



## Canadian Institute of Public Health Inspectors 80<sup>th</sup> Annual General Meeting

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**Monday July 14, 2014**  
**2:30pm Newfoundland Daylight Time**

Sheraton Hotel Newfoundland  
115 Cavendish Square  
St. John's, Newfoundland & Labrador  
Fort William Room

## Annual General Meeting

### Reports of the Canadian Institute of Public Health Inspectors

#### Contributors:

<b><i>Gary O'Toole</i></b>	National President	<b><i>Nina van der Pluijm</i></b>	BOC Chair
<b><i>Laurie Hearn</i></b>	NL Branch President	<b><i>Craig Nowakowski</i></b>	CoPE Chair
<b><i>Doreen Mackley</i></b>	NS/PEI Branch President	<b><i>Ron deBurger</i></b>	EHFC Chair
<b><i>Mark Allen</i></b>	NB Branch President	<b><i>Darcy Chrisp</i></b>	2013 AEC Committee
<b><i>Cameron Weighill</i></b>	ON Branch President	<b><i>Julie Scarpino</i></b>	2013 AEC Committee
<b><i>Kathleen Martin</i></b>	MB Branch President	<b><i>Mike LeBlanc</i></b>	National Website
<b><i>Kari Engele-Carter</i></b>	SK Branch President	<b><i>Andrew Papadapoulous</i></b>	EHR Editor-in-Chief
<b><i>Jason MacDonald</i></b>	AB Branch President	<b><i>Sara Timpa</i></b>	Centenary Committee
<b><i>Crystal Brown</i></b>	BC Branch President	<b><i>Barbara Krar</i></b>	Member Service Centre
		<b><i>Gary Tam</i></b>	Finance Committee Chair

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## **80<sup>th</sup> Annual General Meeting**

### **TENTATIVE AGENDA**

Monday July 14, 2014

2:30 PM NDT

Sheraton Hotel Newfoundland

115 Cavendish Square

St. John's, Newfoundland & Labrador

Fort William Room

- 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 79<sup>th</sup> Annual General Meeting**
- 8. Governance Reports**
  - 8.1. *National Executive Council Report to Membership*
  - 8.2. *Board of Certification Report to Membership*
  - 8.3. *Council of Professional Experience Report to Membership*
  - 8.4. *Environmental Health Foundation of Canada Report to Membership*
- 9. Special Reports**
  - 9.1. *Centenary Committee Final Report*
  - 9.2. *Senators Committee Report*
  - 9.3. *2013 AEC Final Report*
  - 9.4. *2014 AEC Interim Report*
  - 9.5. *Environmental Health Review Report*
- 10. New Business**
  - 10.1. *2013 Award Nominations*
  - 10.2. *Appointment of Auditor(s)*
  - 10.3. *Approval of 2013 Financial Statements*
- 11. Motions and Resolutions**
- 12. Adjournment**

## **In Memoriam**

It is with regret and sadness that we announce the passing of our colleagues and friends:

John Mullineaux, BC

Denis Hayes, BC

Cecil John Bridgen, BC

Robert Gregor Scott, BC

Ron White, BC

Ron Craig, BC

Fred Cayer, QC

Mike Passerelli, ON

Lucien Oullette, NB

Eugene Crane, NL

Donald Moors, NS

John (Jack) Brown, PE

Ron Slater, MB

Hans Boyens, MB

Lyle Powell, MB

Arnold Francis Jessop, SK

## 79<sup>th</sup> Annual General Meeting

### DRAFT MINUTES PENDING APPROVAL

Monday, June 24, 2013

Fort Garry Hotel  
Winnipeg, Manitoba

Agenda Item	Notes	Action
1. Call to Order	<p>Meeting called to order at 2:30pm CT by PHAN (President/Meeting Chair)</p> <p>As per Section 33 of Bylaw No. 4 of the Canadian Institute of Public Health Inspectors, membership was given at least 10 days notice of the AGM.</p>	
2. Assessment of Quorum	<p>As per Section 27(B) of Bylaw No. 4, fifty (50) members or 20% of the members-in-good-standing, whichever is less, constitute a quorum for a General Meeting of the Institute.</p> <p>Based upon the number of members in attendance and by proxy R. PHILIPATION, Chair of the Constitution Committee, declared that quorum was established.</p>	
3. Appointment of Officials	<p><b>Motion that the Convention Meeting Standing Rules as provided be adopted.</b> De BURGER / EGELER</p> <p>No discussion.</p> <p><b>All in favour. None opposed. Carried.</b></p>	
3.1. Parliamentarian	Without objection, TIM ROARK was appointed to serve this AGM as parliamentarian.	
3.2. Sargeant-at-Arms	Without objection, RHEA LEFKO was appointed to serve this AGM as Sargeant-at-Arms	
3.3. Scrutineers	Without objection, KARI ENGLE-CARTER and CHELSEY BEDNARZ were appointed to serve this AGM as Scrutineers.	
4. Introduction of Officers	Officers of the National Executive Council introduced themselves	
5. In Memoriam	Chair directed members to the AGM package previously provided electronically and posted	

Agenda Item	Notes	Action
	<p>electronic display in the room. Complete list of names recognized in memoriam were</p> <p><b>ALLAN STIVER</b> – ONTARIO BRANCH  <b>RON CZARNECKI</b> – MANITOBA BRANCH  <b>WENDEL STROH</b> – SASKATCHEWAN BRANCH  <b>GORDON ANDERSON</b> – ONTARIO BRANCH  <b>RON CZARNECKI</b> – MANITOBA BRANCH  <b>JOHN GRIFFIN</b> – BRITISH COLUMBIA BRANCH  <b>CHARLES LOFTUS</b> – ONTARIO BRANCH  <b>CORTLANDT (CORT) MACKENZIE</b> – BRITISH COLUMBIA BRANCH  <b>GÉRARD RICHARD</b> – NEW BRUNSWICK BRANCH  <b>WILLIAM (BILL) SAMPSON</b> – NOVA SCOTIA / PRINCE EDWARD ISLAND BRANCH  <b>ALLAN STIVER</b> – ONTARIO BRANCH  <b>KATHRYN WOOD</b> – MANITOBA BRANCH</p> <p>A moment of silence was observed in memoriam.</p>	
6. Approval of Agenda	<p><b>Motion to approve agenda.</b></p> <p>KLAUS SEEGER / DAN RICHEN</p> <p>No discussion.</p> <p><b>All in favour. None opposed. Carried.</b></p>	
7. Approval of Minutes from the 78 <sup>th</sup> Annual General Meeting, September 17, 2012 (Blue Mountain Resort, ON)	<p><b>Motion to approve the minutes of the 78<sup>th</sup> AGM as circulated</b></p> <p>TIM ROARK / GARY TAM</p> <p><b>All in favour. None opposed. Carried.</b></p>	Approved minutes to be posted on the National website (www.ciphi.ca)
8. Officer Reports	<b>Comment: RON De BURGER asked at this time that NEC and other reports be reviewed for spelling and grammar.</b>	
8.1. National President	PHI PHAN presented report with no additions or additional comments.	
8.2. BC Branch President's Report	GARY TAM made no additions or additional comments on his report.	
8.3. Alberta Branch President's Report	JASON MACDONALD made no additions or additional comments on his report.	



Agenda Item	Notes	Action
8.4. Saskatchewan Branch President's Report	RYAN PHILIPATION made no additions or additional comments on his report.	
8.5. Manitoba Branch President's Report	DARCY CHRISP made no additions or additional comments on his report.	
8.6. Ontario Branch President's Report	CAMERON WEIGHILL made no additions or additional comments on his report.	
8.7. Quebec Branch President's Report	No report submitted	
8.8. New Brunswick Branch President's Report	MARK ALLEN made no additions or additional comments on his report.	
8.9. Nova Scotia/Prince Edward Island Branch President's Report	DOREEN MACKLEY made no additions or additional comments on her report.	
8.10. Newfoundland and Labrador Branch President's Report	LAURIE HEARN made no additions or additional comments on report submitted by DARROCH VOKEY.	
9. Committee Reports		
9.1. Centenary Planning Committee (100 <sup>th</sup> Anniversary)	SARA TIMPA reported on projects made no additions or additional comments on report submitted	Place "R" in TAM's first name on Committee Report
9.2. Awards	DOREEN MACKLEY made no additions or additional comments on report submitted	
9.3. Advocacy and Translation	DARCY CHRISP made no additions or additional comments on report submitted	
9.4. Communication	PETER HEYWOOD (ON) made no additions or additional comments on report submitted	
9.5. Constitution and Bylaws	RYAN PHILIPATION made no additions or additional comments on report submitted	
9.6. Data Management	CAMERON WEIGHILL inducted that BARB KRAR is the new chair of the committee RYAN PHILIPATION updated the negotiation with MSC vendor (C-factor).	

