



## Canadian Institute of Public Health Inspectors 83<sup>rd</sup> Annual General Meeting

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**Monday November 6<sup>th</sup>, 2017**  
**11:00am - 12:30pm Pacific Time**

Sheraton Vancouver Airport Hotel  
7551 Westminster Highway  
Richmond, British Columbia

Cedar Bridge Room

## Annual General Meeting

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

#### Contributors:

**Ann Thomas** – National President  
**Kari Engele-Carter** - President Elect  
**Gregory Barrett** – NL Branch President  
**Sara Baird** – NS / PEI Branch President  
**Nina van der Pluijm** – NB Branch President  
**Ali Rana** – MB Branch President  
**Kevin Kapell** – SK Branch President  
**Evelien Meyer** – AB Branch President  
**Dale Chen** – BC Branch President  
**Raymond Ramdayal** – ON Branch President

**Tony Thepsouvanh** – 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  
**Jason MacDonald** – 2016 AED Committee Chair  
**Phi Phan** – 2016 AEC Committee Vice Chair

## Table of Contents

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

### **Governance Reports**

#### **Section 1: National Executive Council Report to Membership.....25**

<i>Introduction .....</i>	<i>25</i>
<i>Mandatory Membership.....</i>	<i>26</i>
<i>Code of Ethics.....</i>	<i>26</i>
<i>Risk Management Online Course.....</i>	<i>26</i>
<i>Volunteer CIPHI.....</i>	<i>26</i>
<i>Communications Policy Revision .....</i>	<i>27</i>
<i>International Disaster Response Survey .....</i>	<i>27</i>
<i>On-Going Initiatives .....</i>	<i>27</i>
<i>CIPHI Organizational Chart.....</i>	<i>28</i>
<i>Financial Summary.....</i>	<i>29</i>
<i>Table 1.1 - 2016 Financial Summary of Revenue and Expenses .....</i>	<i>29</i>
<i>Table 1.2 - 2016 Statement of Changes in Fund Balances.....</i>	<i>30</i>
<i>Table 1.3 - 2016 Statement of Financial Position .....</i>	<i>30</i>
<i>Membership Demographics.....</i>	<i>31</i>
<i>Table 1.4 - Regular Membership Trend by Branch, 2011-2016 .....</i>	<i>31</i>
<i>Table 1.5 - 2016 Membership Type Distribution by Branch.....</i>	<i>31</i>
<i>Figure 1.1 - 2016 Total Membership Distribution by Branch.....</i>	<i>32</i>
<i>Awards .....</i>	<i>33</i>

#### **Section 2: Board of Certification Report.....34**

<i>Table 2.1 - April 2016 Exam Results.....</i>	<i>34</i>
<i>Table 2.2 - October 2016 Exam Results .....</i>	<i>34</i>

Table 2.3 - Exam Pass Rates, April 2003 – October 2016 .....	35
Figure 2.1 - Exam Pass Rates, April 2003 – October 2016 .....	36
Appeals .....	36
Changes to Membership of BOC .....	37
BOC Membership as of September 2017 .....	37
Highlights of Board Activities.....	38
<b>Section 3: Council of Professional Experience Report .....</b>	<b>39</b>
CPC Program Audit.....	39
Table 3.1: Number of Regular Members.....	40
Table 3.2: CPC Participation.....	40
Table 3.3: Number of Audits Completed.....	41
Table 3.4: Number of Members with PDH's $\geq 80$ (includes audited & unaudited) .....	41
Table 3.5: Number of Audits with PDH's $\geq 80$ (PASS).....	42
Table 3.6: Members Not Entering PDH's (includes audited & unaudited).....	42
Table 3.7: Total Number PDH's Entered by Regular Members .....	43
<b>Section 4: Environmental Health Foundation of Canada Report.....</b>	<b>44</b>
Introduction .....	44
New Honorary Board Chair .....	44
Financials .....	45
Meetings .....	46
Awards .....	46
Research Awards.....	48
Charity Fund Raising .....	48
Communications .....	49
<b><u>Special Reports</u></b>	
2016 AEC Final Report.....	51
Environmental Health Review Report .....	54
Member Service Centre Report .....	55
Retirees Advisory Committee Report .....	57
<b><u>Appendices</u></b>	
Full Financial Statement.....	58

## 83<sup>rd</sup> Annual General Meeting Agenda

**Monday November 6<sup>th</sup>, 2017**  
**11:00am - 12:30pm Pacific Time**

Sheraton Vancouver Airport Hotel  
7551 Westminster Highway  
Richmond, British Columbia

Cedar Bridge Room

- 1. Call to Order**
- 2. Assessment of Quorum**
- 3. Appointment of Officials**
  - 3.1. *Parliamentarian*
  - 3.2. *Sergeant-at-Arms*
  - 3.3. *Scrutineers*
- 4. Introduction of Officers**
- 5. In Memoriam**
- 6. Approval of Agenda**
- 7. Approval of Minutes from the 82<sup>nd</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. *2016 AEC Final Report*
  - 9.2. *Environmental Health Review Report*
  - 9.3. *Member Service Centre Report*
  - 9.4. *Retiree Advisory Committee Report*
- 10. New Business**
  - 10.1. *2016 Award Nominations*
  - 10.2. *Approval of 2016 Financial Statements*
- 11. Motions and Resolutions**
  - 11.1. *Notice of Motion – Changes to National By-Law #7 in Support of Mandatory Membership Implementation*
- 12. Adjournment**

## In Memoriam

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

Clifford van Alstyne – British Columbia Branch

Dennis Beresh – Ontario Branch

C. Bentley Briggs – New Brunswick Branch

Larry Clark – Alberta Branch

Arthur (Art) Cecil Conrad – Nova Scotia/Prince Edward Island Branch

Ian Flack – British Columbia

Lindsay Gembicki – Ontario Branch

William Carl “Carl” Hutton – British Columbia Branch

Michael MacPhee – Nova Scotia/Prince Edward Island Branch

James Donald “Don” McCaul – Ontario Branch

Leslie “Les” McCreesh – Ontario Branch

Thomas “Tommy” Mladden – Ontario Branch

Brian Nordin – British Columbia Branch

Arthur Oakley – Nova Scotia/ Prince Edward Island Branch

Bruce Stephen – British Columbia Branch

Frederick “Fred” Whitehouse – Nova Scotia/Prince Edward Island Branch

Sarah Wilson – Ontario Branch

Gerald “Gerry” Zangari – Ontario Branch

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

### DRAFT MINUTES PENDING APPROVAL

Monday, September 26, 2016  
Chateau Lacombe Hotel  
Edmonton, Alberta

Agenda Item	Notes	Action
1. Call to Order	<p>Meeting called to order at 1:55 pm</p> <p>Mountain Daylight Time by A. THOMAS (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 day 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, D. Chen declared that quorum was established. See Appendix 1 for Attendance List</p>	
3. Appointment of Officials		
3.1. Parliamentarian	<p>Without objection, V. Mah was appointed to serve this AGM as parliamentarian.</p> <p>Moved by: K. Cordner      Seconded: K. Seeger</p> <p>None Opposed                                  Motion Carried</p>	
3.2. Sergeant-at-Arms	<p>Without objection, E. Teare was appointed to serve this AGM as Sergeant-at-Arms</p> <p>Moved by: K. Anderson      Seconded: G. Gosselin</p> <p>None Opposed                                  Motion Carried</p>	
3.3. Scrutineers	<p>Without objection. Kascak and F. Ojo were appointed to serve this AGM as Scrutineers.</p> <p>Moved by: N. van der Pluijm      Seconded: T. Roark</p> <p>None opposed                                  Motion Carried.</p>	

Agenda Item	Notes	Action
4. Introduction of Officers	<p>Officers of the National Executive Council introduced themselves.</p> <p>Ann Thomas – National President Matthew Glover – Newfoundland &amp; Labrador Branch Representative Sean O'Toole – Nova Scotia and Prince Edward Island Branch President Douglas Walker – New Brunswick Branch President Raymond Ramdayal – Ontario Branch President Elect Ali Rana – Manitoba Branch Vice-President Kari Engele-Carter – Saskatchewan Branch President Thomas Cheung – Alberta Branch President Dale Chen – British Columbia Branch President</p> <p>Keir Cordner - CoPE Chair Garth Gosselin - BOC Chair Klaus Seeger- Vice chair Environmental Health Foundation of Canada and Retirees Advisory Committee</p>	
5. In Memoriam	<p>Complete list of names recognized in memoriam were read by Chair NEC</p> <p>A moment of silence was observed in memoriam.</p>	
6. Approval of Agenda	<p>No corrections to the Agenda</p> <p>Motion to approve agenda.</p> <p>Moved by: D. Chrisp                                  Seconded: T. Roark</p> <p>None opposed.    Motion Carried</p>	
7. Approval of Minutes from the 81 <sup>th</sup> Annual General Meeting, September 14, 2015 (Ottawa Westin Hotel, Ottawa, ON)	<p>Motion to approve the minutes of the 81<sup>st</sup> AGM as circulated</p> <p>Moved by: C. Kurzac                                  Seconded: V. Mah</p> <p>None opposed.      Motion Carried</p>	Approved minutes to be posted on the National website ( <a href="http://www.ciphi.ca">www.ciphi.ca</a> )



Agenda Item	Notes	Action
8. Governance Reports		
8.1. National Executive Council Report to Membership	<p>NEC Reports</p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>Information about mandatory membership is mentioned in the report. Inquiries can be forwarded to the Branch presidents if there are any questions.</li> <li>Website has been revamped. Thanks to M. LeBlanc (webmaster) who has been responsible for leading this project</li> <li>Filled a Volunteer Recruitment Coordinator position. There will soon be opportunities posted on a volunteer section of the CIPHI website to encourage and facilitate members to volunteer in various CIPHI activities.</li> <li>NEC agreed to support a survey of CIPHI members regarding the international relief opportunities. <ul style="list-style-type: none"> <li>K. Seeger provided an update about the upcoming survey that is designed to gauge the interest of EPH professionals being linked to disaster relief organizations through the CIPHI website.</li> </ul> </li> <li>Summary of the AEC 2015 <ul style="list-style-type: none"> <li>ON Branch (R. Ramdayal) provided a brief summary of the AEC 2015. \$16,000 profit from the conference is split 50-50 between ON Branch and the National BOC</li> </ul> </li> <li>Membership numbers – 2015 Life and Honorary membership list was shown at the meeting as it was excluded from the Annual Report but it will be added and the final report will be posted on the website.</li> </ul> <p>Questions:</p> <p>Structure of the BOC indicates N. van der Pluijm as Past Chair which should be removed from the report.</p>	

Agenda Item	Notes	Action
8.2. Board of Certification Report to Membership	<ul style="list-style-type: none"> <li>Invited G. Gosselin to provide a brief summary <ul style="list-style-type: none"> <li>Assessment of the BOC practicum report requirements has been initiated. The entire practicum and BOC packages were also reviewed. Looked into computer-based testing. Early stages of the project and hope to have budget to continue studying new way to run BOC exams.</li> <li>Project to wrap up: 518 Instructional Objectives, added several competence objectives in the document <ul style="list-style-type: none"> <li>To be sent out to all schools before the end of this year.</li> </ul> </li> <li>BOC fee has been raised to \$850 from \$750 to cover costs associated with holding the exams</li> <li>Financial well-being of the Board is now improved.</li> <li>Working on the Conflict of Interest policy for the Board</li> <li>Will now allow Retired members on the board subject to the discretion of the Board</li> <li>Will allow former BOC members to help reviewing schools across Canada.</li> <li>How many schools on EH in Canada: 7 <ul style="list-style-type: none"> <li>Board's mandate is in whether institutes are providing high quality education to people who are interested, and not to focus on the number of graduates there are from these schools every year.</li> </ul> </li> </ul> </li> </ul> <p>No questions</p>	
8.3. Council of Professional Experience Report to Membership	<ul style="list-style-type: none"> <li>K. Cordner to provide a brief summary <ul style="list-style-type: none"> <li>Acknowledged H. Chong for his contribution in the Council for ON Branch</li> <li>NFL and MB Branch Reps are currently vacant</li> <li>Highlights – Professional Development module has been changed to make it more intuitive for members to enter PDHs and generate reports.</li> <li>10% audit of the membership this year (minimum is 5%)</li> <li>Mandatory membership – 55% pass rate in the audit. Need to promote the Council and the CPC Program. Need to train members on how to use the module so that the pass rate can be</li> </ul> </li> </ul>	

Agenda Item	Notes	Action
	<p>raised.</p> <ul style="list-style-type: none"> <li>BC Branch will hold a webinar to train EPHPs on logging hours.</li> <li>Shortcoming of the Professional Development module – some members who may be on maternity leave or other reasons, they can apply for the reduction of hours but the PD module was not able to reflect the change but this issue has been resolved.</li> </ul> <p>Questions:</p> <ul style="list-style-type: none"> <li>N. van der Pluijm expressed that should learning modules for CPC be available nationally, and should they prove successful, CoPE should consider if translating the module would increase uptake.</li> </ul>	
<p>8.4</p> <p>Environmental Health Foundation of Canada Report to Membership</p>	<ul style="list-style-type: none"> <li>.K. Seeger presented the report on behalf of EHFC <ul style="list-style-type: none"> <li>Lost Ron de Burger on the committee</li> <li>Challenges to get nominations for awards</li> <li>Sometimes all nominations came in at the last minute.</li> <li>Just to remind all members to nominate deserved individuals on these awards</li> <li>Introduced the new Award – Dr. Lowry Award (worth of \$2,500)</li> <li>Sponsoring students to AEC. Last year, EHFC sponsored 10 students to AEC 2015</li> <li>Dr. Butler-Jones – Chief MOH of Canada. Honorary Chair of EHFC</li> </ul> </li> </ul> <p>No questions</p>	
9. Special Reports		
9.1 Environmental Health Review Report	EHR Report stood as presented. No questions.	

