



## Canadian Institute of Public Health Inspectors 82<sup>nd</sup> Annual General Meeting

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**Monday September 26<sup>th</sup>, 2016**  
**1:30 PM – 3:00 PM Mountain Daylight Time**

Chateau Lacombe Hotel  
10111 Bellamy Hill  
Edmonton, Alberta

*Ballroom A*

## Annual General Meeting

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

#### Contributors:

**Ann Thomas** – National President  
**Laurie Hearn** – NL Branch President  
**Sean O'Toole** – NS / PEI Branch President  
**Doug Walker** – NB Branch President  
**Kathleen Martin** – MB Branch President  
**Kari Engele-Carter** – SK Branch President  
**Thomas Cheung** – AB Branch President  
**Dale Chen** – BC Branch President  
**Tony Makrotergios** – ON Branch President / 2015  
AEC Chair

**Garth Gosselin** – BOC Chair  
**Keir Cordner** – CoPE Chair  
**Pam Scharfe** – EHFC Chair / Retirees Committee. Chair  
**Andrew Papadopoulos** – EHR Editor-in-Chief  
**Tim Roark** – National Historian / EHFC Treasurer

## Table of Contents

82 <sup>nd</sup> Annual General Meeting Agenda .....	1
In Memoriam .....	2
81 <sup>st</sup> Annual General Meeting Minutes .....	3

### **Governance Reports**

<b>Section 1: National Executive Council Report to Membership.....</b>	<b>17</b>
<i>Introduction .....</i>	<i>18</i>
<i>Mandatory Membership .....</i>	<i>18</i>
<i>Website Update .....</i>	<i>19</i>
<i>Risk Management Online Course .....</i>	<i>19</i>
<i>Disaster Relief Engagement Project.....</i>	<i>19</i>
<i>Communication with Health Partners.....</i>	<i>19</i>
<i>Annual General Meeting Issues .....</i>	<i>20</i>
<i>Governance Model Review .....</i>	<i>20</i>
<i>Bylaw Review .....</i>	<i>20</i>
<i>CIPHI Organizational Chart .....</i>	<i>21</i>
<i>Financial Summary.....</i>	<i>22</i>
<i>Table 1.1 - 2015 Financial Summary of Revenue and Expenses .....</i>	<i>22</i>
<i>Table 1.2 - 2015 Statement of Changes in Fund Balances .....</i>	<i>23</i>
<i>Table 1.3 - 2015 Statement of Financial Position .....</i>	<i>23</i>
<i>Membership Demographics .....</i>	<i>24</i>
<i>Table 1.4 - Regular Membership Trend by Branch, 2010-2015 .....</i>	<i>24</i>
<i>Table 1.5 - 2015 Membership Type Distribution by Branch (excl. Life &amp; Honorary) .....</i>	<i>24</i>
<i>Table 1.6 – 2015 Life &amp; Honorary Membership Distribution by Branch .....</i>	<i>25</i>
<i>Figure 1.1 - 2015 Total Membership Distribution by Branch .....</i>	<i>25</i>
<i>Awards .....</i>	<i>26</i>

## **Section 2: Board of Certification Report ..... 27**

### *Examination Results ..... 27*

#### *Table 2.1 - April 2015 Exam Results ..... 27*

#### *Table 2.2 - October 2015 Exam Results ..... 27*

#### *Table 2.3 - Exam Pass Rates, April 2003 – October 2015 ..... 28*

#### *Figure 2.1 - Exam Pass Rates, April 2003 – October 2015 ..... 29*

### *Appeals ..... 29*

### *Changes to Membership of BOC ..... 30*

### *Status of BOC Membership as of June 2016 ..... 30*

### *Board Activities ..... 31*

#### *Table 2.4 - Scheduled Reviews ..... 31*

## **Section 3: Council of Professional Experience Report ..... 32**

### *CPC Program Audit..... 33*

#### *Table 3.1: Number of Regular Members..... 33*

#### *Table 3.2: CPC Participation..... 33*

#### *Table 3.3: Number of Audits Completed..... 34*

#### *Table 3.4: Number of Members with PDH's $\geq 80$ (includes audited & unaudited) ..... 34*

#### *Table 3.5: Number of Audits with PDH's $\geq 80$ (PASS)..... 35*

#### *Table 3.6: Members Not Entering PDH's (includes audited & unaudited)..... 35*

#### *Table 3.7: Total Number PDH's Entered by Regular Members ..... 36*

## **Section 4: Environmental Health Foundation of Canada Report..... 37**

### *Introduction ..... 37*

### *Financials ..... 37*

#### *Table 4.1: 2015 Financial Statement ..... 38*

### *Meetings ..... 39*

### *Awards ..... 39*

### *Research Awards..... 40*

## **Special Reports**

### *Environmental Health Review Report ..... 42*

### *National Historian Report ..... 43*

## **82<sup>nd</sup> Annual General Meeting**

**Monday September 26, 2016**

**1:30 PM – 3:00 PM Mountain Daylight Time**

Chateau Lacombe Hotel

10111 Bellamy Hill

Edmonton, Alberta

*Ballroom A*

- 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 81<sup>st</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. *Environmental Health Review Report*
  - 9.2. *National Historian Report*
- 10. New Business**
  - 10.1. *2016 Award Nominations*
  - 10.2. *Approval of 2015 Financial Statements*
- 11. Motions and Resolutions**
  - 11.1. *Notice of Motion – Additions, Changes, Corrections to National Bylaws*
  - 11.2. *Notice of Motion – Definition Updates to National Bylaws*
  - 11.3. *Notice of Motion – General Updates to National Bylaws*
  - 11.4. *Special Resolution – Membership Related Changes to National Bylaws*
- 12. Adjournment**

## **In Memoriam**

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

Laurel Benham – British Columbia Branch

Milan Bilbija – Ontario Branch

David Brown – Ontario Branch

Ronald de Burger – Ontario Branch

Donald Ife – British Columbia Branch

William Leith – British Columbia Branch

Gail MacLaurin – Ontario Branch

Ryan Olivier – British Columbia Branch

Leonhard Penner – British Columbia Branch

Daniel Pituskin – British Columbia Branch

Dennis Rebalkin – Alberta Branch

Howard Schaub – Ontario Branch

Gregory Tone – British Columbia Branch

Donald Wakelyn – British Columbia Branch

## 81st Annual General Meeting

### DRAFT MINUTES PENDING APPROVAL

Monday, September 14, 2015  
Westin Hotel  
Ottawa, Ontario

Agenda Item	Notes	Action
1. Call to Order	<p>Meeting called to order at 13:43pm Eastern Standard Time by <b>A. THOMAS</b> (National President / Meeting Chair)</p> <p>As per Section 2.04 of By-Law No. 1 of the Canadian Institute of Public Health Inspectors, membership was given at least 21-35 days notice of the AGM.</p>	
2. Assessment of Quorum	<p>As per Section 5.05 of Bylaw No. 1, 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 <b>J. ELLIOTT</b>, declared that quorum was established. See Appendix 1 for Attendance List</p>	
3. Appointment of Officials		
3.1. Parliamentarian	<p>Without objection, <b>K. GORMAN</b> was appointed to serve this AGM as parliamentarian.</p> <p>Motion: <b>R. STANLEY</b> and <b>P. SCHARFE</b></p> <p>All in favour. None opposed. Motion Carried</p>	
3.2. Sargeant-at-Arms	<p>Without objection, <b>T. CHEUNG</b> were appointed to serve this AGM as Sargeant-at-Arms</p> <p>Motion: <b>T. THEPSOUVANH</b> and <b>E. TEARE</b></p> <p>All in favour. None opposed. Motion Carried</p>	
3.3. Scrutineers	<p>Without objection, <b>K. SHAW</b> and <b>J. ELLIOTT</b> were appointed to serve this AGM as Scrutineers.</p> <p>Motion: <b>J. CANNAN</b> and <b>R. PHILIPATION</b></p> <p>All in favour. None opposed. Motion Carried.</p>	
4. Introduction of Officers	<p>Officers of the National Executive Council introduced themselves.</p> <p>Ann Thomas – National President</p>	

Agenda Item	Notes	Action
	<p>Laurie Hearn – Newfoundland &amp; Labrador Branch President  Sean O'Toole – Nova Scotia and Prince Edward Island Branch President  Mark Allen – New Brunswick Branch Past-President  Tony Makrostergios – 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>Ken Gorman -CoPE Co-Chair  Garth Gosselin - BOC Chair  Pam Scharfe - Environmental Health Foundation of Canada and Retirees Advisory Committee</p>	
5. In Memoriam	<p>Complete list of names recognized in memoriam were</p> <p>Gary Butler – AB Branch  Frank Bland – NS / PEI 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  Hubert (Hugh) Roger Harries – SK Branch  Donald Ife – BC Branch  Virginia Ann Kelly (nee Vittoria) – ON Branch  Jim Sisler – MB Branch  Sharon Spencer – ON Branch  Brian George Stevenson – NB Branch</p> <p>A moment of silence was observed in memoriam.</p>	
6. Approval of Agenda	<p>Motion to approve agenda.</p> <p>Motion: <b>J. MACDONALD</b> and <b>T. MAKROSTERGIOS</b></p> <p>Corrections to the Agenda.</p> <ol style="list-style-type: none"> <li>Under New business: Appointment of Auditors removed as it is no longer needed as part of the by-laws.</li> <li>12.2 Added regarding change to By-Law #10</li> <li>Addition of a motion by K. Seeger</li> <li>Change: Under new business 2015 Awards under nominations</li> </ol> <p>All in favour. None opposed. Motion Carried.</p>	