Agenda Item	Notes	Action
9.7. Environmental Public Health Week	JASON MACDONALD acknowledged the hard work of the Centenary Committee and made no additions or additional comments on report submitted	
9.8. Finance	GARY TAM made no additions or additional comments on report submitted. Also recognized the work of the Centenary Committee and 2012 AEC planning group.	
9.9.		
9.10. Membership	PHI PHAN made no additions or additional comments on report submitted	
9.11. Senators (Retirees Advisory Committee)	Report submitted by PAM SCHARFE but she was not present. No comments	
9.12. Website	Prepared by MIKE LEBLANC (MB) made no additions or additional comments on report submitted	
10. Report of the Board of Certification Chair	NINA VAN DER PLUIJM made no additions or additional comments on report submitted other than to note that names of successful candidates were not published as per policy due to an internal investigation over privacy issues.	
11. Report of the Council of Professional Experience Chair	GARY O'TOOLE on behalf of submission prepared by CRAIG NOWAKOWSKI (BC) made no additions or additional comments on report submitted.	
12. Report of the Environmental Health Foundation of Canada Chair	RON de BURGER made no additions or additional comments on report submitted but asked those in attendance to ensure that they nominate their peers for awards.	
13. Special Reports		
13.1. Report of the National Historian	TIM ROARK made no additions or additional comments on report submitted. He added that all editions of the Environmental Health Review (and the previous incarnations of the national newsletter) have been accounted for. He also shared CIPHI's oldest known document from 1922	
13.2. Environmental Health Review	Prepared by A Papadopoulos (absent). No comments	

Agenda Item	Notes	Action
13.3. IFEH Report	ROBERT BRADBURY prepared report but was not present. No comments MR. MEL KNIGHT (President of the Americas Region of IFEH) was present and spoke of upcoming events in Las Vegas, Malawi and Portugal. Acknowledged the work of outgoing IFEH President BRADBURY.	
13.4. Report of the 2012 Annual Education Conference Chair(s) – Blue Mountain Resort, ON	Written report prepared and spoken to by CHRIS MUNN and TED DEVINE	
13.5. Report of the 2013 Annual Education Conference Chair(s) – Winnipeg, MB	Report spoken to by JULIE SCARPINO	
13.6. Report of the 2014 Annual Education Conference Chair(s) – St. Johns, NFLD	Report spoken to by LAURIE HEARN	
14. Awards		
14.1. 2013 Award Nominations	<b>Motion to award the 2013 CIPHI Honourary Membership Award to Dr. Lamont Sweet. (De BURGER / DURKEE)</b> DOREEN MACKLEY read the nomination for Dr. Lamont Sweet on behalf of the Awards Committee. All in favour. None opposed. Carried. <b>Motion to award the 2013 CIPHI Life Member Award to BERNARD J. CHRISP (SCARPINO / CROSS)</b> JASON MACDONALD read the nomination for Bernie Chrisp on behalf of the Awards Committee. <b>Note: Darcy Chrisp left prior to vote and nomination being read.</b> All in favour. None opposed. Carried.	
15. New Business		
15.1. Appointment of NEC	<b>Motion to re-appoint ANTHONY MAK (AB) as the NEC representative the Board of</b>	

Agenda Item	Notes	Action
Representative(s) to the Board of Certification	<p><b>Certification.</b></p> <p>(KURZAC / CARROLL).</p> <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p>	
15.2. Appointment of NEC Representative(s) to the Council of Professional Experience	<p><b>Motion to re-appoint Henry Chong as the NEC representative the Council of Professional Experience</b> (SCARPINO / STANLEY)</p> <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p>	
15.3. Appointment of NEC Representative(s) to the Environmental Health Foundation of Canada	<p><b>Motion to re-appoint TIM ROARK as the NEC representative to the Environmental Health Foundation of Canada</b> (SCHNIDER / TIMPA)</p> <p>No discussion</p> <p>All in favour. None opposed. Carried.</p>	
15.4. Appointment of Auditor(s)	<p><b>Motion that NEC appoint auditors for the Association for the 2013 fiscal year and that the NEC be authorized to fix the remuneration for these services.</b> (HOHN / KURZAC)</p> <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p>	
15.5. Approval of 2012 Financial Statements	<p><b>Motion to approve the 2012 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated.</b> (TEARE / GORMAN)</p> <ul style="list-style-type: none"> <li>No discussion.</li> </ul> <p>All in favour. None opposed. Carried.</p>	
16. Special Resolutions		
16.1. Motion to adopt bylaw amendments	<p><b>Motion to repeal the entirety of Bylaws 2, 3 and 4 that are currently in effect and adopt the entirety of proposed Bylaw 1 as provided to</b></p>	PHAN & PHILIPATION TO UPDATE BYLAWS

Agenda Item	Notes	Action
	<p><b>membership</b> (VAN DER PLUIJM / O'BRIEN)</p> <p>Discussion: (PHAN &amp; PHILIPATION) <i>The new Canada Not-for-profit Corporations Act (NFP Act) establishes a new set of rules for federally incorporated not-for-profit corporations in Canada, including CIPHI. these new rules will replace Part II of the Canada Corporations Act (old act), the law that has governed federal corporations for nearly a century. In order to transition to the NFP Act, CIPHI must replace its letters patent, supplementary letters patent (if any) and by-laws with new charter documents by submitting articles of continuance to obtain a Certificate of Continuance and creating and filing new by-laws. The articles and by-laws must comply with the NFP Act. These charter documents set out the primary rules governing the corporation. Members seeking more detail can see information provided to membership at <a href="http://www.ciphi.ca/pdf/2013AGMresolution.pdf">http://www.ciphi.ca/pdf/2013AGMresolution.pdf</a></i></p> <p>Called to question: Greater than 75% of those in attendance/proxies were in favour. Carried.</p> <p><b>Motion to destroy proxy ballots</b> (ALLEN / TAM)</p> <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p>	
17. Adjournment	<p>PHAN thanked everyone that assisted with organization and preparation of the AGM and thanked the members for their attendance and cooperation.</p> <p>With there being no more business coming before this assembly, PHAN declared the meeting be adjourned without objection at 15:31EST</p>	

## GOVERNANCE REPORTS

## Section 1: *National Executive Council Report to Membership*

### Introduction

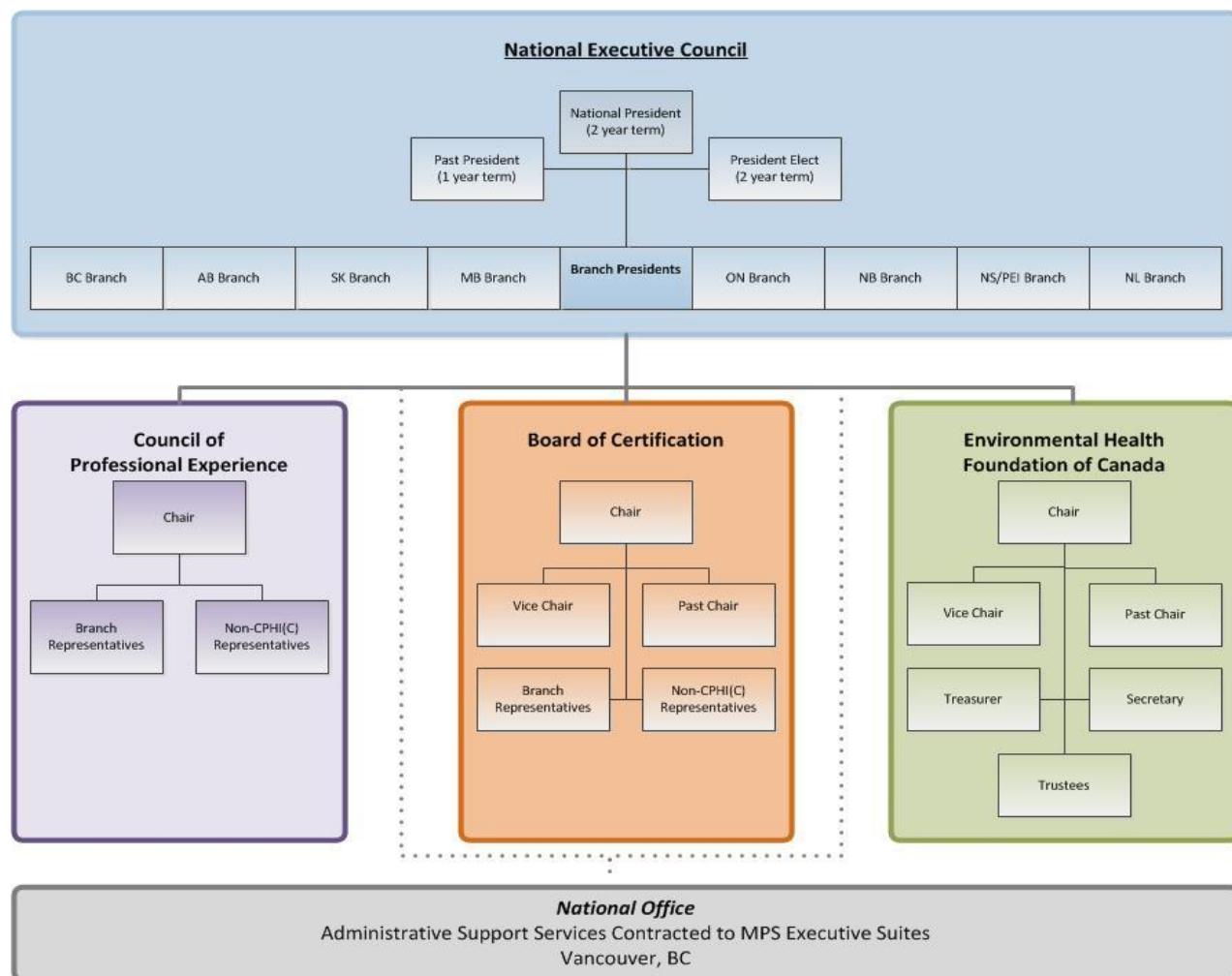
The National Executive Council (NEC) is the primary governing body for all CIPHI activities. It is comprised of members and CPHI(C) holders who have been elected by their branches and the membership at large to manage, on a volunteer basis, the day to day business of CIPHI and all of its activities. It is responsible for identifying and pursuing initiatives that support the objectives of CIPHI including advocacy and provision of educational opportunities. All governing bodies within CIPHI, including the Board of Certification, Council of Professional Experience and Environmental Health Foundation of Canada report to the NEC.

For the 2013 reporting period the NEC conducted several key pieces of work required to maintain business functions of CIPHI at the national and branch levels, including work to ensure compliance with Canada's Not for Profit Act, updates to national operational policies, budget administration and adjustments to our cost sharing model which ensures equity in spending across the governing bodies. In addition, the NEC developed and launched a new strategic direction in the reporting period which picks up on initiatives identified previously and provides a clear work plan and goals to achieve our vision as an organization.

