



Canadian Institute of Public Health Inspectors 81st Annual General Meeting

Monday September 14th, 2015
1:30 PM – 3:00 PM Eastern Standard Time

Ottawa Westin Hotel
11 Colonel By Drive
Ottawa, Ontario
Confederation Ballroom

Annual General Meeting

Reports of the Canadian Institute of Public Health Inspectors

Contributors:

Ann Thomas – National President

Gary O'Toole – Past President

Laurie Hearn – NL Branch President / 2014 AEC Chair

Sean O'Toole – NS / PEI Branch President

Doug Walker – NB Branch President

Tony Makrotergios – ON Branch President

Kathleen Martin – MB Branch President

Kari Engele-Carter – SK Branch President

Jason MacDonald – AB Branch President

Crystal Brown – BC Branch President / Treasurer

Garth Gosselin – BOC Chair

Craig Nowakowski – CoPE Chair

Pam Scharfe – EHFC Vice-Chair / Retirees Cmmt. Chair

Andrew Papadopoulos – EHR Editor-in-Chief

Tim Roark – National Historian / EHFC Treasurer

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- 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 80th 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. *Retirees Advisory Committee Report*
 - 9.2. *2014 AEC Final Report*
 - 9.3. *2015 AEC Interim Report*
 - 9.4. *Environmental Health Review Report*
 - 9.5. *National Historian Report*
 - 9.6. *Member Service Centre Report*
- 10. Old Business**
 - 10.1. *Outcome of Resolutions Passed at 2014 AGM*
- 11. New Business**
 - 11.1. *2014 Award Nominations*
 - 11.2. *Appointment of Auditor(s)*
 - 11.3. *Approval of 2014 Financial Statements*
- 12. Motions and Resolutions**
 - 12.1. *Notice of Motion – Mandatory Membership*
- 13. Adjournment**

In Memoriam

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

Gary Butler – AB Branch

Harold Catlin – BC Branch (Passed in 2012)

Rick Dimock – AB Branch

Al Deutsch – SK Branch

Graham Edwards – ON Branch

James (Jimmy) Michael Flaherty, ON Branch

Peter Gauthier – ON Branch

John Gilmour – ON Branch

George Gregg – NS/PEI Branch

Virginia Ann Kelly (nee Vittoria) – ON Branch

Kevin Sark – NS/PEI Branch

Jim Sisler – MB Branch

Sharon Spencer – ON Branch

Brian George Stevenson – NB Branch

80th Annual General Meeting

DRAFT MINUTES PENDING APPROVAL

Monday, July 15, 2014

Sheraton Hotel
St. John's, Newfoundland and Labrador

Agenda Item	Notes	Action
1. Call to Order	<p>Meeting called to order at 2:45pm NDT by MACDONALD (Alberta 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 K. ENGELE-CARTER, Chair of the Constitution Committee, declared that quorum was established.</p> <p>See Appendix 1 for Attendance List</p>	
3. Appointment of Officials	<p>Motion that the Convention Meeting Standing Rules as provided be adopted. De BURGER / EGELER</p> <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p>	
3.1. Parliamentarian	<p>Without objection, KEN GORMAN was appointed to serve this AGM as parliamentarian.</p> <p>Motion K. Cordner and H. Chong</p> <p>All in favour. None opposed. Carried</p>	
3.2. Sargeant-at-Arms	<p>Without objection, CHRIS NOLAN and JUSTIN KENNEDY were appointed to serve this AGM as Sargeant-at-Arms</p> <p>Motion: N. van der Pluijm / M. Dahlgren</p> <p>All in favour. None opposed. Carried</p>	

Agenda Item	Notes	Action
3.3. Scrutineers	<p>Without objection, TONY MAKROSTERGIOS and THOMAS CHEUNG were appointed to serve this AGM as Scrutineers.</p> <p>Motion: M. Dahlgren and P. Scharfe</p> <p>All in favour. None opposed. Carried.</p>	
4. Introduction of Officers	<p>Officers of the National Executive Council introduced themselves.</p> <p>Laurie Hearn – Newfoundland & Labrador Branch President Sean O'Toole – Nova Scotia and Prince Edward Island Branch President Mark Allen – New Brunswick Branch President Cameron Weighill – Ontario Branch President Kathleen Martin – Manitoba Branch President Kari Engele-Carter – Saskatchewan Branch President Jason MacDonald – Alberta Branch President Crystal Brown – British Columbia Branch President</p> <p>Craig Nowakowski – CoPE Chair Nina van der Pluijm – BOC Chair Pam Scharfe – Environmental Health Foundation of Canada and Retirees Advisory Committee</p>	
5. In Memoriam	<p>Chair directed members to the AGM package previously provided electronically and posted electronic display in the room.</p> <p>Complete list of names recognized in memoriam were</p> <p>JOHN MULLINEUX – BRITISH COLUMBIA BRANCH DENIS HAYES – BRITISH COLUMBIA BRANCH CECIL JOHN BRIDGEN – BRITISH COLUMBIA BRANCH ROBERT GREGOR SCOTT – BRITISH COLUMBIA BRANCH RON WHITE – BRITISH COLUMBIA BRANCH RON CRAIG – BRITISH COLUMBIA BRANCH FRED CAYER – QUEBEC MIKE PASSERELLI – ONTARIO BRANCH LUCIEN OULLETTE – NEW BRUNSWICK BRANCH EUGENE CRANE – NEWFOUNDLAND & LABRADOR BRANCH DONALD MOORS – NOVA SCOTIA & PRINCE EDWARD ISLAND BRANCH JOHN (JACK) BROWNN – NOVA SCOTIA & PRINCE EDWARD ISLAND BRANCH RON SLATER – MANITOBA BRANCH HANS BOYENS – MANITOBA BRANCH LYLE POWELL – MANITOBA BRANCH ARNOLD FRANCIS JESSOP – SASKATCHEWAN BRANCH</p>	

Agenda Item	Notes	Action
	ROY GRIFFITHS – ALBERTA BRANCH LARRY KING-HUNTER – ALBERTA BRANCH LEW SKJONSBY – ALBERTA BRANCH RONALD AUSTIN HICKS – NEW BRUNSWICK BRANCH KEVIN STARK – NEW BRUNSWICK BRANCH PAT BESON – NEWFOUNDLAND AND LABRADRO CLIFF CLARK – ONTARIO BRANCH A moment of silence was observed in memoriam.	
6. Approval of Agenda	Motion to approve agenda. Motion: M. T. CARROLL and T. CHEUNG No discussion. All in favour. None opposed. Carried.	
7. Approval of Minutes from the 79 th Annual General Meeting, June 24, 2013 (Hotel Fort Garry, Winnipeg, MB)	Motion to approve the minutes of the 79th AGM as circulated Edits Required: 15.4 Should read 2012 FISCAL Year 9.11 Needs to be amended Retiree Advisory Group MURRAY LEWIS NB Presented report on behalf Pam's behalf as the chair of the committee. Motion : E. TEARE and S. TIMPA All in favour. None opposed. Carried.	Approved minutes to be posted on the National website (www.ciphi.ca)
8. Officer Reports		
8.1. National Executive Council Report to Membership	G. O'TOOLE submitted report on behalf of the branches. J. MACDONALD presented report with no additions or additional comments.	
8.2. Board of Certification Report to Membership	N. VAN DER PLUIJM made the following additions and additional comments to the report as submitted. On page 21, there is a new Saskatchewan Branch member. I. Harrison will be completing M. McCann term as BOC representative. Page 22 additions made, the changes have been submitted as track changes for correction. Discussion: The names of candidates will not be posted / announced which is a change in operating procedures.	