Agenda Item	Notes	Action
7. Approval of Minutes from the 80 <sup>th</sup> Annual General Meeting, July 14, 2014 (Sheraton Hotel Newfoundland, St. John's, NL)	<p>Motion to approve the minutes of the 80<sup>th</sup> AGM as circulated</p> <p>Motion: <b>P. SCHARFE</b> and <b>D. VOKEY</b></p> <p>All in favour. None opposed. Motion Carried.</p>	Approved minutes to be posted on the National website (www.ciphi.ca)
8. Governance Reports		
8.1. National Executive Council Report to Membership	<p><b>A. THOMAS</b> made no additions or additional comments on the report on behalf of the branches.</p> <p>No questions.</p>	
8.2. Board of Certification Report to Membership	<p><b>G. GOSSELIN</b> made no additions and additional comments to the report as submitted.</p> <p>No questions.</p>	
8.3. Council of Professional Experience Report to Membership	<p><b>K. GORMAN</b> made no additions or additional comments on the submission of the report submitted by <b>C. NOWAKOWSKI</b>.</p> <p>No questions.</p>	
8.4. Environmental Health Foundation of Canada Report to Membership	<p><b>P. SCHARFE</b> made no additions on the submission of the report submitted by <b>R. de BURGER</b>.</p> <p>The following additional comments and updates were provided:</p> <ul style="list-style-type: none"> <li>The EHFC is the charity arm of CIPHI and it is through generous donations from the membership that we are able to continue to issue awards, sponsor attendance of students at national conferences, and participate in international environmental public health projects.</li> <li>The Board of Trustees are pleased to announce that we were able to assist 13 students with a bursary for a total of to attend the 2015 CIPHI Conference. Since 2010 the EHFC Board of Trustees has issued over \$15,000 to support students attending the conference.</li> <li>The EHFC Board of Trustees elected a new Executive at their Annual General Meeting held on Saturday, September 12, 2015 at the conference hotel venue. The new Executive slate of Officers is: Pamela Scharfe, Chair; Ron de Burger, Past Chair; Klaus Seeger, Vice-Chair; Jacqueline Schnider, Secretary; and Tim Roark, Treasurer.</li> </ul> <p>No questions.</p>	

Agenda Item	Notes	Action
9. Special Reports		
9.1. Retirees Advisory Committee Report	<p><b>P. SCHARFE</b> made no additions or additional comments on report submitted.</p> <p>No questions.</p>	
9.2. 2014 AEC Final Report	<p><b>L. HEARN</b> made no additions or additional comments on report submitted.</p> <p>No questions.</p>	
9.3. 2015 AEC Interim Report	<p><b>T. MAKROSTERGIOS</b> provided an update to the report submitted.</p> <ul style="list-style-type: none"> <li>- Current registration is 313 registered delegates with approximately 270 delegates per day</li> <li>- The conference has a total of 47 speakers including 3 Keynotes, 34 sessions of which two are two hours in length, the National Annual General Meeting and Ontario Branch Annual General Meeting and 24 exhibitors</li> </ul> <p>No questions.</p>	
9.4. Environmental Health Review Report	<p><b>A. PAPADOPOULOUS</b> made no additions or additional comments on report submitted.</p> <p>No questions.</p>	
9.5. Report of the National Historian	<p><b>T. ROARK</b> made no additions on report submitted. T. Roark reminded member to forward any information (i.e. minutes, pictures, memorabilia) to the National and / or Branch historians. All branches have historian representatives.</p> <p>No questions.</p>	
9.6. Member Service Centre Report	<p><b>J. MACDONALD</b> made no additions or additional comments on report submitted.</p> <p>No questions.</p>	
10. Old Business		
10.1. Outcome of Resolutions Passed at 2014 AGM	<p><b>See Appendix 2 with regards to the NEC Responses to the resolutions passed at the 2014 AGM.</b></p> <p>Comment regarding Retiree Funding to Branches Resolution: <b>P. SCHARFE</b> clarifying that the resolution did not come from the Retiree Advisory Committee, and that the individual Branches have not approached the Retiree Advisory Committee to move forward on the resolution. The Retiree</p>	

Agenda Item	Notes	Action
	Advisory Committee was awaiting for the NEC to formalize the request for re-evaluating funding to branches.	
11. New Business		
11.1. 2015 Award Nominations	<p><b>Motion to award the 2015 CIPHI Honorary Membership Award to Mrs. RHEA HAMILTON SEEGER.</b></p> <p><b>S. O'TOOLE</b> read the nomination for Mrs. RHEA HAMILTON SEEGER on behalf of the Awards Committee.  Motion: <b>T. ROARK</b> and <b>M. ALLEN</b>  All in favour. None opposed. No abstentions. Motion Carried.</p> <p><b>Motion to award the 2015 CIPHI Life Member Award to PAMELA SCHARFE.</b></p> <p><b>K. ENGELE-CARTER</b> read the nomination for Pamela Scharfe on behalf of the Awards Committee.  Motion: <b>T. MAKROSTERGIOS</b> and <b>C. WEIGHILL</b>  All in favour. None opposed. No abstentions. Motion Carried.</p> <p>Nominations found in Appendix 3</p> <p><b>S. O'TOOLE</b> on behalf of the Awards Committee announced the following individuals recognizing 50 Years of Membership:</p> <ul style="list-style-type: none"> <li>- John Gibb from the British Columbia Branch (2015)</li> <li>- Brian Hatton from the Ontario Branch (2015)</li> <li>- Ron de Burger from the Ontario Branch (2014)</li> </ul>	
<del>11.2. Appointment of Auditor(s)</del>	As per Agenda Item 6. Removed from Agenda	
11.3. Approval of 2014 Financial Statements	<p>Motion to approve the 2014 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated.</p> <p>Motion: <b>J. MACDONALD</b> and <b>T. MAKROSTERGIOS</b></p> <p><b>Error noted in the Financial Section of the 2015 AGM Report. Both charts were labeled "Revenue" whereby should be labeled as "Revenue" and "Expenses."</b></p> <p>All in favour. None opposed. Motion Carried.</p>	<p><b>C. BROWN</b> to forward corrected chart to A. THOMAS for correction and re-posted on web-site.</p>
12. Motions and Resolutions		
12.1 Notice of Motion – Mandatory Membership	<p>See attached the Motion that was put forward.</p> <p>Vote for In Favor: 48*</p> <p>Opposed: None</p>	

Agenda Item	Notes	Action
	<p>Abstention: 1 Proxy Votes In Favor: 155 Proxy Votes Opposed: 19</p> <p>Motion carried. *As per Agenda Item 2; quorum was established when meeting was called to order. See Appendix 1 for attendance details.</p>	
12.2 Notice of Motion – By-Law #10	<p>See Appendix 4 for the Motion that was put forward:</p> <p>On September 11, 2015 the NEC passed a resolution to amend By-Law #10. The current bylaw wording was fettering the ability of the EHFC to reach a meeting quorum. The change in required membership will allow EHFC to operate more effectively. CIPHI Bylaws require that the resolution to change a bylaw be confirmed or rejected by the membership at the next AGM.</p> <p>Motion: <b>T. MAKROSTERGIOS</b> and <b>L. HEARN</b></p> <p>No discussion.</p> <p>All in favour. No opposed. Motion Carried.</p>	
12.3 – Motion from the Floor	<p>See Appendix 5 for Motion titled CIPHI Disaster Relief Motion.</p> <p>Motion: <b>K. SEEGER</b> and <b>T. ROARK</b></p> <p>Discussion from the floor:</p> <p><b>C. MILANI:</b> Very important initiative, PHI are undervalued and this initiative will provide necessary connections and links.</p> <p><b>C. WEIGHILL:</b> Required clarification on the “survey of interest” with respect to what is determined to be sufficient interest. In event there is interest then further develop the process.</p> <p><b>S. O’TOOLE:</b> Provided background information with regards to the selection and training process with Red Cross. Obtaining a list of interested individuals still requires the individuals to be selected for specific organizations. Caution of moving this forward. Noted that CPHI(C) credentials valued in disaster relief work.</p>	

Agenda Item	Notes	Action
	<p><b>P. SCHARFE:</b> This initiative is a benefit to the membership. Suggests an amendment; find out what organizations exist that are searching for CPHI(C) skillset, and how to connect with the organization and the steps to get through the organizations processes.</p> <p><b>M. ALLEN:</b> Appetite in the room, and perhaps no need for a survey. Suggests that the NEC evaluates the initiative / project and there is no need to focus on the prescriptive nature of the motion put forward.</p> <p><b>K. SEEGER:</b> Provided clarification. The intent was to determine the level of interest prior to working on the initiative. With this initiative CIPHI may find organizations that could be supported. Suggest that future conferences have speakers on this topic. The list would be self-maintaining and an organizing committee would be responsible for maintenance of the list.</p> <p><b>T. MAKROSTERGIOS:</b> Supportive and agrees there is interest in initiative. Concern with regards to the second portion of the motion with regards to maintenance of the list, access to the list, and outcomes of publicizing of the list. The initiative should not become a responsibility of the NEC.</p> <p><b>L. HEARN:</b> Support the intent of the motion, however concern with possible terrorism and able to react to calls for assistance. Way forward is creating a mechanism with the assistance of the Retiree Advisory Committee.</p> <p><b>M. ALLEN:</b> Tabled for the executive. Moved to table the motion from the floor and refer to NEC for further discussion.</p> <p>Motion to Refer: <b>M. ALLEN</b> and Second: <b>C. BROWN</b>.</p> <p>All In Favor. None Opposed. Motion Carried.</p> <p>NEC Tabled to next teleconference in October.</p>	
13. Adjournment	With there being no more business coming before this assembly the Annual General Meeting is adjourned at 2:59pm.	