This report provides highlights of work conducted during 2013 and is comprised of information from all branches of CIPHI. ***As such, it constitutes the branch reporting requirements as per Section 9.02(g) of the National By-Laws.***



## CIPHI Organizational Chart



### Current NEC members:

National President:	Gary O'Toole	<a href="mailto:president@cphi.ca">president@cphi.ca</a>
NL Branch President:	Laurie Hearn	<a href="mailto:laurie.hearn@gov.nl.ca">laurie.hearn@gov.nl.ca</a>
NS/PEI Branch President:	Sean O'Toole	<a href="mailto:otoolesc@gov.ns.ca">otoolesc@gov.ns.ca</a>
NB Branch President:	Mark Allen	<a href="mailto:mallen@rogers.com">mallen@rogers.com</a>
ON Branch President:	Cameron Weighill	<a href="mailto:cameron.weighill@york.ca">cameron.weighill@york.ca</a>
MB Branch President:	Kathleen Martin	<a href="mailto:kathleen.martin@gov.mb.ca">kathleen.martin@gov.mb.ca</a>
SK Branch President:	Kari Engele-Carter	<a href="mailto:kari.engele-carter@saskatoonhealthregion.ca">kari.engele-carter@saskatoonhealthregion.ca</a>
AB Branch President:	Jason MacDonald	<a href="mailto:jason.macdonald@albertahealthservices.ca">jason.macdonald@albertahealthservices.ca</a>
BC Branch President:	Crystal Brown	<a href="mailto:crystal.brown@northernhealth.ca">crystal.brown@northernhealth.ca</a>
Past President:	vacant	
President Elect:	vacant	



## **Strategic Plan & Key Initiatives, 2013 - 2015**

In June 2013 the NEC met in Winnipeg for a strategic planning session to identify key strategies and initiatives that will formulate the work plan of the NEC through to 2016. Much of this work builds on previous strategic directions and refines several priorities that will require the sun-setting of several committees and the establishment of new committees and ad-hoc working groups to support the work over the next several years.

Over the next two years CIPHI will focus on the following key strategies and initiatives:

### **KEY STRATEGY #1: BUILD AND MAINTAIN A SUSTAINABLE ORGANIZATION**

Priority initiatives the NEC identified for the next two years under this strategy include the exploration of alternative governance options for the organization and investigation and implementation of alternative revenue streams. Together, these initiatives will ensure CIPHI has an optimum and efficient structure that is resourced adequately to fulfill the vision and mission of the organization without relying totally on revenue from membership dues.

### **KEY STRATEGY #2: STRENGTHEN OUR STANDARDS**

The NEC identified several priority initiatives for this strategy, including the need to identify stakeholders for the CPC program, evaluate the CPC program and identify gaps and develop a matrix for the evaluation and collection of data. These initiatives will ensure standards for practice are maintained and strengthened, that stakeholders such as employers and unions are engaged in and aware of our standards and that member participation in the CPC program continues to increase. CoPE has been assigned as the primary lead on these initiatives.

### **KEY STRATEGY #3: ENHANCE PROFESSIONAL PROFILE**

The NEC recognizes the need to ensure our profession is recognized among the public and interest groups, is valued as a source of expert advice by multiple stakeholders and that our professional designation is sought after among employer groups across Canada. While foundational elements have been put in place to support mandatory membership (i.e., trademark, CPC program, by-laws), much work remains to ensure our profession is aligned with other public health professionals with respect to professional practice.

The NEC has agreed that continued research is needed to achieve mandatory membership across Canada, that gaps are identified and barriers are mitigated or eliminated. In support of this work, the NEC also agrees that advocacy and ethics committees can play a vital role in support of our membership. To that end, the establishment of committees in support of mandatory membership, advocacy and ethics have been identified as priority initiatives.

#### **KEY STRATEGY #4: OPERATE IN A TRANSPARENT FASHION**

Communicating with the membership at the branch and national levels is critical to the ongoing engagement of members in the work of the organization. The NEC recognizes the importance of providing timely and relevant information to members, as well as providing regular reports. To achieve this and ensure transparency in our decision making, the NEC has agreed that a main initiative over the coming year will be to develop a communications and marketing plan for the organization.

A work plan has been developed in support of the above strategies and initiatives that will continue to evolve and change to meet the needs of our organization. The work plan will be available on the national website ([www.ciphi.ca](http://www.ciphi.ca)) in the coming weeks. Members who have questions about the work plan or wish to be involved in committees or working groups tasked with any of the above initiatives are encouraged to connect with their respective branch presidents.

#### **CIPHI Governing Bodies Alignment and Connections**

Over the past few years, past president Phi Phan led the NEC in forging new working relationships with CIPHI's governing bodies including the Board of Certification, Environmental Health Foundation of Canada and Council of Professional Experience. In 2013, efforts to forge better connections between the various governing bodies continued and led to a discussion on the need for NEC representatives to each of the governing bodies.

The NEC agrees that the chairs of each of the governing bodies need to connect more often, be involved in CIPHI's work as an organization and align better to facilitate completion of key strategies and priority initiatives. To that end, a decision was reached that over the coming year, NEC reps will be phased out in favour of enhanced communication and involvement of governing body chairs in administrative and strategic work of the organization.

#### **National Operational Policies**

Throughout 2013, the NEC was led by Saskatchewan Branch past-president Ryan Phillipation in the review of national operational policies. Several of the policies that set guide posts for the work of CIPHI were in need of revision and some new policies needed to be developed. The national operational policies can be viewed on the website at [www.ciphi.ca/documents](http://www.ciphi.ca/documents).

### **Canada Not for Profit Act Compliance**

In 2013 the NEC undertook work to review by-laws and regulations as a result of changes to Canada's Not for Profit Act. Lead by Saskatchewan past president Ryan Phillipation, this work included the submission of a detailed application to Industry Canada to demonstrate compliance with the Act and enable CIPHI continue operation as a not for profit organization. Without the completion of this work, CIPHI would have been significantly impacted with respect to its ability to maintain its organizational structure and mandate.

### **Member Service Centre**

The NEC continues to oversee the management and enhancement of the member service centre, the online portal for members to renew their membership, track professional development hours and maintain their own member information. This continues to be a significant and important investment and will continue to serve as a means for members to connect with CIPHI.

In 2013 Barbara Krar assumed the chair role for overseeing administration of the MSC. Barb has been tasked with several administrative and routine improvements to the service and serving as the primary liaison between CIPHI and the service provider, CFactor, which is based in Ontario.

The member service centre can be accessed at [www.ciphimember.ca](http://www.ciphimember.ca).

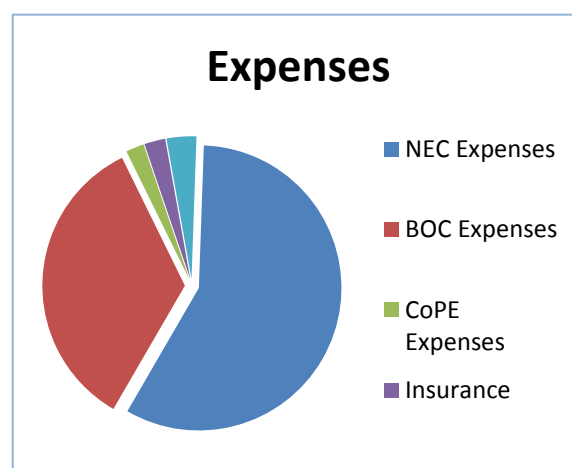
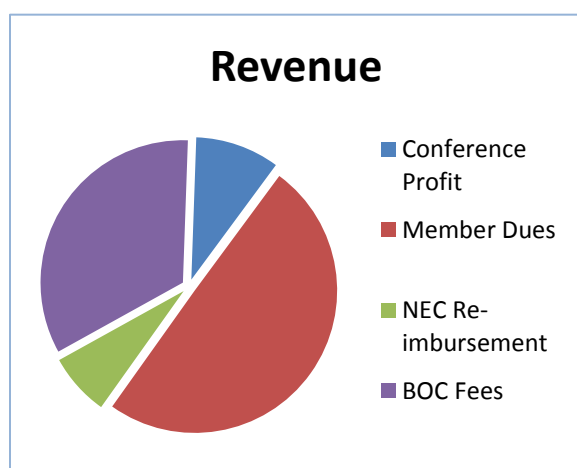
### **Financial Summary**

Throughout 2013 the NEC, led by British Columbia Branch past president Gary Tam, worked to update the cost sharing formula utilized to reimburse volunteer members for travel costs and other expenses associated with conducting CIPHI business. The cost sharing formula ensures Branches and the business units contribute fairly to the cost of doing business, and ensures CIPHI resources are utilized efficiently.

**Table 1.1: 2013 Financial Summary of Revenue & Expenses**

<b>Revenue</b>	
Advertising and miscellaneous	\$ 14,889.00
Share of conference profit	\$ 40,099.00
Commissions	\$ 423.00
Interest	\$ 1,530.00
Member dues	\$ 208,433.00
NEC reimbursement	\$ 29,780.00
BOC - Examination and review fees	\$ 140,881.00
CPC - Amortization of deferred contributions	\$ 11,801.00
CoPE	\$ -
<b>Total Revenue</b>	<b>\$ 447,836.00</b>

<b>Expenses</b>	
NEC Expenses	\$ 207,643.00
BOC Expenses	\$ 123,416.00
CoPE Expenses	\$ 7,405.00
Insurance	\$ 8,590.00
Depreciation	\$ 12,120.00
<b>Total Expenses</b>	<b>\$ 359,174.00</b>
<b>Profit (Deficit)</b>	<b>\$ 88,662.00</b>



**Table 1.2: 2013 Statement of Changes in Fund Balances**

For the year beginning January 1, 2013	
Cash	\$ 115,534.00
Term Deposits	\$ 82,997.00
<b>Total Cash &amp; Cash Equivalents (For the year beginning January 1, 2013)</b>	<b>\$ 198,531.00</b>
<b>Changes during the year ending December 31, 2013</b>	
Profit	\$ 88,662.00
Capital Fund	\$ 319.00
Working Capital Accounts	\$ 79,835.00
Transfer of Centenary Fund	\$ 9,470.00
<b>Closing Balance for the year ended December 31, 2013</b>	<b>\$ 178,286.00</b>
Total Cash	\$ 293,751.00
Term Deposits	\$ 83,066.00
<b>Total Cash &amp; Cash Equivalents (For the year ended December 31, 2013)</b>	<b>\$ 376,817.00</b>

**Table 1.3: 2013 Statement of Financial Position**

<b>Assets</b>		<b>Liabilities</b>	
<b>For the year ended on December 31, 2013</b>		<b>Current</b>	
Cash and Cash Equivalents	\$ 376,817.00	Account Payable and Accruals	\$ 19,078.00
Accounts Receivable	\$ 12,616.00	GST/HST Payable	\$ 4,457.00
HST Receivable	\$ -	Centenary Celebration Committee Initiatives 2013	\$ -
Prepaid Expenses	\$ 7,335.00	Rebates payable	\$ 806.00
Conference receivable	\$ 10,000.00	Deferred revenue	\$ 71,608.00
	<b>\$ 406,768.00</b>		<b>\$ 95,949.00</b>
Capital (Computer Equipment, Trademark & CPC Database)	\$ 179,549.00	Deferred contributions relating to capital assets	\$ 177,585.00
	<b>\$ 586,317.00</b>	<b>Fund Balances</b>	
		Invested in Capital Assets (Capital Fund)	\$ 1,964.00
		Unrestricted (Operating Fund)	\$ 310,819.00
			<b>\$ 312,783.00</b>
		<b>Liability &amp; Fund Balances</b>	<b>\$ 586,317.00</b>

## **Membership & Demographics**

The following tables and figures depict various CIPHI member information, trends and demographics. Generally, regular membership in CIPHI has remained stable over the past three years. Information regarding non-member, practicing CPHI(C) holders is not available at this time.