Agenda Item	Notes	Action
9.2 Report of the National Historian	<ul style="list-style-type: none"> <li>T. Roark provided a brief summary</li> <li>Have reps from all provinces</li> <li>Website is updated with lots of historical information</li> <li>Encouraged members to send historical information or photos to the Branch Historians</li> </ul> <p>No questions</p>	
10. New Business		
10.1. 2016 Award Nominations	<p>Motion to award the 2015 CIPHI Honorary Membership Award to Dr. Warren Kindzierski</p> <p>Moved by: G. Tam                      Seconded: D. Langier-Blythe</p> <p>None opposed.                                  Motion Carried</p> <p><b>Motion to award the 2016 CIPHI Life Member Award to Mr. Nelson Fok.</b></p> <p>Moved by: C. Galbraith                      Seconded: J. Scorpino</p> <p>None opposed.                                  Motion Carried</p> <p>Nominations found in Appendix 2</p> <p>Two 50-year Membership Awards in Manitoba Norbert (Bert) Bernard Dean Sergeant</p>	
10.2. Approval of 2015 Financial Statements	<p>Motion to approve the 2015 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated.</p> <p>Moved by: G. Tam                                  Seconded: C. Kurzac</p> <p>A. Thomas went over the Financial Statements. Finance Committee has been under changes in the past year. Detailed Statement can be reviewed by sending requests to the Branch Presidents.</p> <p>No Questions</p> <p>None opposed.                                  Motion Carried</p>	
11. Motions and Resolutions		
11.1. Notice of Motion –	<ul style="list-style-type: none"> <li>A. Thomas acknowledged the hard work L. Hearn</li> </ul>	

Agenda Item	Notes	Action
<p>Additions, Changes, Corrections to National Bylaws</p>	<p>(Former NFL Branch President) has done on reviewing the entire National By-laws.</p> <p>See attached for the Motion that was put forward:</p> <p>On March 18, 2016 the NEC passed a motion to amend the National By-Laws. See Appendix 3. A review of the current bylaw noted procedural changes, section additions and corrections were required. CIPHI National Bylaws require that the motion to change a bylaw be confirmed or rejected by the membership at the next AGM.</p> <p>Moved by: N. van der Pluijm                      Seconded: C. Kurzac</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• T. Roark raised a concern about the wording of the motion. The new wording does not allow motions presented from the floor but can only be presented prior to the meeting. He suggested that the NEC should consider adjusting the wording of this motion so that members can present motions during the AGM. <ul style="list-style-type: none"> <li>◦ A. Thomas clarified that NEC has taken this issue to Industries Canada to confirm that the intent of this motion is aligned with the Canada Not-for-Profit Corporations Act. The advance notice of a motion being tabled at the AGM provides ALL members the opportunity to vote on it not just those in attendance at the meeting.</li> </ul> </li> <li>• K. Seeger echoed the concern T. Roark raised as some issues will not be added to the agenda if the AGM notice is sent to the members 60 days prior to the meeting.</li> <li>• N. van der Pluijm stated that this motion can increase the transparency of the Institute as members can have enough time to make decisions on the motion .</li> <li>• A. Thomas further explained that AGM, held once per year, is not designed as the sole opportunity to have issues brought up for discussion by the membership. If members have issues that they wish to be raised with the NEC they can raise them to their branch presidents at any time during the year.</li> </ul>	

Agenda Item	Notes	Action
	<p>50 in favour.</p> <p>1 Opposed.</p> <p>Proxy Votes In Favor: 10 Proxy Votes Opposed: 6 Motion Carried</p>	
11.2. Notice of Motion – Definition Updates to National Bylaws	<p>On March 18, 2016 the NEC passed a motion to amend the National By-Laws. See Appendix 4. A review of the current bylaw noted revisions to the Definition Section of the National Bylaw for completeness and clarity. CIPHI National Bylaws require that the motion to change a bylaw be confirmed or rejected by the membership at the next AGM.</p> <p>Moved by: C. Kurzac                      Second: S. O'Toole</p> <p>No Discussion</p> <p>Vote for In Favor: 51</p> <p>Opposed: None</p> <p>Proxy Votes In Favor: 16</p> <p>Proxy Votes Opposed: 0</p> <p>Motion Carried</p>	
11.3. Notice of Motion – General Updates to National Bylaws	<p>On March 18, 2016 the NEC passed a motion to amend the National By-Laws. See Appendix 5. A review of the current bylaw noted the requirement to make general updates to reflect actual practices and ensure accuracy and consistency within the National Bylaws. CIPHI National Bylaws require that the motion to change a bylaw be confirmed or rejected by the membership at the next AGM.</p> <p>Moved by: G. Tam                      Second: G. Gosselin</p> <p>No Discussion</p> <p>Vote for In Favor: 51</p> <p>Opposed: 0</p> <p>Abstention</p>	

Agenda Item	Notes	Action
	<p>Proxy Votes In Favor: 15</p> <p>Proxy Votes Opposed: 1</p> <p>Motion Carried</p>	
11.4. Special Resolution – Membership Related Changes to National Bylaw	<p>On March 18, 2016 the NEC passed a motion to amend the National By-Laws. See Appendix 6. A review of the current bylaw noted the requirement to make changes to sections related to membership. CIPHI National Bylaws require that a change to the bylaw relating to membership requires a special resolution to be confirmed or rejected by the membership at the next AGM.</p> <p>Moved by: M. Glover                                  Seconder: P. Rioux</p> <p>No discussion</p> <p>Vote for In Favor: 51</p> <p>Opposed: 0</p> <p>Abstention</p> <p>Proxy Votes In Favor: 16</p> <p>Proxy Votes Opposed: 0</p> <p>Motion Carried</p>	
12. Adjournment	With there being no more business coming before this assembly the Annual General Meeting is adjourned at 3:17pm.	

## Appendix 1: Attendees

List is sorted alphabetically by Branch

Ahmad	Mansoor	AB	Swanlund	Julie	MB
Anderson	Koreen	AB	Bouchard	Eric	NB
Bauer	Kelly	AB	Gavin	Sonia	NB
Brooks	Andrew	AB	Rioux	Patricia	NB
Brown	David	AB	van der Pluijm	Nina	NB
Budgell	Scott	AB	Walker	Douglas	NB
Charest	Colin	AB	Glover	Matthew	NFL
Cheung	Thomas	AB	O'Toole	Sean	NS & PEI
Chrisp	Darcy	AB	Marcus	Michelle	ON
Galbraith	Cheryl	AB	Ramdayal	Raymond	ON
Gosselin	Garth	AB	Seeger	Klaus	ON
Harvey	Karah	AB	Engele-Carter	Kari	SK
Langier-Blythe	Debra	AB	Gadzella	Theresa	SK
Mah	Victor	AB	Gill	Harpreet	SK
McKenna	Erin	AB			
Nadeem	Athar	AB			
Ngo	Christina	AB			
Ojo	Folakemi	AB			
Parker	Lena	AB			
Phan	Phi	AB			
Simmons	Andrea	AB			
Stewart	Pamela	AB			
Teare	Erin	AB			
Tomko	Geoffrey	AB			
Vokey	Darroch	AB			
Ward	Gregory	AB			
Wonsiak	Kyle	AB			
Chen	Dale	BC			
Cordner	Keir	BC			
Kurzac	Claudia	BC			
Larson	Karen	BC			
Pickles	John	BC			
Roark	Timothy	BC			
Szeto	Jannie	BC			
Tam	Gary	BC			
Thomas	Ann	BC			
Rana	Ali	MB			



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## Appendix 2

### Nomination for CIPHI National Honourary Membership Award

We would like to nominate Dr. Warren Kindzierski for the CIPHI National Honourary Membership Award for supporting EPH programs and professionals for over 20 years.

Warren is an Associate Professor of Environmental Health Sciences in the School of Public Health and an Adjunct Professor of Environmental Engineering in the Department of Civil & Environmental Engineering at the University of Alberta. During his distinguished career, he has supervised over 40 graduate students, including many CIPHI members. Warren uses his knowledge and experience in civil and environmental engineering and public health to teach students, inform the public, and consult professionals on exposure and health risk assessment using a logical, thought provoking, evidence-based approach.

As a professor and prior Head of Chemical Risk Assessment for Alberta Health, Warren has served and acted as an academic expert and advisor for both public and private sector organizations across Canada. We have identified below is some of his more recent and internationally renowned research, including collaboration with public health students and practitioners.

- Community Sampling of Volatile Organic Compounds in the Capital Health Region
- Volatile Organic Compounds in Alberta, Canada Residences – Evidence from Community Surveys
- Fort MacKay Air Quality Study
- Indoor Air Quality in Schools, Edmonton, AB
- Air Pollution and Acute Myocardial Infarction Hospital Admission in Alberta, Canada: A Three-Step Procedure Case-Crossover Study
- Indoor and Outdoor Levels and Sources of Submicron Particles (PM 1) at Homes in Edmonton, Canada
- Source apportionment of indoor and outdoor volatile organic compounds at homes in Edmonton, Canada
- Fifteen-year trends in criteria air pollutants in oil sands communities of Alberta, Canada
- Residential infiltration of fine and ultrafine particles in Edmonton
- A wintertime investigation of atmospheric deposition of metals and polycyclic aromatic hydrocarbons in the Athabasca Oil Sands Region, Canada
- Alberta Public Health Information Network

Warren epitomizes the public health professional by applying rigorous academic research in a practical manner that ultimately improves our understanding of factors contributing to human exposure to environmental contaminants. Warren's expert counsel has informed industry, governments, the public and most importantly public health practitioners on a day to day basis. He is a very able and willing partner in all research initiatives that we may wish to engage him in. He always makes time for a phone consultation, and always with a helpful and pleasant demeanor. He has taught and supervised many CIPHI members as undergraduate and graduate students, and continues to demonstrate his commitment to the advancement of our field. For those of us that have had the pleasure to work with him or to be benefactors of his tutelage, we can attest to Warren's exemplary commitment to public health. For this reason, he is very deserving of the CIPHI National Honourary Membership Award.

## Nomination for CIPHI Life Membership Award

What has made Nelson Fok so special to our profession over his 30-plus years in the field is not only his tireless contribution to the breadth and depth of our knowledge, but also his passion for sharing that knowledge across the world. Nelson has pioneered the use of various media tools, including forums, bulletins, publications and articles to tell the important stories of our work.

When asked for the most rewarding part of his job, Nelson confided that it is seeing an EHO thrive when given the opportunity to do so. Nelson was known as a capacity builder during his tenure with various health departments in Alberta and he continues to build that capacity today through his work at Concordia University of Edmonton and the NCCEH.

We find it a humbling challenge to describe the professional reputation that Nelson has earned. He has blazed a path that few, if any, CIPHI members have traveled before. His reach is far and his words are impactful. Perhaps what is most important in the context of the Life Member Award is that everywhere Nelson goes, he describes himself as a public health inspector. He reminds us all that our profession is second to none and that there are no glass ceilings or invisible boundaries around our potential.

Nelson's success is not limited to one single project or to work conducted within any specific health region. A few examples of the recognition Nelson has received for his efforts include:

- Two time winner of the CIPHI Alexander Officer Award.
- Two time winner of the CIPHI Alberta Branch L.E. Stewart Award. •
- Inaugural winner and namesake of the Alberta Health Services Nelson Fok Award.
- Recipient of the Capital Health "Reach" Award for outstanding contributions to public health.
- Recognition as one of CIPHI's 100 Members of Distinction during our centennial celebration.