## Appendix 1: Attendees

List is sorted alphabetically by Branch

AB	Courtney Best	ON	Raymond Ramdayal
AB	Thomas Cheung	ON	Pamela Scharfe
AB	Jon Elliott	ON	Norine Schofield
AB	Garth Gosselin	ON	Klaus Seeger
AB	Jason MacDonald*	ON	Eric Serwotka
AB	Keara Shaw	ON	Joanne Sibbald
AB	Pamela Stewart	ON	Ralph Stanley
AB	Erin Teare	ON	Sendi Struna
AB	Tony Thepsouvanh	ON	Martin Tonary
AB	Darroch Vokey	ON	Cameron Weighill
BC	Crystal Brown*	ON	Christina Wieder
BC	Cole Diplock	SK	Kari Engele-Carter*
BC	Tim Roark	SK	Ryan Philipation
BC	Ann Thomas*	SK	Paul Ross
MB	Kathleen Martin*		
NB	Mark Allen*		
NL	Laurie Hearn*		
NS & PEI	Joseph Bradley		
NS & PEI	Kelly Hughes		
NS & PEI	Sean O'Toole*		
ON	Zafar Ali		
ON	Kate Beath		
ON	John Cannan		
ON	Paulo Correia		
ON	Kimberley Craig		
ON	Ken Gorman		
ON	Lori Holmes		
ON	Judith Hope		
ON	Stanley Ing		
ON	Trent Jackson		
ON	Atul Jain		
ON	Caroline Kuate		
ON	Tony Makrostergios*		
ON	Michelle Marcus		
ON	George Matsumura		
ON	Rachel McArthur		
ON	Christina Milani		
ON	David Pavletic		

\* Denotes a National Executive Council Member

## Appendix 2

NEC Responses to resolutions arising from 2014 Annual General Meeting  
Approved by the National Executive Council on 5/29/15

Resolution Name	Resolution Wording	Discussion	NEC Decision
President-Elect Resolution	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>Section 8.02(a)(i) of By-Law No. 1 states:</p> <p>“Candidates for the office of National President-Elect shall include only members of the National Executive Council and those members in good standing nominated by their Branch Executive.”</p> <p>By stating “shall include only members of the NEC <i>and those members</i> who...” the current criteria to be eligible for PE reads as a list and not one homogenous type of individual.</p> <p>The NEC’s interpretation that this is meant to include either of the two types of groups mentioned, which are:</p> <ol style="list-style-type: none"> <li>1. Members of the NEC</li> <li>2. Members nominated by their Branch.</li> </ol>	No change to bylaw is required
Past President Resolution	Therefore be it resolved that the reinstatement of the Past President as a full voting member of the “Board” which managed the Institute be referred to the Executive for consideration and implementation.	<p>The most current revision to this section came at the 2012 AGM, where the following rationale for change was offered:</p> <p><i>“The key role of the Past President is to provide continuity of leadership and corporate memory for the Institute... to wind down their activities while ensuring a smooth transfer of power to the incoming National President.”</i></p> <p>The current NEC, members of the NEC who proposed the bylaw change in 2012, and the members who ratified the change at the 2012</p>	No change to bylaw is required

		<p>AGM, seem to agree that the Past President role is to offer sage opinion, act as a statesperson and support the NEC while facilitating a “passing of the torch.”</p> <p>Further, both the immediate and previous Past Presidents stated that this is an advisory position and voting privileges are not necessary to be effective in the role.</p> <p>The Past President gets to provide full opinion in NEC discussions so the member’s concerns of “meaningful contribution” are still met.</p>	
Retiree Funding to Branches Resolution	<p>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 1<sup>st</sup>, 2015.</p>	<p>Branches need to assess whether this funding request, or other initiatives, provide the necessary incentive to generate more retiree members.</p> <p>Details for this funding model were not provided. To date, the Branch Presidents have not heard from the Retirees Advisory Committee as to their plans for this funding.</p> <p>While anecdotal, informal exit interviews conducted with retired members often show that outgoing members are often simply ready to move on to other phases of their lives. Three significant incentives exist for retired members – namely a significant reduction in membership fees, the right to hold office and full voting privileges at both the Branch and National levels.</p>	<p>No further consideration of this resolution can be entertained by the NEC.</p> <p>The correct routing of such a request is from the Retirees Advisory Committee through each individual Branch and in consultation with the National Finance Chair.</p>



### Appendix 3

Nomination  
Honorary Membership  
Rhea Hamilton Seeger  
2015

Each year members of the Institute have the opportunity to nominate Honorary Members to our association. This is a tradition that has been enshrined in our Constitution and By-Laws since 1920 and possibly even back to the founding days in 1913. This award is the highest recognition that the Institute can present to persons who are not qualified members of our profession but who have made an important contribution to the science of sanitation, our profession and association.

At this time we therefore nominate Rhea Hamilton Seeger in recognition of the important and long-standing contribution she has made to our profession both directly and indirectly. Rhea's affiliation to the Institute really started back in 1973 when her husband, Mr. Klaus Seeger, became a Public Health Inspector and started dedicating a considerable amount of his time and energy to the Institute. In 1979 Klaus became Editor of the Ontario Branch News, a challenging position he held for ten years. Being Editor and Publisher of the OBN was more than a one man task and Rhea plus the children were conscripted to assist with all the details from the typesetting, layout, sorting and bundling the issues by postal code for delivery to the post office. In 1989 Klaus was elected as Ontario Branch President followed by ten years as Chair of the Environmental Health Foundation of Canada. During all these busy years, Rhea was there beside Klaus supporting, advising and assisting with all the challenges he faces in the various Institute positions he held throughout his working career.

In 2013 the Institute celebrated its 100th year anniversary. A very important project for this occasion was created; a calendar titled "*100 Years of Distinction in Public Health 1913-2013*". The Design and Production were key tasks that Rhea took on and the results of her skill and imagination contributed significantly to the creation of this wonderful calendar, a memento outlining the accomplishments of our members and association during the past century. But Rhea's contribution did not end here; she has also designed and donated an eye-catching display promoting safe food handling as part of the *TempSafe* campaign of the Environmental Health Foundation of Canada.

We believe the important contributions and countless hours that Rhea Hamilton Seeger has dedicated to the Institute and our profession need to be properly recognized similar to the contributions of previous Honorary Members before her such as Mrs. Dorothy O'Hara, Mrs. Bernice Lychowyd and Mrs. Margery Anderson.

We, therefore, heartily recommend that Mrs. Rhea Hamilton Seeger be approved as a distinguished Honorary Member of the Canadian Institute of Public Health Inspectors at this time.

Moved by: Tim Roark  
Seconded: Brian Hatton

### **Appendix 3 – Continued**

Nomination

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

Pamela Scharfe

2015

Pamela Scharfe graduated from Ryerson and received her Public Health Inspection Certification in 1975. Her public health inspection career has spanned 34 years (27 years with Toronto Public and 8 years with Huron County Health Unit).

Pamela has always been an advocate for and active member of CIPHI. She may be best recognized for her great work organizing and coordinating the CIPHI Board of Certification Examination in Ontario for 10 years. Her tireless dedication to this role exhibited her desire to give back to our profession. She excelled in this position. During her time as CIPHI BOC coordinator / representative she worked full time as an Environmental Health Manager at Toronto Public Health.

After leaving TPH Pamela headed out of town to a more rural location not far from her summer cottage and became the Manager and lead PHI for the Huron County Health Unit. This was a challenging role dealing with local politics and taking on rural public health programs. Pamela has a passion and keen interest in beach water quality and this was shown during her work on the Blue Flag programs in Toronto and after moving to Huron, she started to do a lot of advocacy within Huron with local cottagers associations and also the US/Canada Beach Association (Beach Net) – a group that does a lot of networking to promote beach management and safety. More recently, Pamela currently works part-time as a project manager with an engineering firm specializing in environmental assessments, water quality, and sewage system inspections. She continues to be passionate about beach water quality and has served on various local, provincial, national and international committees, and is currently Vice-Chair of the Lake Huron Centre of Coastal Conservation.

Ralph Stanley states: “In my recent years after joining the Foundation I have quickly learned that Pamela also does a lot of great and tireless volunteer work in her retirement helping out the Foundation as their communications lead and webmaster, newsletter editor, strategic planning and helping promote and communicate our many student awards and now as Vice Chair. Over the last few years the Foundation took on the role of doing some new fundraising activities such as for the CIPHI national golf tournaments (Blue Mountain in 2012 and Ottawa 2015) and we resurrected an old CIPHA golf trophy now called the EHFC Best Ball Trophy and she has helped to make this event a great fundraising success.”

Over extensive public health career she:

- Has been a member in good standing with CIPHI for 41 years
- Has served as a CIPHI Ontario Branch Councillor in the 1980s
- Held the position of Ontario Branch CIPHI Board of Certification Exam Coordinator for ten years
- Served on various work groups and sub-committees of the Association of Supervisors of Public Health Inspectors [ASPHIO] (Ontario)
- Received the Distinguished Services Award from the Association of Local Public Health Agencies (Ontario) in 2009 (as recognized by her colleagues)
- Pamela is currently Vice-Chair of the Environmental Health Foundation of Canada (EHFC), Chair of the Communications Committee and EHFC webmaster.

Respectfully submitted by Lori Holmes and Cameron Weighill with the assistance of Ralph Stanley, Peel Region Public Health.