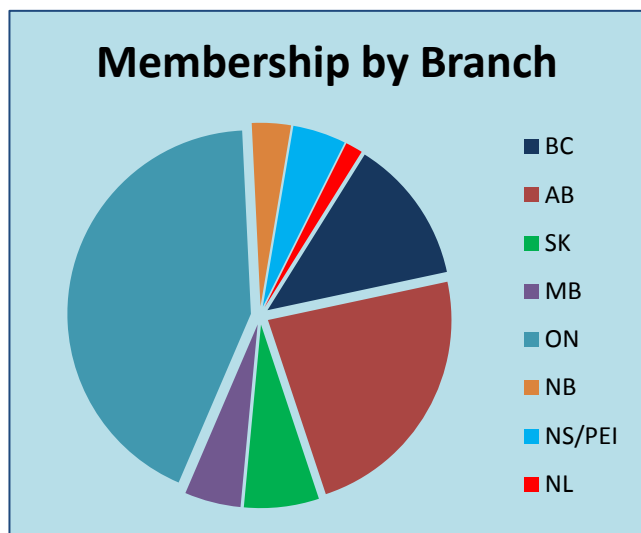
**Table 1.4: Regular Membership Trend by Branch, 2010-2013**

BRANCH	2010	2011	2012	2013
Alberta, NWT and Nunavut	255	292	295	316
British Columbia and Yukon	161	174	160	153
Manitoba	55	58	60	65
New Brunswick	46	47	45	47
Newfoundland and Labrador	31	24	23	21
Nova Scotia/Prince Edward Island	38	59	61	57
Ontario	512	570	560	559
Quebec	8	10	13	11
Saskatchewan	83	90	93	92
<b>Canada</b>	<b>1189</b>	<b>1324</b>	<b>1310</b>	<b>1321</b>

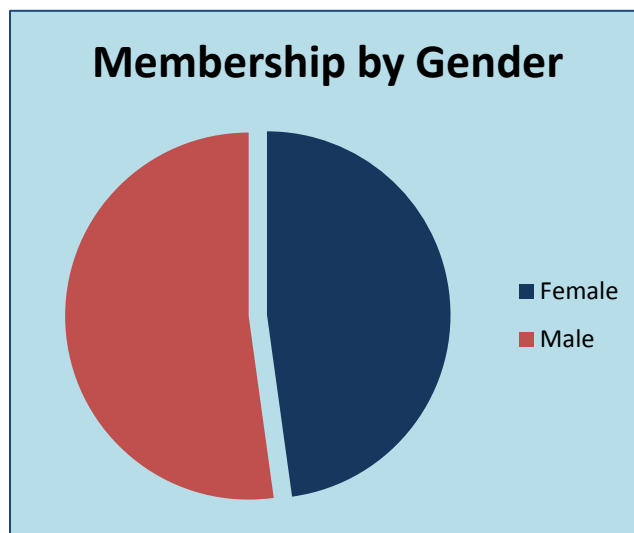
**Table 1.5: 2013 Membership Type Distribution by Branch**

BRANCH	Membership Type					Total
	Regular	Retired	Student	Associate	Fraternal	
Newfoundland & Labrador	21	3	0	0	0	24
Nova Scotia/Prince Edward Island	57	9	8	0	0	74
New Brunswick	47	6	1	0	0	54
Quebec	11	0	0	0	0	11
Ontario	559	17	92	0	8	674
Manitoba	65	12	0	1	0	78
Saskatchewan	92	5	6	0	1	104
Alberta	316	4	43	0	3	366
British Columbia	153	16	30	0	2	201
<b>Total</b>	<b>1321</b>	<b>72</b>	<b>180</b>	<b>1</b>	<b>14</b>	<b>1586</b>

**Figure 1.1: 2013 Total Membership\* Distribution by Branch**



**Figure 1.2: 2013 Membership\* Distribution by Gender**



*\*For the purpose of figures 1.1 and 1.2, all membership types are included.*

## **2013 Award Recipients**

Environmental Health Review Award:	New Brunswick Office of the Chief Medical Officer of Health
Honorary Membership Award:	Dr. Lamont Sweet, Deputy Chief Public Health Officer, PEI
President's Award:	Mr. Keir Cordner, BC Branch
Alexander Officer Award:	Five Hills & Saskatoon Regional Health Authorities
Alex Cross Award:	Julie Scarpino, MB Branch
Life Membership Award:	Bernard Chrisp, MB Branch



## Section 2: *Board of Certification* Report to Membership

Contributed by Nina van der Pluijm

### Introduction

The Board of Certification (BOC) is the governing body tasked with administering requirements to enter the environmental public health profession in Canada. To do this, the BOC reviews academic programs, establishes learning objectives, establishes criteria for entry into the profession and administers national examinations to assess candidate readiness for entry. The BOC issues the Certificate in Public Health Inspection.

The BOC is comprised of members who have been appointed in consultation with each of CIPH's branches. Currently the BOC has 11 active members, including:

Name	Position	Status	CPHI(C)
Nina van der Pluijm	Chair	Jan 2013 to Jan 2015 Past Chair Jan 2015-2016	Yes
Garth Gosselin	Vice Chair	Jan 2014 to 2015 Chair Jan 2015-2017	Yes
Tony Mak	NEC Appointee	First Term expires May 2015	Yes
Stephanie Schoder	NB Branch	Second term expires Nov 2016	Yes
Barry MacGregor	NS/PEI Branch	First Term expires Oct 2015	Yes
Tony Thepsouvanh	AB Branch	First Term expires Jan 1, 2017	Yes
Norine Schofield	ON Branch	First Term expires May 2015	Yes
Joanne Sibbald	Canadian Forces	First Term expires Jan 2017	Yes
Mike McCann	SK Branch	Second Term expires July 2016	Yes
Karen Leewing	MB Branch	Second Term expires May 2016	Yes
Vacant	Non CPHI(C)		
Ron Popoff	BC Branch	First term expires May 2015 Elected for a 2 <sup>nd</sup> term	Yes
Vacant	NL Branch		
Vacant	Quebec Branch		
TOTAL : 15		TOTAL MEMBERS: 11	

***This report satisfies the requirements as per Section 23 of the Regulations Respecting the Certificate in Public Health Inspection (Canada) and Governing the Board of Certification.***

## **Appeals**

The Board received 3 appeals for the April 2013 exam. All appeals were reviewed by the Chair, two appeals were denied as the candidates did not provide any evidence of a process error that required further review by the Formal Appeal Review Panel. One appeal was forwarded to the Formal Appeal Review Panel; the appeal was denied.

For the October 2013 exam, the Board received 7 appeals. All appeals were reviewed by the Chair, 3 appeals were denied as the candidates did not provide any evidence of a process error that required further review by the Formal Appeal Review Panel. Four (4) appeals were forwarded to the Formal Appeal Review Panel; 3 appeals were denied, 1 process error was identified and the appeal was accepted, however, there were no impacts on the overall pass rates.

## **Changes to Membership of the BOC**

The Board welcomed the appointment of Tony Thepsouvanh from the Alberta Branch, Joanne Sibbald as the Canadian Force representative and Ian Harrison from the Saskatchewan Branch. We also welcome Phi Phan as the new Alberta Branch Exam Coordinator. We wish to offer sincere thanks to Garth Gosselin as our previous Alberta Branch representative and wish him well as he takes on his new role as Vice Chair. We wish to thank to Jacqueline Davenport for her work as the previous Canadian Force representative and Michael Mccann as the previous Saskatchewan Branch representative. As well, we thank Dale Nelson for his work as the previous Alberta Branch Exam Coordinator.

The Board has four positions available for appointment; Two Non-Public Health Inspection members and two Branch positions; one from Newfoundland and one from Quebec.

## **Examination Statistics**

The tables on the following pages are provided as a summary of examination statistics for 2013, as well as historical summary of the BOC examinations since 2003.

