



## Canadian Institute of Public Health Inspectors 84<sup>th</sup> Annual General Meeting

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**Monday, September 17<sup>th</sup>, 2018**  
**3:00pm - 4:00pm Central Standard Time**

Raddison Hotel Saskatoon  
405 20<sup>th</sup> Street East  
Saskatoon, Saskatchewan

Venice 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  
**Shaun Crawley** – NB Branch President  
**Ali Rana** – MB Branch President  
**Kevin Kapell** – SK Branch President  
**Geoff Tomko** – AB Branch President  
**Gordon Moseley** – BC Branch President  
**Raymond Ramdayal** – ON Branch President

**Tony Thepsouvanh** – BOC Chair  
**Jenny Brown** – CoPE Chair  
**Pam Scharfe** – EHFC Chair / Retirees Committee. Chair  
**Andrew Papadopoulos** – EHR Editor-in-Chief  
**Tim Roark** – National Historian / EHFC Treasurer  
**Claudiz Kurzac** - 2017 AEC Co-Chair

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## 84<sup>th</sup> Annual General Meeting Agenda

**Monday, September 17, 2018**  
**3:00pm - 4:00pm Central Standard Time**

Radisson Hotel Saskatoon  
405 20<sup>th</sup> Street East  
Saskatoon, Saskatchewan

*Venice 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 83<sup>rd</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. *2017 AEC Final Report*
  - 9.2. *Environmental Health Review Report*
  - 9.3. *Member Service Centre Report*
  - 9.4. *Retiree Advisory Committee Report*
  - 9.5. *2018 National Salary Survey*
- 10. New Business**
  - 10.1. *2017 Award Nominations*
  - 10.2. *Approval of 2017 Financial Statements*
  - 10.3. *Election of National President- Elect*
- 11. Adjournment**

## **In Memoriam**

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

Louis Edward “Dudley” Agassiz - British Columbia Branch

Frederick “Fred” Charles Ainley - British Columbia Branch

Marwood "Byng" Cunningham - Ontario Branch

Roderick Norman Fraser - British Columbia Branch

William “Bill” Chesley French - British Columbia Branch

William “Bill” Harrison - Manitoba Branch

Bernice Lychowyd - Ontario Branch

Timothy Ngai - British Columbia Branch

Dan Richen - Alberta Branch

Bryan Smith - Alberta Branch

Edward Whalen - New Brunswick Branch

Don Williams - New Brunswick Branch

William “Bill” Edmund Bennett Withers – British Columbia

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

### DRAFT MINUTES PENDING APPROVAL

Monday, November 6, 2017  
 Sheraton Vancouver Airport Hotel  
 7551 Westminster Highway  
 Richmond, British Columbia

Agenda Item	Notes	Action
1. Call to Order	<p>Meeting called to order at 11:20am Pacific 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 days notice of the AGM.</p>	
2. Assessment of Quorum	<p>As per Section 5.05 of Bylaw No. 1, fifty (50) members or 20% of the members-in-good-standing, whichever is less, constitute a quorum for a General Meeting of the Institute.</p> <p>Based upon the number of members in attendance M. GLOVER, declared that quorum was established.</p> <p>See <b>Appendix 1</b> for Attendance List</p>	
3. Appointment of Officials		
3.1. Parliamentarian	<p>Without objection, GARY TAM was appointed to serve this AGM as parliamentarian.</p> <p>Moved by: K. CORDNER, Seconded: P. SCHARFE.</p> <p>None Opposed. Motion Carried</p>	
3.2. Sargeant-at-Arms	<p>Without objection, MATTHEW GLOVER were appointed to serve this AGM as Sergeant-at-Arms</p> <p>Moved by: G. TAM, Seconded: G. MOSELEY</p> <p>None Opposed. Motion Carried.</p>	
3.3. Scrutineers	<p>Without objection, J. CANNAN and G. MOSELEY were appointed to serve this AGM as Scrutineers.</p> <p>Moved by: T. NESS Seconded: T. ROARK</p> <p>None Opposed. Motion Carried</p>	
4. Introduction of	Officers of the National Executive Council introduced	

Agenda Item	Notes	Action
Officers	<p>themselves.</p> <p>Ann Thomas – National President</p> <p>Kari Engele-Carter – President Elect</p> <p>Gregory Barrett – Newfoundland &amp; Labrador Branch President</p> <p>Sara Baird – Nova Scotia and Prince Edward Island Branch President</p> <p>Nina van der pluijm – New Brunswick Branch President</p> <p>Raymond Ramdayal – Ontario Branch President</p> <p>Ali Rana – Manitoba Branch President</p> <p>Kevin Kapell – Saskatchewan Branch President</p> <p>Evelien Meyer – Alberta Branch President</p> <p>Dale Chen – British Columbia Branch President</p> <p>Keir Cordner -CoPE Chair</p> <p>Garth Gosselin - BOC Chair</p> <p>Pam Scharfe- 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 and/or additions to the Agenda.</p> <p>Motion to approve agenda.</p> <p>Moved by: C. KURZAC, Seconded: E. TEARE</p> <p>None Opposed. Motion Carried</p>	
7. Approval of Minutes from the 82 <sup>nd</sup> Annual General Meeting,	<p>Motion to approve the minutes of the 82<sup>nd</sup> AGM with correction noted for section 10.1. Update to 2016 Honorary Membership Award.</p> <p>Moved by: M. SHUMAKER Seconded: P. KUTUADU (STEWART)</p> <p>None Opposed. Motion Carried</p>	Approved minutes to be posted on the National website (www.ciphi.ca)
8. Governance Reports		
8.1. National Executive Council Report to Membership	A.THOMAS provided an update.	
8.2. Board of Certification	T. THEPSOUVANH provided an update.	