## Appendix 4

### RESOLUTION – CIPHI BY-LAW NO. 10

Whereas BY-LAW NO. 10 of the Canadian Institute of Public Health Inspectors (CIPHI) provides “for the establishment, operation and administration of a non-profit, charitable foundation” said foundation being the Environmental Health Foundation of Canada (EHFC), and;

Whereas it has been agreed by the National Executive Council of CIPHI that this by-law needs to be updated to meet the requirements of the new *Canada Not-for-profit Corporations Act* and should be amended to remove the need to have NEC members present to have a quorum;

Therefore Be It Resolved that the following changes be made to BY-LAW NO. 10 of the Canadian Institute of Public Health Inspectors:

1. That the current section “G.” of **Section 1 Definitions** be amended by replacing reference to **“By-Law No. 4”** with **“BY-LAW NO. 1”** being the correct new by-law number pursuant to the *Canada Not-for-profit Corporations Act* .
2. That the current section “B” of **Section 4 Appointments** be rescinded in full and replaced with the following wording.  
“B. The Executive Council shall appoint two (2) Regular or Life Members of the Institute to the Board.”

Motion By: Tony Makrostergios

Seconded By: Laurie Hearn

CARRIED

## Appendix 5

### CIPHI Disaster Relief Motion

This past winter the NEC decided to provide information (via their respective Branches) to interested environmental public health professionals of an opportunity to participate in a Red Cross coordinated response to the Ebola crisis in West Africa.

The CIPHI list serve was used to spread the message. This was a timely and unprecedented initiative.

Some of our senior members may remember that in the late 1970s CIPHI initiated similar interests using a survey to find out whether our role expansion should consider international public health related needs including individual's participation in disaster relief. The survey resulted in a positive response. Unfortunately, for a variety of reasons the project did not reach its full potential.

Over the last 15 years various environmental public health professionals have given presentations at conferences of their experiences with disaster relief initiatives. With each occasion interest was created but unfortunately, building the necessary infrastructure for sustainability, specific task focus, and consequent applied action was not pursued.

Fast forward to 2015. In an attempt to gently fan the small flame that was lit earlier this year, I wish to make a motion to determine whether there indeed is an interest among our members in participating with international humanitarian disaster relief within our unique and vital professional niche. The first step is to conduct a new survey to establish a list of potential volunteers that would be available through CIPHI with links to applicable agencies. So....

Whereas, there are various occasions where disaster relief is needed or requested, AND,

Whereas, environmental public health professionals have various skills and a knowledge base that could be beneficial in disaster relief, and

Whereas, there is no structured process in place for interested and qualified environmental public health professionals to access,

Therefore, be it resolved that the CIPHI NEC support conducting a survey to determine environmental public health professional interest in responding to disaster relief opportunities, AND

Further be it resolved, that if there is interest the NEC will develop a process that interested professionals could access.

Moved: Klaus Seeger

Seconded: Tim Roark

## 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 and a National President. Since the 2015 AGM, membership changes to the NEC included new Presidents for the Alberta and BC branches and the expiry of the Past President's term in January 2016. The position of President Elect continues to remain unfilled despite efforts of the NEC and Branches in that regard. The current president's 2 year term expires in January 2017.

The NEC (board) is responsible for the day-to-day operation of CIPHI as determined by the Not for Profit Corporation Act and CIPHI Bylaws made pursuant to the Act. The board is responsible for identifying and pursuing initiatives that support the objectives of CIPHI. All the governing arms of CIPHI, including the Board of Certification, Council of Professional Experience, and Environmental Health Foundation of Canada report to the NEC.

We are fortunate to still have the excellent services of our webmaster, Mike Leblanc, Environmental Health Review Editor, Andrew Papadopoulos, National Historian, Tim Roark and List-serve manager Peter Heywood. Their contributions and that of approximately 192 other volunteers (14 % of the membership) across the country is invaluable to the operation of the organization at the National and Branch level.

The business of the NEC was conducted via regularly scheduled monthly teleconferences and a face to face meeting in February 2016 in Edmonton. The next scheduled meeting is prior to the 2016 Annual Education Conference in Edmonton.

The CIPHI Office continues to be managed by MPS Executive Suites , Vancouver BC, and the NEC would like to take the opportunity to thank all "our" office staff for the excellent support they provide the institute and their diligence and commitment to quality service.

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 since the AGM 2015 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.

### **MANDATORY MEMBERSHIP**

Progress is being made on the motion past by the membership at the last AGM that supported the NEC to *"take necessary actions required to incorporate the annual maintenance of a regular CIPHI membership, and the subsequent participation in the CPC program, as requirement for the maintenance and use of the CPHI(C) credential for all individuals certified after January 1, 2017.* This has been a joint initiative involving

the BOC and CoPE. There are still some details to be worked out but the plan is still to implement mandatory membership as described by the target date. The NEC is in the initial phase of drafting a Code of Ethics which will be circulated for consultation by stakeholders. Completion and acceptance of this document will inform the development of a member discipline policy.

### **WEBSITE UPDATE**

The CIPHI webpage underwent a refresh in order to keep the information current and timely. Thanks to those eagle eyed members who sent in suggestions for changes or updates – input is always welcome. Kudos as well to members for the great response to members for submitting photos for the webpage headers. It's great to see colleagues "on-the-job" across Canada being showcased on the web.

### **RISK MANAGEMENT ON-LINE COURSE**

Progress on this project has been slower than anticipated. Train Can has not been as responsive as expected. There have been many potential participants asking to be advised when the course is available and they will be contacted when that info is available.

### **DISASTER RELIEF ENGAGEMENT PROJECT**

The NEC was approached by members of the Retirees Advisory Committee (RAC) seeking support for a project to link CPHI(C)s with international relief organizations. The NEC agreed to support a survey being undertaken by the Retirees Advisory Committee to gauge the level of interest amongst members. If the survey indicates there is sufficient interest, CIPHI will support the RAC contacting relief organizations and facilitate the development of a dedicated site on the CIPHI website where interested members can access this information. The RAC is currently pursuing this project.

### **COMMUNICATION WITH PUBLIC HEALTH PARTNERS**

In June the CIPHI National President attended the 2016 *Canadian Public Health Association* education conference in Toronto and represented CIPHI as a panelist on a collaborating session titled *Public Health Inspectors, Public Health Nurses and Public Health Physicians as Leaders: A Candid Conversation about Collaboration and Change*. CIPHI participated at the invitation of the presidents of the Community Health Nurses Canada (CHNC) and the Public Health Physicians Canada (PHPC).

The objective of the discussion was to identify the similarities and differences faced by our professions to identify opportunities for collaboration amongst public health professionals to meet these leadership challenges. Further details on the outcome of the discussion can be found in the president's message in the Fall 2016 edition of the *Environmental Health Review*. Overall this was a very worthwhile undertaking and has opened the door for future collaboration between CIPHI, CHNC and PHPC.

## **ANNUAL GENERAL MEETING ISSUES**

In February 2016 a discussion paper was tabled in regards to CIPHI considering the options to hold annual general member meetings by electronic means. This is allowed under Bylaw #1 Section 5.07-5.08. The basic premise was that there is technology available that could enable holding an AGM via video conferencing with a number of sites across Canada, allowing greater numbers of members to participate in an AGM facilitated from a host site by the NEC Chair. The NEC voted in favour of the recommendation in principle. Some preliminary work has been done in regards to identifying options and if there are tech savvy members who wish to participate in this initiative they should contact their branch. A full copy of the discussion paper can be found with the minutes of the February 2016 NEC meeting on the website documents page.

Members were advised in advance of the 2016 AGM that in keeping with the intent on the Not for Profit Corporations Act and accepted AGM protocols any motions or resolutions being brought forward to the membership for consideration must be submitted 90 days in advance of the AGM. Additional information can be found on the home page of the website.

## **GOVERNANCE MODEL REVIEW**

At the 2014 strategic planning session there was a commitment made to explore the governance model of CIPHI. In February 2016, a discussion paper was tabled providing an overview of the current model, some of the challenges associated with it, and a scan of governance models in place in similar organizations. There was some support for considering moving toward a “governance board” instead of the current “working board” model. The outcome of the discussion was that the majority of board members felt the current model as it stands is satisfactory.

## **BYLAW REVIEW**

The bylaws underwent a major housekeeping review to remove redundant or invalid sections and ensure that the language and intent was consistent with the not for Profit Corporation Act and regulations, which replaced the constitution several years ago. As well it brought many of the processes in line with the current practice and needs of the organization and hopefully made them more user friendly for the membership. These changes will be brought to the membership at the AGM for approval as required in the Act.