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8.3. Council of Professional Experience Report to Membership	C. NOVAKOWSKI made no additions or additional comments on his report.	
8.4. Environmental Health Foundation of Canada Report to Membership	<p>P. SCHARFE made no additions or additional comments on the submission of the report submitted by R. de BURGER.</p> <p>Additional note / comment: EHFC is the charitable arm of CIPHI. There are various awards available and continuing education awards. An encouraging reminder to nominate colleagues for the awards. Noted in particular the partnership with the Sanitation group. EHFC has Facebook and Twitter social media accounts.</p>	
9. Special Reports		
9.1. Centenary Committee Final Report	S. TIMPA made no additions or additional comments on report submitted.	
9.2. Retiree Advisory Group	<p>P. SCHARFE made no additions or additional comments on report submitted.</p> <p>Addition: Delighted to have Manitoba Branch Councilor (K. MARTIN) and Manitoba SENATOR (B. CHRISP) present JILL OFFICER, Olympic Gold Medalist 2014 (Curling) a CIPHI Centennial coin.</p>	
9.3. 2013 AEC Final Report	D. CHRISP made no additions or additional comments on report submitted.	
9.4. 2014 AEC Interim Report	<p>D. VOKEY made no additions or additional comments on report submitted.</p> <p>Additions: Current registration is 178 delegates.</p>	
9.5. Environmental Health Review Report	A. PAPADOPOULOUS made no additions or additional comments on report submitted.	
9.6. 9.6. Report of the National Historian	<p>T. ROARK made the addition of Saskatchewan Branch appointed historian R. PHILIPATION.</p> <p>Reminder to forward information to the National and Branch historians.</p>	
10. New Business		
10.1. 2014 Award Nominations	<p>Motion to award the 2014 CIPHI Honorary Membership Award to VINCENT TAM.</p> <p>SEAN O'TOOLE read the nomination for VINCENT TAM on behalf of the Awards Committee.</p> <p>Motion: C. NOVAKOWSKI and K. CORDNER</p>	

Agenda Item	Notes	Action
	<p>All in favour. None opposed. No abstentions. Carried.</p> <p>Motion to award the 2014 CIPHI Life Member Award to PATRICK MURRAY.</p> <p>SEAN O'TOOLE read the nomination for Patrick Murray on behalf of the Awards Committee.</p> <p>Motion: D. TILLEY and P. NOSEWORTHY</p> <p>All in favour. None opposed. No abstentions. Carried.</p> <p>Nominations found in Appendix 2</p>	
10.2. Appointment of Auditor(s)	<p>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.</p> <p>Motion: T. MAKROSTERGIOS and T. CHEUNG</p> <p>Discussion: Question regarding maximum dollar value and what is typically the cost for the service – The by-law does not indicate any dollar value and C. Weighill noted that it is approximately \$2000 for the Ontario Branch.</p> <p>Maximum dollar value for the service. By-laws does not indicate.</p> <p>All in favour. None opposed. Carried.</p>	
10.3. Approval of 2013 Financial Statements	<p>Motion to approve the 2013 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated.</p> <p>Motion: D. MACLEAN / T. ROARK</p> <p>No discussion.</p> <p>Comment: T. ROARK noted financial report presented was comprehensive and easily understood</p> <p>All in favour. None opposed. Carried.</p>	
10.4. Disclosure of Member Status	<p>Update of NOP#2 Privacy policy, beginning in 2015 posting names (first name or preferred name), branch and type will be posted. Employer will not be posted, however can be requested thru the Branch.</p> <p>Reasons: Requests to the office at a cost, and in line with other professional organizations that post this information on-line.</p>	

Agenda Item	Notes	Action
	<p>Discussion and questions from the floor:</p> <ul style="list-style-type: none"> - Limitation on the use of the information to the employer: Limitation is to verify member status for the employer only. - Names of regular and retiree members will be posted. - Frequency of the posting and updating of the list: NEC spoke in further details of the changes of the policy regarding this issue. - Where will the information be posted: Ciphi.ca and not within the Member Service Center. - Comment regarding the importance of having clear legal disclaimer statement as part of the NOP#2. - NEC intends to move forward with noting members who are in compliance with CPC program. - Comment that member is in favour of the change of NOP#2 but questioned the reason. NEC provided further history of the requests received by the Office. - NEC intends to move forward with tagging on PDHs issues in future. <p>ACTION ITEM: To further update the NOP with regards to a legal disclaimer statement.</p>	
10.5. Future AGM / AEC Sites	<p>Ottawa, ON September 13-16, 2015 Westin Hotel.</p> <p>Alberta Branch has put a letter of intent for 2016 in Edmonton.</p> <p>To be determined for 2017.</p>	
10.6. Anti-Spam Legislation Update	<p>P. Heywood identified the necessary action CIPHI needed to take with respect to being in compliance with the new legislation.</p> <p>Members do not need to re-register with the list-serve.</p>	
11. Motions and Resolutions		
11.1 Honorariums	<p>MOTION: NEC to pay the honorarium for the editor (as per contract), historian (\$750) and website (\$1500) positions.</p> <p>Motion: C. BROWN / N. VAN DER PLUIJM</p> <p>Discussion:</p> <p>S. TIMPA brought forward that the NEC consider re-visiting and adjust the By-laws with regards to honorariums.</p> <p>S. O'TOOLE Mentioned the social media policy and another reason to re-look at by-law to add a social media honorarium.</p>	

Agenda Item	Notes	Action
	IN FAVOUR. NO OPPOSED. MOTION CARRIED.	
11.2	<p>T. ROARK Presented the following:</p> <p>Retired Membership Dues Resolution: Whereas at present the dues established by the Canadian Institute of Public Health Inspectors is \$50.00 per year which all goes to CIPHI National and thus no retired membership dues go to the branches; and Whereas there is no financial incentive for branches to seek out and encourage Regular Members to continue as Retired Members upon retirement; and Whereas the lack of incentive for branches to encourage retired membership has likely contributed to the current situation that there are only 54 Retired Members in CIPHI, which is only about 5% of all retired PHIs and EHOs in Canada, Therefore be it resolved that CIPHI National consider a \$15.00 rebate per Retired Member to each branch annually for the number of retired members in each branch based on the past years final retired membership numbers starting effective January 1st, 2015.</p> <p>Motion: T. ROARK / R. STANLEY</p> <p>K. GORMAN: Based on Roberts Rules and CIPHI's By-Laws, a change in the constitutional by-laws require 21-60 day notice. Although the motion may not be quite in order, a referral to the NEC is being presented for review. Some constitutional by-laws need to prior notice 21-60 day based. Motion may not be quite in order, the resolution as noted is for the NEC to review.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> - Environmental Health Review is now only in electronic format and retired members without computer access not receiving. - Retired members are valuable volunteer base and contributors to awards. – specifically making reference to BCIT Student Awards. - Seen as a timely request and strategic for CIPHI to maintain a robust membership. - P. Scharfe on behalf of Retiree Advisory Committee wanted to clarify that this resolution was not coming from the Retiree Advisory Committee, however in 	

Agenda Item	Notes	Action
	<p>principal agreed and willing to work with the Finance Committee with regards to the issue presented.</p> <ul style="list-style-type: none"> - NEC Response: Resolution has merit and should be reviewed. The National dues are set and no requirement for constitutional amendment. The individual branches would be required to request the money. <p>ACTION ITEM: NEC (Finance Committee), T. ROARK, and Retiree Advisory Committee to have further discussion and report back to the members.</p> <p>All in favour. No opposed. Resolution Carried.</p> <p>Note: The resolution as presented is the amended resolution.</p>	
11.3	<p>T. ROARK Presented the following:</p> <p>Election of the National President-Elect</p> <p>Resolution:</p> <p>Whereas under Section 8.02(a)(i) of By-Law No. 1 of the Canadian Institute of Public Health Inspectors which outlines those who can be candidates for the position of National President-Elect is confusing in its current wording in specifying “only members of the National Executive Council and those members in good standing nominated by their Branch Executive”,</p> <p>Therefore be it resolved that Section 8.02(a)(i) of By-Law No. 1 of the Canadian Institute of Public Health Inspectors be referred to the National Executive for review to amend and improve clarity by the removal of the words “members of the National Executive and” so that it now reads: “Candidates for the office of National President-Elect shall include only Regular, Retired and Life Members in good standing nominated by their Branch Executive.”</p> <p>T. ROARK / P. SCHARFE.</p> <p>NEC Response: Resolution as stated does have merit. If the intent of the current wording is not clear, then the wording needs to be reviewed as important to have as much clarity as possible. NEC to consider the interpretation and make necessary amendments.</p> <p>All in favour. No opposed. Resolution Carried.</p>	

Agenda Item	Notes	Action
11.4	<p>T. ROARK Presented the following:</p> <p>Past National President</p> <p>Resolution:</p> <p>Whereas under Section 8.01 of By-Law No. 1 of the Canadian Institute of Public Health Inspectors the Past President of CIPHI National is no longer a member of the “Board” that manages the affairs of the Institute and thus has no vote in the management of the Institute; and</p> <p>Whereas the position of Past National President of CIPHI has been an important member of the National Executive Committee since the incorporation of the Institute in 1934, and</p> <p>Whereas a Past President can make a valuable contribution to the operation of the association in the absence of the President or in carrying out specific functions where his considerable experience as President would be of benefit such as membership promotion, enhancing communication and cooperation with other health professions, managing specific projects and providing advice to the President as well as other delegated tasks to him,</p> <p>Therefore be it resolved that the reinstatement of the Past President as a full voting member of the “Board” which manages the Institute be referred to the Executive for consideration and implementation.</p> <p>Motion: T. ROARK / H. CHONG</p> <p>Discussion: Concerned that during P. PHAN’s term as President, there was no Past-President or President-Elect. Currently no Past-President or President-Elect, and as a result of a family emergency President is absent. Succession planning is critical in order to have greater support to assist the organization.</p> <p>N. VAN DER PLUIJM commented that NEC should evaluate the BOC where there is a Vice-Chair position and there is a contingency plan in place / back-up in the event of an emergency.</p> <p>All in favour. No opposed. Resolution Carried.</p>	
12. Adjournment	<p>With there being no more business coming before this assembly, MACDONALD declared the meeting be adjourned without objection at 4:25NDT</p>	