Agenda Item	Notes	Action
Report to Membership	T. THEPSOUVANH reminded members of the BOC Presentation on ongoing BOC projects..	
8.3. Council of Professional Experience Report to Membership	K. CORDNER provided an update.	
8.4. Environmental Health Foundation of Canada Report to Membership	P. SCHARFE provided an update.	
9. Special Reports		
9.1. 2016 AEC Final Report	CLAUDIA KURZAC provided an update and extended thanks to AB Branch for documents and supports provided to the 2017 BC organizing committee. Claudia thanked AB Branch and the 2016 Organizing committee for extensive assistance and considered them part of the 2017 organizing committee	
9.2 Environmental Health Review	Questions: None received.  TIM ROARK encouraged members to send information for the EHR to support Andrew as the EHR Editor.	
9.3 Member Service Centre	Questions: None received.	
9.4 Retirees Advisory Committee	P. SCHARFE provided an update.	
10. New Business		
10.1. 2017 Award Nominations	<b>Motion to award the 2017 CIPHI Honorary Membership Award to DR. PATRICIA DALY.</b>  Moved by: G. TAM, Seconded: T. ROARK	

Agenda Item	Notes	Action
	<p>None Opposed. Motion Carried</p> <p><b>Motion to award the 2017 CIPHI Life Member Award to KENNETH LORNE CHRISTIAN.</b></p> <p>Moved by: P. SCHARFE, Seconded: G. MOSELEY</p> <p>None Opposed. Motion Carried</p> <p>Nominations found in <b>Appendix 2</b></p> <p>50 Year Membership Awards</p> <p>MICHAEL BRAGG, ON MARTIN TONARY, ON</p>	
10.2. Approval of 2016 Financial Statements	<p>Motion to approve the 2016 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated.</p> <p>Moved by: G. BARRETT, Seconded: K. ENGELE-CARTER</p> <p>G. TAM inquired if CIPHI has a plan for the current financial funds. ANN THOMAS discussed that CIPHI has funds available in planning for mandatory membership, legal opinions, and projected shifting membership numbers. The financials are reviewed yearly and an ongoing work in progress.</p> <p>R. RAMDAYAL added that there may be need for legal opinions in the future. CIPHI is being proactive in preparing for the financial challenges that may be present.</p> <p>None Opposed. Motion Carried</p>	
11. Motions and Resolutions		
11.1. Notice of Motion – Additions, Changes, Corrections to National Bylaws	<p>See attached for the Motion that was put forward:</p> <p>The NEC has the authority to make the necessary by-law amendments and passed a motion on August 15th 2017 to amend By-Law #7 Definitions and Section 2a. CIPHI National Bylaws require that the motion to change a bylaw be confirmed or rejected by the membership at the next AGM.</p>	

Agenda Item	Notes	Action
	<p><b>Motion #1</b></p> <p>Add the following to SECTION 2 (A) Power of the Board: <i>The Board of Certification shall have the right and power to suspend a Certificate in Public Health Inspection (Canada) issued after January 1st 2017 to those persons the Board deems have not met all the requirements of the Board as provided in the Regulations. The Board of Certification shall have the right and power to reinstate a Certificate in Public Health Inspection (Canada) issued after January 1st 2017 to those persons the Board deems have met all the requirements of the Board as provided in the Regulations.</i></p> <p>Moved by: Ray Ramdayal- President Ontario Branch CIPHI Seconded: Kari Engele-Carter- President Elect CIPHI</p> <p>None Opposed.</p> <p>Proxy Votes In Favor: 18 Proxy Votes Opposed: 0</p> <p>Motion #1 Carried</p> <p><b>Motion #2</b></p> <p>Add the following to SECTION 1 Definitions: E <i>“Suspend a certificate” means that the person issued that certificate cannot use the title “Certified Public Health Inspector (Canada)”, use the designation “Certified Public Health Inspector (Canada)” or represent themselves as a “Certified Public Health Inspector (Canada)” until such time the certificate is reinstated</i></p> <p>Moved by: Ray Ramdayal - President Ontario Branch CIPHI Seconded: Kari Engele-Carter – National President Elect</p> <p>None Opposed.</p> <p>Proxy Votes In Favor: 18 Proxy Votes Opposed: 0</p> <p>Motion #2 Carried</p>	

Agenda Item	Notes	Action
12. Adjournment	With there being no more business coming before this assembly the Annual General Meeting is adjourned at 12:08pm.	

## Appendix 1: Attendees

List is sorted alphabetically by Branch

Carbert	Jamie	AB	Lunsted	Nicole	MB
Cheung	Thomas	AB	Ness	Timothy	MB
Chrisp	Darcy	AB	Rana	Ali *	MB
Duong	Linda	AB	Bouchard	Eric	NB
Gosselin	Garth	AB	Gaudet	Danika	NB
Harvey	Karah	AB	Gavin	Sonia	NB
Hluchy	Tara	AB	Skinner	Angus	NB
Ho	Heidi	AB	van der pluijm	Nina*	NB
Kutuadu (Stewart)	Pamela	AB	Barrett	Gregory*	NL
Lau	Ryan	AB	Glover	Matthew	NL
Leong	Jonathon	AB	Baird	Sara*	NS/PEI
Meyer	Everdina (Evelein)*	AB	Gammie	Janice	NS/PEI
Romanish	Daria	AB	Cannan	John	ON
Shaw	Keara	AB	Galbraith	Robin	ON
Teare	Erin	AB	Kwan	Brenda	ON
Thepsouvanh	Tony	AB	Marcus	Michelle	ON
Chen	Dale	BC	Pugh	Tonya	ON
Cordner	Keir	BC	Ramdayal	Raymond*	ON
Kurzac	Claudia	BC	Scharfe	Pamela	ON
Luttrell	Gethsemane	BC	Schofield	Norine	ON
Millard	Timothy	BC	Stevens	Sandra	ON
Miskie	Alixander	BC	Ducharme	Yolanda	SK
Moseley	Gordon*	BC	Engle-Carter	Kari*	SK
Roark	Timothy	BC	Gadzella	Theresa	SK
Semail	Denis	BC	Georget	Arden	SK
Sowa	Stacey	BC	Harrison	Ian	SK
Tam	Gary	BC	Kapell	Kevin*	SK
Thomas	Ann*	BC	Kwong	Faith	SK
Hancock	Stephen	MB	Shumaker	Matthew	SK

\* Denotes a National Executive Council Member

## Appendix 2

### Nomination for Life Membership

In 1974 Ken Christian graduated from the Environmental Health Program at BCIT and was awarded his CPHI(C). Ken started his career with the South Central Health Unit in Ashcroft, BC and then after 3 years moved to the head office in Kamloops. In 1988 Ken was promoted to the position of Chief Environmental Health Officer for the South Central Health Unit, a position he held until 1997. With the reorganization of the health-care system in BC, Ken was appointed to the position of Director of Environmental Health for the Thompson Health Region. In January 2002 several health regions were amalgamated into the very large Interior Health Authority. Ken was reappointed as the Director of Health Protection with over 100 staff at 20 sites. Ken retired in 2012 after over 37 years in the profession.