## CIPHI Organizational Chart – As at July 2016

### National Executive Council

**Past President**  
(1 Year Term)  
Vacant

**National President**  
(2 Year Term)  
Ann Thomas

**President Elect**  
(2 Year Term)  
Vacant

### Branch Presidents

BC Branch Dale Chen	AB Branch Thomas Cheung	SK Branch Kari Engle-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**  
Keir Cordner

**Branch  
Representatives**

**Non-CPHI(C)  
Representatives**

### Board of Certification

**Chair**  
Garth Gosselin

**Vice Chair**  
Tony Thepsouvanh

**Past Chair**  
Nina Van der Pluijm

**Branch  
Representatives**

**Non-CPHI(C)  
Representatives**

### Environmental Health Foundation of Canada

**Chair**  
Pamela Scharfe

**Vice Chair**  
Klaus Seeger

**Past Chair**  
Ron de Burger

**Treasurer**  
Tim Roark

**Secretary**  
Jacqueline Schnider

**Trustees**

### National Office

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

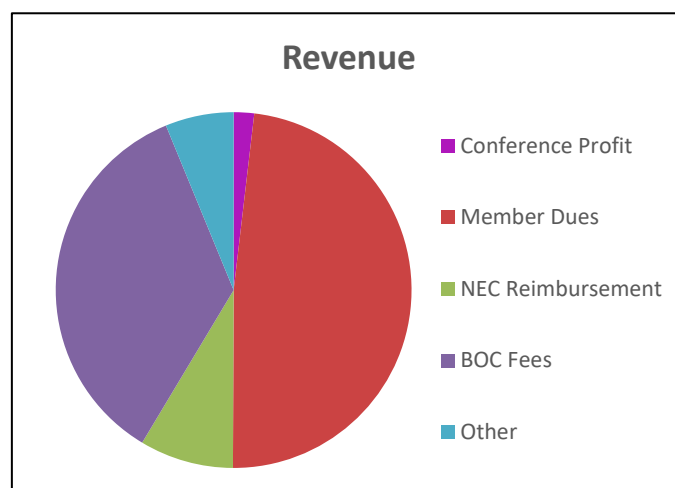
## **FINANCIAL SUMMARY**

The financial status of the organization has been overseen by a finance committee lead by a Finance Chair, which for several years has defaulted to the BC Branch President. This practice was established due to BC being where the CIPHI Office is located. This practice was reviewed by the NEC in late 2015 and it was decided that the NEC would appoint the outgoing Finance Chair as an interim Treasurer for one year during which time the Terms of Reference for the finance committee would be updated and a process guide would be developed confirming the role of the CIPHI Office accounting services in relation to that of the NEC and Treasurer. The intent is that by the end of 2016, this work will be completed and expressions of interest for a Treasurer position will be sought from the membership.

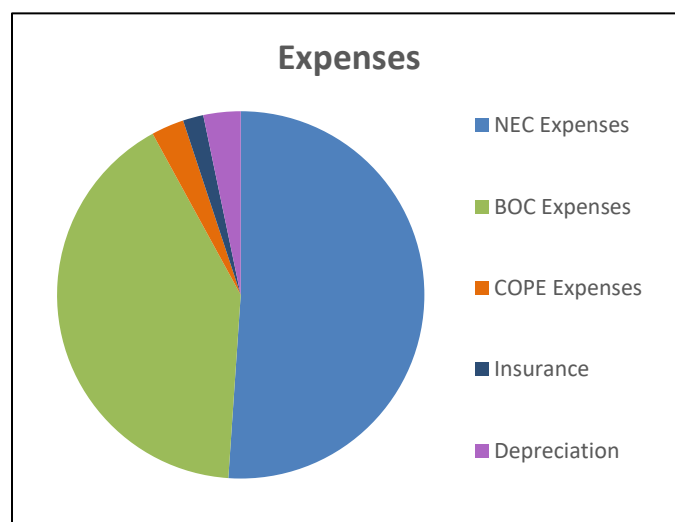
The NEC continues to work effectively with the finance and accounting staff provided at the CIPHI Office. The following financial statement summaries were prepared by the CIPHI Office for this report, based on the official review engagement financial statements prepared by the accounting firm of Reid Hurst Nagy, CGA.

**Table 1.1: 2015 Financial Summary of Revenue & Expenses**

Revenue	Total
Advertising and miscellaneous	\$12,888.00
Share of conference profit	\$8,041.00
Commissions	\$752.00
Interest	\$1484.00
Member dues	\$208,914.00
NEC reimbursement	\$36,979.00
BOC - Examination and review fees	\$125,511.00
CPC - Amortization of deferred contributions	\$11,801.00
CoPE	-
<b>Total Revenue</b>	<b>\$433,373.00</b>



Expenses	Total
NEC Expenses	\$188,171.00
BOC Expenses	\$150,908.00
COPE Expenses	\$10,615.00
Insurance	\$6,644.00
Depreciation	\$12,067.00
<b>Total Expense</b>	<b>\$368,405.00</b>
<b>Profit (Deficit)</b>	<b>\$64,965.00</b>



**Table 1.2: 2015 Statement of Changes in Fund Balances**

For the year beginning January 1, 2015	Total
Cash	\$285,486.00
Term Deposits	\$83,734.00
<b>Total Cash &amp; Cash Equivalents (For the year beginning January 1, 2015)</b>	<b>\$369,220.00</b>
Changes during the year ending December 31, 2015	Total
Profit	\$64,965.00
Capital Fund	\$266.00
Working Capital Accounts	\$10,844.00
<b>Closing Balance for the year ended December 31, 2015</b>	<b>\$76,115.00</b>
Total Cash	\$362,508.00
Term Deposits	\$82,827.00
<b>Total Cash &amp; Cash Equivalents (For the year ended December 31, 2015)</b>	<b>\$445,335.00</b>

**Table 1.3: 2015 Statement of Financial Position**

Assets		Liabilities	
For the Year Ended on December 31, 2015		Current	
Cash and Cash Equivalents	\$445,335.00	Account Payable and Accruals	\$29,356.00
Accounts Receivable	\$22,181.00	Rebates Payable	\$809.00
HST Receivable	\$18,782.00	Deferred Revenue	\$66,896.00
Prepaid Expenses	\$8,375.00		<b>\$97,061.00</b>
	<b>\$528,714.00</b>	<b>Other Liabilities</b>	
Capital (Computer Equipment, Trademark & CPC Database)	\$155,361.00	Deferred Contributions Related to Capital Assets	\$153,982.00
<b>Assets Balance</b>	<b>\$684,075.00</b>	<b>Fund Balances</b>	
		Invested in Capital Assets (Capital Fund)	\$1,379.00
		Unrestricted (Operating Fund)	\$406,018.00
		Internally Restricted	\$25,635.00
			<b>\$433,032.00</b>
		<b>Liability &amp; Fund Balances</b>	<b>\$684,075.00</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 five years. Information regarding non-member practicing CPHI(C) holders is not available at this time.

**Table 1.4: Regular Membership Trend by Branch, 2010-2015**

Branch	2010	2011	2012	2013	2014	2015
Alberta (incl. NWT & Nunavut)	255	292	295	316	328	325
British Columbia (incl. Yukon)	161	174	160	153	147	138
Manitoba	55	58	60	65	64	59
New Brunswick (incl. Quebec)	46	47	45	47	51	53
Newfoundland & Labrador	31	24	23	21	32	21
Nova Scotia / Prince Edward Island	38	59	61	57	63	63
Ontario	512	570	560	559	542	575
Saskatchewan	83	90	93	92	97	91
<b>Canada</b>	<b>1189</b>	<b>1324</b>	<b>1310</b>	<b>1321</b>	<b>1324</b>	<b>1325</b>

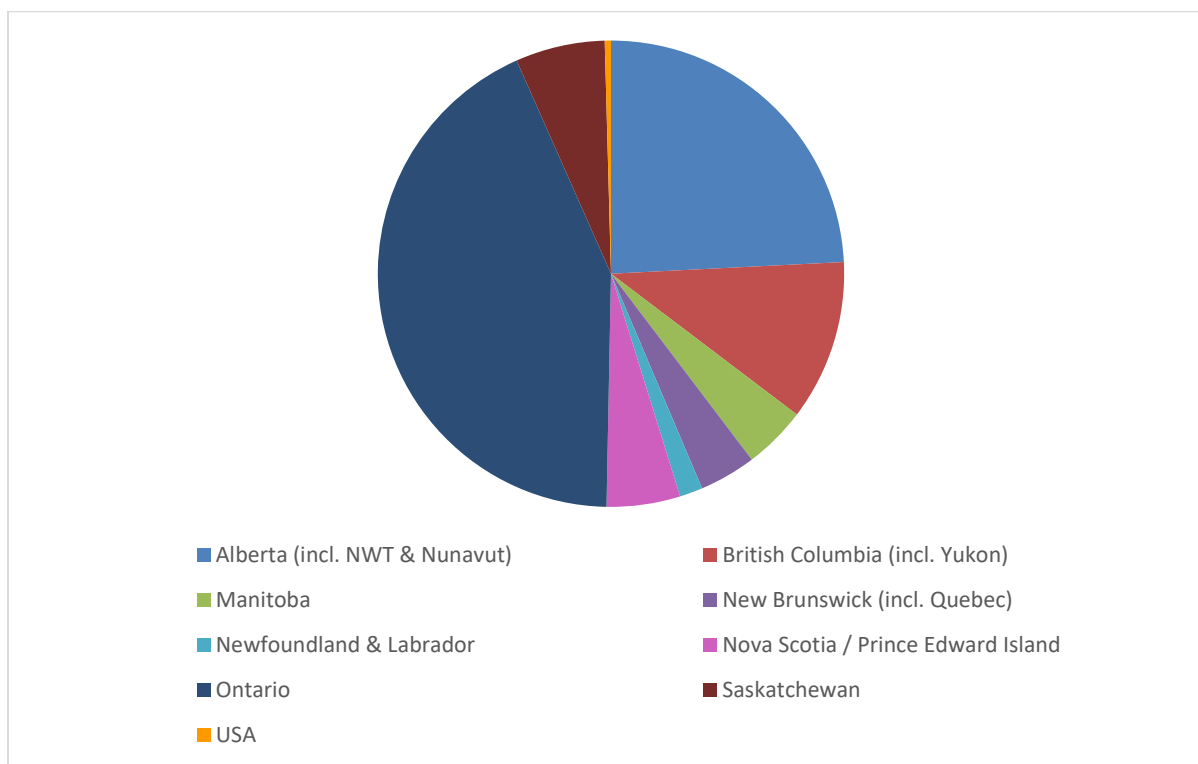
**Table 1.5: 2015 Membership Type Distribution by Branch (excl. Life & Honorary Membership)**