**Table 2.1 April 2013 Exam Results**

CANDIDATE INFORMATION									
PROVINCE	Total #	Total Certified	% Certified	# Sat Oral Exam	# Passed	Pass Rate	# Submitted Reports	# Passed	Pass Rate
Alberta	15	11	73	11	9	82	14	10	71
British Columbia	6	4	67	5	3	60	3	2	67
Manitoba	1	1	100	0	0	--	1	1	100
New Brunswick	3	0	0	3	0	0	0	0	0
Newfoundland & Labrador	2	1	50	1	0	0	2	2	100
Nova Scotia/Prince Edward Island	2	1	50	1	0	0	1	1	100
Ontario	30	15	50	27	11	41	13	12	92
Quebec	0	0	0	0	0	0	0	0	0
Saskatchewan	2	2	100	1	0	0	3	2	67
<b>TOTAL</b>	<b>61</b>	<b>35</b>	<b>57</b>	<b>49</b>	<b>23</b>	<b>47</b>	<b>37</b>	<b>30</b>	<b>81</b>

**Table 2.2 April 2013 Repeat Candidate Results**

PROVINCE	# Repeat Candidates	# Repeat Pass	Repeat Pass Rate
Alberta	7	4	57%
British Columbia	5	4	80%
Manitoba	1	1	100%
New Brunswick	3	0	0
Newfoundland & Labrador	2	1	50%
Nova Scotia/Prince Edward Island	2	1	50%
Ontario	22	12	55%
Quebec	0	0	0
Saskatchewan	2	2	100%
<b>TOTAL</b>	<b>44</b>	<b>25</b>	<b>57%</b>

**Table 2.3 October 2013 Exam Results**

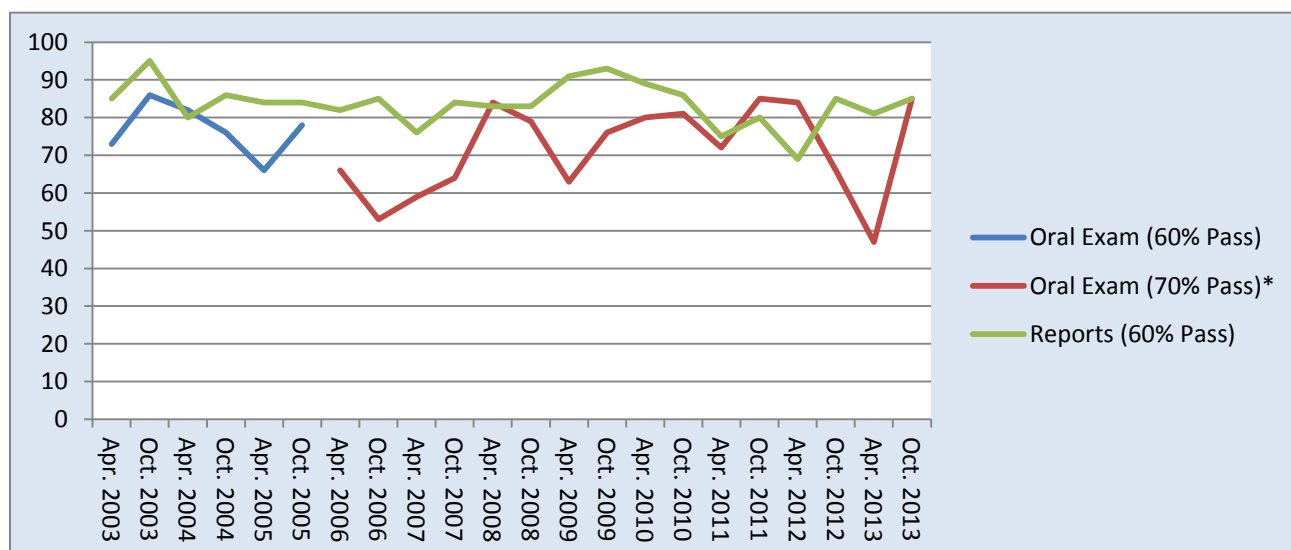
CANDIDATE INFORMATION									
PROVINCE	Total #	Total Certified	% Certified	# Sat Oral Exam	# Passed	Pass Rate	# Submitted Reports	# Passed	Pass Rate
Alberta	17	12	71%	14	11	79%	17	15	88%
British Columbia	26	21	81%	25	23	92%	26	22	85%
Manitoba	--	--	--	--	--	--	--	--	--
New Brunswick	1	1	100%	1	1	100%	1	1	100%
Newfoundland & Labrador	3	2	67%	3	2	67%	3	2	67%
Nova Scotia/Prince Edward Island	8	8	100%	8	8	100%	8	8	100%
Ontario	73	55	75%	73	60	82%	68	58	85%
Quebec	--	--	--	--	--	--	--	--	--
Saskatchewan	4	1	25%	4	4	100%	4	2	50%
<b>TOTAL</b>	<b>132</b>	<b>100</b>	<b>76%</b>	<b>128</b>	<b>109</b>	<b>85%</b>	<b>127</b>	<b>108</b>	<b>85%</b>

**Table 2.4 October 2013 Repeat Candidate Results**

PROVINCE	# Repeat Candidates	# Repeat Pass	Repeat Pass Rate
Alberta	4	4	100%
British Columbia	1	1	100%
Manitoba	--	--	--
New Brunswick	1	1	100%
Newfoundland & Labrador	--	--	--
Nova Scotia/Prince Edward Island	8	8	100%
Ontario	8	6	75%
Quebec	--	--	--
Saskatchewan	1	0	0
<b>TOTAL</b>	<b>23</b>	<b>20</b>	<b>87%</b>

EXAM DATE	Oral Exam % Pass Rate (60% Pass Mark)	Oral Exam % Pass Rate (70% Pass Mark)	Written Report % Pass Rate ( 60% Pass Mark)
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%
Oct 2012		66%	85%
April 2013		47%	81%
October 2013		85%	85%

**Figure 2.1: Exam Pass Rates, April 2003 – October 2013**



\*the exam pass rate was changed from 60% to 70% in April 2006

## **Board Activities**

The BOC conducts program reviews at each of the approved academic institutions. The following table is a summary of scheduled reviews.

**Table 2.6: Scheduled reviews**

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	Spring 2017
LSSU	Spring 2014 (new approval)	Spring 2016

## Section 3: *Council of Professional Experience Report to Membership*

Contributed by Craig Nowakowski

### Introduction

CoPE is the governing 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:

Chair:	Craig Nowakowski (BC)
BC Branch Representative:	Keir Cordner
AB Branch Representative:	Victor Mah
SK Branch Representative:	Jon Gaudry
MB Branch Representative:	Julie Scarpino
ON Representatives:	Ken Gorman, Henry Chong
NB Representative:	Ron MacIsaac
NS/PEI Representative:	Wanda Timmons

***This report satisfies the reporting requirements of Section 5(c) of By-Law Number 11.***

### CPC Program Audit

On an annual basis, CoPE conducts audits of CIPHI member participation in the CPC program. Section 3.01(a)(iv)(1)(b) of the National By-Laws requires that regular members participate in the CPC program and CoPE monitors compliance with this requirement. Currently, CoPE's goal is to audit 10% of the total membership on an annual basis to monitor compliance with the program. Members are selected randomly for audit, which focuses on data input by members into the Members Service Centre (ciphimember.ca).

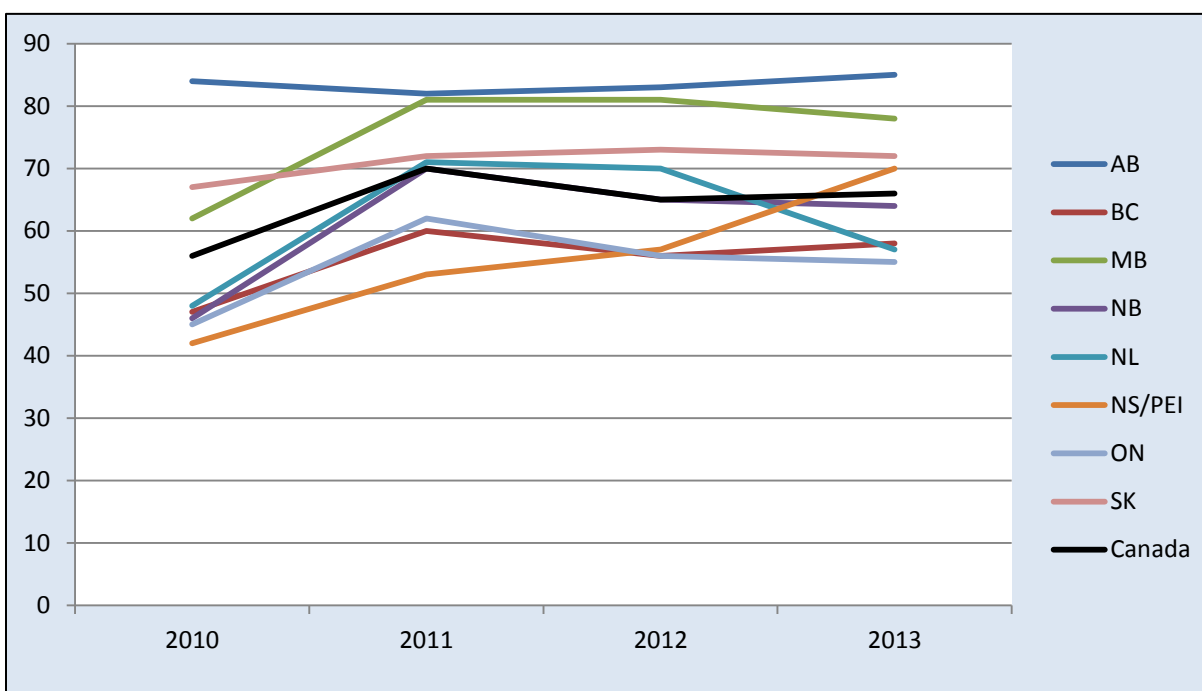
For the 2013 reporting period **141 regular members** were audited. **80 of 141, or 57% of members passed the audit by achieving 80 or more professional development hours in 2013.** While CIPHI continues to explore mandatory membership options, CoPE has opted to continue to encourage participation in the program until corrective measures can be put in place to ensure our profession is participating fully in this important program.

Details about regular member compliance in the program are provided in the following tables.