CIPHI members have, and will continue to, benefit from his impact in our environmental public health approaches. As such, he deserves induction into our Institute's "Hall of Fame" and mention alongside the other giants of our profession, whose shoulders we stand on as we seek to enhance our professional profile. Fellow Life Members will welcome Nelson into this hallowed group with open arms - anxiously waiting to see what cartoon tie he chose to wear or what witty anecdote he will pass along.

Nelson is a lover of science fiction. Many of us refer to Nelson as the "Yoda" of our profession — a wise master who we know can impart great wisdom. When interviewed by the Alberta Branch Newsletter in 2013, Nelson confided that the Star Trek character that best represents him would be Spock because he prides himself in being logical and able to separate emotion from fact. To turn a phrase from that beloved science fiction character, our profession will continue to "live longer and prosper" because of his contributions. As such, we ask that the members of the Institute support our nomination for Mr. Nelson Fok as a Life Member Award recipient.

## Appendix 3

### Procedural Changes, Section Additions and Corrections

Applicable Section (s)	Original Text	Proposed Change	Rationale
2.01 (iv)	Persons may be eligible for Regular Membership if they: a) Hold the Certificate in Sanitary Inspection (Canada), the Certificate in Public Health Inspection (Canada), or if they possess those qualifications acceptable to a three-fourths vote of the entire board or as determined by an Annual General Meeting	Persons may be eligible for Regular Membership if they: a) Hold the Certificate in Sanitary Inspection (Canada), the Certificate in Public Health Inspection (Canada), or if they possess those qualifications acceptable to a three-fourths vote of the entire board	Removal of allowance for AGM to decide whether a person who does not hold the CPHI(C) will ensure that anyone being considered for the credential is properly assessed.
2.02 (iv)(1)(a)	A student may be a member of any Branch of the Institute.	A student shall be a member of any Branch of the Corporation.	Reflects changes approved by BOC in 2015.
3.04 (c)	None	Pursuant to Section 163 (1-11) of the Act, a member entitled to vote at an annual meeting of members may: (i) submit to the Corporation notice of any matter that the member proposes to raise at the meeting, referred to in this section as a “proposal”; (ii) discuss at the meeting any matter with respect to which the member would have been entitled to submit a proposal; and (iii) the Corporation shall include the proposal in the notice of meeting required under section 162 of the Act.	Addition of this section to ensure compliance with Canada Not For Profit Corporations Act.

4.03	The board shall have authority to suspend or expel any member from the Corporation	The board shall have authority to discipline any member of the Corporation	Wording changed from 'suspend or expel' to 'discipline' to allow for a wider range of disciplinary outcomes.
6.02 (b)	None	The terms for President, President-Elect, and Secretary-Treasurer shall be determined by Section 8.	Addition of section for better clarity.
8.01 (a)	The affairs of the Institute shall be managed by the board whose officers shall consist of the National President, National President–Elect, and national Councilors.	The affairs of the Corporation shall be managed by the board whose officers shall consist of the National President, National President–Elect, National Past President, and directors.	Addition of National Past President to reflect actual practice.
8.01 (a) (iv)	None	The corporation shall at all times have a registered office in the province in Canada specified in its articles for the purpose described in Part 4 Section 20-21 Of the NFP Corporation Act.	Addition of this section to ensure compliance with Canada Not For Profit Corporations Act.

## Appendix 4

### Addition or Change of Definitions

Applicable Section (s)	Original Text	Proposed Change	Rationale
1.01 (xi)	None	(x) "officer" means an individual appointed as an officer under section 142, the chairperson of the board of directors, the president, a president-elect, the secretary, the treasurer, the comptroller, the general counsel, the general manager or a managing director of a corporation, or any other individual who performs functions for a corporation similar to those normally performed by an individual occupying any of those offices.	Addition of definition as it was omitted from the original version.
1.01(iii)	(iii) "board" means the board of directors of the Corporation and "director" means a member of the board	(iii)"board" means the board of directors, the National Executive Council of the Corporation and (iv) "director" means a member of the board	Separation of terms for consistency with document format. Addition of NEC to definition for clarification.
1.01 (viii)	"proposal" means a proposal submitted by a member of the Corporation that meets the requirements of section 163 (Shareholder Proposals) of the Act	"proposal" means a notice of any matter that a member of the Corporation proposes to raise at a meeting that meets the requirements of section 163 (Shareholder Proposals) of the Act	Rewording to remove circular definition.
2.01 (v)(2)	Any member who has retired from active employment from one employing agency from which the member is receiving or is eligible to receive a pension, and who now is working as an employee or contractor for another agency where the pre-requisite for employment is the CPHI(C), shall not be considered for retired membership	Any retired member who becomes an employee or contractor for another agency where the pre-requisite for employment is the CPHI(C) shall not be considered for retired membership for the duration of their period of employment.	Reworded for clarity.

## Appendix 5

### Housekeeping Changes to Reflect Actual Practice and Ensure Accuracy & Consistency within Document

Applicable Section (s)	Original Text	Proposed Change	Rationale
Table of Contents Bylaw No. 1	Section IV Branch	Section IX Branch	Change to reflect proper numbering
2&3		Order of Sections 2 and 3 switched	Reversed order to ensure terms are defined prior to being used.
Entire Document	Canadian Institute of Public Health Inspectors, Institute	Corporation	Use of term 'Corporation' is already used in places throughout the document and will ensure consistency with the Canada Not For Profit Corporations Act.
Entire Document	National Executive Council, Executive Council	Board	Use of term 'board' is already used in places throughout the document and will ensure consistency with the Canada Not For Profit Corporations Act
2.01 (v)(1)	Any member who upon retirement from active employment through age, health or disability and is eligible for some form of pension, and wishes to continue membership in the Corporation may apply in writing to their Branch to continue such membership. The applicant shall advise the Branch and the National Office as to the effective date of retirement. A Retired Member shall have full voting rights and the right to hold office.	Any member who upon retirement from active employment through age, health or disability and is eligible for some form of pension, and wishes to continue membership in the Corporation may apply to the Corporation to continue such membership. The applicant shall advise the National Office as to the effective date of retirement. A Retired Member shall have full voting rights and the right to hold office.	Removal of the term 'in writing' reflects current practice.  Removal of the term 'the Branch' reflects current practice.

5.05	Fifty (50) or 20% of the members-in-good-standing, whichever is less, shall form a quorum for a General Meeting or Special Meeting.	Fifty (50) or 20% of the membership, whichever is less, shall form a quorum for a General Meeting or Special Meeting.	Replaced 'members-in-good-standing' with 'membership' for consistency with wording elsewhere in the document.
6.02 (a)	The directors shall be elected to hold office for a term expiring not later than the close of the third annual meeting of members following the election	The directors shall be elected to hold office for a term determined by their Branch.	Wording changed to reflect actual practice.
8.01 (a)(vi)	Under the direction of the Board he/she shall receive and deposit moneys	Under the direction of the board he/she shall oversee the receipt and deposit of moneys	Changed wording of 'receive and deposit moneys' to 'oversee the receipt and deposit of moneys' to reflect actual practice.
8.02 (a)	The election of the National President-Elect shall be held every even year at the National Annual General Meeting.	The election of the National President-Elect shall be held at the National Annual General Meeting.	Removed 'every even year' to reflect actual practice.
8.03 (a)(vi)	In the event that a Branch President is unable to attend a National Executive Council Meeting, the Branch may, upon notification in writing, received by the Executive Secretary Treasurer/Executive Director prior to the meeting, appoint an official delegate replacing the Branch President for said Meeting.	In the event that a Branch President is unable to attend a board Meeting, the Branch may, upon notification in writing, to the chair of the board prior to the meeting, appoint an official delegate replacing the Branch President for said Meeting.	Reworded to reflect actual practice.
9.01 (b)	Each Branch shall appoint a National Councilor as a Director of the board for a term of no more than three years from the date of their appointment.	Each Branch shall appoint a Director of the board.	Reworded to remove redundant statement, addressed in Section 6.02(a). Removal of term 'National Councilor' as it is unnecessary.
9.02 (d)	Deal with suspension of Members made under Section 15, and report thereon to the National Executive Council.	Deal with suspension of Members made under Section 11, and report thereon to the board.	Section 15 no longer exists, replaced with Section 11.

9.02 (g)	Furnish the National Executive Council, at least one month before each Annual Meeting of the Institute, with a full report of all work done by the Branch during the year, together with a return membership.	Remove Section	Removal to reflect actual practice.
9.02 (h)	Provide facilities, where possible, for the study of Sanitation and the duties of Public Health Inspectors.	Remove Section	Removal to reflect actual practice.



## Appendix 6

### Changes Affecting Matters Related to Membership

Applicable Section (s)	Original Text	Proposed Change	Rationale
3.02(a)	Every person or organization wishing to join the corporation must make application in writing on a form to be obtained from the corporation.	Every person or organization wishing to join the corporation must make application on a form to be obtained from the corporation.	Removal of term 'in writing' to reflect current practice.
3.02 (c), (d)(i), (d)(ii)	(c) Upon receipt of an application, the Executive Secretary Treasurer/Executive Director shall, within Thirty (30) days (i) notify the Branch in which the applicant resides; or (ii) where the applicant resides in the Yukon, Northwest Territories, Nunavut or any other territory within Canada or outside Canada, the Branch to which the applicant wishes to belong. (iii) Such notification shall include the name, address and certificate number of the applicant. (d) Within thirty (30) days of receipt of such notification, the Branch Secretary or Secretary-Treasurer shall have the right to file a written objection with the Executive Secretary Treasurer/Executive Director concerning possible approval of	Remove text	Removed to reflect current practice. This section implies that the office receives an application which is subject to a vetting process at the Branch level, but this doesn't happen in practice.

	<p>said application by the Executive Council.</p> <p>(i) Such written notice shall not be accepted as valid unless it includes the reasons for the Branch's objections.</p> <p>(ii) In the case where a valid written notice of objection has been received by the Executive Secretary Treasurer/Executive Director, approval of said application shall be held in abeyance.</p>		
3.02 (d)(iii)			With above change, this section will become 3.02 (c).

## GOVERNANCE REPORTS

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

### **INTRODUCTION**

The National Executive Council (NEC) is currently comprised of the elected Presidents of each of CIPHI's provincial branches, a National President, and a President Elect. Following the 2016 Annual General Meeting there were significant changes to the NEC. New presidents were elected for all provincial branches except for BC. We were pleased to announce this summer that the position of President Elect was filled after a lengthy vacancy. The current President was reappointed for another two-year term which will expire in January 2019.

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.

CIPHI members continue to benefit from the on-going services of several long-term volunteers who do such an excellent job working behind the scenes to keep CIPHI afloat. These are the webmaster - Mike Leblanc, Environmental Health Review Editor - Andrew Papadopoulos, National Historian - Tim Roark and List-serve manager - Peter Heywood. No less valuable are the small army of volunteers across the country that contribute their time and expertise to help ensure we have a professional organization we can all be proud of.

The business of the NEC continues to be conducted via regularly scheduled monthly teleconferences. There was also a face to face meeting in February 2017 in Halifax which proved very helpful in orientating the new NEC members to their role on the board. The next scheduled meeting is prior to the 2017 Annual Education Conference in Richmond BC.

The CIPHI Office continues to be managed by MPS Executive Suites, Vancouver BC. This partnership continues to be very effective and it is a pleasure dealing with the office staff who are familiar with our business, committed to meeting our needs and cater to our every whim!

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 2016 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**

The January 1<sup>st</sup> 2017 deadline was met to implement the motion passed by membership at the 2015 AGM that read *“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 majority of the work done by the NEC in the past year has been related to this important change in our certification process and our growth as a professional organization. Requiring on-going membership in a professional organization including the requirement for professional development hours is a standard requirement for other public health professionals and CIPHI can now proudly take its' place beside them.

As of April 2017, all persons receiving a Certificate Public Health Inspection (Canada) are provided with information on the requirement to hold a regular membership in CIPHI in order to continue to be able to use the designation CPHI (C) and to represent themselves as a person holding that qualification.

NEC has worked closely with Council of Professional Experience, the Board of Certification and our legal counsel to establish the necessary bylaw and policy changes that enable the revoking of membership status and suspension of a CPHI (C) should the need arise. Members will be asked to vote on these bylaw changes at the 2017 Annual General Meeting.