Branch	Membership Type					
	Regular	Retired	Student	Associate	Fraternal	Total
Alberta (incl. NWT & Nunavut)	325	9	50	0	2	386
British Columbia (incl. Yukon)	138	16	15	0	2	171
Manitoba	59	7	1	1	0	68
New Brunswick (incl. Quebec)	53	6	2	0	0	61
Newfoundland & Labrador	21	4	0	0	0	25
Nova Scotia / Prince Edward Island	63	8	5	0	0	76
Ontario	575	24	78	0	6	683
Saskatchewan	91	4	4	0	0	99
<b>Canada</b>	<b>1325</b>	<b>78</b>	<b>155</b>	<b>1</b>	<b>10</b>	<b>1569</b>

**Table 1.6: 2015 Life & Honorary Membership Distribution by Branch**

Branch	Membership Type	
	Life	Honorary
Alberta (incl. NWT & Nunavut)	2	6
British Columbia (incl. Yukon)	4	6
Manitoba	3	0
New Brunswick (incl. Quebec)	2	1
Newfoundland & Labrador	1	0
Nova Scotia / Prince Edward Island	3	4
Ontario	9	8 + 1 (CPHA)
Saskatchewan	2	0
Canada	26	25 + 1 (CPHA)
USA	0	7

**Figure 1.1: 2015 Total Membership\* Distribution by Branch**



*\*All membership types are included.*

## **AWARDS**

Below is a list of the winners for the 2015 nominations.

Alexander Officer Award – Alberta Health Services, Environmental Public Health Team

Alex Cross Award – Joe Bradley, Nova Scotia / Prince Edward Island Branch

Environmental Health Review Award – Alberta Health Services, Technical Advisory Panel for Personal Services

President's Award – Ryan Philipation, Saskatchewan Branch

Honorary Membership – Rhea Hamilton Seeger, Ontario Branch

Life Membership – Pamela Scharfe, Ontario Branch

50 Year Membership Award – Ron de Burger, Ontario Branch; John Gibb, British Columbia Branch; Brian Hatton, Ontario Branch;

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

*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.*

### EXAMINATION RESULTS

**Table 2.1 April 2015 Exam Results**

PROVINCE	Total #	Total Certified	% Certified	# Sat Oral Exam	# Passed	Oral Pass Rate	# Submitted Reports	# Passed	Report Pass Rate	# Repeat Exam	# Passed	Repeat Pass Rate
Alberta	13	5	38%	11	7	64%	11	6	55%	5	2	40%
British Columbia	12	10	83%	9	7	78%	7	7	100%	12	10	83%
Manitoba	1	1	100%	1	1	100%	1	1	100%	0	0	N/A
New Brunswick	1	1	100%	1	1	100%	0	0	N/A	1	1	100%
Newfoundland	1	1	100%	1	1	100%	1	1	100%	1	1	100%
Nova Scotia	3	2	67%	3	3	100%	3	2	67%	0	0	N/A
Ontario	24	15	63%	20	12	60%	14	13	93%	16	12	75%
Saskatchewan	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
<b>TOTAL</b>	<b>55</b>	<b>35</b>	<b>79%</b>	<b>46</b>	<b>32</b>	<b>86%</b>	<b>37</b>	<b>30</b>	<b>86%</b>	<b>35</b>	<b>26</b>	<b>80%</b>

**Table 2.2 October 2015 Exam Results**

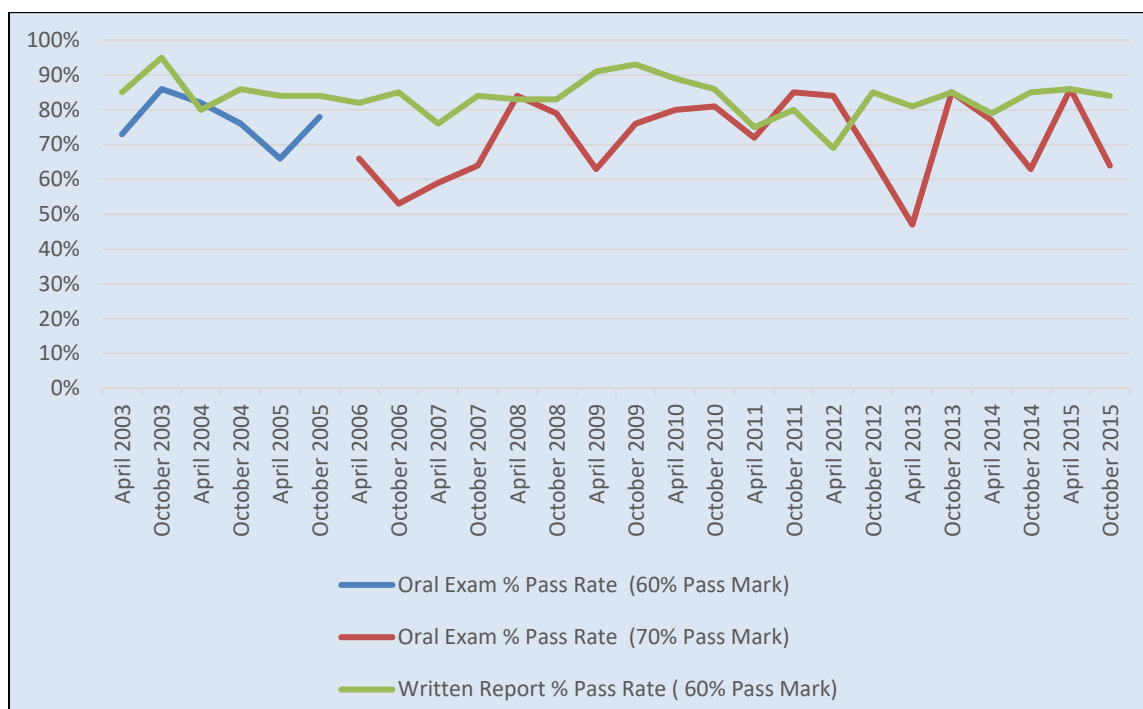
PROVINCE	Total #	Total Certified	% Certified	# Sat Oral Exam	# Passed	Oral Pass Rate	# Submitted Reports	# Passed	Report Pass Rate	# Repeat Exam	# Passed	Repeat Pass Rate
Alberta	14	8	57%	10	7	70%	13	9	69%	5	3	60%
British Columbia	26	11	42%	26	13	50%	25	19	76%	1	0	0%
Manitoba	5	4	80%	5	4	80%	5	5	100%	0	0	N/A
New Brunswick	1	1	100%	1	1	100%	1	1	100%	0	0	N/A
Newfoundland	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
Nova Scotia	9	6	67%	5	3	75%	9	8	89%	1	0	0%
Ontario	64	43	67%	64	43	67%	55	49	89%	9	5	56%
Saskatchewan	1	0	0%	1	0	0%	1	1	100%	0	0	N/A
<b>TOTAL</b>	<b>120</b>	<b>73</b>	<b>61%</b>	<b>115</b>	<b>74</b>	<b>64%</b>	<b>109</b>	<b>92</b>	<b>84%</b>	<b>16</b>	<b>8</b>	<b>50%</b>

**Table 2.3: Exam Pass Rates, April 2003 – October 2015**

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%
April 2015		86%	86%
October 2015		64%	84%



**Figure 2.1: Exam Pass Rates, April 2003 – October 2015**



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

## **APPEALS**

The Board received 3 appeals for the April 2015 exam. All appeals were related to the oral examination. One of the appeals did not move forward as there was no process irregularity identified. Two appeals were reviewed by appeal panels, one was denied and one was successful. The successful candidate was offered another attempt at the examination free of charge and prior to October if requested; the candidate chose to sit during the next exam period rather than an alternate occasion. The second appeal was heard but was not successful as the process irregularity was deemed insufficient to affect the outcome of the exam.

The board received 4 appeals for the October 2015 exam. All appeals were reviewed by the Chair. One appeal was related to plagiarism, the other three were related to the oral exam. One appeal was denied by the chair as no evidence of process irregularity existed. Three appeals moved forward to appeal panels.

In one occasion the panel agreed that significant evidence of plagiarism existed and the appeal was denied. In another the panel found evidence of process irregularity but not sufficient to have affected the results and the appeal was denied. In the final the panel found that a process did exist that may have impacted the outcome of the oral exam and the appeal was upheld.

## **CHANGES TO MEMBERSHIP OF BOC**

The board has had several changes to membership over the past year. Karen Leewing from Manitoba has completed her second term on the board with a new Manitoba rep to be appointed prior to September 2016. Barry McGregor from the Nova Scotia branch has completed his first term with the board and has decided to not pursue a second term. Stephanie Schoeder from the New Brunswick branch stepped down from the board in October 2015 and we are currently working with the New Brunswick branch to find a replacement. Tony Mak has resigned as the Non-Practicing PHI member to the board and Nina Van der Pluijm has completed her term as past chair. We wish to offer our sincere thanks to all of the past members for their incredible work on the board and their commitment to our profession.

The board would like to welcome some new faces as well. Tony Thepsouvanh, Alberta rep was elected vice chair and assumed that role January 1, 2016. Keara Shaw has joined the board as our new Alberta rep and Janice Gammie has joined as the new Nova Scotia rep.

