process to get them prepared, scanned and burned to disks so they will be available for all who are interested. Hopefully this will be completed before our 100th Anniversary Conference next June.
- Work on collecting the balance of National Executive Minutes from 1972 to 2010 is also continuing but with major problems. Once the Presidents stopped keeping a minute book and the chronological numbering of pages was stopped in April 1990, the retention and tracking of minutes has become very difficult. We now have a complete set of NEC minutes from 2012 back to December 6th, 1998. However, it appears we are still missing minutes from **27 NEC meetings** including **6 AGMs** prior to that date. Once all sources have been exhausted I will proceed with having all those we have located burned to a disk. Hopefully this important project can also be completed before our 100 Anniversary conference in Winnipeg.

To ensure the retention of all NEC minutes I recommend reintroduction of chronological page numbering effective the forthcoming AGM on September 17th, 2012.

- I continue to review the names and dates of Life and other long-time members of CIPHI and have advised CIPHI Branch Presidents so that they can arrange to honour those very long-standing members of the Institute who reach the 50 year membership mark. One excellent outcome has been that I can indicate the demise of **Les McCreesh**, Life Member from Ontario, has been grossly exaggerated and he is alive, well and overdue for his 50 Year membership Award. There are several other members who have already reached this milestone or will do so shortly.
- As part of our efforts to capture some of the history of our profession, Klaus Seeger and I have continued to interview several very senior members of our profession. Unfortunately a number have died before we could arrange our interviews. Time is flying by for these senior members of our profession and great information is being lost every month. This issue needs urgent action in all our branches and not just BC and Ontario.

I am very encouraged to learn that the Saskatchewan Branch has appointed **Wayne Johnson** as their Branch Historian and the Alberta Branch as appointed a Historical Committee consisting of **Angella Kim, Ashley Yu, Kelly Kennedy** and **Valerey Davidson**. I am hopeful that our branches in Eastern Canada will do likewise in the near future. There is a great deal of work to be done to preserve the important history of our association for future generations of Environmental Public Health Professionals to enjoy and add to.

The membership of our ad hoc Historical Committee currently consists of the following persons plus our new Branch Historians.

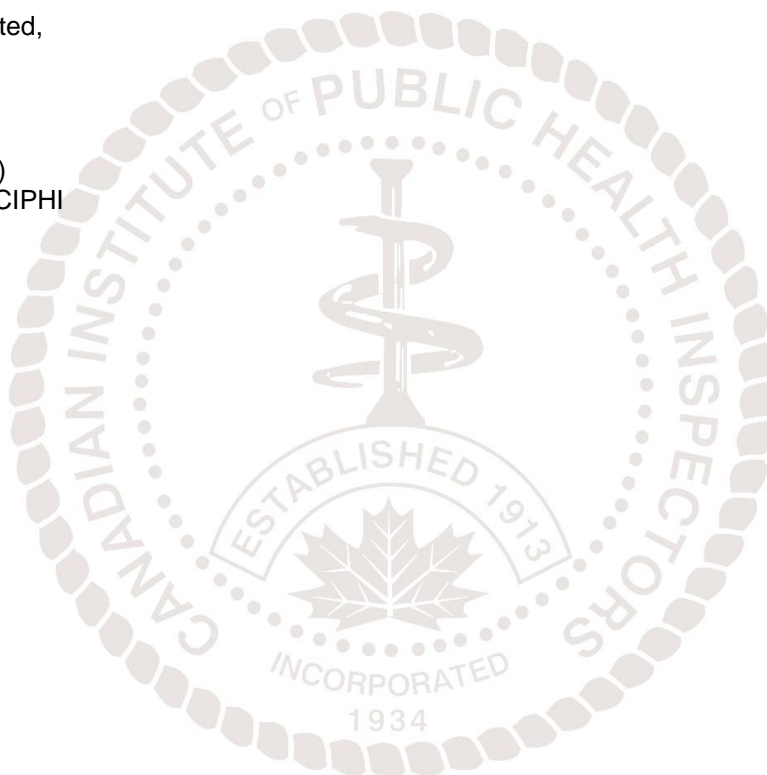
Bill Koroluk – Saskatchewan
Charlie Young - BC
Klaus Seeger - Ontario
Len Gallant - PEI
Stefane Gravelle – Manitoba (Branch Historian)
Tim Roark – BC (Branch Historian)

In conclusion, I must emphasize how absolutely essential it is that the NEC, BOC, EHFC, CoPE and all branches preserve their minutes, reports and other key documents for historical purposes. Thank you for your continuing support.