**Table 3.1: CPC Program Participation by Branch (Members Submitting PDH's)**

BRANCH	2010		2011		2012		2013	
	#	%	#	%	#	%	#	%
Alberta, NWT and Nunavut	214	84	239	82	245	83	269	85
British Columbia and Yukon	75	47	104	60	90	56	89	58
Manitoba	34	62	47	81	49	81	51	78
New Brunswick	21	46	33	70	29	65	30	64
Newfoundland and Labrador	15	48	17	71	16	70	12	57
Nova Scotia/Prince Edward Island	16	42	31	53	35	57	40	70
Ontario	228	45	356	62	313	56	306	55
Quebec	5	63	8	80	12	92	8	62
Saskatchewan	56	67	65	72	68	73	66	72
<b>Canada</b>	<b>664</b>	<b>56</b>	<b>900</b>	<b>70</b>	<b>857</b>	<b>65</b>	<b>871</b>	<b>66</b>

**Figure 3.1: CPC Program Participation by Branch (% of Members Submitting PDH's)**





**Table 3.2: CoPE Audits Conducted by Branch**

BRANCH	2010	2011	2012	2013
Alberta, NWT and Nunavut	10	14	9	39
British Columbia and Yukon	10	2	6	15
Manitoba	5	3	2	8
New Brunswick	3	1	2	9
Newfoundland and Labrador	3	2	1	1
Nova Scotia/Prince Edward Island	0	2	3	8
Ontario	24	31	24	51
Quebec	0	0	0	1
Saskatchewan	2	4	3	9
<b>TOTAL</b>	<b>57</b>	<b>59</b>	<b>50</b>	<b>141</b>

**Table 3.3: CoPE Audits with PDH Greater Than 80 (Pass)**

BRANCH	2010	2011	2012	2013
Alberta, NWT and Nunavut	6	12	4	30
British Columbia and Yukon	5	2	3	9
Manitoba	3	2	1	4
New Brunswick	1	1	2	5
Newfoundland and Labrador	2	2	0	0
Nova Scotia/Prince Edward Island		2	1	4
Ontario	7	16	13	21
Quebec				1
Saskatchewan	1	2	3	6
<b>TOTAL</b>	<b>25</b>	<b>39</b>	<b>27</b>	<b>80</b>

**Table 3.4: Total Number of Professional Development Hours Submitted by Regular Members, 2010-2013**

Total Number of PDH's entered by Regular Members	
Year	PDH Hours
2013	169,977
2012	183,154
2011	161,017
2010	125,120
<b>Total</b>	<b>639,268</b>

## **CoPE Activities**

This past year also saw CoPE complete several projects which included:

- Updated CoPE Terms of Reference and Regulations (pending NEC approval)
- Revision and posting of both English and French Professional Development Models for the CPC Reference Guide. Highlights of these updates include changes to PDH reporting, more concise definitions, and a prorated PDH requirement table for leaves of absence

<http://www.ciphi.ca/files/documents/cpc/prodev.pdf>

<http://ciphi.ca/pdf/DPC-Jan-2014.pdf>

At this year's National Conference, CoPE will meet to review and work on tasks identified in the CIPHI Strategic Plan 2013-2015. One of the initiatives in the Plan tasked to CoPE is finding ways to Strengthen our Professional Standards. This includes tasks such as:

- Defining Stakeholders
- Evaluating Current Relationships with Unions and Educational Institutions
- Reviewing and Enhancing the CPC Program

CoPE also created a twitter account to get the message out about the CPC Program. Members can follow CoPE @CIPHI\_COPE.

## Section 4: *Environmental Health Foundation of Canada Report to Membership*

Contributed by Ron de Burger

### Introduction

The Environmental Health Foundation of Canada (EHFC) is the charitable, research and education arm of CIPHI. This report is submitted on behalf of the Board of Trustees and satisfies the annual reporting requirements of Section 5A of By-Law No. 10.

The Board of Trustees of EHFC is comprised of the following who are appointed in accordance with the by-laws:

Chair:	Ron de Burger (ON)	Tamela Carroll (NB)
Vice Chair:	Pamela Scharfe (ON)	Ralph Stanley (ON)
Past Chair:	Klaus Seeger (ON)	Jacqueline Schnider (AB)
Treasurer:	Tim Roark (BC)	Gary Gallivan (NS/PEI)
Secretary:	Cameron Coulby (ON)	Gary O'Toole (NS/PEI)
		Len Gallant (NS/PEI)
		Duncan Ellison (ON)

### Meetings

The Board of Trustees held the annual EHFC AGM meeting on June 23, 2013 and also held teleconference meetings on November 17, 2013; March 8, 2014; and May 10, 2014.

### Financials

The 2013 Financial Statement was approved by the EHFC Auditors and the annual submission to the Revenue Canada Charities Directorate was received and approved.



*L-R: Tim Roark, Ron de Burger, Klaus Seeger, Tamela Carroll, Jacqueline Schnider, Ralph Stanley*

The financial resources of the Foundation at December 31, 2013, totaled \$126,586.74 representing a bank balance of \$31,586.74 and \$95,000 in investments. The ongoing support for the CIPHI-EHFC Continuing Education Award needs to be reviewed as it cannot be continued without the support of CIPHI National.

2013 Statement of Operations:

**Table 4.1: 2013 Statement of Operations**

REVENUE		EXPENDITURES	
Official Donations		Charitable Expenses	
<i>Restricted</i>	\$6,175.00	Scholarships/Awards	\$6,850.00
<i>Not Restricted</i>	\$8,532.50	Direct Project Expenses	\$14,359.96
Merchandise Sales	<b>\$5,291.57</b>	Management & Operations	
<b>Other</b>		Ads & Promotion	\$2,283.01
<i>Direct from Donor</i>	\$2,527.87	Meetings	\$2,026.74
<i>Via A Registered Charity</i>	\$176.98	Office supplies/expenses	\$163.18
Contractor Services	\$0.00	Honorarium	\$0.00
Interest	\$3,121.06	Bank, credit card, pay-pal	\$141.46
<b>Total</b>	<b>\$25,824.98</b>	Misc. Operating expenses	\$216.38
		Travel & Vehicle Expenses	\$825.00
		<b>Total Expenses</b>	<b>\$26,865.73</b>

## Charities

**Clean Water for Health:** In January 2013 the EHFC kicked off WaterCan's new project "Clean Water for Health" by donating **\$2,000** to the Wakiso Clean Water for Health Project. This project aims to assist two health facilities, Ndejje and Kasanje Health Centres in Wakiso District of Tanzania, in providing safe water, sanitation and hygiene education over 250 out-patients per day as well as the health facility staff and surrounding catchment area of the facilities of over 40,000 children, women and men. Every dollar raised was matched by WaterCan. An additional **\$2,033** was raised through the Mosaic Banner which was part of the CIPHI Centenary activities which created a keepsake that would immortalize CIPHI members for future generations and would be used at future CIPHI events and conferences. The Mosaic Banner fund raiser was suggested by Gary Tam (BC)

**Clinica Verde:** Michael Sidra and Sharon Regimbald (EHOs from Alberta) proposed a partnership project to support Clinica Verde in Nicaragua. The partnership allows the EHFC to work with operators of Clinica Verde in two ways: through a financial contribution and by a food safety course (translated into Spanish) developed by Michael and Sharon. Through their fundraising efforts and a contribution by the EHFC, more than **\$4,200** was forwarded to Clinica Verde towards food safety, water safety and general sanitation education efforts.

## 2013 Awards

The EHFC Award Committee oversees the review of nominations and applications of the following awards:

### **Canadian Water and Wastewater Association Safe Water Award**

Jim Reffle, CPHI(C), Elgin St. Thomas Health Unit is the first recipient of the \$500 annual award which is generously funded by EHFC Trustee and Former Executive Director of the CWWA Duncan Ellison.

***CIPHI-EHFC Continuing Education Award***

Fatih Sekercioglu, CPHI(C) is the recipient of the 2013 EHFC Continuing Education award of \$500. Fatih is an Environmental Health Manager at Middlesex-London Health Unit (Ontario) and has started the PhD program in Geography at Western University.

***Lilli Ann Zahara Award***

There were no nominations received in 2013.

***NSF International Award***

There were no nominations received in 2013.

The Board of Trustees congratulates the 2013 award recipients. The 2014 Award recipients will be announced at the annual National CIPHI Awards Luncheon in St. John's, NL.

**Research*****Len Hiebert Environmental Health Review Award:***

- “Air Sampling Investigation and Analysis”. **Leslie Power**, Cape Breton University
- “Is a nationally recommended secondary cooking step practiced in Shawarma restaurants in Toronto?” **Ayten Karimova**, Ryerson University, Research

***National Collaborating Centre for Environmental Health:***

- “The Hot Lunch Dilemma: Evaluating Heat Retention Ability of Insulated Container with Macaroni & Cheese” **Tiffany Chu**, British Columbia Institute of Technology, Environmental Health Program.
- “Comparison of Aerobic and *E. Coli* Colony Forming Units Isolated From Circulating Paper and Plastic \$20 Canadian Banknotes.” **Ryan Olivier**, British Columbia Institute of Technology, Environmental Health Program.
- Endocrine Disruptors in Drinking Water and Associated Health Effects: A Knowledge Synthesis. **Victoria Wells**, University of Guelph, Master of Public Health Program.

**Sponsorship**

The EHFC Board of Trustees approved financial sponsorship in the amount of \$3,600 to assist with the expenses of six students to travel to and attend the 2013 CIPHI National Educational Conference in Winnipeg, Manitoba.

**Communications:**

The EHFC continues to profile their important work via [www.ehfc.ca](http://www.ehfc.ca); Twitter [@ehfcc](https://twitter.com/ehfcc); and Facebook [CIPHI Environmental Health Foundation of Canada](https://www.facebook.com/CIPHIEnvironmentalHealthFoundationofCanada).

## Special Reports

## ***Centenary Committee Report to Membership***

Contributed by Sara Timpa

### **Introduction**

The Canadian Institute of Public Health Inspectors (CIPHI) began in 1913, in Winnipeg, MB, with the establishment of the “Sanitary Inspectors Association of Western Canada”. Consequently, 2013 represented a significant milestone in the history of CIPHI, a milestone worthy of recognition by the organization and its membership.

To ensure CIPHI’s Centenary was appropriately celebrated and recognized, the National Executive Council (NEC) formed the Centenary Committee. The Centenary Committee was tasked with planning and delivering activities and initiatives targeted towards membership, partners and the general public to celebrate and highlight the centenary milestone. In 2010 in Vancouver, the initial stages of the Centenary Committee was formed and while the face of the committee changed over the years the dedication and hard work of its members, both past and present made the Centenary Celebrations a success. Throughout the lifespan of the committee, members included:

Sara Timpa (Chair)	Phi Phan
Koreen Anderson	Mahmoud Shoblaq
Jim McCorry	Klaus Seeger
Carmen Cross	John Cannan
Stéfane Gravelle	Tim Roark
Peter Heywood	Gary Tam
Lena Parker	Claudia Kurzak
Ron deBurger	Nadine Newman

The Centenary Committee gratefully acknowledges the work of other CIPHI members that contributed to the success of the committee. Especially Victor Mah, who was responsible for overseeing the vendor contract with the graphic design company and Mike LeBlanc for his assistance with the website and email account.