Appendix 1: Attendees

List is sorted alphabetically by Branch

AB	Thomas Cheung	NS/PEI	Nita MacLean
AB	Marilyn Dahlgren	NS/PEI	Vanessa Nickelo
AB	Wilfred Ntiamoah	NS/PEI	Sean O'Toole
AB	Jason MacDonald*	NS/PEI	John Peters
AB	Bonnie Segal	NS/PEI	Sara Timpa
AB	Pamela Stewart	ON	Robert Bell
AB	Erin Teare	ON	Paul Callanan
AB	Tony Thepsouvanh	ON	Henry Chong
BC	Crystal Brown*	ON	Toni D'Ettorre
BC	Keir Cordner	ON	Elizabeth Driscoll
BC	Craig Nowakowski*	ON	Frances Gelder
BC	Timothy Roark	ON	Kenneth Gorman
MB	Kathleen Martin*	ON	Caroline Kuate
NB	Mark Allen*	ON	Ross MacEachern
NB	Eric Bouchard	ON	Antonios Makrostergios
NB	Tamela Carroll	ON	Raymond Ramdayal
NB	Yves Levesque	ON	Pamela Scharfe*
NB	Stephanie Schoder	ON	Joanne Sibbald
NB	Angus Skinner	ON	Ralph Stanley
NB	Nina van der Pluijm*	ON	Allyson Veneziano
NFLN & LAB	Gregory Barrett	ON	Cameron Weighill*
NFLN & LAB	Nicolas Barrett	SK	Kari Engele-Carter*
NFLN & LAB	Christine Boutilier	SK	Jon Gaudry
NFLN & LAB	Penny Burke	SK	Micheal Hayduk
NFLN & LAB	Mary Cahill	SK	Kristin Waroma
NFLN & LAB	Stella Gilbert		
NFLN & LAB	Karen Hann		
NFLN & LAB	Laurie Hearn*		
NFLN & LAB	Justin Kennedy		
NFLN & LAB	Tammy McDonald		
NFLN & LAB	Calvin Morgan		
NFLN & LAB	Chris Nolan		
NFLN & LAB	Paul Noseworthy		
NFLN & LAB	Trevor Pond		
NFLN & LAB	Denise Tilley		
NFLN & LAB	Sharon Williams		
NS/PEI	Sara Baird		
NS/PEI	Cheryl Cameron		
NS/PEI	Sonya Locke		

* Denotes a National Executive Council Member

Appendix 2: Nomination Letters

Nomination
Honorary Membership
Vincent Tam
2014

On April 04, 2014, Vincent Tam retired from his position as Senior Engineer (Public Works and Services), with the Government of the Northwest Territories. For years, he was responsible for ensuring the proper operation of water treatment plants around the Northwest Territories. He always maintained close ties with the territorial Environmental Health Officers.

Vincent's work went far beyond what was expected of the position. When he visited communities, he always invited the area EHO to go with him. When accompanying Vincent, an EHO could expect to be kept busy from early morning to late evening. This was never a chore as Vincent's passion for the work was contagious.

Drinking water safety is important to Vincent. He spent a lot of his time teaching those around him about how drinking water systems operate. EHOs, fellow engineers and water treatment plant operators learned invaluable lessons from Vincent. He was also a member of the Federal-Provincial-Territorial Committee on Drinking Water.

No hint of reluctance was ever shown by Vincent when tapped by Environmental Health for his assistance. Whether providing advice, accompanying an EHO to resolve a plant operating problem, partnering to deliver training or offering EHOs training, he was always there. A sign of his respect for Environmental Health Officer, Vincent always, despite his extensive drinking water safety knowledge, gave deference to EHOs when it came to the health decisions about drinking water.

In NWT, one of the common challenges is getting access to information from remote communities. Vincent pioneered the installation of an electronic remote monitoring system. The system records chlorine and turbidity levels at water treatment plants in several communities. In addition to helping with the installation and repair of the system, Vincent also compiled the data on a regular basis and provided easy to understand summaries of this information.

Vincent holds a BSc in Civil Engineering from the University of Manitoba. He has won several awards over the years – included a Queen Elizabeth II Diamond Jubilee medal, on February 28, 2013. Post-retirement, he plans to take a year off to enjoy his time at home with his family. After that, he may look into the possibility of providing consultant services.

Nominated by: Jeremy Roberts and Steven Shen

Nomination

C.I.P.H.I. Life Membership Award

Patrick Murray

2014

I wish to nominate Mr. Patrick Murray for this year C.I.P.H.I. Life Membership Award for his dedication, commitment, inspiration and leadership in the field of environmental health over the years.

Patrick Murray has over 27 years' experience in the field of Environmental Public Health Inspection. In 1986, he started his career as an Environmental Public Health Inspector (EPHI) in Gander, Newfoundland & Labrador (NL) after successfully completion of the educational environmental health requirements (two year program) from Ryerson Polytechnical Institute (now called Ryerson University) in Toronto, Ontario as well as meeting the Canadian Institute of Public Health Inspectors' Board of Certification requirements for his certificate in Public Health Inspection (Canada). In addition, Patrick holds a Bachelor of Science degree from Memorial University in St John's, NL which he received in 1978.

In his EPHI position, he performed a full range of public health inspectional, educational, and consultative work. After eleven years as an EPHI, Mr. Murray received a promotion when he accepted the Environmental Health Program Manager position with Central Health in 1997. This position, in which he still remains in today, participates in management decision making & organizational policy development and is responsible for overseeing the implementation and assisting in the evaluation of environmental public health inspection programs & services in Central Newfoundland. Also, he acts as a liaison with the Government Service Centre which is the agency that carries out the field environmental public health inspection programs to ensure the mandated responsibilities of the Central Regional Health Authority (Central Health) and the Dept. of Health & Community Services are met.

Since 1988, Patrick holds membership in Canadian Institute of Public Health Inspectors (C.I.P.H.I.). Over the years, he has served in various NL Branch of C.I.P.H.I. executive positions including its president from 1996 to 1999. As part of his duties in this position, he was a member of the CIPHI's National Executive Council. Also, he held other positions in the NL Branch such as vice president and central region councilor as well as the nomination committee chair. From 1997 to 1999, Mr. Murray served as a Board of Trustee member of the Environmental Health Foundation of Canada.

Mr. Murray holds membership in both National Environmental Health Association in the United States and the International Association of Food Protection. Patrick is a conjoint member in the Canadian Public Health Association (CPHA) and the Newfoundland & Labrador Public Health Association (NLPHA) member. He is presently the Treasurer for NLPHA, a position he has held since 1999.

Patrick is one of the founding members of Central Tobacco Awareness Coalition. This coalition is a community group working to raise awareness around smoking issues and actively taking part in smoking prevention/cessation initiatives in the Central Newfoundland region. Since its founding in 1998, he has held the position of Chair. Provincially, Patrick is a Board of Director for the Alliance for the Control of Tobacco (ACT). Act was formed in 1999 with a mission to reduce the negative health, economic and environmental effects of tobacco use on the population of the Province of NL. ACT is a partnership of government and non-government organizations and individuals representing all regions of the Province. Patrick has been ACT board of director since 2001.

Over the years, Mr. Murray has developed a number of Regional Health Promotion Resources such as:

- Environmental Health pamphlets on topics such as Swimmer's Itch and Roadside Springs for public use
- Pool Water Chemistry seminar for pool operators. This seminar is offered by Environmental Public Health Inspectors to any interested pool operators.
- Not for Profit Organization Guide for Food Safety" Power Point Presentation. This presentation is offered by the Environmental Public Health Inspectors to any interested not-for-profit organization engaged in food preparation and service.

These resources were later adapted with minor changes by the province. At present, Mr. Murray is working with the province on the development of Basic Enteric Disease Investigation Tool Kit for the Environmental Public Health Inspectors.

Patrick has been awarded the following national awards:

- Recipient of Environmental Health Foundation of Canada's 2011 "Lil Ann Zahara Award" Presented to an individual working in the field of public health and "a member in good standing" for a minimum of five (5) consecutive years in the Canadian Institute of Public Health Inspectors who have display the highest level of dedication, commitment, inspiration and leadership in the field of environmental health, particularly with a focus on food safety and/or health education.
- Recipient of Canadian Public Health Association's 2012 "Ron Draper Health Promotion Award" Presented to an individual, group or organization who have made a significant contribution to health promotion by working in the community to: build healthy public policy, create environments that support health, enable community action, enhance personal skills, and/or re-orient health services.