During his career Ken has been a strong supporter and active participant in CIPHI.

- National Executive Council for CIPHI, 1980 to 82
- Corresponding Member of the Board of Certification, 1982 to 90
- Co-Chair of the 1st BC Branch educational conference held in Kamloops, 1984
- Examiner for the Board of Certification, 1985 to approximately 2000
- Vice-Chair of the BC Board of Registration of Public Health Inspectors 1988 to 92
- Co-Chair of the 2007 CIPHI National Educational Conference, Kelowna, 2006 to 07
- Alternate Representative BC - CIPHI Retirees Advisory Committee, 2014 to 16
- BC Representative - CIPHI Retirees Advisory committee 2017 to present

Ken has also been an active member of his community.

- Executive Member of the BC Government Employees Union, 1978 to 1988
- Treasurer, Thompson Okanagan Public Health Association, 1976 to 1985
- Director, BC Public Health Association 1977 to 1979
- School Trustee for 18 including 8 years as Chairman.
- Member and Chair, Applied Science Technologists of BC, 1985 to 1993
- Member and President, Kamloops Basketball Referees Association, 1983 to 93
- City Councilor, Kamloops Council 2011 to 2016

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The dedication, leadership and excellence that Ken has displayed during his career have resulted in him receiving several awards:

1990 - **BCIT Alumni Achievement Award**

1991 - **Member of the Year Award**, as a member of the BC Board of Registration

1994 - **Member of the Year Award**, BC Branch CIPHI

1996 - **Alumni Achievement Award for Public Service**, University College of the Cariboo

1999 - **Certificate of Honor** from the BC School Trustees Association

2007 - **Alex Cross Award** from CIPHI

2007 - **Alex Officer Award** from CIPHI as head of the IHA Health Protection program

2013 - Recognized as a **MEMBER OF DISTINCTION** by CIPHI

After graduation from BCIT Ken continued his studies at the University College of the Cariboo and has received his Diploma in Public Sector Management from the University of Victoria. He has published five important papers in the field of public and environmental health and now operates a small environmental health consultancy; **Ken Christian Consulting Ltd.**

Ken is happily married with a lovely wife Brenda and they have three great kids, Nic, Jon and Taryn.

For over 40 years Ken has been a strong supporter of the Institute and during that time has displayed the highest standard of professional practice. We are, therefore, very pleased to nominate Ken Christian for **Life Membership** in the Canadian Institute of Public Health Inspectors in recognition of his extensive contributions to public health, CIPHI and his community.

Moved: Tim Roark (BC)

Seconded: Kevin Touchet (BC)

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## Nomination for Honorary Membership

**“Successful people become great leaders when they learn to shift the focus from themselves to others.”**

Marshall Goldsmith

It is an honour and privilege to nominate Dr. Patricia Daly for the 2017 CIPHI Honorary Member Award in recognition of her outstanding leadership and tireless efforts in promoting and supporting the work of Environmental Health and Environmental Health Officers.

Dr. Daly obtained her medical degree from the University of Toronto in 1985 and worked as a family and emergency physician in Ontario before undertaking further specialty training at McGill University and the University of Toronto. In 1992 she obtained a fellowship in Community Medicine from the Royal College of Physicians and Surgeons of Canada. After moving to Vancouver in 1993, Dr. Daly worked for two years at the BC Centre for Disease Control before moving to Vancouver/Richmond Health Board as a Medical Health Officer and Director of Communicable Disease Control. In 2007 Dr. Daly assumed her current position as Chief Medical Health Officer and Vice President of Public Health for Vancouver Coastal Health Authority.

Following in the footsteps of her predecessor Dr. John Blatherwick, a former recipient of this award (1998), Dr. Daly has been a prominent supporter of the Environmental Health program at VCH. Dr. Daly uses every opportunity to openly acknowledge the work accomplished by her environmental health officers and finds ways to engage them in various public health activities citing the “expertise and competency” that they bring to the table. When number fifteen of the 50 most powerful people in Vancouver for 2015 (as selected by Vancouver Magazine) speaks, people have a tendency to listen.

It is a remarkable feat that Dr. Daly has learned to understand almost every operational aspect of the many programs that report up to her. In doing so, she has gained better insight into the valuable role that environmental health plays in protecting the health of the population. On many an occasion she has been able to bring Environmental Health into high level public health discussions such as healthy eating, healthy communities, and emergency management. Dr. Daly is also not afraid to roll up her sleeves and work alongside her staff. You will find her attending impromptu working group meetings, participating in desk top exercises, reviewing lab sample results, and on occasion donning a pair of rubber boots to get out in the field. In sports terminology one might refer to Dr. Daly as a players’ coach.



As a leader Dr. Daly encourages her Medical Health Officers to work on a daily basis with the EH leadership team. To promote this she has assigned an MHO to help support each of the Health Protection program areas. Patty is respected and admired by staff. She always takes time out of her busy schedule to attend and address staff at various meetings and functions, including the Christmas brunch. One of her favorite events is the Long Service Recognition lunch which she hosts. This is a time when Patty is able to personally thank environmental health staff for the many years of dedicated service to Vancouver Coastal Health.

Dr. Daly is a strong supporter of the Canadian Institute of Public Health Inspectors. She always encourages her MHOs to participate in the BOC Certification Oral Exams and in addition supports staff involvement with CIPHI executive positions, committees, and activities. Despite travel restrictions Dr. Daly has always made it possible to send delegates to the AEC. This year Dr. Daly approved paying for staff membership to CIPHI as well as giving approval for VCH to host the AEC Conference in Richmond this year.

Throughout her career with Vancouver Coastal Health Dr Patty Daly has lived up to the theme of this year's AEC, "Honouring Traditions, Inspiring Innovation". She has kept with tradition in honouring the professional relationship between Medical Health Officer and Environmental Health Officer. She has respected the traditional role of the Environmental Health Officer, but has also challenged and inspired us to be more innovative by transcending us into the world of health equity and chronic disease.