## **STATUS OF BOC MEMBERSHIP AS OF JUNE 2016**

Name	Position	Status	CPHI(C)
Garth Gosselin	Chair	January 2015 – December 2016	Yes
Tony Thepsouvanh	Vice Chair	Term Expires December 2016	Yes
Vacant	NB Branch	Currently Recruiting	Yes
Janice Gammie	NS/PEI Branch	First Term expires January 2019	Yes
Keara Shaw	AB Branch	First Term expires January 2019	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
Vacant	MB Branch	Currently Recruiting	Yes
Ron Popoff	BC Branch	Second term expires May 2018	Yes
Vacant	NL Branch		

## **BOARD ACTIVITIES**

- Work on the revision of the instructional objectives to schools is ongoing. This has proved to be a large endeavor which we hope to complete in 2016
- The board is currently considering changes to the examination process to be more in line with current practices in other professions. Initial discussions and fact finding is underway. More effort will be extended to this project once the instructional objectives review is complete.
- The board is working with the First Nations University on a proposal to include a two year fast track program as an option
- The board is in discussions with the Canadian Armed Forces regarding a review of their Preventative Medicine Technician program which is currently an avenue to become a CPHI(C)
- Work is ongoing to effectively assess and create a path for international candidates wishing to become certified in Canada.
- The board is considering amendments to its regulation to allow for the participation of newly retired members on the board.
- The board has changed the penalty for a second offence of plagiarism. Any applicant found to have plagiarized for the second time will not be allowed to sit the examination process at any point in the future.

## **SCHOOL REVIEW SCHEDULE**

**Table 2.4: Scheduled Reviews**

INSTITUTION	Last Approval Review Date	Next Scheduled Review Date
BCIT	February 2015	February 2020
CBU	March 2012	2017
Concordia	May 2012	2017
Conestoga	2015	2018
First Nations University	December 2014	April 2018
LSSU	September 2014	September 2016
Ryerson	November 2015	November 2020

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

Contributed by Keir Cordner

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

CoPE is comprised of members who have been appointed through consultation with the Branches of CIPHI. The Council currently has 8 members from across Canada including:

Keir Cordner (BC) Chair  
Cole Diplock (BC)  
Jenny Brown (AB)  
Michelle Marcus (ON)  
Henry Chong (ON)  
Peter Ross (SK)  
Stephen Ferguson (NS)  
Ron MacIsaac (NB)

CoPE completed random audits of CIPHI members for 2015. This year, the number of audits completed was 140 or roughly 10% of CIPHI regular members. Here are the results of these audits.

#### **77/140 members audited passed for a 55% PASS Rate**

The PASS rate is up slightly from last year's rates. Here is a further breakdown of the audits by Province over the past 5 years:

Quebec Branch not operating 2014 -2016

**Table 3.1: Number of Regular Members**

Number of Regular Members						
Branch	2010	2011	2012	2013	2014	2015
Alberta, NWT and Nunavut	255	292	295	316	328	325
British Columbia and Yukon	161	174	160	153	147	138
Manitoba	55	58	60	65	64	59
New Brunswick	46	47	45	47	51	53
Newfoundland and Labrador	31	24	23	21	32	21
Nova Scotia/Prince Edward Island	38	59	61	57	64	63
Ontario	512	570	560	559	543	575
Quebec	8	10	13	11		
Saskatchewan	83	90	93	92	97	91
<b>Canada</b>	<b>1189</b>	<b>1324</b>	<b>1310</b>	<b>1321</b>	<b>1326</b>	<b>1325</b>

**Table 3.2: CPC Participation**

CPC Participation (Members submitting PDH's)						
Branch	2010	2011	2012	2013	2014	2015
Alberta, NWT and Nunavut	214	239	245	269	257	250
British Columbia and Yukon	75	104	90	89	71	73
Manitoba	34	47	49	51	50	45
New Brunswick	21	33	29	30	33	39
Newfoundland and Labrador	15	17	16	12	13	12
Nova Scotia/Prince Edward Island	16	31	35	40	38	40
Ontario	228	356	313	306	306	312
Quebec	5	8	12	8		
Saskatchewan	56	65	68	66	63	77
<b>Canada</b>	<b>664</b>	<b>900</b>	<b>857</b>	<b>871</b>	<b>831</b>	<b>848</b>

**Table 3.3: Number of Audits Completed**

Branch	Number of Audits					
	2010	2011	2012	2013	2014	2015
Alberta, NWT and Nunavut	10	14	9	39	30	42
British Columbia and Yukon	10	2	6	15	13	7
Manitoba	5	3	2	8	2	3
New Brunswick	3	1	2	9	5	6
Newfoundland and Labrador	3	2	1	1	4	0
Nova Scotia/Prince Edward Island	0	2	3	8	10	10
Ontario	24	31	24	51	62	66
Quebec	0	0	0	1		
Saskatchewan	2	4	3	9	9	6
<b>Canada</b>	<b>57</b>	<b>59</b>	<b>50</b>	<b>141</b>	<b>135</b>	<b>140</b>

**Table 3.4: Number of Members with PDH >= 80 (includes audited & unaudited)**

Branch	Number of Members (Audited & Unaudited): PDH>=80 (PASS)					
	2010	2011	2012	2013	2014	2015
Alberta, NWT and Nunavut	206	228	229	252	240	238
British Columbia and Yukon	67	93	84	78	62	64
Manitoba	34	46	48	51	46	43
New Brunswick	21	33	28	28	30	33
Newfoundland and Labrador	15	16	15	10	12	12
Nova Scotia/Prince Edward Island	13	28	31	36	35	34
Ontario	212	314	280	281	273	277
Quebec	0	0	0	8		
Saskatchewan	53	63	64	62	61	74
<b>Canada</b>	<b>621</b>	<b>821</b>	<b>779</b>	<b>807</b>	<b>759</b>	<b>775</b>

**Table 3.5: Number of Audits with PDH  $\geq$  80 (PASS)**

Branch	Number of Audits: PDH $\geq$ 80 (PASS)					
	2010	2011	2012	2013	2014	2015
Alberta, NWT and Nunavut	6	12	4	30	13	33
British Columbia and Yukon	5	2	3	9	6	3
Manitoba	3	2	1	4	0	1
New Brunswick	1	1	2	5	5	5
Newfoundland and Labrador	2	2	0	0	1	0
Nova Scotia/Prince Edward Island	0	2	1	4	2	5
Ontario	7	16	13	21	20	24
Quebec	0	0	0	1		
Saskatchewan	1	2	3	6	5	5
<b>Canada</b>	<b>25</b>	<b>39</b>	<b>27</b>	<b>80</b>	<b>52</b>	<b>76</b>

**Table 3.6: Members Not Entering PDH's (Audited and Unaudited)**

Branch	Percentage of Members Not Entering PDH's (Audited & Unaudited)					
	2010	2011	2012	2013	2014	2015
Alberta, NWT and Nunavut	16%	18%	17%	15%	22%	23%
British Columbia and Yukon	53%	40%	44%	42%	52%	54%
Manitoba	62%	19%	18%	22%	22%	24%
New Brunswick	54%	30%	36%	36%	35%	26%
Newfoundland and Labrador	52%	29%	30%	43%	59%	43%
Nova Scotia/Prince Edward Island	58%	48%	43%	43%	41%	37%
Ontario	56%	38%	44%	45%	44%	46%
Quebec				27%		
Saskatchewan	33%	28%	27%	28%	25%	15%
<b>Canada</b>						

**Table 3.7: Total Number PDH's Entered by Regular Members**

Total Number of PDH's entered by Regular Members	
Year	PDH Hours
2015	147,214
2014	160,124
2013	169,977
2012	183,154
2011	161,017
2010	125,120
<b>Total</b>	<b>946,606</b>

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

- Review and revise the Professional Development Model of the CPC Reference Guide
- Update and expand the definitions for mentorship under the Participation Category
- Finalize updates to the Reduction of PDH's and Non-Practicing Declarations
- Finalize changes to the Member Service Center Professional Development module and audit functionality
- Develop a compliance remediation framework and procedures for the CPC program under the new model of Mandatory Membership
- Review CoPE Terms of Reference, CoPE Regulations, and CIPHI Bylaws to ensure new roles and responsibilities for Mandatory Membership and CPC program compliance are included
- Evolve communication strategies regarding PDH's
- Evolve strategies for increasing CPC program participation rates

I would like to take this opportunity to thank Craig Nowakowski, Victor Mah, Julie Scarpino, Jon Gaudry, and Ken Gorman for their extended terms of service on CoPE, their dedication, and for their many contributions as the founding committee members of CoPE.



## **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:

**Pamela Scharfe** (ON), Chair  
**Ron de Burger** (ON), Past Chair  
**Klaus Seeger** (ON), Vice-Chair  
**Jacqueline Schnider** (AB), Secretary  
**Tim Roark** (BC), Treasurer  
**Ralph Stanley** (ON), Trustee  
**Leonard Gallant** (NS/PEI), Trustee  
**Duncan Ellison** (ON), Trustee

#### **FINANCIALS**

The 2015 Financial Statement was approved by the EHFC Auditors and the annual submission has been forwarded to the Revenue Canada Charities Directorate for their approval.

The EHFC bookkeeping duties and issuance of official receipts are now being handled through the CIPHI National Office.