In summary, I would like the committee to consider Mr. Murray for this award based on his outstanding service to the Institute, to his profession and his community as an Environmental Public Health Professional.

Nominated by: Terry Battcock

GOVERNANCE REPORTS

Section 1: *National Executive Council Report to Membership*

Introduction

The National Executive Council is currently comprised of the elected Presidents of each of CIPHI's provincial branches, a National President and a Past President.

The NEC is responsible for the day-to-day operation of CIPHI as outlined by the Constitution and Bylaws. It is responsible for identifying and pursuing initiatives that support the objectives of CIPHI including, but not limited to, advocacy, and provision of educational opportunities. All business units within CIPHI, including the Board of Certification, Council of Professional Experience, and Environmental Health Foundation of Canada report to the NEC.

The business of the NEC is conducted via regularly scheduled monthly teleconferences and one face to face meeting at the location of the Annual Education Conference. Additional meetings may be called by the Chair. The minutes of all regular NEC meetings are posted on the CIPHI website for access by members. The chairs of the governing bodies are standing guests at all meetings which has proven an effective way of promoting and maintaining open communication between those persons tasked with the day to day operation of the organization.

This report provides highlights of work conducted during 2014 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 – As at July 2015

National Executive Council

Past President
(1 Year Term)
Gary O'Toole

National President
(2 Year Term)
Ann Thomas

President Elect
(2 Year Term)
Vacant

Branch Presidents

BC Branch Crystal Brown	AB Branch Jason MacDonald	SK Branch Kari Engele-Carter	MB Branch Kathleen Martin	ON Branch Tony Makrostergios	NB Branch Doug Walker	NS/PEI Branch Sean O'Toole	NL Branch Laurie Hearn
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Council of Professional Experience

Chair
Craig Nowakowski

**Branch
Representatives**

**Non-CPHI(C)
Representatives**

Board of Certification

Chair
Garth Gosselin

Vice Chair
Vacant

Past Chair
Nina Van der Pluijm

**Branch
Representatives**

**Non-CPHI(C)
Representatives**

Environmental Health Foundation of Canada

Chair
Ron de Burger

Vice Chair
Pamela Scharfe

Past Chair
Klaus Seeger

Treasurer
Tim Roark

Secretary
Duncan Ellison

Trustees

National Office

Administrative Support Services Contracted to MPS Executive Suites, Vancouver, BC

CIPHI Work Plan 2014-2016

A 2-year work plan was developed to address the four key initiatives identified in 2013 as priorities for CIPHI. Progress has been challenged by emerging issues that have competed for the attention of the NEC over the past year. There continues to be increased demands on the National Executive Council at the national and provincial level. This reinforces the need to find a balance between the organization's needs and the "nice to haves", and the need to establish a governance model that will support more efficient and sustainable ways to use the human and financial resources available. It is still the intent of the NEC to develop terms of reference for committees and working groups that will provide opportunities to members at large to contribute to major initiatives such as mandatory membership.

Management of Risk Based Food Inspection Online Course

In 2015, CIPHI signed a funding agreement with National Collaborating Centre for Environmental Health (NCCEH) that provided an opportunity for CIPHI to take over the online risk based inspection training module. This fits well with our identified need to find alternative revenue streams for CIPHI, through marketing an online course to members and non-members alike.

Subsequent to entering into this agreement with NCCEH, CIPHI negotiated a contract with Traincan, who will develop the course module and provide the background technical support needed to run an online learning environment. Our partnering with them on the NCCEH module will open new doors for CIPHI and put us in a position to offer continuing educational opportunities and generate income.

New Social Media Policy

CIPHI continues to try and finds ways to reach members and potential members in order to disseminate information and promote the organization. To this end, social media has been embraced as a tool to communicate the message of the Canadian Institute of Public Health Inspectors (CIPHI) to its membership, sponsors and the broader public audience. Although official communication on behalf of the organization is the primary responsibility of the NEC and Communications Committee, it is recognized that others within CIPHI using social media are key to CIPHI reaching its communication goals to promote the organization, and Environmental Public Health. To do this effectively, the National Executive Council created a new National Operating Policy (NOP #20) designed to provide CIPHI with practical criteria for responsible social media use. While CIPHI encourages the use of social media to communicate about pertinent topics, executive members, volunteers, and members at large must always remember their responsibilities to CIPHI's Code of Ethics. NOP #20 is closely based on the Canadian Red Cross who has teams of volunteers like CIPHI that make up most of the organization. Remember that when you use any social media, it may be perceived that you represent the organization even if you have no official capacity, so don't say something there that you don't want your mother or your boss to see!

Financial Summary

The finance chair oversees the financial status of the organization and ensures fiscal responsibility through budgeting, regular budget oversight, the use of good accounting practices and regular financial review from an external source.

The Finance Chair is responsible for:

- Preparation of the annual budget for the consideration and approval of the NEC
- Overseeing the master budget for the overall financial operations of CIPHI and making recommendations to the NEC regarding all aspects of CIPHI's financial operations.
- Liaising with the Chairs of the BOC and CoPE to assist in the development of budgets for these boards.
- Recommending the certified accountant to be used for the annual financial review to the CIPHI membership at each Annual General Meeting.
- Liaising with the CIPHI certified accountant and CIPHI Office financial services as needed for guidance on financial matters.
- Providing direction to the CIPHI Office regarding bookkeeping practices, banking institutions, investments, and credit.

The Finance Chair is appointed from the National Executive Council and also holds office as a Branch President.

Table 1.1: 2014 Financial Summary of Revenue & Expenses

Revenue	Total
Advertising and miscellaneous	\$14,825.00
Share of conference profit	\$8,243.00
Commissions	\$595.00
Interest	\$2,318.00
Member dues	\$206,242.00
NEC reimbursement	\$36,309.00
BOC - Examination and review fees	\$125,810.00
CPC - Amortization of deferred contributions	\$11,801.00
CoPE	-
Total Revenue	\$406,143.00

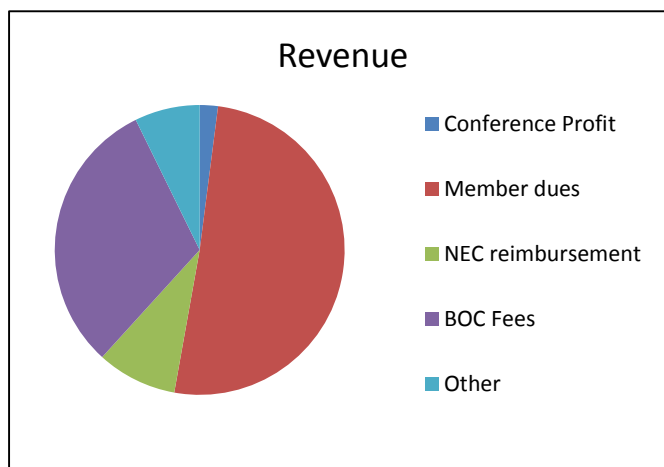


Table 1.1: 2014 Financial Summary of Revenue & Expenses – Cont'd

Expenses	Total
NEC Expenses	\$196,388.00
BOC Expenses	\$127,742.00
COPE Expenses	\$7,415.00
Insurance	\$7,194.00
Depreciation	\$12,120.00
Total Expense	\$350,859.00
Profit (Deficit)	\$55,284.00

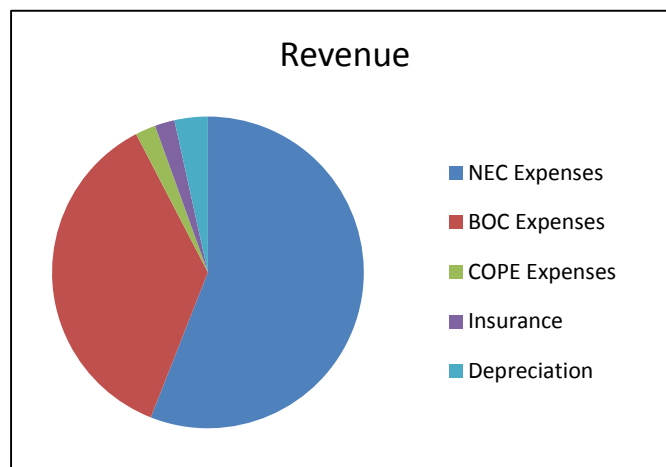


Table 1.2: 2014 Statement of Changes in Fund Balances

For the year beginning January 1, 2014	Total
Cash	\$293,751.00
Term Deposits	\$83,066.00
Total Cash & Cash Equivalents (For the year beginning January 1, 2014)	\$376,817.00
Changes during the year ending December 31, 2014	Total
Profit	\$55,284.00
Capital Fund	\$319.00
Working Capital Accounts	\$63,200.00
Closing Balance for the year ended December 31, 2014	\$118,803.00
Total Cash	\$285,486.00
Term Deposits	\$83,734.00
Total Cash & Cash Equivalents (For the year ended December 31, 2014)	\$369,220.00