Respectfully submitted,

Tim Roark

Tim Roark, CPHI(C)
National Historian, CIPHI



ENVIRONMENTAL HEALTH REVIEW COMMITTEE REPORT

The *Environmental Health Review* underwent a series of substantial changes in 2012, after a year where the Journal was not published.

A Summary of Activities (2011 - 2012)

- The *Environmental Health Review* Committee (Shauna Borne, Jamie Chow, Becky Hester, Andrew Papadopoulos, and Cameron Weighill) met and analyzed the results of the CIPHI membership survey to help shape the future of the Journal.
- A contract was signed during the summer of 2011 to work with Canadian Science Publishing to host the *Environmental Health Review*.
- An editor-in-chief, Andrew Papadopoulos, was selected to lead the Journal through the transition to an online, peer-reviewed publication.
- The *Environmental Health Review* was launched as an online Journal in February, 2012, with a second issue published in June, 2012.
- An editorial board that will provide strategic advice to the editor and the NEC has been appointed. The membership includes:
 - Nelson Fok, Alberta Health Services
 - Dr. Judy Guernsey, Dalhousie University
 - Dr. Shannon Majowicz, University of Waterloo
 - Barbara Marshall, Public Health Agency of Canada
 - Mona Shum, British Columbia Centre for Disease Control
 - Dr. Tim Sly, Ryerson University
- The *Environmental Health Review* is experiencing a greater profile with its online access as institutional memberships both domestically and internationally are increasing.

Future Targets

- To continue to seek high quality articles for publication and to develop a web of peer-reviewers.
- To realize the revenue potential through increased advertisements.
- To seek to have the *Environmental Health Review* included in various aggregators such as PubMed once a minimum of 20 peer-reviewed articles have been published.

Respectfully submitted,

Andrew Papadopoulos, PhD, CPHI(C)
Editor-In-Chief, EHR Journal

FINAL REPORT OF THE 2011 AEC CHAIRS – HALIFAX, NS

Summary:

Members of the Nova Scotia / Prince Edward Island CIPHI Branch hosted the 77th Annual Education Conference in Halifax, N.S. from June 23rd – 26th, 2011. This successful event was the result of many years of planning. The Organizing Committee consisted of 16 dedicated volunteers from various parts of the two provinces. The total registration numbers for the Conference consisted of 265 delegates from across the country.

Venue:

The Marriott Harbourfront Hotel was chosen to host the Conference. The view of the waterfront and easy access to the historic downtown and famous sights were some of the reasons for selecting this facility. The main challenges with the venue was committing to a large block of rooms and negotiating contracts. In the end this annual conference more than exceeded the requirements of the hotel. The staff at the Marriott Harbourfront were professional and provided a high level of service during the event.

Education:

The Organizing Committee arranged an educational program and speaker list based on the theme “Strengthening Collaboration, Strengthening the Profession”, with the intent to highlight the importance of collaboration in our work both across the profession but also externally with other professions, stakeholders and experts. The final list was diverse and based on post conference survey results, satisfied delegate educational needs. The three keynote speakers included Dr. Brian Evans, CFIA; Dr. Ewan Todd; MSU National Food & Toxicology Centre, and Ray Ivany; Acadia University. Over 40 other speakers provided a wide variety of topics and presentations.

Sponsors & Exhibitors:

The Organizing Committee acknowledges the generous contributions made by the sponsors and exhibitors, this contributed significantly to the success of the 77th Annual Education Conference. The Committee acknowledges the major role of our employers; NS Department of Agriculture, NS Department Health & Wellness, Prince Edward Island Department of Health and the NS Department of Environment.