Nominated by Richard Taki (BC)

Seconded by Claudia Kurzac (BC)



## 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. In January 2019 the National President, Ann Thomas, will become the Past President. The President Elect, Kari Engele-Carter, will then take over the role of national president. It is anticipated that a new President-Elect will be elected at the 2018 AGM to take office 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 continues to exist due to the efforts of volunteers across the country at both the National and Branch level. We are still honored to enjoy the services of Webmaster- Mike LeBlanc, Environmental Health Review Editor - Andrew Papadopoulos, National Historian - Tim Roark and List-serve manager - Peter Heywood. A very sincere "Thank You" to all our members who contribute their time and expertise to help ensure we have an effective and sustainable professional organization.

The business of the NEC continues to be conducted via regularly scheduled monthly teleconferences. There was also a face to face meeting in April 2018 in Toronto. The next scheduled meeting is prior to the 2018 Annual Education Conference in Saskatoon, Saskatchewan. 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.

The CIPHI Office continues to be managed by MPS Executive Suites, Vancouver BC. The staff assigned to the CIPHI portfolio continue to be very committed to meeting our needs and their understanding of our policies and procedures, despite the constant changes we throw at them, is nothing short of amazing.

This report provides highlights of work conducted since the AGM 2017 and is comprised of information from all branches of CIPHI. Members are reminded that the minutes of all regular NEC meetings are posted on the CIPHI website in the documents section.

## **MANDATORY MEMBERSHIP IMPLEMENTATION**

Commencing 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 to continue to be able to use the designation CPHI (C) and to represent themselves as a person holding that qualification. The requirement to be a regular member starts in the calendar year following the year the CPHI (C) was issued. Persons affected by mandatory membership have until the end of March to renew as a regular member.

On March 31, 2018 twenty-nine persons had not met the mandatory membership requirement and were notified that their certificate had been suspended. As of July 1<sup>st</sup>, 2018, sixteen of those affected had applied for membership and had their certificates reinstated.

## **MEMBERSHIP MAINTAINENCE**

NEC has continued to work with Council of Professional Experience, the Board of Certification and our legal counsel to establish policies that enable the revoking of membership status based on a failure to meet the requirements of the Continuing Professional Competencies (CPC) program. This includes a policy for appealing the results of an audit of professional development hours that will be released in fall of 2018.

## **EMPLOYER ENGAGEMENT AND ADVOCACY**

CIPHI continues to actively communicate with employers regarding the mandatory membership requirement for their employees certified in 2017 and onward. One issue raised by employers is how to determine if an employee has had a certificate suspended and we are looking at options with respect to freedom of information and privacy legislation.

Environmental/Public Health Week is now in its 15<sup>th</sup> year and continues to be an effective means of promoting CIPHI through media releases and interviews, proclamations of the launch of the week by local and provincial government leaders, the dissemination of posters and other printed material, posts to our social media accounts, and special events in communities aimed at raising awareness of environmental health activities.

The advocacy committee has identified that there is an outstanding gap in the function of this important role of CIPHI. Over the past few years, there have been major competing priorities that took precedence over advocacy committee projects. With that said, this past year, the committee has done some outstanding work. They have worked with various employers of Certified Public Health Inspectors across the country to advocate on the value of the credential that they hold. This work has involved sending numerous written correspondence to Health Ministers and Premiers across Canada. Each employer that contacted CIPHI received individual attention and letters were crafted based on their particular situations. The following are some examples of this work:

- CIPHI National urged the Government of Manitoba to continue with a health structure that values employees with a Certificate in Public Health Inspection (Canada) as part of a comprehensive public health system. We also recommended that consideration be given to restructuring Manitoba public health inspection services in a manner that will reduce the fragmentation of environmental health services, more efficiently serve the public and support governments' goal of reducing inefficiencies and red tape.
- CIPHI sent a letter to the Environmental Public Health Division, First Nations and Inuit Health Branch (FNIHB) in support of a proposal to incorporate the CIPHI CPC program in a proposed training protocol for FNIB EHOs.
- CIPHI provided the Government of Newfoundland/Labrador with an overview of the CIPHI (C) designation, the ongoing maintenance of certification and confirmation of other provinces mandates that require health officers to hold this certification to be delegated their powers of enforcement under provincial health acts and regulations.
- CIPHI participated in the public consultation process being undertaken by the Ontario Ministry of Health regarding changes to the legislation naming the CIPHI (C) designation and the proposed *Qualifications for Public Health Professionals Protocol, 2018*.

Additionally, the committee has been meeting to brainstorm ideas on projects that can be worked on annually. The goal is to have one project (minimum) completed on an annual basis. Currently, there are two suggestions that have been brought to the advocacy committee's attention by members. We encourage our members to contact the advocacy committee at [office@ciphi.ca](mailto:office@ciphi.ca) with ideas and suggestions on projects they feel passionate about.

### **RISK BASED INSPECTION ON-LINE COURSE**

Unfortunately, CIPHI has not been able to negotiate successfully with the original vendor chosen to deliver this course and we are now looking at alternate delivery options. We understand this is of interest to our members and we will keep you all informed of progress on this initiative.

### **ANNUAL EDUCATION CONFERENCE 2018**

This year's AEC is being planned by a national planning committee in the absence of a Branch submitting a proposal to host the conference. This decision to go ahead with a conference was made in February 2018 leaving a tight timeframe for the organizers. The office service was utilized for several of the tasks such as booking the venue and on-line registration. The NEC is considering this as a pilot project to assess the feasibility of a national planning committee being used in the future due to the increased difficulty being faced by provincial Branches of CIPHI to commit resources to host an AEC. A report will be released after the September AEC in Saskatoon.

### **LIFE MEMBER AWARD REVIEW**

The NEC is reviewing the Bylaw and National Operating Policy #1 governing the Life Member Award which is currently offered to one person per year whereas other rewards may have two recipients. This review will include consultation with members and any changes to the bylaw will be brought to the membership for ratification at the 2019 Annual General Meeting of members.