Table 1.3: 2014 Statement of Financial Position

Assets	
For the Year Ended on December 31, 2014	
Cash and Cash Equivalents	\$369,220.00
Accounts Receivable	\$16,571.00
HST Receivable	\$27,431.00
Prepaid Expenses	\$10,190.00
	\$449,412.00
Capital (Computer Equipment, Trademark & CPC Database)	\$167,427.00
Assets Balance	\$616,839.00

Liabilities	
Current	
Account Payable and Accruals	\$22,410.00
GST / HST Payables	\$ 0.00
Rebates Payable	\$468.00
Deferred Revenue	\$60,111.00
	\$82,989.00
Deferred Contributions Related to Capital Assets	\$165,784.00
Fund Balances	
Invested in Capital Assets (Capital Fund)	\$1,644.00
Unrestricted (Operating Fund)	\$366,422.00
	\$368,066.00
Liability & Fund Balances	\$616,839.00

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 four years. Information regarding non-member, practicing CPHI(C) holders is not available at this time.

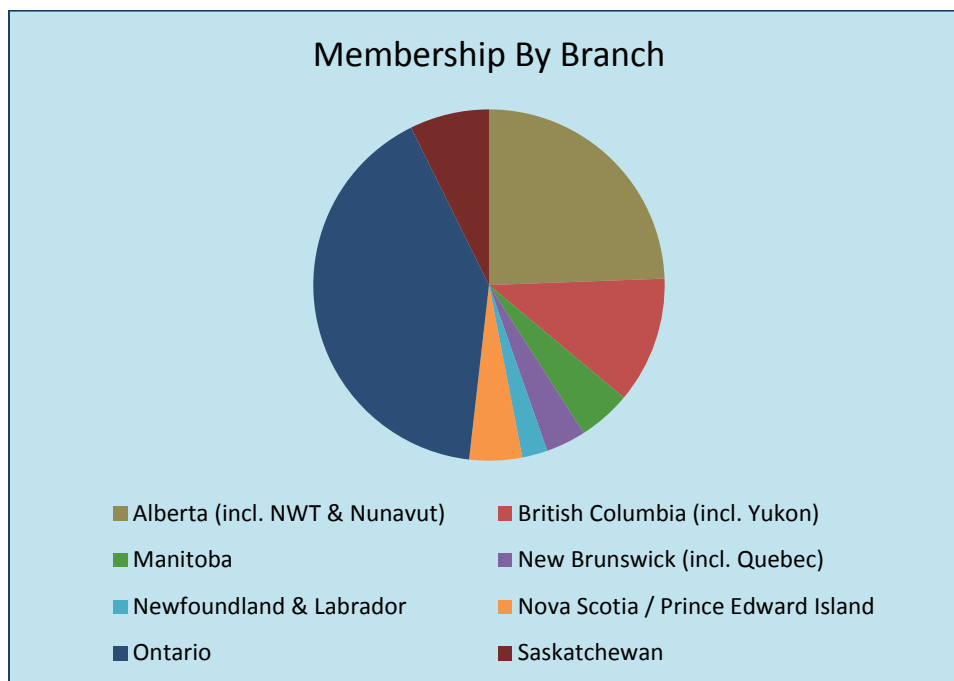
Table 1.4: Regular Membership Trend by Branch, 2010-2014

Branch	2010	2011	2012	2013	2014
Alberta (incl. NWT & Nunavut)	255	292	295	316	328
British Columbia (incl. Yukon)	161	174	160	153	147
Manitoba	55	58	60	65	64
New Brunswick (incl. Quebec)	46	47	45	47	51
Newfoundland & Labrador	31	24	23	21	32
Nova Scotia / Prince Edward Island	38	59	61	57	63
Ontario	512	570	560	559	542
Saskatchewan	83	90	93	92	97
Canada	1189	1324	1310	1321	1324

Table 1.5: 2014 Membership Type Distribution by Branch

Branch	Membership Type					Total
	Regular	Retired	Student	Associate	Fraternal	
Alberta (incl. NWT & Nunavut)	328	5	41	0	3	377
British Columbia (incl. Yukon)	147	10	22	0	1	180
Manitoba	64	10	0	1	0	75
New Brunswick (incl. Quebec)	51	6	0	0	0	57
Newfoundland & Labrador	32	3	1	0	0	36
Nova Scotia / Prince Edward Island	63	8	4	0	0	75
Ontario	542	24	58	0	7	631
Saskatchewan	97	4	11	0	1	113
Canada	1324	70	137	1	12	1544

Figure 1.1: 2014 Total Membership* Distribution by Branch



**All membership types are included.*

Awards

Below is a list of the winners for the 2014 nominations.

Alexander Officer Award – Alberta Health Services, Environmental Public Health Disease Control Program; Edmonton, Alberta

Alex Cross Award – Pamela Scharfe; Bayfield, Ontario

Environmental Health Review Award – Jim Chan; Toronto Ontario

President's Award – Phi Phan; Edmonton, Alberta

Honorary Membership – Vincent Tam, PEngineer; Northwest Territories

Life Membership – Patrick Murray; Gander, Newfoundland

For more information on CIPHI Awards please visit: <http://www.ciphi.ca/about-us/awards/>

Section 2: *Board of Certification* Report to Membership

Contributed by Garth Gosselin

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 CIPHI's branches. Currently the BOC has 11 active members, including:

Name	Position	Status	CPHI(C)
Garth Gosselin	Chair	January 2015 – December 2017	Yes
Nina Van der Pluijm	Past Chair	Expires January 2016	Yes
Tony Mak	Non-Practicing PHI	Second Term expires May 2018	Yes
Stephanie Schoder	NB Branch	Second Term expires November 2016	Yes
Barry McGregor	NS/PEI Branch	First Term expires October 2015	Yes
Tony Thepsouvanh	AB Branch	First Term expires January 2017	Yes
Norine Schofield	ON Branch	Second Term expires May 2018	Yes
Joanne Sibbald	CAF	First term expires March 2017	Yes
Ian Harrison	SK Branch	First term expires August 2017	Yes
Karen Leewing	MB Branch	Second term expires May 2016	Yes
Ron Popoff	BC Branch	Second term expires May 2018	Yes
Vacant	NL 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 2 appeals for the April 2014 exam. The first was for both the written and oral portions of the exam. The written portion was deemed to have had no process errors therefore the appeal was denied. The appeal of the oral portion was accepted. An appeal committee was formed and the appeal was heard but not upheld as the process error was deemed to not be significant enough to have influenced the outcome of the examination. The second appeal was deemed by the chair to not have a process error and was therefore denied.

For the October 2014 exam, the Board received four appeals. All appeals were reviewed by the Chair, two appeals were related to written reports and the appeals were denied by the chair as the candidates did not provide any evidence of a process error that required further review by the formal appeal review panel.

Two appeals for the oral portion of the exam were deemed by the chair to have process errors and were forwarded to the formal appeal review panel. In both cases, recommendations were provided to the board by the panel but the errors were not significant enough to have influenced the outcome of the examination.

Changes to Membership of the BOC

We wish to offer our sincere thanks to Nina van der Pluijm, who has concluded her time as chair and has assumed the role of past chair. We would also like to thank Tony Mak for his excellent service as NEC representative to the board, that position has ended and Tony has been appointed to his second term filling the role of non-practicing public health inspector. Finally, we would like to congratulate Norine Schofield on her appointment to the Board for her second term as Ontario representative. I would like to offer thanks to all of the current board members for their continued service to the board and our profession.

Examination Statistics

The tables on the following pages are provided as a summary of examination statistics for 2014, as well as historical summary of the BOC examinations since 2003.