The financial resources of the Foundation at December 31, 2015, totaled \$141,326

**Table 4.1: 2015 Financial Statement**

REVENUE		EXPENDITURES	
<b>Official Donations</b>		<b>Charitable Expenses</b>	
<i>Restricted</i>	\$5,645.00	Scholarships/Awards	\$10,750.00
<i>Not Restricted</i>	\$5,042.00	Direct Project Expenses	\$4,296.00
Merchandise Sales	\$5,293.00		
Other	\$0.00	<b>Management &amp; Operations</b>	
<i>Direct from Donor</i>	\$6,966.00	Ads & Promotion	\$674.00
<i>Via A Registered Charity</i>	\$50.00	Meetings	\$1,709.00
Contractor Services	\$0.00	Office supplies/expenses	\$533.00
Interest	\$3,658.00	Honorarium	\$500.00
		Bank, credit card, PayPal	\$74.00
		Misc. Operating expenses	\$939.00
		Travel & Vehicle Expenses	\$2,407.00
<b>TOTAL REVENUE</b>	<b>\$26,654.00</b>	<b>TOTAL EXPENDITURES</b>	<b>\$21,882.00</b>

The EHFC was pleased to support ten PHI students to attend the Ottawa conference with bursaries totaling \$5,000 to assist with the cost of registration and travel. Without this financial support only one of the students would have been able to participate as a conference delegate.



## MEETINGS

The Board of Trustees held their 2015 EHFC AGM meeting on September 12<sup>th</sup>, and also held teleconference meetings on May 2, 2016, and July 26, 2016. Another teleconference meeting is scheduled before the September 2016 AGM.

The EHFC Trustees also held a strategic planning meeting prior to the 2015 Ottawa conference facilitated by Ken Gorman, CPHI(C) to review the Foundation's vision, mission, values, and future directions.



*EHFC Trustees: (front row) Klaus Seeger, Ralph Stanley  
(back row) Pamela Scharfe, Tim Roark*



*Ken Gorman, facilitating the Trustee strategic planning discussions*

## AWARDS

- **Canadian Water & Wastewater Association Safe Water Award:** The 2015 recipient was Bernard Mayer, ON
- **EHFC Continuing Education Award:** The 2015 recipient was Anne-Maria Quin, ON
- **Lilli Ann Zahara Award:** The 2015 recipient was Karen Kivilahti, ON
- **National Sanitation Foundation International Food Safety Award:** The 2015 recipient was Mahmoud Shoblaq, ON

A new award that will be promoted in 2016 is the Dr. R. Neil Lowry Safe Recreational Water Award to recognize outstanding contributions of certified Public Health Inspectors who advance safer and healthier recreational water in Canada in an effort to protect the public's health. The award will be in the amount of \$2,500 which is generously donated by the late Dr. R. Neil Lowry's son Michael.

## **RESEARCH AWARDS**

- ***Len Hiebert Environmental Review Award:*** The 2015 award recipients were:
  - ***Determining a Relationship between Licensing Status and Semi-Quarantine Risk Score for BC Dairy Processing Plants***  
Dilavar Rana  
BCIT
  - ***The Effects of Corn Silk on Blood Glucose Levels in Humans***  
Faith Kwong  
First Nations University of Canada
  - ***Risk Assessment Report on Oxybenzone***  
Simran Saini  
Concordia University
  - ***Assessing the Effectiveness of Online Training Compared to Classroom Training for the TrainCan Advanced Food Safety Certificate***  
Kaitlyn Balon  
Ryerson University
  - ***Discussion on Human Health Risks Associated with Pesticide Residuals in Food***  
Norah Reitav  
Cape Breton University
- ***National Collaborating Centre for Environmental Health (NCCEH):*** This award is jointly co-ordinated by the NCCEH and the EHFC. The 2015 award recipients were:
  - ***Role of the Built Environment on Older Adult's Physical Activity: An Evidence Review***  
Irene Chay  
University of Guelph: Master of Public Health
  - ***Agricultural Runoff, Cyanobacterial Blooms in lake Erie and Public Health: A Knowledge Synthesis***  
Christine Fiesen  
University of Guelph: Master of Science in Epidemiology
  - ***The Interactive Effects of Poor Air Quality and Extreme Heat on Health***  
Emma Marshall Catlin  
Queens University: Master of Public Health

## **CHARITY**

The EHFC purchased a dozen of the Taste of Charity cookbooks to continue to support Clinque Verde in Nicaragua that will be used in 2016 for EHFC fund raising efforts.

## **COMMUNICATIONS**

Website: [www.ehfc.ca](http://www.ehfc.ca) Email: [ehfc@outlookcom](mailto:ehfc@outlookcom) Twitter: @ehfcc  
Facebook: CIPHI Environmental Health Foundation of Canada



## Special Reports

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

Contributed by Andrew Papadopoulos

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

### **A Summary of Activities (2015 – 2016: V58 Issue 2 through to V59 Issue1)**

- The *Environmental Health Review* continued with its peer-reviewed online format, receiving 14 technical article submissions, accepting 9 for publications.
- There has been a substantial increase the number of submissions over the past 6 months as we have received 9 submissions in that time; these are not included in the figures above.
- The emphasis on peer-reviewed articles has not diminished the amount of general interest and other announcement submission. Contributions for the National Collaborating Centre for Environmental Health, and Nelson Fok through his journal summaries updates continue to be regular components of the *Environmental Health Review*.
- The *Environmental Health Review* is experiencing 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 libraries. Revenues from these subscriptions help to offset the productions cost of the *Environmental Health Review*, moving us toward our goal of being cost neutral.
- There has been an increase in CIPHI members accessing the *Environmental Health Review*. Peaks on articles accessed typically happen when the Issue is released, but there has been an increase in articles accessed in between Issue releases.
- Branch President reports have not been submitted as regularly as they were in the past. We now typically receive 3 or less per Issue. This has been raised with the CIPHI President and this issue should be discussed within the NEC. If this type of communication is not seen as valuable, then the practice should cease. If it is valuable, then Branch Presidents should be encouraged to submit. This method of communication may not be seen as valuable as provincial Branches may communicate with their members in different ways, in particular through their own website. If this information is posted on their own website, the Branch Presidents reports can be replaced with URL link to this information.

### **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-review articles have been published.



## ***National Historian Report to Membership***

Contributed by Tim Roark

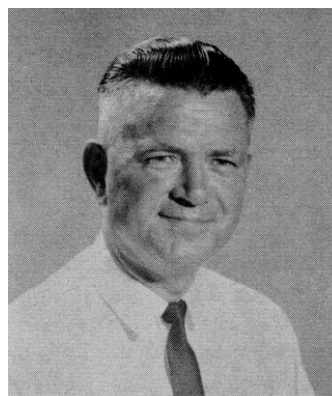
Madame President, I am pleased to present my report for the past year.

Having now completed the scanning of all NEC minutes back to 1934 I am currently working on locating the minutes of all Annual General Meetings from our start in 1913 to 1933. In addition to finding the full printed proceedings of the Seventh Annual Meeting in Edmonton, Alberta dated August 26<sup>th</sup> to 28<sup>th</sup>, 1920, I've had some success locating other very early AGM minutes from the original CPHA journals which started in 1910. Hopefully over the coming year I will be able to locate and scan all those important minutes which can then be included in the historical section of the CIPHI website.

I am very saddened to report that two colleagues who have made great contributions to the Institute and profession over many years passed away in 2015. We certainly value their significant contributions and will miss their support and participation.



**Bill Leith**  
Honorary Member, BC Branch



**Laurel Benham**  
National President

Our National Ad Hoc **Historical Committee** currently consists of the following members. I am very pleased to see a renewed interest in our history by the Alberta Branch and the energy of Peter Rogers, who has joined us in Manitoba.

### **Branch Historians**

**Cal Morgan** – NL Branch  
**Jim McCorry** – NS/PEI Branch  
**Yves Levesque** – New Brunswick Branch  
**Grant Lafontaine** – Ontario Branch  
**Stefane Gravelle** – Manitoba Branch  
**Peter Rogers** – Manitoba Branch  
**Ryan Philipation** – Saskatchewan Branch  
**Geoffrey Tomko** – Alberta Branch (Lead)  
**Sean Robison** – Alberta Branch  
**Angella Kim** – Alberta Branch  
**Ashley Yu** – Alberta Branch

**Kelly Kennedy** – Alberta Branch  
**Val Davidson** – Alberta Branch  
**Tim Roark** – BC Branch & National

### **Other Interested Members**

**Agnes Atkinson** – Ontario Branch  
**Barbara Marshall** – Ontario Branch  
**Charlie Young** – BC Branch Branch  
**Klaus Seeger** – Ontario Branch  
**Len Gallant** – NS/PEI Branch  
**Oumar Ba** - Quebec

As part of my project of collecting our historical information I'm now searching for photos of all the key members of the Institute starting back in 1913 including **Patrons, National Presidents** as well as **Honorary and Life Members**. Thanks to the efforts of the Ontario Branch Historians a newspaper clipping from the 1922 Dominion Conference in Winnipeg was saved. Most of the attendees and speakers are included in the photo. So far I have identified that **14** of the 35 persons included in the photo were key proponents of the Institute or would become in the near future. Unfortunately when the photo was printed in the newspaper its quality was reduced substantially plus this clipping has deteriorated further over the past 94 years. However, the good news is that I have been able to locate an artist who has taken on the difficult task of recreating the faces of those key members. Attached is the original newspaper clipping printed so many years ago and the initial drawings of 3 of those key members.



**Benjamin Brough**  
Charter Member



**George LaFlamme**  
National President



**James Shephard**  
Charter Member

My thanks to the members of the Historical Committee and NEC for their continued support and assistance. **As I mention each year, if anyone has photos, documents or Institute memorabilia which you think may be of historical value please email or phone me before you chuck them out.**