There is still work to be done including on-going communication with employers in regards to the mandatory membership requirement for their employees certified in 2017 and onward. We do endeavor to update members and provide clarification on this evolving issue but please feel free to contact your Branch President or another member of the NEC if you have any questions or comments.

## **CODE OF ETHICS**

The revised Code of Ethics was completed and circulated to members in 2017. It can be found on the CIPHI website (French translation pending). This new and improved version is the first step in the development of a member discipline policy. Work has commenced on this policy and is on the NEC workplan for 2018. Any members interested in participating in the development of a member discipline policy should get in touch with their Branch president.

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

A pilot of this course was run in the summer of 2017 with an eye to it being ready for release in the fall 2017. Information will be sent out to all members once the course is launched and available for registration.

## **VOLUNTEER CIPHI**

An addition to the CIPHI website was “Volunteer CIPHI” which was created to enhance the ability of members to access volunteer opportunities. It was designed to provide a place for **CIPHI governing bodies and Branches of CIPHI** to post their volunteer positions. It also provides a place for potential

volunteers to access opportunities and express interest in being a volunteer. Admittedly we have been a bit underwhelmed with the uptake of this service so we encourage you to check it out. The site was creatively designed and is now maintained by our volunteer team of Suzanne Lychowyd and Erin McKenna who look forward to hearing from you via [volunteer@ciphi.ca](mailto:volunteer@ciphi.ca)

### **COMMUNICATIONS POLICY REVISION**

The CIPHI National Operating Policy (NOP) #18 “Communications” underwent a major revision. Among other changes it amalgamated all policies related to internal and external communications (NOPs 16, 17 and 20) into one place. Information on general communication, webpage, social media, list serve and news releases is now in one NOP. This new policy can be found on the CIPHI webpage in the Info Centre- Documents.

### **INTERNATIONAL DISASTER RESPONSE SURVEY**

The NEC supported a survey of membership to gauge interest in providing a page on the CIPHI website dedicated to disaster relief. The survey results indicated there is a desire for some members to receive more information on NGOs who may be interested in Environmental Public Health professionals (EHPH) volunteering to do international disaster relief work. A significant number expressed interest in serving as a volunteer in an international disaster either now or at some time in the future.

The first task of the project leads is to establish a Task Focus Team (TFT) that will coordinate and fulfill tasks such as:

- Maintain a web page with information for volunteer inquiries Select NGOs that would be suitable for Environmental Public Health professional participation
- Create an information package on the EPH professional skill set for selected NGOs
- Establish liaison with selected NGOs via the website

Currently under development is a webpage that will launch this initiative. It will include a link to the CIPHI volunteer webpage where anyone interested in joining the Task Force can apply. There will also be a link provided to the summary survey results.

### **ON-GOING INITIATIVES**

The NEC work plan continues to address the following strategic initiatives that are carried over from 2016:

- Review of the governance structure of CIPHI
- Access by members to the Annual General Meeting via electronic means
- Members Discipline policy development

Respectfully Submitted on behalf of the NEC by:

Ann Thomas

National President CIPHI

## CIPHI Organizational Chart – As at September 2017

### National Executive Council

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

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

**President Elect**  
(2 Year Term)  
Kari Engele-Carter

### Branch Presidents

BC Branch Dale Chen	AB Branch Evelien Meyer	SK Branch Kevin Kapell	MB Branch Ali Rana	ON Branch Raymond Ramdayal	NB Branch Nina van der Pluijm	NS/PEI Branch Sara Baird	NL Branch Gregory Barrett
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### Council of Professional Experience

**Chair**  
Keir Corder

**Branch  
Representatives**

**Non-CPHI(C)  
Representatives**

### Board of Certification

**Chair**  
Tony Thepsouvanh

**Vice Chair**  
Vacant

**Past Chair**  
Garth Gosselin

**Branch  
Representatives**

**Non-CPHI(C)  
Representatives**

### Environmental Health Foundation of Canada

**Chair**  
Pamela Scharfe

**Vice Chair**  
Klaus Seeger

**Past Chair**  
Vacant

**Treasurer**  
Tim Roark

**Secretary**  
Jacqueline Schnider

**Trustees**

### National Office

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

720 – 999 West Broadway • Vancouver BC V5Z 1K5 • Phone/Téléphone: (888)245-8180 • Fax/Télocopieur: (604)738-4080

office@ciphi.ca

www.ciphi.ca

www.icisp.ca

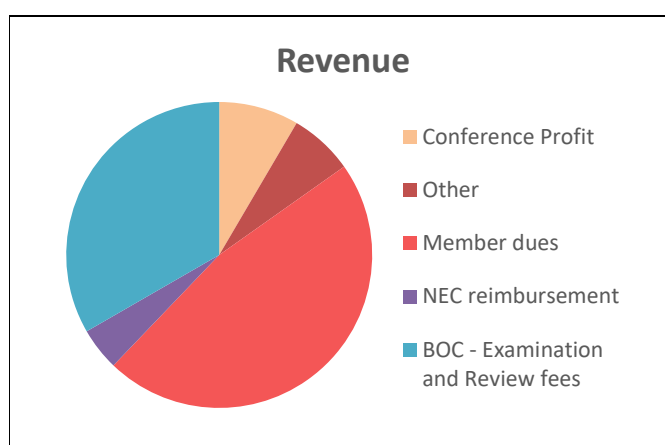
## **FINANCIAL SUMMARY**

The financial status of the organization was overseen in 2017 by the National Executive Council lead by the President CIPHI. The NEC is still committed to the task of modernizing the Terms of Reference for a finance committee and developing a process guide. This was delayed due to the turnover of NEC members late in 2016. The intent is to reinstate a position of treasurer and is a priority for 2018.

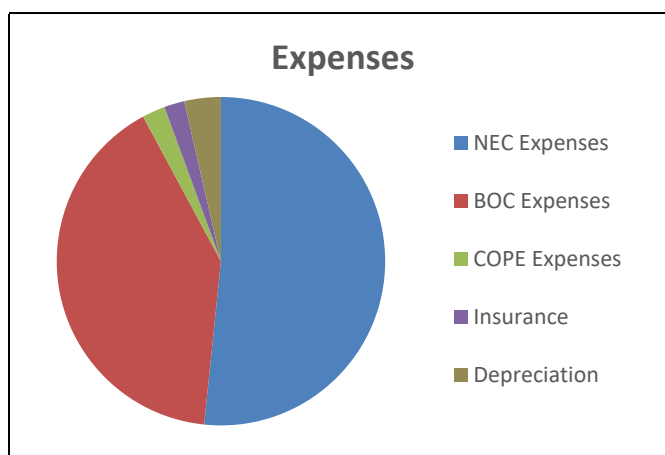
In the interim, the NEC can assure the membership that there has been responsible oversight of the CIPHI financials and that the NEC continues to work effectively with the finance and accounting staff provided at the CIPHI Office. The following financial statement summaries were prepared by the CIPHI Office for this report, based on the official review engagement financial statements prepared by the accounting firm of Reid Hurst Nagy, CGA. For the full financial statement, please see appendix 1.

**Table 1.1: 2016 Financial Summary of Revenue & Expenses**

Revenue	Total
Advertising and miscellaneous	\$12,582.00
Share of conference profit	\$36,931.00
Commissions	\$735.00
Interest	\$4,394.00
Member dues	\$205,219.00
NEC reimbursement	\$19,768.00
BOC - Examination and review fees	\$145,630.00
CPC - Amortization of deferred contributions	\$11,801.00
CoPE	-
<b>Total Revenue</b>	<b>\$437,060.00</b>



Expenses	Total
NEC Expenses	\$172,441.00
BOC Expenses	\$135,297.00
COPE Expenses	\$7,558.00
Insurance	\$6,682.00
Depreciation	\$12,014.00
<b>Total Expense</b>	<b>\$333,992.00</b>
<b>Profit (Deficit)</b>	<b>\$103,068.00</b>





**Table 1.2: 2016 Statement of Changes in Fund Balances**

For the year beginning January 1, 2016	Total
Cash	\$362,508.00
Term Deposits	\$82,827.00
<b>Total Cash &amp; Cash Equivalents (For the year beginning January 1, 2016)</b>	<b>\$445,335.00</b>
Changes during the year ending December 31, 2016	Total
Profit	\$103,068.00
Capital Fund	\$213.00
Working Capital Accounts	\$-20,616.00
<b>Closing Balance for the year ended December 31, 2016</b>	<b>\$82,665.00</b>
Total Cash	\$91,944.00
Term Deposits	\$436,056.00
<b>Total Cash &amp; Cash Equivalents (For the year ended December 31, 2016)</b>	<b>\$528,000.00</b>

**Table 1.3: 2016 Statement of Financial Position**

Assets		Liabilities	
For the Year Ended on December 31, 2016		Current	
Cash and Cash Equivalents	\$528,000.00	Account Payable and Accruals	\$12,824.00
Accounts Receivable	\$58,835.00	Rebates Payable	\$673.00
HST Receivable	\$4,701.00	Deferred Revenue	\$61,996.00
Prepaid Expenses	\$9,366.00		<b>\$75,493.00</b>
	<b>\$600,902.00</b>	<b>Other Liabilities</b>	
Capital (Computer Equipment, Trademark & CPC Database)	\$143,348.00	Deferred Contributions Related to Capital Assets	\$142,181.00
<b>Assets Balance</b>	<b>\$744,250.00</b>	<b>Fund Balances</b>	
		Invested in Capital Assets (Capital Fund)	\$1,166.00
		Unrestricted (Operating Fund)	\$485,416.00
		Internally Restricted	\$39,994.00
			<b>\$668,757.00</b>
		<b>Liability &amp; Fund Balances</b>	<b>\$744,250.00</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.

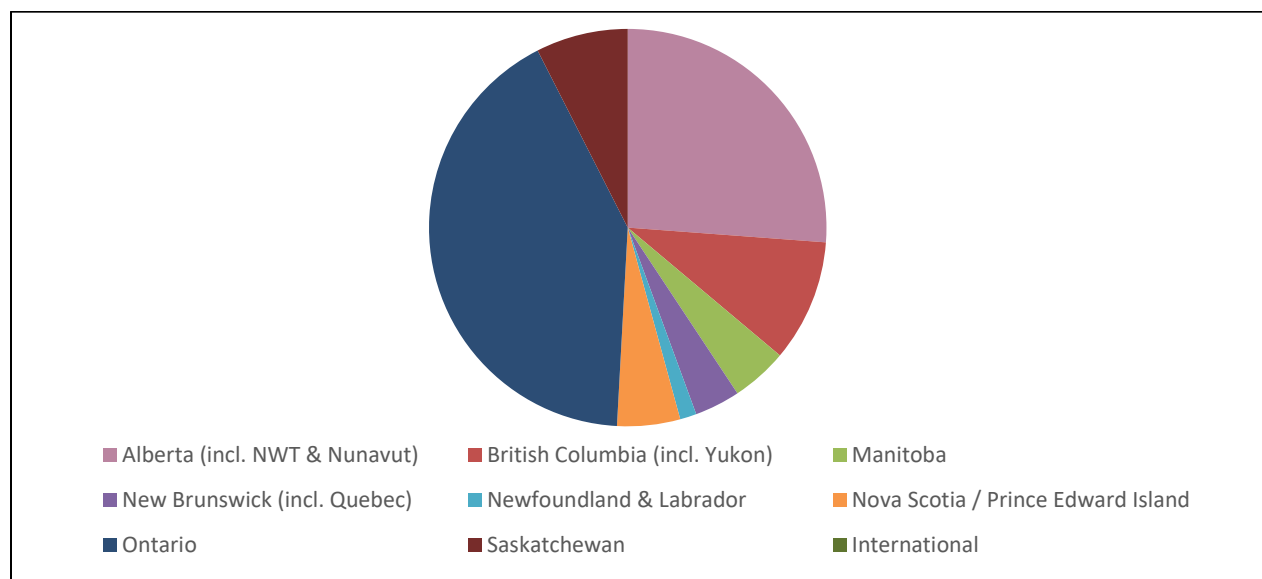
**Table 1.4: Regular Membership Trend by Branch, 2011-2016**

Branch	2011	2012	2013	2014	2015	2016
Alberta (incl. NWT & Nunavut)	292	295	316	328	325	332
British Columbia (incl. Yukon)	174	160	153	147	138	126
Manitoba	58	60	65	64	59	58
New Brunswick (incl. Quebec)	47	45	47	51	53	47
Newfoundland & Labrador	24	23	21	32	21	17
Nova Scotia / Prince Edward Island	59	61	57	63	63	65
Ontario	570	560	559	542	575	528
Saskatchewan	90	93	92	97	91	95
<b>Canada</b>	<b>1324</b>	<b>1310</b>	<b>1321</b>	<b>1324</b>	<b>1325</b>	<b>1268</b>

**Table 1.5: 2016 Membership Type Distribution by Branch**

Branch	Membership Type							Total
	Regular	Retired	Student	Fraternal	Life	Honorary	Int'l	
Alberta (incl. NWT & Nunavut)	332	8	53	2	2	5	0	402
British Columbia (incl. Yukon)	126	14	39	0	4	7	0	190
Manitoba	58	7	2	0	3	0	0	70
New Brunswick (incl. Quebec)	47	5	1	0	2	1	0	56
Newfoundland & Labrador	17	2	2	0	1	0	0	22
Nova Scotia / Prince Edward Island	65	9	21	1	3	3	0	102
Ontario	528	20	176	3	7	10	0	744
Saskatchewan	95	4	12	0	2	0	0	113
International	0	0	0	0	0	8	2	10
<b>Canada</b>	<b>1268</b>	<b>69</b>	<b>306</b>	<b>6</b>	<b>24</b>	<b>34</b>	<b>2</b>	<b>1709</b>

**Figure 1.1: 2016 Total Membership\* Distribution by Branch**



*\*All membership types are included.*

## **AWARDS**

Below is a list of the winners for the 2016 nominations.