Finance:

The Organizing Committee is pleased to report the total profit for the 77th Annual Education Conference exceeded estimates. The total profit is \$45,049.12, divided equally between the NS / PEI Branch and National. The National portion has been submitted via the National office and the accounts have been officially closed.

In closing, we would once again like to acknowledge our exhibitors, sponsors, speakers, and delegates for making the 2011 AEC a great success. Please note the Organizing committee has submitted a more in-depth report to the NEC with a number of recommendations for future conferences.

Respectfully submitted,

Doreen Mackley & Gary O’Toole
2011 AEC Co – Chairs

UPDATE REPORT OF THE 2012 AEC CHAIRS – BLUE MOUNTAINS, ON

Educational Conference in partnership with the CIPHI Ontario Branch. Our conference theme, “*Healthy Places - Healthy People*” reflects the mission behind the work of environmental public health professionals. Our program streams and quality speakers were selected to provide delegates with the knowledge, tools and skills to *link* with others, *learn*, and *lead* toward healthy outcomes for our communities.

The choice of the Town of The Blue Mountains, Ontario, has proven to be an excellent location for the 78th Annual National Education Conference and the Blue Mountain Resort venue accurately reflects the concept behind the conference theme. The Blue Mountain Conference Centre is set within a self-contained pedestrian village that provides for a relaxed and intimate atmosphere, ideal for learning and networking. Complementing this active village experience, the Blue Mountain - Collingwood region offers an array of recreational features to explore. Golf, hiking, cycling, relaxing, gondola rides and spa escapes are some of the many options close at hand. Refresh and energize with a leisurely walk along nearby beaches and trails.

It has been a rare opportunity for our health units to collaborate on a project of this magnitude. The skills developed and connections made by members of our coordinating committees, throughout the process, have enhanced all of our professional and personal skills. To the benefit of the conference delegates, lively discussions and healthy debate have led to some brilliant decisions by our committees. Better yet, due to our need to connect frequently, we were able to adopt and maximize use of green meeting technology which enhanced resource efficiency and minimized our impact on the environment.

We would like to thank our many partners, sponsors, exhibitors, speakers, volunteers and delegates for supporting this conference and for joining us in frequenting our exhibitor and sponsor area.

Respectfully submitted,

Ted Devine, Co-Chair
Director, Health Protection Service
Simcoe Muskoka District Health Unit
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UPDATE REPORT OF THE 2013 AEC CHAIRS – WINNIPEG, MB

The 79th Annual Educational Conference is being hosted by CIPHI Manitoba Branch in sunny Winnipeg, Manitoba - June 26th - 29th, 2013!!

The committee has spent the last two years preparing this upcoming conference. There are a total of 12 committee chairs with each chair managing a committee of volunteers.

To date we have confirmed the social events and the venue have been secured. Two of the three key note speakers have been confirmed with the third being confirmed in the following weeks.

As Co-Chair, I have been blessed to work with an amazing partner, Darcy Chrisp, President of CIPHI Manitoba Branch, and the committee chairs who have the same goal as me and that is to provide an excellent educational opportunity that will continue to inspire those in the public health profession.

We also understand the fiscal limitations that all governments are faced with as it pertains to out-of-province travel. We are working hard to succeed in our goal to make our registration and hotel costs cost-effective to enable more members to attend. We believe that participation at our AEC's is important as we venture into an era where professional development is a key to our prosperity and longevity for another 100 years.

We understand that our members expect an amazing event to mark our Centennial, and we promise to deliver.

Sincerely submitted by,



Julie Scarpino
Co-Chair, CIPHI 79th AEC



Darcy Chrisp
Co-Chair, CIPHI 79th AEC

NOTICE OF MOTION #1

The following *Notice of Motion* is submitted to the membership of the Canadian Institute of Public Health Inspectors for consideration in compliance with Section 46 of the Bylaws, which sets forth the requirements for amending the Bylaws of the Institute.