### **ON-GOING INITIATIVES**

The NEC workplan for the coming year will include the following new and on-going initiatives:

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

Respectfully Submitted on behalf of the NEC by:

Ann Thomas  
National President CIPHI

## CIPHI Organizational Chart – As at July 2018

### 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 Gordon Moseley	AB Branch Geoffrey Tomko	SK Branch Kevin Kapell	MB Branch Ali Rana	ON Branch Raymond Ramdayal	NB Branch Shaun Crawley	NS/PEI Branch Sara Baird	NL Branch Gregory Barrett
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### Council of Professional Experience

**Chair**  
Jenny Brown

**Branch  
Representatives**

**Non-CPHI(C)  
Representatives**

### Board of Certification

**Chair**  
Tony Thepsouvanh

**Vice Chair**  
Ian Harrison

**Past Chair**  
Vacant

**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

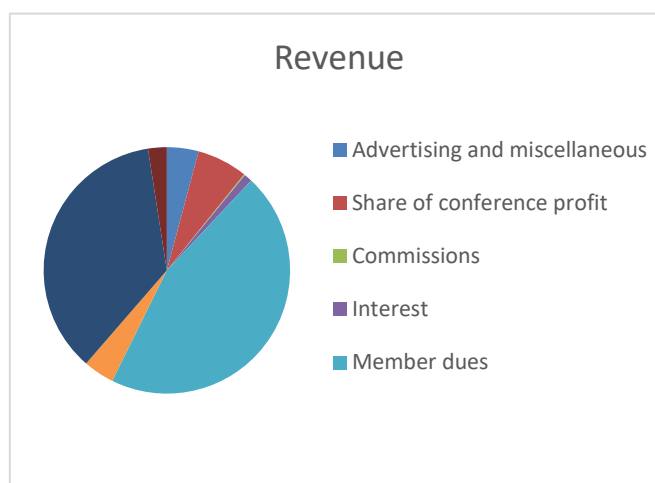
## FINANCIAL SUMMARY

The financial status of the organization was overseen in 2018 by the National Executive Council lead by the President CIPHI.

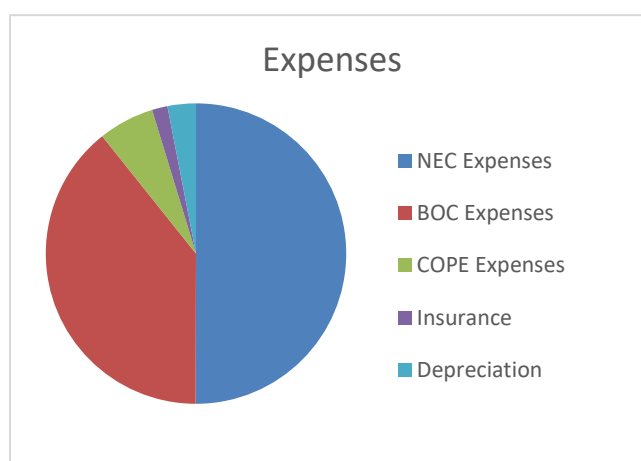
The following financial statement summaries were prepared by the CIPHI Office for this report, based on the official review engagement financial statements prepared by the accounting firm of Reid Hurst Nagy, CGA. For the full financial statement, please see appendix 1.

**Table 1.1: 2017 Financial Summary of Revenue & Expenses**

Revenue	Total
Advertising and miscellaneous	\$19,940.00
Share of conference profit	\$31,864.00
Commissions	\$716.00
Interest	\$5,118.00
Member dues	\$217,735.00
NEC reimbursement	\$19,498.00
BOC - Examination and review fees	\$173,803.00
CPC - Amortization of deferred contributions	\$11,801.00
CoPE	-
<b>Total Revenue</b>	<b>\$480,475.00</b>



Expenses	Total
NEC Expenses	\$198,356.00
BOC Expenses	\$155,488.00
COPE Expenses	\$23,799.00
Insurance	\$6,620.00
Depreciation	\$12,103.00
<b>Total Expense</b>	<b>\$396,366.00</b>
<b>Profit (Deficit)</b>	<b>\$84,109.00</b>



**Table 1.2: 2017 Statement of Changes in Fund Balances**

For the year beginning January 1, 2017	Total
Cash	\$91,944.00
Term Deposits	\$436,056.00
<b>Total Cash &amp; Cash Equivalents (For the year beginning January 1, 2017)</b>	<b>\$528,000.00</b>
Changes during the year ending December 31, 2017	Total
Profit	\$84,109.00
Capital Fund	\$-302.00
Working Capital Accounts	\$31,033.00
<b>Closing Balance for the year ended December 31, 2017</b>	<b>\$114,840.00</b>
Total Cash	\$207,266.00
Term Deposits	\$435,574.00
<b>Total Cash &amp; Cash Equivalents (For the year ended December 31, 2017)</b>	<b>\$642,840.00</b>

**Table 1.3: 2017 Statement of Financial Position**

Assets		Liabilities	
For the Year Ended on December 31, 2017		Current	
Cash and Cash Equivalents	\$642,840.00	Account Payable and Accruals	\$16,733.00
Accounts Receivable	\$57,809.00	Rebates Payable	\$919.00
HST Receivable	\$4,334.00	Deferred Revenue	\$87,106.00
Prepaid Expenses	\$9,117.00		<b>\$104,758.00</b>
	<b>\$714,100.00</b>	<b>Other Liabilities</b>	
Capital (Computer Equipment, Trademark & CPC Database)	\$131,722.00	Deferred Contributions Related to Capital Assets	\$130,379.00
<b>Assets Balance</b>	<b>\$845,822.00</b>	<b>Fund Balances</b>	
		Invested in Capital Assets (Capital Fund)	\$864.00
		Unrestricted (Operating Fund)	\$554,879.00
		Internally Restricted	\$54,942.00
			<b>\$741,064.00</b>
		<b>Liability &amp; Fund Balances</b>	<b>\$845,822.00</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 two years.