Alexander Officer Award – Nova Scotia Department of Health and Wellness (Nova Scotia/Prince Edward Island Branch); Prairie Mountain Inter-Agency Hoarding Coalition (Manitoba Branch)

Alex Cross Award – James McCorry (Nova Scotia/Prince Edward Island Branch)

Environmental Health Review Award – Aptie Sookoo (Ontario Branch)

President's Award – Gary Tam (British Columbia Branch) & Nina van der Pluijm (New Brunswick Branch)

Honorary Membership – Warren Kindzierski (Alberta Branch)

Life Membership – Nelson Fok (Alberta Branch)

50 Year Membership Award – Norbert 'Bert' Bernard (Manitoba Branch); Dean Sergeant (Manitoba 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 Tony Thepsouvanh

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

### EXAMINATION RESULTS

**Table 2.1 April 2016 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	16	10	63%	14	11	79%	15	10	67%	4	2	50%
British Columbia	16	10	63%	14	9	64%	11	10	91%	13	8	62%
Manitoba	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
New Brunswick	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
Newfoundland	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
Nova Scotia	1	1	100%	1	1	100%	0	0	N/A	1	1	100%
Ontario	23	18	78%	22	19	86%	6	4	67%	18	15	83%
Saskatchewan	2	2	100%	2	2	100%	2	2	100%	0	0	N/A
<b>TOTAL</b>	<b>58</b>	<b>41</b>	<b>71%</b>	<b>53</b>	<b>42</b>	<b>79%</b>	<b>34</b>	<b>26</b>	<b>76%</b>	<b>36</b>	<b>26</b>	<b>72%</b>

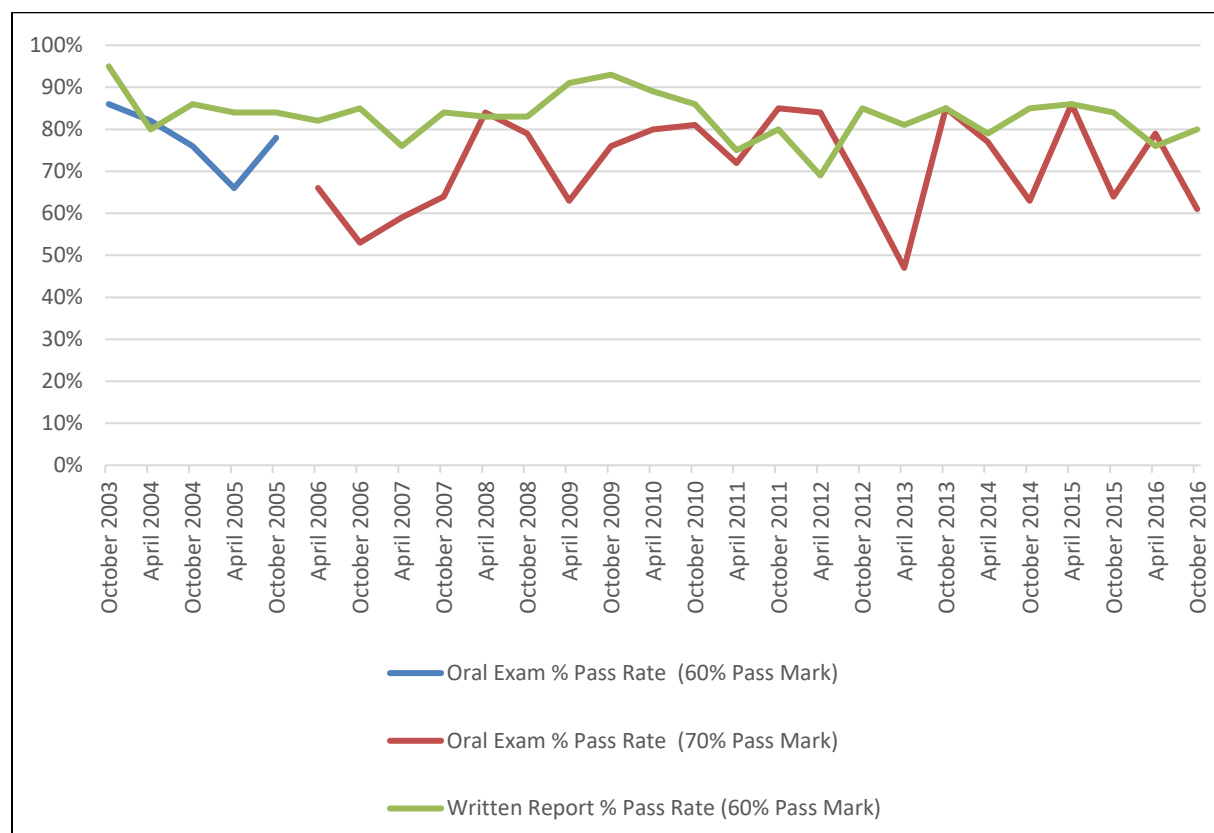
**Table 2.2 October 2016 Exam Results**

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	12	4	33%	11	5	45%	11	7	64%	3	0	0%
British Columbia	19	11	58%	18	11	61%	17	14	82%	4	1	25%
Manitoba	3	1	33%	3	2	67%	3	1	33%	0	0	0%
New Brunswick	1	0	0%	1	0	0%	1	1	100%	0	0	0%
Newfoundland	2	2	100%	2	2	100%	2	2	100%	0	0	0%
Nova Scotia	4	3	75%	4	3	75%	4	4	100%	0	0	0%
Ontario	57	32	56%	55	34	62%	56	46	82%	4	1	25%
Saskatchewan	1	1	100%	1	1	100%	1	1	100%	0	0	0%
<b>TOTAL</b>	<b>99</b>	<b>54</b>	<b>55%</b>	<b>95</b>	<b>58</b>	<b>61%</b>	<b>95</b>	<b>76</b>	<b>80%</b>	<b>11</b>	<b>2</b>	<b>18%</b>

**Table 2.3: Exam Pass Rates, April 2003 – October 2016**

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%
April 2016		79%	76%
October 2016		61%	80%

**Figure 2.1: Exam Pass Rates, April 2003 – October 2016**



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

## **APPEALS**

### **April 2016 Examination**

The Board received 4 appeals for the April 2016 exam. All appeals were reviewed by the Chair. Three appeals were related to the written report, one related to the oral component and none in relation to the BOC's determination of plagiarism in the written component. Two of the appeals did not move forward as no process irregularity or error was identified. One appeal related to the oral and one report related to the written component proceeded to appeal panel, but both were denied as no process irregularity or error was identified.

### **Fall 2016 Examination**

The Board received 5 appeals for the October 2016 exam. All appeals were reviewed by the Chair. Four appeals were in relation to the BOC's determination of plagiarism in the written component and went to appeal panel; one appeal was in relation to alleged process error in the oral. The appeal of the oral examination did not proceed to appeal panel as no process error was identified. In all 4 of the plagiarism appeals, the appeal panels all agreed with the determination of plagiarism and these appeals were denied.

### **CHANGES TO MEMBERSHIP OF BOC**

The Board of Certification has undergone several changes to its membership over the past year. These changes include:

- Stephen Hancock joined the Board in September 2016 as Manitoba Branch Representative.
- Gary Tam joined the Board in November 2016 as British Columbia Representative.
- Gus Skinner joined the Board in March 2017 as Nova Scotia Branch Representative.

The other impending changes to the Board includes a new Canadian Armed Forces Representative as current representative Joanne Clifford has had a position change, and Garth Gosselin completing his term as Past Chair at the end of 2017. The process to select a Vice Chair is underway.

We wish to offer our sincere thanks to all of the past members for their dedication and hard work on the Board, and their commitment to our profession.

### **BOC MEMBERSHIP AS OF SEPTEMBER 2017**

Name	Position	Status	CPHI(C)
Tony Thepsouvanh	Chair	January 2017 – December 2019	Yes
Garth Gosselin	Past Chair	January 2017 – December 2017	Yes
Gus Skinner	NB Branch	First term expires April 2020	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
Stephen Hancock	MB Branch	First term expires August 2019	Yes
Gary Tam	BC Branch	First Term expires November 2019	Yes
Vacant	NL Branch		



## HIGHLIGHTS OF BOARD ACTIVITIES

- **Instructional Objectives Project**

- This has been a longstanding project for the BOC and we are happy to report it's in the final stages.
- The BOC is in talks with a consultant who will complete the project by end of 2017 or early 2018.
- The IOs is critical to our business as it forms part of our admin policy and provides guidance for the accredited institutions on what their program must teach in their programs.

- **Changes to Board of Certification Examination Process**

- There is continuing foundational work to update the certification examination. This is to ensure the exam properly considers and addresses validity and reliability in its process.
- The BOC will be engaging with the NEC and membership on potential changes.
- This is an important piece of work that will take time to complete.

- **Approved Institutions**

- School reviews and accreditation of programs continue to keep the BOC very busy this past year. By the end 2017 the BOC we will have completed 4 reviews including Cape Breton University, First Nations University of Canada, Concordia University of Edmonton and for the first time the PMed Tech Program at the Canadian Armed Forces.
- In early 2017 Lake Superior State University lost its approval due to lack of compliance with requirements of the Board.
- Below is the current schedule for school reviews:

Institution	Last Review	Next Review
Ryerson	Nov. 2015	Nov. 2020
BCIT	Feb. 2015	Feb. 2020
CBU	March 2017	2022
Concordia	October 2017	2022
Conestoga	2018	2021
FNUC	June 2017	June 2020
CAF PMed Tech.	N/A	October 2017

- **International Candidates**

- Work is ongoing to effectively assess and create a path for international candidates wishing to become certified in Canada.
- As an interim solution for international candidates currently interested in pursuing certification, the BOC is presently working with a few of the accredited institutions to develop an entrance examination to test knowledge consistent with the BOC instruction objectives.

## **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 10 members from across Canada including:

Keir Cordner (BC) Chair  
Cole Diplock (BC)  
Jenny Brown (AB)  
Peter Ross (SK)  
Lorelle Weiss (MB)  
Beth Driscoll (ON)  
Michelle Marcus (ON)  
Ron MacIsaac (NB)  
Stephen Ferguson (NS)  
Matthew Glover (NL)

CoPE completed random audits of CIPHI members for 2016. This year, the number of audits completed was 130 or roughly 10% of CIPHI regular members. Here are the results of these audits.