Table 2.1 April 2014 Exam Results

PROVINCE	Total #	Total Certified	% Certified	# Sat Oral Exam	# Passed	Oral Pass Rate	# Submitted Reports	# Passed	Report Pass Rate
Alberta	16	12	75%	14	12	86%	15	11	73%
British Columbia	7	5	71%	5	4	80%	4	3	75%
Manitoba	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
New Brunswick	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Newfoundland & Labrador	1	0	0%	1	0	0%	1	0	0%
Nova Scotia / PEI	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ontario	20	16	80%	15	11	73%	15	14	93%
Quebec	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Saskatchewan	3	2	67%	0	0	0%	3	2	67%
TOTAL	47	35	74%	35	27	77%	38	30	79%

Table 2.2 April 2014 Repeat Candidate Results

PROVINCE	# Repeat Candidates	# Repeat Pass	Repeat Pass Rate
Alberta	4	4	100%
British Columbia	6	4	67%
Manitoba	0	N/A	N/A
New Brunswick	0	N/A	N/A
Newfoundland & Labrador	0	N/A	N/A
Nova Scotia / Prince Edward Island	0	N/A	N/A
Ontario	11	10	91%
Quebec	0	N/A	N/A
Saskatchewan	3	2	67%
TOTAL	24	20	83%

Table 2.3 October 2014 Exam Results

PROVINCE	Total #	Total Certified	% Certified	# Sat Oral Exam	# Passed	Oral Pass Rate	# Submitted Reports	# Passed	Report Pass Rate
Alberta	13	7	54%	11	7	64%	13	9	69%
British Columbia	30	17	57%	29	19	66%	30	22	73%
Manitoba	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
New Brunswick	1	0	0%	1	0	0%	1	1	100%
Newfoundland & Labrador	4	3	75%	4	3	75%	4	3	75%
Nova Scotia / PEI	7	6	86%	7	7	100%	7	6	86%
Ontario	61	42	69%	61	44	72%	56	52	93%
Quebec	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Saskatchewan	1	1	100%	N/A	N/A	N/A	1	1	100%
TOTAL	117	76	63%	113	80	63%	112	94	85%

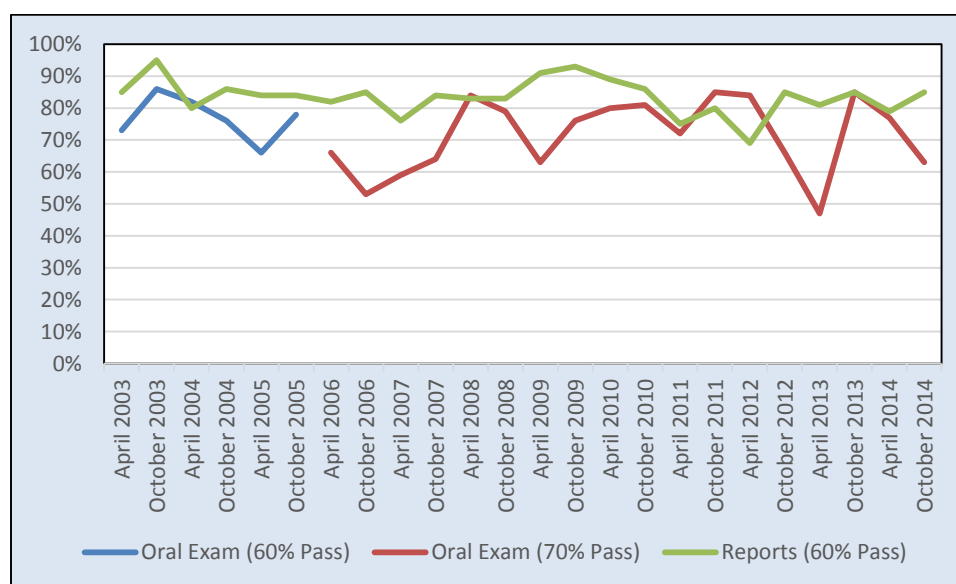
Table 2.4 October 2014 Repeat Candidate Results

PROVINCE	# Repeat Candidates	# Repeat Pass	Repeat Pass Rate
Alberta	2	2	100%
British Columbia	1	1	100%
Manitoba	0	N/A	N/A
New Brunswick	0	N/A	N/A
Newfoundland & Labrador	1	1	100%
Nova Scotia / Prince Edward Island	0	N/A	N/A
Ontario	8	4	50%
Quebec	0	N/A	N/A
Saskatchewan	1	1	100%
TOTAL	13	9	90%

Table 2.5: Exam Pass Rates, April 2003 – October 2014

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%
April 2014		77%	79%
October 2014		63%	85%

Figure 2.1: Exam Pass Rates, April 2003 – October 2014



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

Board Activities

- Work on the revision of the instructional objectives to schools is ongoing. Some excellent progress has been made thanks to the support of members from across the country and the dedicated board members
- Examination fees will be increased January 1, 2016 from the current \$750 dollars to \$850 to reflect the increased costs of holding the exam.
- Effective January 1, 2016 students will be required to be members of CIPHI in order to sit the exam. The objective of this initiative is to expose students to the rewards and benefits of membership in the hope that they will continue.
- Results of the April 2015 exam were emailed to candidates. This is a new initiative aimed at speeding up the process and ensuring all candidates regardless of their province or location receive their results on the same day. The process appears to have gone well and will be continued in the future.
- The board is currently reviewing the requirement for written reports. Initial thoughts are that a written component to the examination has value but the current format could be improved.

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	December 2014	April 2008
Ryerson	November 2010	November 2015
BCIT	November 2010	November 2015
CBU	March 2012	2015
Concordia	May 2012	2017
LSSU	Spring 2014 (new approval)	September 2016
Conestoga	N/A	Review / approval / site visit Spring 2015

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:	Peter Ross
MB Branch Representative:	Julie Scarpino
ON Representatives:	Ken Gorman, Henry Chong
NB Representative:	Ron MacIsaac
NS/PEI Representative:	Stephen Furguson

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

CPC Program Audit

CoPE completed random audits of CIPHI members for 2014. This year, the number of audits completed was 135 or roughly 10% of CIPHI regular members. Here are the results of these audits.

52 / 135 members audited passed for a 39% PASS Rate

These numbers are down from last year's rates. Here is a further breakdown of the audits by Province over the past 5 years. Please note that the Quebec Branch was not operating in 2014.

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

Branch	2010		2011		2012		2013		2014	
	#	%	#	%	#	%	#	%	#	%
Alberta (incl. NWT & Nunavut)	214	84%	239	82%	245	83%	269	85%	257	78%
British Columbia (incl. Yukon)	75	47%	104	60%	90	56%	89	58%	71	48%
Manitoba	34	62%	47	81%	49	81%	51	78%	50	78%
New Brunswick	21	46%	33	70%	29	65%	30	64%	33	65%
Newfoundland & Labrador	15	48%	17	71%	16	70%	12	57%	13	40%
Nova Scotia / Prince Edward Island	16	42%	31	53%	35	57%	40	70%	38	60%
Ontario	228	45%	356	62%	313	56%	306	55%	306	56%
Quebec	5	63%	8	80%	12	92%	8	62%	N/A	N/A
Saskatchewan	56	67%	65	72%	68	73%	66	72%	63	65%
Canada	664	56%	900	70%	857	65%	871	66%	831	63%

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

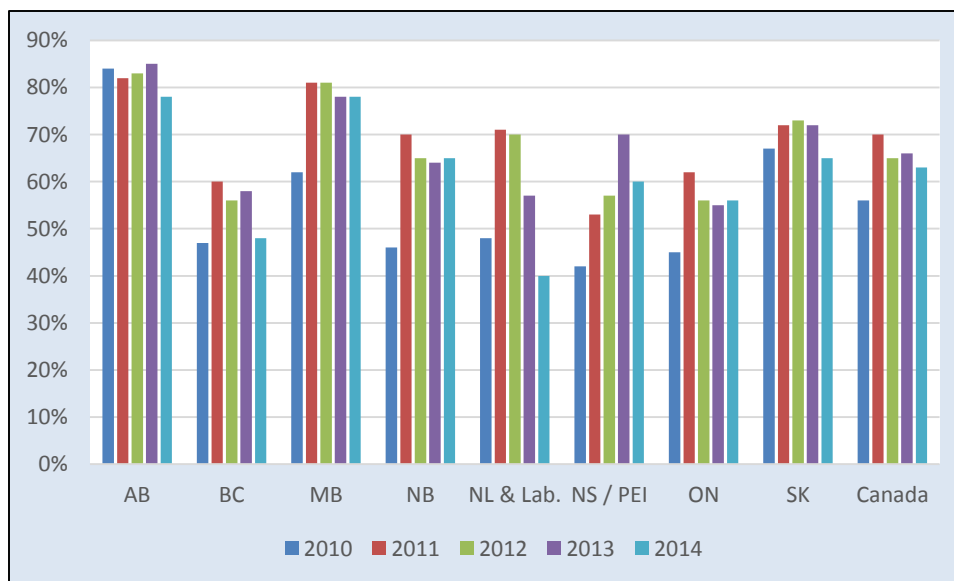


Table 3.2: CoPE Audits Conducted by Branch

Branch	2010	2011	2012	2013	2014
Alberta (incl. NWT & Nunavut)	10	14	9	39	30
British Columbia (incl. Yukon)	10	2	6	15	13
Manitoba	5	3	2	8	2
New Brunswick	3	1	2	9	5
Newfoundland & Labrador	3	2	1	1	4
Nova Scotia / Prince Edward Island	0	2	3	8	10
Ontario	24	31	24	51	62
Quebec	0	0	0	1	N/A
Saskatchewan	2	4	3	9	9
TOTAL	57	59	50	141	135