**Table 1.4: Regular Membership Trend by Branch, 2012-2017**

Branch	2011	2012	2013	2014	2015	2016	2017
Alberta (incl. NWT & Nunavut)	299	295	316	328	325	332	337
British Columbia (incl. Yukon)	177	160	153	147	138	126	157
Manitoba	60	60	65	64	59	58	55
New Brunswick (incl. Quebec)	45	45	47	51	53	47	50
Newfoundland & Labrador	25	23	21	32	21	17	17
Nova Scotia / Prince Edward Island	58	61	57	63	63	65	58
Ontario	574	560	559	542	575	528	493
Saskatchewan	11	93	92	97	91	95	99
<b>Canada</b>	<b>1342</b>	<b>1310</b>	<b>1321</b>	<b>1324</b>	<b>1325</b>	<b>1268</b>	<b>1266</b>

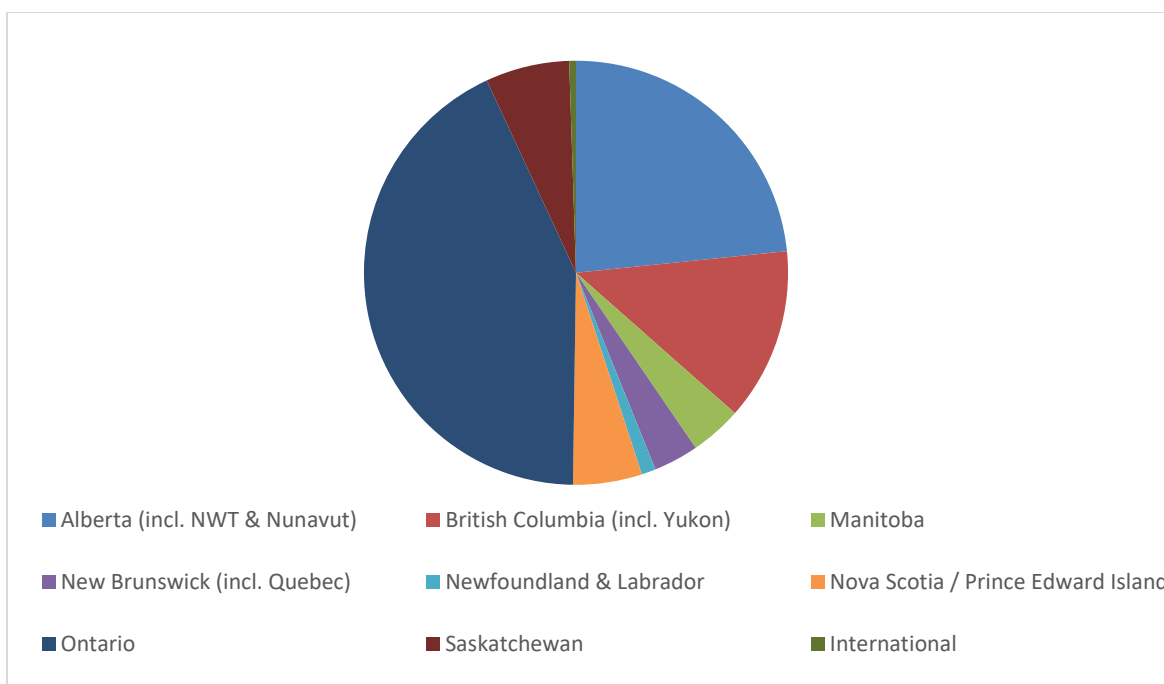
**Table 1.5: 2017 Membership Type Distribution by Branch**

Branch	Membership Type							Total
	Regular	Retired	Student	Fraternal	Life	Honorary	Int'l	
Alberta (incl. NWT & Nunavut)	337	5	56	2	3	6	0	409
British Columbia (incl. Yukon)	157	11	49	2	3	7	1	230
Manitoba	55	8	3	0	3	0	0	69
New Brunswick (incl. Quebec)	50	5	2	0	2	1	0	60
Newfoundland & Labrador	17	1	0	0	0	1	0	19
Nova Scotia / Prince Edward Island	58	7	20	0	4	3	0	92
Ontario	493	22	215	2	8	10	0	750
Saskatchewan	99	3	8	0	2	0	0	112
International	N/A	N/A	N/A	N/A	0	8	1	9
<b>Canada</b>	<b>1266</b>	<b>62</b>	<b>353</b>	<b>6</b>	<b>26</b>	<b>35</b>	<b>2</b>	<b>1750</b>

**Table 1.6: 2017 Life and Honorary Membership by Branch**

Branch	Life	Honorary	Total
Alberta (incl. NWT & Nunavut)	3	7	9
British Columbia (incl. Yukon)	3	7	10
Manitoba	3	0	3
New Brunswick (incl. Quebec)	2	1	3
Newfoundland & Labrador	1	0	1
Nova Scotia / Prince Edward Island	2	4	7
Ontario	7	9	18
Saskatchewan	2	0	2
United States	0	7	8
<b>Canada</b>	<b>23</b>	<b>35</b>	<b>58</b>

**Figure 1.1: 2017 Total Membership\* Distribution by Branch**



*\*All membership types are included.*

## **AWARDS**

Below is a list of the winners for the 2017 nominations.

Alexander Officer Award – Saskatchewan Environmental Health Inspection Program (SEHIP) Task Group (SK)

Alex Cross Award – Catherine D Egan (ON)

Environmental Health Review Award – Sharon Williams (NL)

President's Award – Craig Nowakowski (BC)

Honorary Membership – Dr. Patricia Daly (BC)

Life Membership – Kenneth Lorne Christian (BC)

50 Year Membership Award – Michael Bragg (ON) and Martin Tonary (ON)

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 2017 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	17	9	53	13	11	85	17	9	53	5	3	60
British Columbia	9	5	56	8	5	63	5	3	60	7	4	57
Manitoba	2	2	100	1	1	100	2	2	100	1	1	100
New Brunswick	2	2	100	2	2	100	2	2	100	0	0	0
Newfoundland	0	0	0	0	0	0	0	0	0	0	0	0
Nova Scotia	2	2	100	2	2	100	1	1	100	1	1	100
Ontario	26	19	73	24	19	79	16	13	81	14	12	86
Saskatchewan	1	1	100	1	1	100	0	0	0	1	1	100
<b>TOTAL</b>	<b>59</b>	<b>40</b>	<b>73%</b>	<b>51</b>	<b>41</b>	<b>78</b>	<b>43</b>	<b>30</b>	<b>62%</b>	<b>29</b>	<b>22</b>	<b>63</b>