### **69/130 members audited passed for a 53% PASS Rate**

The PASS rate is down marginally from last year's rate of 55%. Here is a further breakdown of the audits by Province over the past 6 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	2016
Alberta, NWT and Nunavut	255	292	295	316	328	325	311
British Columbia and Yukon	161	174	160	153	147	138	126
Manitoba	55	58	60	65	64	59	58
New Brunswick	46	47	45	47	51	53	47
Newfoundland and Labrador	31	24	23	21	32	21	17
Nova Scotia/Prince Edward Island	38	59	61	57	64	62	65
Ontario	512	570	560	559	543	575	528
Quebec	8	10	13	11			
Saskatchewan	83	90	93	92	97	91	95
<b>Canada</b>	<b>1189</b>	<b>1324</b>	<b>1310</b>	<b>1321</b>	<b>1326</b>	<b>1324</b>	<b>1267</b>

**Table 3.2: CPC Participation**

CPC Participation [Number (Percent) of Members submitting PDH's]							
Branch	2010	2011	2012	2013	2014	2015	2016
Alberta, NWT and Nunavut	214 (84%)	239 (82%)	245 (83%)	269 (85%)	257 (78%)	250 (77%)	266 (80%)
British Columbia and Yukon	75 (47%)	104 (60%)	90 (56%)	89 (58%)	71 (48%)	73 (53%)	73 (58%)
Manitoba	34 (62%)	47 (81%)	49 (82%)	51 (78%)	50 (78%)	45 (76%)	48 (83%)
New Brunswick	21 (46%)	33 (70%)	29 (64%)	30 (64%)	33 (65%)	39 (74%)	38 (81%)
Newfoundland and Labrador	15 (48%)	17 (71%)	16 (70%)	12 (57%)	13 (41%)	12 (57%)	11 (65%)
Nova Scotia/Prince Edward Island	16 (42%)	31 (53%)	35 (57%)	40 (70%)	38 (59%)	40 (65%)	30 (46%)
Ontario	228 (45%)	356 (62%)	313 (56%)	306 (55%)	306 (56%)	312 (54%)	276 (52%)
Quebec	5 (63%)	8 (80%)	12 (92%)	8 (73%)			
Saskatchewan	56 (67%)	65 (72%)	68 (73%)	66 (72%)	63 (65%)	77 (85%)	78 (82%)
<b>Canada</b>	<b>664 (56%)</b>	<b>900 (68%)</b>	<b>857 (65%)</b>	<b>871 (66%)</b>	<b>831 (63%)</b>	<b>848 (64%)</b>	<b>820 (65%)</b>

**Table 3.3: Number of Audits Completed**

Number of Audits Completed							
Branch	2010	2011	2012	2013	2014	2015	2016
Alberta, NWT and Nunavut	10	14	9	39	30	42	32
British Columbia and Yukon	10	2	6	15	13	7	20
Manitoba	5	3	2	8	2	3	5
New Brunswick	3	1	2	9	5	6	4
Newfoundland and Labrador	3	2	1	1	4	0	2
Nova Scotia/Prince Edward Island	0	2	3	8	10	10	6
Ontario	24	31	24	51	62	66	50
Quebec	0	0	0	1			
Saskatchewan	2	4	3	9	9	6	11
<b>Canada</b>	<b>57</b>	<b>59</b>	<b>50</b>	<b>141</b>	<b>135</b>	<b>140</b>	<b>130</b>

**Table 3.4: Number (Percent) of Members with PDH  $\geq$  80 (includes audited & unaudited)**

Number (Percent) of Members [Audited & Unaudited]: PDH $\geq$ 80 (PASS)							
Branch	2010	2011	2012	2013	2014	2015	2016
Alberta, NWT and Nunavut	206 (81%)	228 (78%)	229 (78%)	252 (80%)	240 (73%)	238 (73%)	254 (77%)
British Columbia and Yukon	67 (42%)	93 (53%)	84 (53%)	78 (51%)	62 (42%)	64 (46%)	69 (55%)
Manitoba	34 (62%)	46 (79%)	48 (80%)	51 (78%)	46 (72%)	43 (73%)	45 (78%)
New Brunswick	21 (46%)	33 (70%)	28 (62%)	28 (60%)	30 (59%)	33 (62%)	38 (81%)
Newfoundland and Labrador	15 (48%)	16 (67%)	15 (65%)	10 (48%)	12 (38%)	12 (57%)	9 (53%)
Nova Scotia/Prince Edward Island	13 (34%)	28 (47%)	31 (51%)	36 (63%)	35 (55%)	34 (55%)	25 (38%)
Ontario	212 (41%)	314 (55%)	280 (50%)	281 (50%)	273 (50%)	277 (48%)	245 (46%)
Quebec	0 (0%)	0 (0%)	0 (0%)	8 (73%)			
Saskatchewan	53 (64%)	63 (70%)	64 (69%)	62 (67%)	61 (63%)	74 (81%)	74 (78%)
<b>Canada</b>	<b>621</b> (52%)	<b>821</b> (62%)	<b>779</b> (59%)	<b>806</b> (61%)	<b>759</b> (57%)	<b>775</b> (59%)	<b>759</b> (60%)

**Table 3.5: Number (Percent) of Audits with PDH >= 80 (PASS)**

Number (Percent) of Audits: PDH>=80 (PASS)							
Branch	2010	2011	2012	2013	2014	2015	2016
Alberta, NWT and Nunavut	6 (60%)	12 (86%)	4 (44%)	30 (77%)	13 (43%)	33 (79%)	15 (47%)
British Columbia and Yukon	5 (50%)	2 (100%)	3 (50%)	9 (60%)	6 (46%)	3 (43%)	13 (65%)
Manitoba	3 (60%)	2 (67%)	1 (50%)	4 (50%)	0 (0%)	1 (33%)	2 (40%)
New Brunswick	1 (33%)	1 (100%)	2 (100%)	5 (56%)	5 (100%)	5 (83%)	4 (100%)
Newfoundland and Labrador	2 (67%)	2 (100%)	0 (0%)	0 (0%)	1 (25%)	0 (n/a)	2 (100%)
Nova Scotia/Prince Edward Island	0 (n/a)	2 (100%)	1 (33%)	4 (50%)	2 (20%)	5 (50%)	3 (50%)
Ontario	7 (29%)	16 (52%)	13 (54%)	21 (41%)	20 (32%)	24 (36%)	23 (46%)
Quebec	0 (n/a)	0 (n/a)	0 (n/a)	1 (100%)			
Saskatchewan	1 (50%)	2 (50%)	3 (100%)	6 (67%)	5 (56%)	5 (83%)	7 (64%)
<b>Canada</b>	<b>25</b> (44%)	<b>39</b> (66%)	<b>27</b> (54%)	<b>80</b> (57%)	<b>52</b> (39%)	<b>76</b> (54%)	<b>69</b> (53%)

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

Percentage of Members Not Entering PDH's (Audited & Unaudited)							
Branch	2010	2011	2012	2013	2014	2015	2016
Alberta, NWT and Nunavut	16%	18%	17%	15%	22%	23%	20%
British Columbia and Yukon	53%	40%	44%	42%	52%	54%	42%
Manitoba	62%	19%	18%	22%	22%	24%	17%
New Brunswick	54%	30%	36%	36%	35%	26%	19%
Newfoundland and Labrador	52%	29%	30%	43%	59%	43%	35%
Nova Scotia/Prince Edward Island	58%	48%	43%	43%	41%	37%	54%
Ontario	56%	38%	44%	45%	44%	46%	48%
Quebec				27%			
Saskatchewan	33%	28%	27%	28%	25%	15%	18%
<b>Canada</b>	<b>44%</b>	<b>32%</b>	<b>35%</b>	<b>34%</b>	<b>37%</b>	<b>36%</b>	<b>35%</b>

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

Total Number of PDH's entered by Regular Members	
Year	PDH Hours
2016	153,842
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 met in June 2017 and will meet at this year's CIPHI National Conference to work on several key areas. These include:

- Finalize updates to the Professional Development Model of the CPC Reference Guide
- Arrange French language translation of finalized Professional Development Model of the CPC Reference Guide
- Finalize integration of the Reduction of PDH Declaration into the Member Service Centre Professional Development module
- Finalize changes to the Member Service Centre Professional Development module and audit functionality in support of Mandatory Membership
- Finalize CIPHI's Progressive Compliance remediation framework and procedures for the CPC Program under the new model of Mandatory Membership
- Finalize policy and procedure development for an appeals process for non-compliance with the CPC Program Professional Development Model
- 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
- Finalize communication strategies regarding PDH opportunities for members, progressive compliance processes, PDH qualification changes, and appeals processes for Mandatory Membership
- Evolve strategies for increasing CPC Program participation rates

I would like to take this opportunity to thank Henry Chong for his contributions to CoPE, his dedication, and for the many contributions he made during his term of office.

## **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 Board By-laws:

Pamela Scharfe (ON), Chair  
Klaus Seeger (ON), Vice-Chair  
Jacquelin Schnider (AB), Secretary  
Tim Roark (BC), Treasurer

Duncan Ellison (ON)  
Melissa MacDonald (NS)  
Ralph Stanley (ON)

#### **New Honorary Board Chair**



In September 2016, Dr. David Jones joined the Board as Honourary Chair. He was Canada's first Chief Public Health Officer and led the Public Health Agency of Canada from 2004 to 2014. Dr. Jones currently holds the positions of Professor-University of Manitoba, and Clinical Professor-University of Saskatchewan, and works in a variety of roles, speaking, teaching, serving on other boards as well as advising on public health issues, notably as it relates to indigenous health.

## **Financials**

As Chair of the Environmental Health Foundation of Canada I would like to acknowledge the generous donations in 2016 from:

- CIPHI Branches: BC, AB, SK, MB, NB, NS-PEI, and NFLD,
- Special thanks to the generosity of the Alberta Branch members who donated a total of \$2,125 in lieu of 2016 membership gifts,
- Special thanks to Peel Public Health who hosted the 2016 CIPHI ON Branch curling bonspiel and made a donation to the Foundation,
- EHFC Board Trustees,
- Individual CIPHI members, and
- Friends of the Foundation.

Without this financial support, the Foundation would not be able to sustain the work of the CIPHI membership's official charity.

In 2016, the Foundation purchased twelve "Taste for Charity" cookbooks with excellent recipes; many from PHIs to use for fund raising and as thank you gifts to donors.

All EHFC bookkeeping duties and issuance of official receipts are now administered through the CIPHI National Office which has increased our administration costs.

The EHFC 2016 Financial Statement was approved by the Board appointed EHFC Auditors, and the annual submission was received and accepted by the Canada Revenue Agency, Charities Directorate.

## **2016 Financial Statement (Compared to 2015)**

REVENUE			EXPENDITURES		
Donations			Expenses		
	2015	2016		2015	2016
<i>Restricted</i>	5,645	8,725	Scholarships/Awards	10,750	8,250
<i>Not Restricted</i>	5,042	5,681	Direct Project Expenses	4,296	3,085
<i>Other</i>	0	0			
<i>Direct from Donor</i>	6,966	7,782	<b>Management &amp; Operations</b>		
<i>Via A Registered Charity</i>	50	0	Ads & Promotion	674	263
<i>Interest</i>	3,658	86	Meetings	1,709	2,957
			Office supplies/expenses	533	858
<b>Sales</b>			Honorarium	500	500
Temp Safe Product Profit	5,293	6,030	Bank, credit card, PayPal	74	27
			Misc. Operating expenses	939	940
			Travel & Vehicle Expenses	2,407	1,334
<b>TOTAL REVENUE</b>	<b>\$26,654</b>	<b>\$28,304</b>	<b>TOTAL EXPENDITURES</b>	<b>\$21,882</b>	<b>\$18,214</b>



The financial resources of the Foundation at **December 31, 2016**, including investments totaled **\$150.929** which represents a **\$9,603** increase in revenue compared to the 2015-year end.

### Meetings

The Board of Trustees held their 2016 annual general meeting on September 25, 2016, and conducted teleconference meetings on October 24, 2016, February 10, 2017, April 27, 2017, and August 29, 2017.

During the past year the EHFC Trustees also continued to review and discuss the 2016-2018 strategic plan including restructuring of the various committees into two committees: Governance and Advancement and establishing a workplan for the next 3 years.

### Awards

- **Canadian Water & Wastewater Association Safe Water Award:** the 2016 recipient was **J. Ivor Norlin**, Interior Health Authority, BC
- **EHFC Continuing Education Award:** the 2016 recipient was **Carrie Warring**, Middlesex-London Health Unit, ON
- **Lilli Ann Zahara Award:** the 2016 recipient was **Lori Holmes**, Simcoe Muskoka District Health Unit, ON
- **National Sanitation Foundation International Food Safety Award:** the 2016 recipient was **Keir Cordner**, First Nations Health Authority, BC

In 2016, the Board of Trustees were pleased to partner with two corporations in the creation of the two new awards.



The **Dr. R. Neil Lowry Safe Recreational Water Award** was established to recognize outstanding contributions of certified Public Health Inspectors who advance safer and healthier recreational water in Canada to protect the public's health in their community. The Dr. R. Neil Lowry Safe Recreational Water Award of \$2,500 is generously sponsored by Lowry & Associates. Dr. Lowry founded the Lowry School of Pool & Spa Chemistry in 1980 which has become the most comprehensive chemistry course in the industry.

Dr. Lowry was a fierce defender of the integrity of the industry when it came to water treatment and loved to teach water chemistry and proper sanitation to public health inspectors and pool managers.