### **Projects**

The Centenary Committee was able to accomplish many of its objectives in 2013 through the hard work and persistence of the committee members and the general membership that embraced and participated in the celebration.

The overall goal to celebrate the 100 year milestone and unite the membership was realized through the many projects undertaken by the committee. These projects included:



### ***Centenary Calendar***

An extensive project, undertaken by Klaus and Rhea Seeger that involved the collection of countless CIPHI pictures, documents and facts which was designed, printed and distributed to the membership at the 2012 & 2013 AECs and by the provincial/territorial branches. This project illustrated to the history and transition of the Institute in an engaging and professional display which was enjoyed by many members throughout 2013 and which will be a keepsake for many.

### ***Mosaic Banner Project***

The Mosaic Banner project was envisioned and managed by Gary Tam, who collected 756 pictures from current and past environmental public health professionals across Canada. These pictures were used to create a banner (108" x 42") that integrated the pictures into CIPHI's centenary logo to create a "snapshot" of the membership over the past 100 years. This project gave participants the ability to physically be a part of the centenary celebrations even if they were unable to attend the celebrations in person. A display poster was subsequently made to provide information and fun facts about the banner. The banner was displayed at CIPHI AEC 2013 and other branch events in 2013.

### ***Centennial Commemorative Coin***

The Centennial Commemorative coin project was initiated in 2010 by the Retirees Advisory Committee (RAC). A proposal was made to the Royal Canadian Mint for a commemorative coin, unfortunately the proposal was rejected. The project was proposed to the Centenary Committee, and was undertaken by Jim McCorry, who managed all aspects of the project including procurement of the vendor, design of the coin, delivery and subsequent orders of the coin. With an initial order of 500 coins the committee had concerns regarding the ability to sell the coins, luckily this was unfounded. Due to the hard work invested into the project, the appeal of the design and quality of the product **11,000** of these keepsake coins can now be found across the country.

### ***100 Members of Distinction***

The 100 Members of Distinction project grew to more than the committee had originally envisioned and had a much greater impact than thought possible. The project, led by Koreen Anderson, which much assistance from Tim Roark and a sub-committee of volunteers strived to identify 100 individuals who had a positive impact on CIPHI and laid the foundation for its success over the last 100 years. In addition to these 100 individuals, other Notable Persons of Our Profession were also recognized. This project began small but grew into a project that not only identified important individuals in the history of the Institute but sought to personally notify and recognize each one. The response from these individuals was overwhelming, as well as was the response received from the families of late honourees; several of whom contacted the CIPHI in appreciation for the acknowledgment and with kind words regarding what the institute had meant to their loved ones.

### ***Tree Planting***

Initiated by the efforts of the British Columbia (BC) Branch and the British Columbia Institute of Technology (BCIT) the Tree Planting Project with thanks to Jim McCorry and the hard work of several provincial branches became a national project that served to recognize the schools of environmental health. With a maximum funding allowance of \$2000 per branch for the five



provinces where the educational institutes exist; the centenary committee was able to provide funds to help cover the purchase of a tree, a plaque and a celebration. Four of the five educational institutions were able to successfully plant trees and involve future PHI students in centenary celebration during 2013. While the plaques that reside with these trees are very similar; the trees and the celebrations were as unique as each of the institutions and special thanks is extended to the BC Branch & BCIT; the Alberta Branch & Concordia University College of Alberta; the Saskatchewan Branch & First Nations University of Canada; and the Nova Scotia & Prince Edward Island Branch & Cape Breton University for making this project possible. Efforts are still underway between the Ontario Branch and Ryerson University to plant a tree and install a plaque in 2014.

### ***Social Media, Communications & Website***

With a country as vast as Canada, and a membership that is spread from coast to coast, engaging and informing the membership was a challenge that was met with enthusiasm and dedication by several committee members. Mahmoud Shoblaq (Twitter and Facebook profiles), Peter Heywood (listserv and media), and Carmen Cross (webmaster of the centenary website) worked together to engage, inform and interact with the membership and followers with unprecedented success for CIPHI. Members were kept well informed; entertained with updates, polls and giveaways and given platforms where they could engage with the Centenary Committee and each other. Without the hard work of Mahmoud, Peter and Carmen the centenary initiatives and celebrations would have only reached those who were able to physically attend, but instead members were able to actively participate and engage in the celebrations from a distance and therefore helped to make the centenary celebrations a national event.

### ***Mascot***

The mascot for CIPHI had long been the beaver; hardworking and industrious this animal represents the hard working spirit and dedication of CIPHI members. The centenary gave the opportunity to reestablish the mascot's place in CIPHI and also engage the membership through the antics and activities of the mascot. Affectionately named Giardia, the mascot travelled throughout the provinces and took part in celebrations with pictures constantly being uploaded to Twitter and Facebook and the membership quickly developed "beaver fever", with many members actively participating and commenting on posts and pictures. This project served to unite the membership and each branch now has their own "Giardia" to use in celebrations for years to come.

### ***Annual Educational Conference***

Through association with the 2013 Annual Education Committee (AEC), the Centenary Committee was able to participate in the Annual Educational Conference in Winnipeg. This partnership was facilitated by the hard work of Stéfane Gravelle and enabled both committees to work together to showcase centenary initiatives and provide support for projects such as the museum and the website. This relationship allowed the Centenary Committee to have direct involvement with the centenary celebrations in Winnipeg which helped in showcasing the projects and initiatives of the Centenary Committee.

### ***Graphic Design Projects***

Through the request for proposal process, the Centenary Committee contracted Oxford Media Group (OMG) to produce various graphic design products including but not limited to the web commercial, internet banners, print material and the EPHW posters. The relationship was a success that produced high quality graphic design products that were able to be utilized by the Centenary, EPHW and AEC committees. The credit for the success for the graphic design project is due largely to Victor Mah, who invested many hours into the RFP process, the supervision of the design products and the contract negotiations.

### **Budget**

The project and initiatives of the Centenary Committee was funded through financial support from the provincial CIPHI Branches, the NEC and the budget of the EPHW committee. The funds were solicited by the Centenary Committee through requests of support to the aforementioned parties. The provincial branches contributed \$18,700, the NEC contributed \$5000 and the \$4000 budget from the EPHW Committee for a total budget of \$27,700. In addition, the NEC contributed up to \$2850 of their own budget support the attendance of four Centenary Committee members at the 2013 AEC.

The Centenary Committee budget was used to fund the aforementioned projects, and translation services. Some projects such as the Commemorative Coin project were able to offset expenses incurred from other projects through cost recovery revenues.

On December 31, 2013 the Centenary Committee balance was \$9,469.91, expenses for outstanding projects were still outstanding at that time. The Centenary Committee ceased to exist on January 1, 2014 and the remaining credits and debit became the responsibility of the NEC at that time.

### **Challenges and Recommendations**

In the opinion of the Centenary Committee, the centenary celebrations and the projects that were produced were a success and fulfilled the mandate set forth by the NEC; *“planning and delivering activities and initiatives targeted towards membership, partners and the general public to celebrate and highlight the centenary milestone”*.

This mandate was not without several challenges. The greatest of these challenges were financial, committee and volunteer burn-out and governance.

The Centenary Committee was not provided an initial budget by the NEC; the committee instead was left to secure its own funding through soliciting funds from the provincial branches, the NEC and redirected funds from the EPHW committee. This was challenging and time consuming, with the process delaying the initiation of many projects due to a lack of funds. As the Centenary Committee was formed by the NEC, and the occasion of the 100 year anniversary of the Institute was an important milestone which required resources and funding to achieve the mandate that was set forth; it is recommended that similar initiatives are provided funding directly from the NEC, whether as the sole funder or through cost sharing agreements with the provincial branches. This would allow for more efficient use of committee members time and allow for earlier initiation of projects.

Another challenge of the Centenary Committee is one that affects CIPHI as an organization; committee and volunteer burn-out. The Centenary Committee was first started in 2010 and functioned until the end of 2013, with minor projects still ongoing early into 2014. This was a long period of time for volunteer retention and the committee has several changes in chairperson and members throughout the years, as well as down times when the committee's productivity was low. Although the NEC cannot directly prevent burn out from occurring, increased support and streamlined processes may help to alleviate some of the implications of burnout.

Governance was one of the challenges faced by the Centenary Committee in its daily functioning. The committee was formed by the NEC for the purpose of creating a dedicated committee committed to the mandate of celebrating and highlighting the centenary milestone. The ability of the Centenary Committee to function more independently of the NEC would have been beneficial to the functioning of the committee and its efficiency. The NEC approval of spending centenary budgets, NEC approval of drafts and initiatives slowed processes and added to the work load of the committee. Additionally, some committee members expressed frustration with the support received from the NEC and felt that the work of the Centenary Committee was not appreciated. The ability to function more independently of the NEC, yet adhering to prescribed budgets and mandates should be considered for future committees with similar functioning of the Centenary Committee.

An additional recommendation from the Centenary Committee was as a result of the search for historical pictures and documents and the challenges faced by almost every sub-committee in locating these artifacts. The NEC should develop a more comprehensive approach to collecting and storing information on its members and events. Although the National Historian is doing a great job, increased and continued ongoing support of the Historical Committee, and solicitation of volunteers to find, organize and properly archive the historical materials is essential to preserving the history of CIPHI. This strategy should be developed nationally and could also apply the provinces as well to ensure the best local collection of data.

## ***Retirees Advisory Committee Report to Membership***

Contributed by Pamela Scharfe

### **Introduction**

The mandate of the Retirees Advisory Committee is to act as counsel to CIPHI on issues related to public health capacity:

- Deliver public health services in times of a public health emergencies.
- Identify needs, promote, mentor and champion initiatives within the profession of public health inspectors and future committees of retired public health professionals.
- Support the vision, mission and values of CIPHI.