Existing Bylaw Provision:

Section 21 Election Procedures

- (A) *Candidates for the office of National President-Elect shall include only members of the National Executive Council and those members in good standing nominated by their Branch Executive.*
- (B) *Any member who wishes to stand for election to the office of National President-Elect shall signify such intention to the National Office in writing not less than ninety (90) days in advance of the national Annual General Meeting at which the election shall be held.*
- (C) *The National Office shall convey all such names received to the membership in writing such that they are distributed not less than sixty (60) days in advance of the said meeting.*
- (D) *The position of National President-Elect shall be selected by ballot at the national Annual General Meeting. The candidate receiving the majority vote for the position of National President-Elect shall be declared elected. If only one candidate seeks election for National President-Elect, the presiding officer shall declare him elected by acclamation.*
- (E) *The National President-Elect shall hold office for a term of two (2) years and shall assume the office of National President on January 1 of the year immediately following the national Annual General Meeting at which the next National President-Elect was elected.*
- (F) *The outgoing National President shall immediately become the Immediate Past President.*

Proposed Bylaw Provision:

Section 21 Election Procedures

- (F) *The outgoing National President shall immediately become the Immediate Past President for a period not to exceed one year.*

Purpose of the Motion:

The purpose of the Bylaw amendment is to reduce the term of the Past President to one year after their term as National President. In order to repeal or amend a Bylaw, it must be approved by three-fourths (3/4) majority of the eligible members who vote at the AGM, including properly assigned proxy votes.

Rationale:

The key role of the Past President is to provide continuity of leadership and corporate memory for the Institute. Although important, the costs for supporting this position as a full member of the National Executive Council for two full years no longer makes fiscal sense as other methods are now available to obtain guidance and/or input from a past National President. Those methods include telephone, email and internet-assisted technologies. As such, providing a transition period of one year provides time for both the Past President to wind down their activities while ensuring a smooth transfer of power to the incoming National President.

Sponsors:

The proposed amendment is being put forward for consideration at the 2012 Annual General Meeting with support of the National Executive Council.

NOTICE OF MOTION #2

The following *Notice of Motion* is submitted to the membership of the Canadian Institute of Public Health Inspectors for consideration in compliance with Section 46 of the Bylaws, which sets forth the requirements for amending the Bylaws of the Institute.

Existing Bylaw Provision:

Section 33 Notice of Annual Meeting

No public notice or advertisement of the National Annual General Meeting or any Meeting of Members shall be required, but notice of the time and place of such meeting shall be given by letter or mailed to each Member at his/her last known place of abode or address in the Members' Register at least ten (10) days before the holding of such Meeting. But the non-receipt of such notice shall not invalidate the proceedings at any Meetings. The notice calling the Meeting of Members need not specify the objects of such Meeting.

Proposed Bylaw Provision:

Section 33 Notice of Annual Meeting

No public notice or advertisement of the National Annual General Meeting or any Meeting of Members shall be required, but notice of the time and place of such meeting shall be given by ~~letter or mailed to~~ each Member at his/her last known place of abode or address in the Members' Register the most expedient method available including but not limited to electronic means at least ten (10) days before the holding of such Meeting. If a member has indicated their desire to receive such notices via mail, such notices shall be given by mail at his/her address in the Members' Register. ~~But~~ However, the non-receipt of such notice in either case shall not invalidate the proceedings ~~at~~ of any Meetings. The notice calling the Meeting of Members need not specify the objects of ~~such~~ the Meeting.

Purpose of the Motion:

The purpose of the Bylaw amendment is to allow alternative methods to notify members of the National Annual General Meeting or other Meeting(s) of Members. In order to repeal or amend a Bylaw, it must be approved by three-fourths (3/4) majority of the eligible members who vote at the AGM, including properly assigned proxy votes.

Rationale:

Currently, the notice of the National Annual General Meeting must be sent via regular post as per the Constitution. In an effort to reduce costs of operating the organization as well as reducing paper use, it is proposed that alternative notification methods are used for such notices. Such alternatives include email, public posting on the National CIPHI website and other internet-assisted technologies that may be available. For those who do not have access to electronic means, the notices will still be available by regular mail.

Sponsors:

The proposed amendment is being put forward for consideration at the 2012 Annual General Meeting with support of the National Executive Council.