**Cheryl Galbraith, Alberta Health Services, AB** was the first recipient of this prestigious award.

*(Photo above: Michael Lowry (L), Cheryl Galbraith, Klaus Seeger EHFC Trustee)*

The **Hedgerow Software Ltd. Award for Leadership in Environmental Health** is to recognize a certified Public Health Inspector in any position or role who has consistently demonstrated outstanding leadership qualities to inspire excellence and professional integrity in the field Environmental Health. Hedgerow Software Ltd. believe in the work of Environmental Health Professionals and respect the vital role of each PHI in keeping our communities healthy and safe. This ongoing commitment is fueled daily by those who inspire and empower each other toward excellence and who demonstrate professional integrity within the field of Environmental Health.



The \$500 award generously sponsored by Hedgerow Software Ltd., is presented annually to a CIPHI (regular) member who has consistently demonstrated leadership qualities of trust, commitment and courage. This person also gives freely of themselves to coach, mentor and inspire others. They value, and actively promote, a culture of respect, empathy, openness and inclusion. They uphold for these values for themselves, their colleagues and clients.

**Angelo Kouris, Vancouver Coastal Health, BC** was the first recipient of this prestigious award.

*(Photo above: Klaus Seeger (L) EHFC Trustee, Richard Taki accepting the award for Angelo, Neil Grinwis, Hedgerow President and CEO)*

## **Research Awards**

**National Collaborating Centre for Environmental Health (NCCEH):** This annual award is offered in partnership with the EHFC. The award was renamed in 2016, to the Ron de Burger Student Award in dedication to the memory of Ron de Burger, who was a celebrated leader in public health and a longtime NCCEH advisory board member. The award is for students enrolled in Canadian post-secondary institutions offering a Public Health Inspection (PHI) program or a degree in public health.

- The 2016 award recipients were:
  - Climate Change and Infectious Disease Risk in the Canadian North  
**S. Chen**  
University of Toronto: Master of Public Health in Epidemiology
  - Time is ticking: A needs assessment for Lyme disease health promotion  
**A. Kata**  
University of Waterloo: Master of Public Health
  - The influence of fast-food restaurants surrounding homes and schools on measures of child and adolescent obesity: A Knowledge Synthesis  
**E. McDonald**  
University of Waterloo: Master of Public Health

## **Charity Fund Raising**

- The customary kick off to the Ontario Branch Conference is the Annual Golf Tournament and in October 2016, the tournament was held at Legends on the Niagara. The Environmental Health Foundation of Canada appreciated the opportunity to partner with the conference hosts--Niagara Region Public Health to fund raise at the event. All golfers were provided with a sleeve of golf balls embossed with the EHFC logo and were provided with the chance to purchase raffle tickets to win back their golf tournament registration. The golfers were very generous and helped raise \$500 for the Foundation. At the tournament, the Foundation also organized a “putt off” to honour the memory of long time Board Trustee and avid golfer Ron de Burger. Ron’s sons and wife participated in the day. Many thanks to EHFC Trustee Ralph Stanley who organized the fundraising events.
- In 2016, the Foundation was approached by our colleagues in Alberta to once again to support the fundraising and transfer of funds to Clinica Verde (Green Clinic) in Nicaragua for the purchase of a van to transport patients to the clinic and to visit remote communities.

Clinica Verde is a non-profit organization formed to build and assist sustainable health clinics that improve maternal and infant healthcare to those in need around the world. Clinica Verde's first clinic opened its doors in 2007 and is found in rural Nicaragua in the town of Boaco. Nicaragua is the second poorest country in Latin America. As much as forty-seven percent of its residents live in poverty and fifteen in extreme poverty.

In February 2017, 10 CIPHI-Alberta members and 2 non-members left for Nicaragua with a goal of promoting public health beyond the borders of Canada. During their time in Nicaragua, they would be building a handwashing station at a primary school in the rural community of El Palo and visiting Clinica Verde to speak with managers at the clinic to both identify further opportunities for cooperation and see first-hand how previous support has helped the clinic.

### **Communications**

The Board of Trustees in consultation with Mike LeBlanc, EHFC Website Webmaster, decided to move the website over to a new platform so that updating can be done by the EHFC Trustees. The plan is to unveil the new website in time for the National CIPHI Annual Educational Meeting in November 2017.

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



## Special Reports

## 2016 AEC Final Report

Contributed by Jason Macdonald, Phi Phan

On behalf of the entire Organizing Committee, we want to thank CIPHI Alberta and its members for their support in making the 82<sup>nd</sup> Annual Education Conference a resounding success. Over 300 delegates attended the conference, and the feedback we received from those who attended was overwhelmingly positive. Here is a sampling of what our guests had to say:

- “We had great speakers with vast knowledge! Every session was an education experience for me. The tours were great! Great planning!”
- “Great speaker, exhibitors, social events, and entertainment. Well organized.”
- “Great technical tours. Great group of speakers. Great organization of [the] conference. Really liked entertainment for [the] gala.”
- “Venue was perfect. Lots of room and opportunities to network with delegates.”

The conference was a success in so many respects, so having to choose one or two highlights is difficult. From an educational programming perspective, we tried to use as many panel discussions as possible in our schedule to heighten delegate engagement. Although a departure from a “typical” conference format, the focus on dialogue and delegate participation was well received.

Delegates also enjoyed the four local technical tours, which represented a first for a CIPHI conference not co-branded with an international event (IFEH, NEHA). Finally, we were proud that our decision to go “paperless” resonated with the delegates. The effort to develop the CIPHI 2016 app, which housed all the schedules, abstracts, and other delegate information, is an initiative we believe should be carried forth to all future conferences.



**Pictured Clockwise from the top left:**

Carla Eskow, Tara Hluchy, Kevin Jeroncic, and Danny Thepsouvanh all stand ready to take delegates on technical tours



From the initial bid in 2012 right through to the completion of the conference, our vision of the conference never wavered. We wanted to offer a uniquely Edmonton experience to our delegates while pushing past the “usual” topics to explore innovation beyond inspection. Deliberately planned for September, we showcased Alberta’s hospitality against a beautiful autumn colored backdrop. The social event in La Ronde at the Chateau Lacombe provided delegates with a bird’s eye view the vibrant oranges, yellows, and greens of the trees that line the River Valley.



**Clockwise:**

- Danny Thepsouvanh reflects on his day while looking east from La Ronde
- Erin McKenna has a caricature completed
- A roving magician elicits laughs from Miller Thomson (Platinum Sponsor) and other delegates
- Dragan Sikanja considers his future

Another high point for us was the inclusion of local Indigenous artists during the formal portion of the Presidents' Banquet. The amazing performances increased awareness of indigenous art and culture, but also set the tone for an inclusive and connected evening. The Banquet closed with a rocking dueling piano show where delegates jumped to their feet and shimmied onto the dance floor.



**Pictured are Dallas Arcan, Jr (World champion hoop dancer) and Inuit throat singer Jenna Broomfield**

Once again, thank you to the Alberta Branch and its members for their support in making this a successful and memorable event. We also wish to pass along our heartfelt appreciation to our amazing organizing team. Some were with us for the initial bid, while others joined somewhere along the journey. But no matter how long their tour of duty, each brought talents and energy that made the conference planning and execution possible.

### **Financial Summary**

Proceeds Payout Details	
Total Profit	<b>\$74,410.87</b>
CIPHI National Portion	<b>\$36,931.03</b>

Finally, to our colleagues and friends in Richmond: ***To you from failing hands we throw the torch; be yours to hold it high.*** Best wishes for a successful event in 2017!



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

Contributed by Andrew Papadopoulos

### **A Summary of Activities (2016 – 2017: V59 Issue 2 through V60 Issue 1)**

- The *Environmental Health Review* continue with its peer-reviewed online format, receiving more technical article submissions this year than any other year since 2012.
- The emphasis on peer-reviewed articles has not diminished the amount of general interest and other announcement submissions. Contributions from the National Collaborating Centre for Environmental Health have evolved from a general interest to one where the Collaborating Centre can profile their work and inform the profession. Further, Nelson Fok through his journal summaries updates continue to be a regular and valuable component of the *Environmental Health Review*.
- The *Environmental Health Review* is continuing with its greater online profile, as institutional memberships both domestically and internationally are increasing. The *Environmental Health Review* is part of a consortium of journals that is sold to libraries further increasing its reach. Revenues from these subscriptions help to offset the productions cost on the *Environmental Health Review*.
- A recent analysis shows the articles most accessed are those that are practice-based. We can infer that profession desires to learn more about an issue that affects their day-to-day practice. Presentation of this information can be through a case study, or through primary research that helps inform practice.
- Branch President reports have not been submitted as regularly as they were in the past. We were receiving 3 or less per Issue. This was raised with the CIPHI President and the National Executive Committee. This type of communication was determined to still have value. A schedule of submission was developed based on the provincial's members' expectations as well as the amount of information each Branch can report. So, not all Branches will submit reports for each Issue of the *Environmental Health Review*. If this information is posted on their own website, the Branch Presidents report can be replaced with URL links to this information

### **Future Targets**

- To make a concerted effort to increase the number of practice-based articles.
- To continue to seek high quality articles for publication and to develop a web of peer-reviewers.
- To seek to have the *Environmental Health Review* included in various aggregators such as PubMed once a minimum peer-reviewed articles have been published.

## ***Member Service Centre Report to Membership***

Contributed by Dale Chen

During the past year, there has not been significant development of the Member Service Centre. The Member Service Centre continues to be the central hub of CIPHI through which we process memberships fees, member information and, the CPC program.

We continually make tweaks to the system in order to better serve the needs of our members and CIPHI as a whole. As it serves such a critical role, the NEC and CoPE are in discussion about the future of the MSC as well as possible alternatives that may better serve our needs while remaining fiscally responsible.

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

Contributed by Pamela Scharfe

### **Introduction**

The Retirees Advisory Committee was established in September 2005 as a joint project of the CIPHI and PHAC to address the need for qualified public health inspectors to deal with potential public health emergencies; determine a framework to serve as a tool to enhance the public health system capacity; and, serve as a pilot for the establishment of retiree committees in other health disciplines.

An innovative initiative by the Canadian Institute of Public Health Inspectors (CIPHI) and the Public Health Agency of Canada (PHAC) created a Retirees Advisory Committee consisting of retired Public Health Inspectors from all areas of Canada. The experience and corporate knowledge of retired public health inspectors is considered an asset to the future planning of public health initiatives.

Mandate:

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.

### **Responsibilities**

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

### **Retiree Representatives**

The following retirees (Senators) represent the Branches and the Federal Government as follows:

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

**(A) Alternate**

There are current opportunities for representatives for the province of Quebec and an alternate for Prince Edward Island, New Brunswick, British Columbia and Federal Government.

### **Initiatives**

**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. This information is also shared with the National CIPHI Office.

**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 once every two years, 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 reached out to retired CIPHI(C) again in 2016 and several were hire again to conduct inspections of Canadian spas.

**60th Anniversary of the CIPHI Atlantic Branch:** A small working group of Senators was formed to promote and celebrate the 60th anniversary of the Atlantic Branch of CIPHI which included an announcement to be read in the respective provincial houses of parliament, announcement for the CIPHI Listserve and a special edition of the Senator Forum newsletter.

**Senator Forum Newsletter:** in 2016 a newsletter was produced and circulated on the CIPHI Listserv with a focus on the 60th anniversary of CIPHI's Atlantic Branch.

**CANADIAN INSTITUTE OF  
PUBLIC HEALTH INSPECTORS**

**FINANCIAL STATEMENTS  
(Unaudited)  
DECEMBER 31, 2016**

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## INDEX TO THE FINANCIAL STATEMENTS

December 31, 2016

(Unaudited)

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REVIEW ENGAGEMENT REPORT

STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

Statement 1

STATEMENT OF FINANCIAL POSITION

Statement 2

STATEMENT OF CASH FLOWS

Statement 3

NOTES TO THE FINANCIAL STATEMENTS

## REVIEW ENGAGEMENT REPORT

To the Directors of the  
CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

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We have reviewed the accompanying statement of financial position of the Canadian Institute of Public Health Inspectors as at December 31, 2016 and the statements of operations and changes in fund balances, and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by the Institute.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material aspects, in accordance with Canadian accounting standards for not-for-profit organizations.