Table 3.3: CoPE Audits Conducted by Branch with PDH's Greater Than 80 (Pass)

Branch	2010	2011	2012	2013	2014
Alberta (incl. NWT & Nunavut)	6	12	4	30	13
British Columbia (incl. Yukon)	5	2	3	9	6
Manitoba	3	2	1	4	0
New Brunswick	1	1	2	5	5
Newfoundland & Labrador	2	2	0	0	1
Nova Scotia / Prince Edward Island		2	1	4	2
Ontario	7	16	13	21	20
Quebec				1	N/A
Saskatchewan	1	2	3	6	5
TOTAL	25	39	27	80	52

Table 3.4: Total Number of Professional Development Hours Submitted by Regular Members, 2010-2014

Total Number of PDH's entered by Regular Members	
Year	PDH Hours
2014	160,124
2013	169,977
2012	183,154
2011	161,017
2010	125,120
Total	799,392

CoPE Activities

In addition to monthly teleconferences, CoPE will meet at this year's CIPHI National Conference to work on several key areas. These include

- Review the Professional Development Model of the CPC Reference Guide
- Update definitions regarding mentorship under the Participation Category
- Review and Update the Reduction of PDH's and Non-Practicing Declarations
- Discuss options around re-opening Audits
- Review changes required for the Members Service Centre(MSC)
- Communication Strategies regarding PDH's
- Strategies for increasing participation

As well, several members of CoPE are entering their final terms of office, so a transition plan will be discussed, and portfolios will be reassigned.

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

Contributed by Pamela Scharfe and Tim Roark

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)

Vice Chair: Pamela Scharfe (ON)

Past Chair: Klaus Seeger (ON)

Secretary: Cameron Coulby (ON)

Treasurer: Tim Roark (BC)

Ralph Stanley (ON)

Duncan Ellison (ON)

Tamela Carroll (NB)

Gary Gallivan (NS/PEI) (resigned Spring 2015)

Len Gallant (NS/PEI)

Jacqueline Schnider (AB)

Ann Thomas (BC)



Left to Right: Ralph Stanley, Tim Roark, Tamela Carroll, Pamela Scharfe & Gary Gallivan attending the CIPHI President's Banquet at the St. John's 2014 National Educational Conference.

Meetings

The Board of Trustees held the 2014 annual EHFC AGM meeting on June 13th, and also held teleconference meetings on October 19, 2014 and April 23, 2015. Another teleconference meeting is scheduled before the 2015 AGM.

Awards

- **Canadian Water & Wastewater Association Safe Water Award :** The 2014 recipient was Glen Hudgins, CPHI(C), Niagara Region Public Health (ON) for his work and leadership on predictive modelling for bathing beaches.
- **CIPHI-EHFC Continuing Education Award:** The 2014 recipient was Marina Whelan, CPHI(C), Simcoe Muskoka Health Unit (ON). Marina is currently a part-time graduate student at the University of Waterloo in the Masters of Environment and Business (MEB) program, with a focus on social, environmental and economic sustainability.
- **Lilli Ann Zahara Award:** The 2014 recipient was Virginia MacEachern, CPHI(C), Algoma Public Health (ON).
- **National Sanitation Foundation International Food Safety Award:** Given the number of worthy nominations in 2014, the EHFC Trustees agreed to award two people with this award since there was no nominations received in 2013. Receiving this award in 2014 were Nyall Hislop, CPHI(C), Health Services, Edmonton (AB) and Cindy Peacock-Rocca, CPHI(C), Sudbury & District Health Unit (ON)

Charity

A labour of love that started as an idea with the CIPHI Centenary Cookbook, which did not get completed but was picked up by Alberta EHOs Lean Parker and Michael Sidra was completed at the end of 2014. "Taste for Charity" was a joint effort supported by the EHFC and CIPHI to raise awareness and funds for Clinica Verde in Nicaragua. The EHFC provided assistance with promoting the submission of recipes, edited the cookbook, and assisted with promotion of sales. This beautiful cookbook, which contains many favourite recipes of PHIs and EHOs across Canada and some favourite Nicaraguan recipes is available in various formats, including hardcover, softcover and an e-cookbook in Apple iPad format.

Financials

The 2014 Financial Statement was approved by the EHFC Auditors and the annual submission to the Revenue Canada Charities Directorate for their approval. The EHFC have arranged bookkeeping duties with the CIPHI Office.

The financial resources of the Foundation at December 31, 2014, totaled **\$136,351.92** representing a bank balance of **\$21,351.92** and **\$125,000.00** 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.

Table 4.1: 2014 Statement of Operations

REVENUE		EXPENDITURES	
Official Donations		Charitable Expenses	
<i>Restricted</i>	\$7,170.00	Scholarships / Awards	\$4,750.00
<i>Not Restricted</i>	\$3,758.00	Direct Project Expenses	\$1,896.00
Merchandise Sales	\$3,758.00	Management & Operations	
<i>Direct from Donor</i>	\$3,608.00	Adds & Promotion	\$1,244.00
<i>Via A Registered Charity</i>	\$0.00	Meetings	\$1,180.00
Contractor Services	\$0.00	Office Supplies / Expenses	\$539.00
Interest	\$2,975.00	Honorarium	\$0.00
Total	\$22,200.00	Bank, Credit Card, Pay-Pal	\$80.00
		Misc. Operating Expenses	\$216.38
		Travel & Vehicle Expenses	\$1,706.00
		Total Expenses	\$11,395.00

Research Awards

Len Hiebert Environmental Health Review Award:

- Amy Luan, BCIT – *Testing for Presence of Radioactivity in BC Pacific Ocean's Seafood Supply*
- Deema Abu-Ghazaleh, First Nations University – *Exploring the Correlation between Environmental Toxins and Diabetes Mellitus*
- Jennifer Guth, Concordia University – *Ethinyl Estradiol in Lake Walush*
- Issack Maalim, Cape Breton University – *Ethical Consideration of Mandatory Immunization Against Pertussis (Whooping Cough) in Canada*

Communications

The EHFC continues to profile their important work via **www.ehfc.ca**; Twitter **@ehfcc**; and Facebook **CIPHI Environmental Health Foundation of Canada**.

Current Initiatives

- TempSafe Trademark Registration
- Honourary Chairperson
- Trustee Recruitment
- Request by the NEC to reduce representation on the EHFC Board of Trustees
- NEC financial support of the CIPHI-EHFC Continuing Education Award
- Strategic Planning
- Hosts of the 2015 pre-conference golf tournament

Special Reports

Retirees Advisory Committee Report to Membership

Contributed by Pamela Scharfe

Introduction

The Retirees Advisory Committee are available to provide guidance, assistance and advice on public health issues to the Canadian Institute of Public Health Inspectors, National Executive Committee (CIPHI, NEC). The Committee functions as a working and/or task group and an advisory body. Working and/or task groups are formed as necessary at the request of the CIPHI NEC through the chair of the Retirees Advisory Committee. All requests for involvement or participation of the Retirees Advisory Committee are made through and approved by the office of the National CIPHI President.

The mandate of the Retirees Advisory Committee is to act as counsel to the Canadian Institute of Public Health Inspectors 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 following retirees (Senators) represent the Branches and the Federal Government as follows:

Province	Name	Province	Name
Newfoundland and Labrador	Calvin Morgan	Quebec	Vacant
	Mary Cahill (A)	Manitoba	Bernie Chrisp
Nova Scotia	James McCorry		Trevor Williams (A)
	Mark Durkee (A)	Saskatchewan	John Bower
Prince Edward Island	Leonard Gallant		Yvonne Graff (A)
	Vacant (A)	Alberta	William (Bill) Chrapko
New Brunswick	Murray Lewis		Kenn J. Blom (A)
	Phillip Webb (A)	British Columbia	Charlie Young
Ontario	Pamela Scharfe (Chair)		Ken Christian (A)
	Klaus Seeger	Federal Government	David Bennitz
	Brian Hatton (A)		Vacant (A)

(A) Alternate

There are current opportunities for representatives for the province of Quebec and an alternate for Prince Edward Island and the Federal Government.

Initiatives

CIPHI Strategic Work Plan: the Retirees Advisory Committee has offered to the NEC, the names of Senators who have the interest and time to assist with the various components of the CIPHI Strategic workplan.