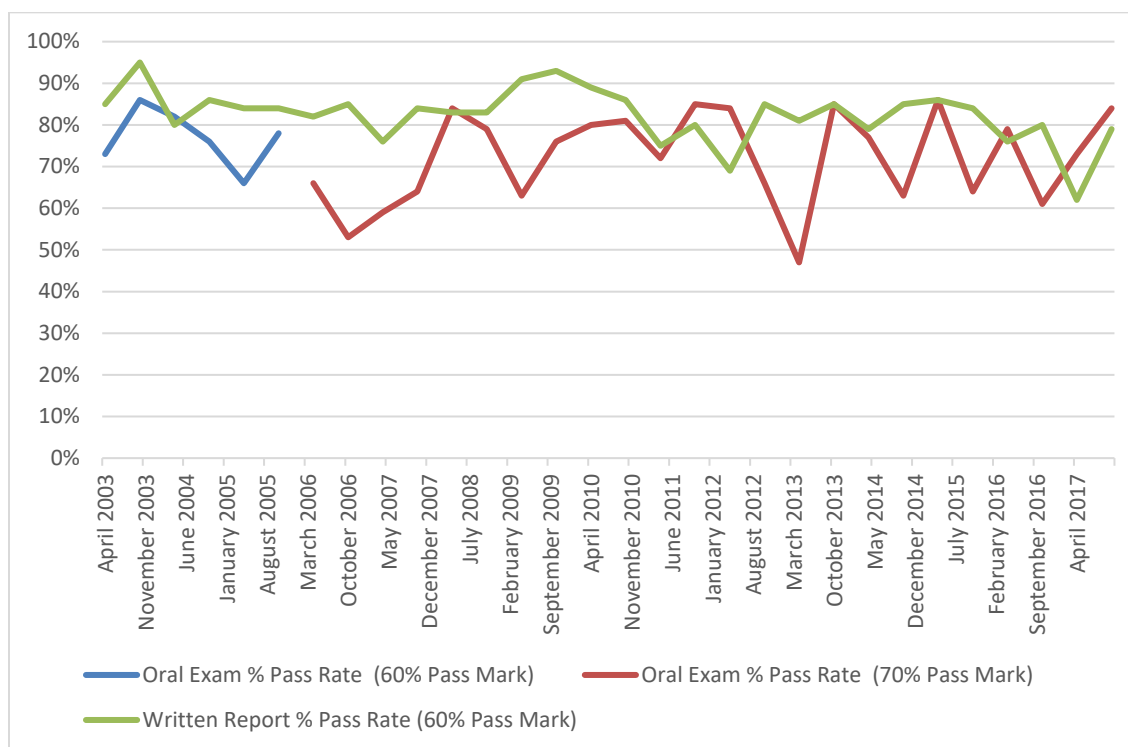
**Table 2.2 October 2017 Exam Results**

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	5	42	7	5	71	11	5	45	6	4	67
British Columbia	22	14	64	21	16	86	22	16	73	2	1	50
Manitoba	0	0	0	0	0	0	0	0	0	0	0	0
New Brunswick	0	0	0	0	0	0	0	0	0	0	0	0
Newfoundland	0	0	0	0	0	0	0	0	0	0	0	0
Nova Scotia	9	9	100	9	9	100	6	6	100	3	3	100
Ontario	60	48	80	58	52	90	55	47	85	11	9	82
Saskatchewan	1	1	100	1	1	100	1	1	100	0	0	0
<b>TOTAL</b>	<b>104</b>	<b>77</b>	<b>74%</b>	<b>96</b>	<b>85</b>	<b>89%</b>	<b>95</b>	<b>75</b>	<b>79%</b>	<b>22</b>	<b>17</b>	<b>77</b>

**Table 2.3: Exam Pass Rates, April 2003 – October 2017**

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%
April 2017		73%	62%
October 2017		84%	79%

**Figure 2.1: Exam Pass Rates, April 2003 – October 2017**



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

## **APPEALS**

### **April 2017 Examination**

The Board received 5 appeals from the April 2017 sitting. All appeals were reviewed by the Chair of the BOC. Two appeals were related to the oral component and one in relation to the BOC's determination of plagiarism in the written component. Two of the appeals did not move forward to review panel. All appeals were denied as the review panel identified no process irregularity or error and agreed with the Board's determination of plagiarism.

### **October 2017 Examination**

The Board received 3 appeals from the October 2017 sitting. All appeals were reviewed by the Chair of the BOC. None of the 3 appeals met the criteria for process error and were not forwarded to the NEC for formal review and were thus denied.

## **CHANGES TO MEMBERSHIP OF BOC**

Changes to the Board of Certification membership in 2017 includes:

- Gus Skinner joined the Board in March 2017 as Nova Scotia Branch Representative.
- Tonya Pugh joined the Board in November 2017 as the Canadian Armed Forces Representative.
- Ian Harrison appointed the Vice Chair of the Board of Certification in November 2017.
- Garth Gosselin completed his one year term as Past Chair at the end of 2017.

We wish to offer our sincere thanks to Garth Gosselin for his dedication and hard work on the Board, as well as his commitment to our profession.

## **BOC Membership (as of July 2018)**

Name	Position	Status	CPHI(C)
Tony Thepsouvanh	Chair	January 2017 – December 2018	Yes
Ian Harrison	Vice Chair	January 2018 – December 2018	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
Fatih Sekercioglu	ON Branch	First term expires May 2021	Yes
Tonya Pugh	CAF	First term expires November 2020	Yes
Vanessa Amy	SK Branch	First term expires January 2021	Yes
Stephen Hancock	MB Branch	First term expires August 2019	Yes
Gary Tam	BC Branch	First Term expires October 2019	Yes
Vacant	NL Branch		

## **HIGHLIGHTS OF BOARD ACTIVITIES**

- **Go – Green Project**
  - The Board began a pilot project to implement paper saving methods to the BOC exam and document submission process.
  - The pilot was very well received by examiners and exam coordinators who offered feedback to the process. After some improvements the plan is to roll this out nationally with additional efficiencies in document management planned for the future.
  - Special thanks for BC Branch Representative Gary Tam for initiating and coordinating this project.

- **Instructional Objectives Project**
  - 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.
  - This has been a longstanding project for the BOC and was officially completed in winter 2017. The BOC will roll out the updated IOs to members in fall / winter 2018 with schools beginning to implement them by the fall of 2019.
- **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 and thorough consultation.
- **Approved Institutions**
  - School reviews and accreditation of programs continue to keep the BOC very busy. In 2017 the BOC 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.
  - 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	Spring 2019
Concordia	October 2017	2022
Conestoga	2018	TBA
FNUC	June 2017	June 2019
CAF PMed Tech.	October 2017	TBA

- **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 Jenny Brown

### Background:

The Council of Professional Experience (CoPE) administers the Continuing Professional Competencies (CPC) program within CIPHI. CoPE's role is to provide leadership and vision as well as the architecture for the CPC program. CoPE communicates key aspects of the CPC program, reviews and approves professional development opportunities and supports members in their inquiries regarding professional development requirements. In addition, CoPE is tasked with fostering accountability in Environmental Public Health Professionals across the country through auditing of members' professional development entries.