REID HURST NAGY INC.  
CHARTERED PROFESSIONAL ACCOUNTANTS

RICHMOND, B.C.  
JUNE 14, 2017

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

Statement 1

For the year ended December 31, 2016

(Unaudited)

	Capital Fund	General	Internally restricted		Total 2016	Total 2015 (Note 12)
	\$	\$	CoPE	BOC	\$	\$
<b>REVENUE</b>						
Advertising and miscellaneous	-	12,582	-	-	12,582	12,888
Amortization of deferred contributions	11,801	-	-	-	11,801	11,801
Commissions	-	735	-	-	735	752
Examination and review fees	-	-	-	145,630	145,630	152,511
Interest	-	4,394	-	-	4,394	1,484
Member dues	-	205,219	-	-	205,219	208,914
NEC reimbursement	-	19,768	-	-	19,768	27,455
Share of conference profit	-	36,931	-	-	36,931	8,041
<b>TOTAL REVENUE</b>	<b>11,801</b>	<b>279,629</b>	<b>-</b>	<b>145,630</b>	<b>437,060</b>	<b>423,846</b>
<b>GENERAL AND ADMINISTRATIVE EXPENSES</b>						
Awards, promotions and bursaries	-	4,096	-	-	4,096	574
Bank charges and interest	-	7,882	-	4,731	12,613	13,371
Contracted services	-	50,043	399	65,535	115,977	121,735
Depreciation	12,014	-	-	-	12,014	12,067
Honoraria	-	8,250	-	-	8,250	8,250
Insurance	-	4,778	930	974	6,682	6,644
Maintenance contract	-	22,277	-	-	22,277	21,012
Meetings and travel	-	45,338	6,676	46,320	98,334	135,626
Membership fees	-	1,864	-	-	1,864	795
Office and miscellaneous	-	8,861	483	16,271	25,615	24,774
Printing and reproduction	-	1,482	-	1,453	2,935	1,849
Professional fees	-	5,195	-	-	5,195	4,470
Publications	-	13,473	-	-	13,473	11,763
Telephone	-	1,913	-	987	2,900	2,630
Website	-	1,767	-	-	1,767	2,845
<b>TOTAL EXPENSES</b>	<b>12,014</b>	<b>177,219</b>	<b>8,488</b>	<b>136,271</b>	<b>333,992</b>	<b>368,405</b>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<b>(213)</b>	<b>102,410</b>	<b>(8,488)</b>	<b>9,359</b>	<b>103,068</b>	<b>55,441</b>
<b>FUND BALANCES, BEGINNING OF THE YEAR (Note 12)</b>	<b>1,379</b>	<b>396,494</b>	<b>20,000</b>	<b>5,635</b>	<b>423,508</b>	<b>368,067</b>
<b>INTERFUND TRANSFERS (NOTE 11)</b>	<b>-</b>	<b>(13,488)</b>	<b>13,488</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES, END OF THE YEAR</b>	<b>1,166</b>	<b>485,416</b>	<b>25,000</b>	<b>14,994</b>	<b>526,576</b>	<b>423,508</b>

The accompanying notes are an integral part of these financial statements



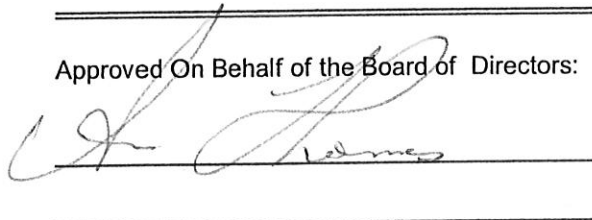
# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## STATEMENT OF FINANCIAL POSITION As at December 31, 2016 (Unaudited)

Statement 2

	2016 \$	2015 (Note 12) \$
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash	91,944	362,508
Accounts receivable	13,355	22,181
GST/HST receivable	4,701	18,782
Prepaid expenses	9,366	8,375
Conference receivable (Note 5)	45,480	34,041
	<b>164,846</b>	<b>445,887</b>
<b>OTHER ASSETS</b>		
Investments (Note 7)	436,056	82,827
Intangible capital assets (Note 8)	143,348	155,361
	<b>579,404</b>	<b>238,188</b>
	<b>744,250</b>	<b>684,075</b>

Approved On Behalf of the Board of Directors:



The accompanying notes are an integral part of these financial statements

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## STATEMENT OF FINANCIAL POSITION As at December 31, 2016 (Unaudited)

Statement 2

	2016	2015 (Note 12)
	\$	\$
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accruals	12,824	29,356
Rebates payable	673	809
Deferred revenue (Note 9)	61,996	76,420
	<b>75,493</b>	<b>106,585</b>
<b>OTHER LIABILITIES</b>		
Deferred contributions relating to intangible capital assets (Note 10)	142,181	153,982
	<b>217,674</b>	<b>260,567</b>
<b>FUND BALANCES</b>		
Invested in intangible capital assets	1,166	1,379
Unrestricted	485,416	396,494
Internally restricted	39,994	25,635
	<b>526,576</b>	<b>423,508</b>
	<b>744,250</b>	<b>684,075</b>

The accompanying notes are an integral part of these financial statements

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## STATEMENT OF CASH FLOWS For the year ended December 31, 2016 (Unaudited)

Statement 3

	Total 2016 \$	Total 2015 (Note 12) \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	103,068	55,441
Amortization of deferred contributions	(11,801)	(11,801)
Depreciation	12,014	12,067
	<b>103,281</b>	<b>55,707</b>
<b>CHANGES IN NON-CASH WORKING CAPITAL ACCOUNTS</b>		
Accounts receivable	8,826	(5,610)
GST/HST receivable	14,081	8,649
Prepaid expenses	(991)	1,815
Conference receivable	(11,439)	(8,041)
Accounts payable and accruals	(16,533)	6,944
Rebates payable	(135)	341
Deferred revenue	(14,424)	16,309
	<b>(20,615)</b>	<b>20,407</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Investments redeemed (acquired)	(353,230)	908
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>(270,564)</b>	<b>77,022</b>
<b>CASH - BEGINNING OF THE YEAR</b>	<b>362,508</b>	<b>285,486</b>
<b>CASH - END OF THE YEAR</b>	<b>91,944</b>	<b>362,508</b>

The accompanying notes are an integral part of these financial statements

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## NOTES TO THE FINANCIAL STATEMENTS

December 31, 2016

(Unaudited)

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### NOTE 1: STATUS AND PURPOSE

Canadian Institute of Public Health Inspectors (CIPHI) is incorporated without share capital as a not-for-profit organization. CIPHI represents and unites Environmental Public Health professionals across Canada, advances the profession and field of Environmental Public Health through certification, advocacy, education and professional competencies.

### NOTE 2: SIGNIFICANT ACCOUNTING/FINANCIAL POLICIES

#### a) Fund accounting

The Institute uses the restricted fund method of accounting.

The Capital Fund reports the revenues, expenses, assets and liabilities related to the Institute's tangible capital assets and intangible capital assets.

The General Fund reports unrestricted resources used for the Institute's general service delivery and administrative activities.

The Council of Professional Experience (CoPE) Fund reports internally restricted resources used to support the administration of the continuing professional competencies program for all Certified Environmental Public Health Professionals.

The Board of Certification (BOC) Fund reports internally restricted resources used for the certification process.

#### b) Revenue recognition

Restricted and unrestricted contributions are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

#### c) Tangible capital assets

Tangible capital assets are recorded in the Capital Fund at cost. Depreciation is provided on the straight-line basis over the assets' estimated useful lives. The following annual rates (reduced to one half the normal rate in the year of acquisition) apply:

Computer Equipment	3 Years
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#### d) Intangible capital assets

Intangible capital assets are recorded in the Capital Fund at cost. Depreciation is provided on the straight-line basis over the assets' estimated useful lives. The following annual rates (reduced to one half the normal rate in the year of acquisition) apply:

CPC Database	20 Years
Trademark	15 Years

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## NOTES TO THE FINANCIAL STATEMENTS

December 31, 2016

(Unaudited)

### NOTE 2: SIGNIFICANT ACCOUNTING/FINANCIAL POLICIES (continued)

#### e) Investments

Investments are initially recorded at fair market value at the date of acquisition and are subsequently adjusted to fair market value at the reporting date with the adjustments recognized as investment income in the Fund in which the investments are held.

#### f) Income tax

The Institute is a Non-profit organization exempt from income taxes under Section 149(1)(l) of the Canadian Income Tax Act.

#### g) Contributed services

Volunteers contribute their time and talents to assist the Institute in carrying out its purposes. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

### NOTE 3: USE OF ESTIMATES

The preparation of financial statements in conformity with Canadian accounting standards for non-profit organizations requires Management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Key areas where management has made complex or subjective judgments (often as a result of matters that are inherently uncertain) include, among others, the fair value of certain assets; useful lives of tangible and intangible capital assets; impairment of assets; depreciation; revenues; and allowance for doubtful accounts. Actual results could differ from these and other estimates, the impact of which would be recorded in future periods.

### NOTE 4: FINANCIAL INSTRUMENTS

The Institute's financial instruments consist of cash, accounts receivable, conference receivable, investments, accounts payable and accruals, and rebates payable. Unless otherwise noted, it is management's opinion that the Institute is not exposed to significant interest, currency, or credit risks arising from these financial instruments.

### NOTE 5: CONFERENCE RECEIVABLE

	2016 \$	2015 \$
2015 AEC ON Branch Conference Committee	-	34,041
2016 AEC AB Branch Conference Committee	37,480	-
2017 AEC BC Branch Conference Committee	8,000	-
	<u>45,480</u>	<u>34,041</u>

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## NOTES TO THE FINANCIAL STATEMENTS

December 31, 2016

(Unaudited)

### NOTE 6: TANGIBLE CAPITAL ASSETS

	<u>COST</u>	<u>ACCUMULATED DEPRECIATION</u>	<u>2016 NET</u>	<u>2015 NET</u>
	\$	\$	\$	\$
Computer equipment	10,132	10,132	-	-

### NOTE 7: INVESTMENTS

INSTITUTION	INSTRUMENT	MATURES	INTEREST RATE	FAIR VALUE
				\$
Vancity Savings Credit Union	Term Deposit	February 20, 2017	1.10%	32,304
Vancity Savings Credit Union	Term Deposit	February 20, 2018	1.35%	25,291
Vancity Savings Credit Union	Term Deposit	February 20, 2018	1.35%	25,291
Vancity Savings Credit Union	Term Deposit	April 9, 2017	1.30%	252,369
Vancity Savings Credit Union	Term Deposit	April 9, 2019	1.10%	25,200
Vancity Savings Credit Union	Term Deposit	April 9, 2019	1.10%	25,200
Vancity Savings Credit Union	Term Deposit	April 9, 2019	1.10%	50,401
				<u>436,056</u>

### NOTE 8: INTANGIBLE CAPITAL ASSETS

	<u>COST</u>	<u>ACCUMULATED DEPRECIATION</u>	<u>2016 NET</u>	<u>2015 NET</u>
	\$	\$	\$	\$
CPC Database	236,027	93,846	142,181	153,982
Trademark	3,183	2,016	1,167	1,379
	<u>239,210</u>	<u>95,862</u>	<u>143,348</u>	<u>155,361</u>

### NOTE 9: DEFERRED REVENUE

Deferred revenue consists of BOC exam fees, membership dues, training grant and miscellaneous fees received in the current year that are for the subsequent year.

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## NOTES TO THE FINANCIAL STATEMENTS

December 31, 2016

(Unaudited)

### NOTE 10: DEFERRED CONTRIBUTIONS RELATING TO INTANGIBLE CAPITAL ASSETS

Deferred contributions relating to intangible capital assets represent restricted 'CIPHI Continuing Professional Competencies (CPC) Project' contributions with which the Environmental Public Health database system was developed. The contributions are being amortized to revenue in accordance with the depreciation of the database system.

	2015 \$
Beginning balance	153,982
Amount amortized to revenue	(11,801)
Ending balance	<u>142,181</u>

### NOTE 11: INTERFUND TRANSFERS

During the year, the National Executive Council approved to set aside funds from previous years' surplus to support future activities in CoPE. Transfers of funds were made from the Unrestricted Fund to the CoPE Fund for \$5,000 for future activities plus an additional \$8,488 to cover the current year operations. The use of these funds are administered by the committees of CoPE and BOC.

### NOTE 12: RESTATEMENT OF COMPARATIVE FIGURES

The comparative figures have been retroactively restated to defer a \$9,524 grant that had been received to conduct a Risk Based Inspection Course. As a result, the revenue, excess of revenue over expenses and the Fund balances as at January 1, 2016 and December 31, 2015 have been decreased by \$9,524 and deferred revenue has been increased by \$9,524.

	2015 Restated	2015 Previously Stated
	\$	\$
Revenue - NEC reimbursement	27,455	36,979
Excess of revenue over expenses - General fund	55,441	64,965
Fund balances, end of the year	423,508	433,032
Deferred revenue	76,420	66,896