Letters of Congratulations for Retirees and Letters of Condolences: the Committee 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. Details should be emailed to the Chair, Pamela Scharfe at phi_75@live.ca

Spa Industry Association of Canada (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 to bring this opportunity to CPHI Retirees, which was advertised on the CIPHI Webpage “Position Place” in January/February in 2014. The SIAC hired retired PHIs and provided training and the assessments took place across Canada in the Spring and Summer of 2014. The Committee also provided feedback on the quality assurance process and the training manual developed for the assessors. The SIAC plan to reach out to retired CIPHI(C) again in 2016.

Time Capsule Project: the Committee is still active with this initiative and are investigating the location of the time capsule in Winnipeg, MB, the birth place of CIPHI. The time capsule would be opened in 2113. The capsule would include CIPHI historical documents and letters from today’s PHI/EHOs to those in the year 2113.

Senator Forum Newsletter: will be continued to be issued annually.

2014 Annual Education Conference Final Report to Membership

Contributed by Laurie Hearn

The 80th Annual Educational Conference of CIPHI was hosted by the Newfoundland and Labrador Branch of the Canadian Institute of Public Health Inspectors and was held at the Sheraton in St. John's, NL, from July 13th – 16th 2014.

The 2014 AEC was yet another milestone for CIPHI in celebrating its 80th Annual Educational Conference. The theme of the conference was *The Next 100 Years*, a nod to having last year celebrated CIPHI's 100th anniversary as well as acknowledging our promising future as an organization. The conference was attended by 187 delegates, presenters, exhibitors, and special guests. Feedback from conference attendees indicated strongly that the event was a marked success, both for the educational component and for the opportunity to experience a taste of Newfoundland and Labrador's unique culture. The total profit for the event was \$19009.51 and the account has been officially closed.

What we lack in size as a branch we make up for with hard work as was demonstrated at the 2014 AEC. The Conference Planning Committee, headed by Darroch Vokey, Tammy McDonald, and Paul Noseworthy, lead a group of eager branch members in planning and running the AEC. CIPHI NL would like to thank the Conference Planning Committee for their tireless effort and many hours contributed to making this conference a success. CIPHI NL would also like to thank the volunteers, delegates, sponsors, exhibitors and special guests for making the 80th AEC a memorable event.

Environmental Health Review Report to Membership

Contributed by Andrew Papadopoulos

The *Environmental Health Review* is continuing to evolve as its content is becoming more diverse and its reach greater.

A Summary of the Activities (2014 – 2015: V57 Issue 2 through to V58 Issue 1)

- The *Environmental Health Review* continued with its peer-reviewed online format, receiving 12 technical article submissions and accepting 8 for publication.
- An effort was made to seek different type of articles other than technical papers. These included Commentaries (2 published), Position Papers (1 published), and Emerging Issues (1 published).
- The emphasis on peer-reviewed articles has not diminished the amount of general interest and other announcement submission. Contributions for the National Collaboration Centre for Environmental Healthy, Branch Presidents and Nelson Fok through his journal summaries updates continue to be regular components of the *Environmental Health Review*.
- The *Environmental Health Review* is experience a greater profile with its online access as institutional memberships both domestically and internationally are increasing, and the *Environmental Health Review* is part of a consortium of journals that is sold to libraries. Revenues from these subscriptions help to offset the production cost on the *Environmental Health Review*, moving us toward our goal of being cost neutral.
- The *Environmental Health Review* can now be accessed through ReadCube (<https://www.readcube.com>). This is a reference management software platform that among other things suggests papers to researchers. Further, *Environmental Health Review* is exploring other opportunities to increase its reach.
- There has been an increase in CIPHI members accessing the *Environmental Health Review*. In 2012, 1089 full-text articles were accessed. This number jumped to 1514 in 2013 and went up 173% to 4127 in 2014. A similar trend was observed in the number of abstracts accessed as the number increased from 1967 in 2012, to 1974 in 2013, and then to 5023 in 2014. The increase between 2013 and 2014 represents an increase of 155%.

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 peer-reviewed articles have been published.

National Historian Report to Membership

Contributed by Tim Roark

Madame President, I am pleased to present my report for the past year.

As you may be aware, the longstanding projects to collect and scan all NEC minutes back to 1934 and all issues of our journal back to the first one in 1934 are complete. Hopefully they will be available on the CIPHI website in the near future for all members to review.

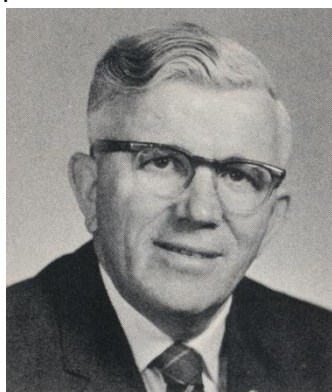
The ***100 Members of Distinction*** project in 2013 was a great success. This should be continued with the addition of further names in coming years as well. There are already and will in future be members who should be recognized. **ACTION ITEM**

The lack of accurate membership information continues to be a real problem when determining 25 and 50 year membership awards. The NEC needs to authorize a nominal amount of staff time to updating membership records. **ACTION ITEM**

We continue to collect historical information and pictures on past and present members who have contributed significantly to our profession and the Institute. In the near future it is hoped that some of these photos can be displayed on the CIPHI website so that all members can learn about past and current members who have and continue to make noteworthy contributions.

Anyone in possession of photos or documents that may be of historical value are asked to contact the CIPHI Historian before you consider discarding them.

In this regard I have included six pictures of colleagues who have made great contributions to the Institute in past years as far back as the 50s, 60s and 70s. All are over 90 years young and most are nearing 100. I have included their pictures so we will remember these key members are still with us and have contributed so much to the Institute, our profession and public health protection.



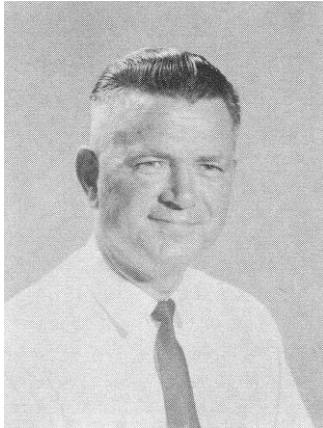
Arthur Conrad
Nova Scotia



Bill Leith
British Columbia



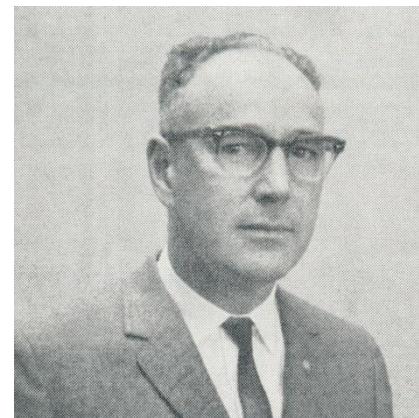
Byng Cunningham
Ontario



Laurel Benham
British Columbia



Les McCreesh
Ontario



Lloyd Dodgson
Ontario

Our National Ad Hoc **Historical Committee** currently consists of the following members:

Branch Historians

Cal Morgan – Newfoundland & Lab. Branch
Jim McCorry – Nova Scotia / PEI Branch
Yves Levesque – New Brunswick Branch
Grant Lafontaine – Ontario Branch
Stefane Gravelle – Manitoba Branch
Ryan Philipation – Saskatchewan Branch
Angella Kim – Alberta Branch
Ashley Yu – Alberta Branch
Tim Roark – BC Branch & National

Other Interested Members

Agnes Atkinson – Ontario
Barbara Marshall – Ontario
Charlie Young – BC
Klaus Seeger – Ontario
Len Gallant – PEI

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

Member Service Centre Report to Membership

Contributed by Jason MacDonald

It has been a year of successful transition for the Members Service Center. The NEC has overseen the shift of the administration of the MSC from the Members Service Center Committee to the national office. Bonnie and her team at the office have done a phenomenal job of increasing their capacity in this area with the goal always being to provide a seamless experience for the membership.

Since 2010, the scope of what the MSC is, or could be, has shifted and evolved. Significant investment has gone into the MSC and the NEC is satisfied with its current functionality. The MSC provides a central site for members to log their PD hours and renew their membership. These are useful core features but they also enable CIPHI to pursue further objectives like linking the entry of professional development hours with the maintenance of the CPHI(C) credential. To illustrate, this year the Council of Professional Experience have initiated measures to increase the functionality of the MSC in the area of examining and reporting the professional development efforts of members.

Lastly, we need to acknowledge the work of the most significant contributor to the MSC. After being directly involved in its workings since its inception, Cameron Weighill has passed the torch and is currently assisting in the transition of maintenance of the MSC to the national office. To illustrate how integral Cam has been, when I started on the NEC four years ago, I thought that the “C” in MSC stood for “Cam” and I wondered who the M and S were. All kidding aside, the MSC will be Cam’s legacy contribution to the Institute and we may never really be able to properly acknowledge the countless hours he has given to advance our profession.