### **Retiree Representatives**

The Retirees Advisory Committee has filled all vacancies except for an alternate for Nova Scotia but understand that the Branch President has someone the Branch would like to recommend, and a Federal alternate.

### **Newsletter**

The newsletter will be distributed the last week of June via the CIPHI listserve.

### **CIPHI Strategic Planning & Retiree Contribution**

The RAC Chair participated in the two day NEC strategic planning discussions in Toronto in January. A key lesson learned during the two day strategic planning in Winnipeg is that the NEC should not hire consultants until they explore the expertise and availability of its members such as retirees that can facilitate meetings and report writing.

There were several high level strategies developed that require the resources to get CIPHI to where we want to be – one key strategy to be a more sustainable organization. The RAC is an engaged group, who are very passionate and willing to take on new tasks. The majority if not all of the members have held management positions in their health authorities and are past Branch Councillors, past National Presidents and past members of the NEC and we know the challenges and are available to support the work of the Branches and the NEC “free of charge”.

### **Letters of Congratulations for Retirees and Letters of Condolences:**

- The RAC continues to send out on behalf of the Branches and the NEC letters and appreciate the information that continues to be provided by the Branches.
- Provide to the RAC Chair Pamela Scharfe (Email: phi\_75@live.ca).
- We would like to get retirement party photos to include in our annual newsletter.

### **Initiatives**

#### ***Spa Industry Association of Canada (SIAC)***

- An opportunity for retirees was an initiative started by former Manitoba Branch President Darcy Chrisp who met the past Chair of the SIAC.
- The SIAC were looking for quality assessors to inspect their member spas as part of a voluntary participation inspection program which is over and above provincial requirements for spas that may be in place.
- A small committee of the RAC worked with the SIAC Executive Director last year to bring this opportunity to CPHI Retirees which was advertised on the CIPHI Webpage “Position Place” in January/February. The SIAC have hired retired PHIs and provided training and the assessments are taking place spring 2014 across Canada.

#### ***Time Capsule***

- Investigating the cost of a Time Capsule and a place to store it such as a museum or archives that would be opened in 2113.
- The capsule would include CIPHI historical documents and letters from today’s PHI/EHOs to those 100 years from now that would be collected this year. Information on how messages can be included will be advertised in the spring Senator Forum.

## ***2013 Annual Education Conference Final Report to Membership***

Contributed by Darcy Chrisp

The 79<sup>th</sup> Annual Education Conference of CIPHI was hosted by the Manitoba Branch of the Canadian Institute of Public Health Inspectors (CIPHI) and was held at the Fort Garry Hotel, Spa and Conference Centre in Winnipeg, Manitoba from June 23-26, 2013.

The AEC was a celebration of CIPHI's 100<sup>th</sup> anniversary and this was reflected in the theme of the conference, "**100 Years of Distinction in Public Health Protection**". The conference was attended by over 292 delegates, speakers, exhibitors and special guests and was a huge success. Delegates had the opportunity to learn, network, socialize and celebrate CIPHI's long history throughout the event. The total profit was \$80,198 and was split with National and the Manitoba Branch. The account has been officially closed.

An event of this magnitude could not have been possible without the tireless effort of the Conference Steering Committee who began planning for this conference in 2010. The steering committee would like to thank all of the volunteers, delegates, speakers, sponsors and exhibitors for making this conference a truly memorable event and worthy of CIPHI's 100<sup>th</sup> anniversary.

## ***Environmental Health Review Report to Membership***

Contributed by Andrew Papadopoulos

The *Environmental Health Review* is now well underway after a series of substantial changes were made in 2012. The main changes included moving the Journal to an online only format, and setting up a peer-review process for the articles.

### **Summary of Activities (2013-2014)**

- The *Environmental Health Review* continued with its peer-reviewed online format, receiving 13 submissions and accepting 9 for publication.
- The emphasis on peer-reviewed articles has not diminished the amount of general interest and other announcement submissions. *The Environmental Health Review* published 7 of these during the last year.
- The first Special Edition has been submitted for print (Environmental Public Health Evidence Reviews) and should be available in the beginning of July. A second Special Issue will be published toward the end of the 2014.
- The *Environmental Health Review* is experiencing a greater profile with its online access as institutional memberships both domestically and internationally are increasing, and is now part of a consortium of journals that is sold to libraries. Revenues from these subscriptions almost covered the entire production cost on the most recent Issue of the *Environmental Health Review*, moving us toward our goal of being cost neutral.
- We have had web hits from Australia, Brazil, China, Columbia, India, Mexico, Morocco, Nigeria, New Zealand, South Africa, the United Kingdom and 16 other European nations, and the United States.
- A contract extension was signed during the winter of 2014 to work with Canadian Science Publishing to host the *Environmental Health Review* for another 3 years. We have continued this relationship and it has been very helpful to the production of the Journal. The Canadian Institute of Public Health Inspectors are now a member of Canadian Science Publishing and will have the ability to help govern the organization.

### **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.



## National Historian Report to Membership

Contributed by Tim Roark

### Introduction

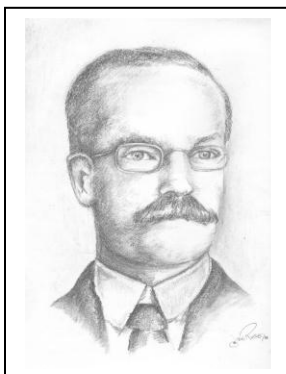
CIPHI's National Historian plays an important role in the collection and maintenance of important CIPHI documents, photographs and records that provide detail on the organization's history. The historian also educates and informs members and the national executive team about important milestones and participates in the planning of activities to celebrate our profession.

### Summary of 2013 Activities

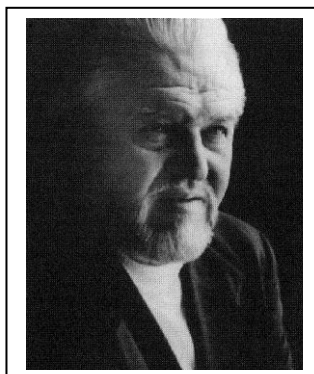
1. The 11 year project to collect, organize and scan all the National Executive Committee minutes from 1934 to 2000 has finally been completed. The last portion covering from 1972 to 2000 have now been burned to a disc. We look forward to all these minutes being included in a **"Historical Information"** section to be created as an important part of the CIPHI website. This way all interested members can access and review the information and decisions from years past. My thanks to Charlie Young and Gary Tam with the sorting of documents plus the many others who sent me old minutes they had saved. Without their assistance this project would not have been possible.
2. Another major project was participation on the Centennial Committee and assisting with the "100 Members of Distinction Project". Collecting information and pictures of key past and present members, participating in the selection process, drafting short biographies and then issuing and distributing recognition certificates was a major but very successful undertaking. Members and families of deceased members stated their great appreciation upon receiving this important recognition. Many thanks to the members of our ad hoc Historical Committee who wholeheartedly helped with this project.



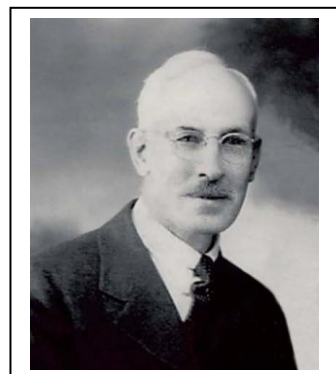
Dr. Alexander Douglas  
1st Honorary Member  
of CISI in 1934



Mr. Ernest Hague  
1<sup>st</sup> President of the  
Institute, 1913



Mr. Bernie Bedore  
1<sup>st</sup> Editor of our  
Journal, 1951



Mr. Alexander Officer  
1<sup>st</sup> Executive Secretary  
of the Institute, 1913



3. Equally important was the creation of the wonderful “**100 Years of Distinction in Public Health**” calendar created by Klaus & Rhea Seeger. Many very positive responses were received from the recipients.
4. Lesser well known but also important was our assistance with recognizing “Notable Advocates for our Profession”, CIPHI Life Members, PHI Families, plus Presidents and Charter Members all on posters which were displayed at the Centennial Conference in Winnipeg.
5. Our National Ad Hoc Historical Committee currently consists of the following members:

**Branch Historians**

**Jim McCorry** - Nova Scotia - PEI Branch

**Stefane Gravelle** - Manitoba Branch

**VACANT**- Saskatchewan Branch

**Angella Kim** - Alberta Branch

**Ashley Yu** - Alberta Branch

**Cal Morgan** – NL Branch

**Grant Lafontaine** - Ontario Branch

**Tim Roark** - BC Branch & National

**Yves Levesque** - New Brunswick Branch

**Other Interested Members**

Klaus Seeger - Ontario

Barbara Marshall - Ontario

Agnes Atkinson - Ontario

Charlie Young - BC

Len Gallant - PEI

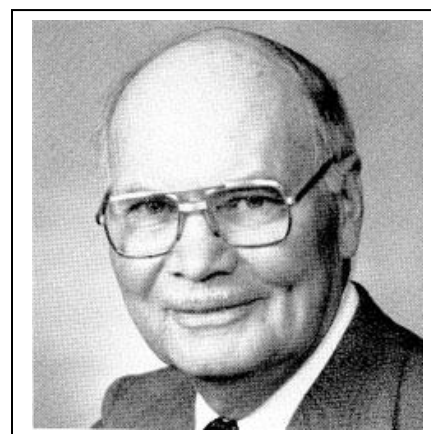
Many thanks to the members of the Historical Committee for their continued participation and assistance. It is essential that we all work together within CIPHI to retain key documents, photos and memorabilia to preserve our history. Thanks to the NEC for your continuing support.



**June Lawson**  
**1<sup>st</sup> Woman to receive**  
**CSI(C) in Canada, 1942**



**HRH Duke of Connaught**  
**1<sup>st</sup> Patron 1913 – 1920**



**LE Stewart**  
**1<sup>st</sup> Chairman, BOC**  
**for CIPHI, 1978**