### CoPE Membership:

CoPE is comprised of members who have been appointed through consultation with Branches of CIPHI and the NEC. CoPE currently has 11 members, including a new national representative who will support CoPE's core initiatives. The Council is currently seeking a representative from BC and an additional national representative.

Jenny Brown – Chair	Keir Cordner – Past Chair
Matthew Glover – NFLD	Stephen Ferguson – NS
Daniel Petrie – NB	Beth Driscoll – ON
Michelle Marcus – ON	Lorelle Weiss – MB
Peter Ross – SK	Darcy Garchinski – AB
Jason MacDonald – National	

### Activities:

CoPE continues to fulfill its core responsibilities this year while both crafting and consulting on several policies and procedures required for mandatory membership. CoPE played a key role in the development of both the Appeals Process and Progressive Compliance Model and Remediation Framework which will be finalized by the end of 2018.

CoPE's commitment to assuring a high level of confidence in member professional development audits has led to the creation of a comprehensive auditing policy and procedures which is inclusive of:

- Insufficient information policy and procedure
- Privacy policy
- Technical review of auditors
- Standardized timelines and auditing steps
- Second review of all audit failures
- Automatic failures of those not maintaining the minimum number of professional development hours (PDHs)

The procedures will be implemented for 2018 audits which will commence in February 2019.

**Appreciation:**

I would personally like to thank the amazing group of volunteers that make up the Council for their immense efforts over the last year. A special thanks to our past chair, Keir Cordner for leading the efforts in preparations for mandatory membership. I would also like to thank Ron MacIsaac for his years of dedication and contributions to CoPE, Cole Diplock for both his subtle wisdom and work in establishing CoPE connection, and Michelle Marcus (term ends in September 2018) who has been a truly outstanding contributor and whose many talents and organizational skills will be missed.

**Audit Results:**

As part of CoPE's core responsibilities, the Council completed random audits of 10% of members for 2017, which resulted in 129 audits of the institute's 1266 regular members. 2017 saw a significant increase in compliant audit results up from 53% for 2016 to 76% for 2017. In addition, 71% of members submitted PDHs for 2017, which is a notable increase from 62% in 2016.

Members continue to gain the majority of their professional development hours (excluding Professional Practice) from Formal, Informal and Participation categories. The inclusion of Reflective Practice saw members achieving 361 hours in this category for activities such as self-assessment, learning plan creation and reflection on action.

These results indicate increased awareness and commitment of CIPHI members to the CPC program and provide a valuable benchmark as we enter the mandatory membership model and progressive compliance framework for 2018 audits.

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	2017
Alberta, NWT and Nunavut	255	292	295	316	328	325	311	337
British Columbia and Yukon	161	174	160	153	147	138	126	157
Manitoba	55	58	60	65	64	59	58	55
New Brunswick	46	47	45	47	51	53	47	50
Newfoundland and Labrador	31	24	23	21	32	21	17	17
Nova Scotia/Prince Edward Island	38	59	61	57	64	63	65	58
Ontario	512	570	560	559	543	575	528	493
Quebec	8	10	13	11				
Saskatchewan	83	90	93	92	97	91	95	99
<b>Canada</b>	<b>1189</b>	<b>1324</b>	<b>1310</b>	<b>1321</b>	<b>1326</b>	<b>1325</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	2017
Alberta, NWT and Nunavut	214 (84%)	239 (82%)	245 (83%)	269 (85%)	257 (78%)	250 (77%)	266 (80%)	286 (85%)
British Columbia and Yukon	75 (47%)	104 (60%)	90 (56%)	89 (58%)	71 (48%)	73 (53%)	73 (58%)	78 (50%)
Manitoba	34 (62%)	47 (81%)	49 (82%)	51 (78%)	50 (78%)	45 (76%)	48 (83%)	50 (91%)
New Brunswick	21 (46%)	33 (70%)	29 (64%)	30 (64%)	33 (65%)	39 (74%)	38 (81%)	34 (68%)
Newfoundland and Labrador	15 (48%)	17 (71%)	16 (70%)	12 (57%)	13 (41%)	12 (57%)	11 (65%)	13 (76%)
Nova Scotia/Prince Edward Island	16 (42%)	31 (53%)	35 (57%)	40 (70%)	38 (59%)	40 (65%)	30 (46%)	40 (63%)
Ontario	228 (45%)	356 (62%)	313 (56%)	306 (55%)	306 (56%)	312 (54%)	276 (52%)	309 (63%)
Quebec	5 (63%)	8 (80%)	12 (92%)	8 (73%)				
Saskatchewan	56 (67%)	65 (72%)	68 (73%)	66 (72%)	63 (65%)	77 (85%)	78 (82%)	78 (79%)
<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>	<b>888 (70%)</b>

\* The ratio and percentage indicate the number of CIPHI members that submitted PDHs. These results don't indicate the number of members who achieved the minimum number of required PDHs based on months worked in 2017.

**Table 3.3: Professional Development Model Category Hours Claimed**

Category	Hours Claimed
Professional Practice	47797
Formal Activity	18077
Informal Activity	22000
Participation	24286
Presentation	4023
Contributions to Knowledge	10702
Reflective Practice	361
<b>Total</b>	<b>127250</b>

## Section 4: *Environmental Health Foundation of Canada*

### Report to Membership

Contributed by Pamela Scharfe, Chair and Tim Roark, Treasurer



#### 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 CIPHI By-Law No. 10.

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

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

Fran Gelder (ON)  
Melissa MacDonald (NS)  
Lena Parker (AB)  
Laurie Pike (NS)  
Ralph Stanley (ON)

#### New Trustees that joined the EHFC Board in 2017 are:



LENA PARKER, AB



LAURIE PIKE, NS



FRAN GELDER, ON

**Honourary Board Chair:** Dr. David Jones

The Board's Governance Committee is responsible for the development and implementation of a Trustee Recruitment, Education and Retention plan. The Board Regulations allows for up to 15 Trustees and it is a goal of the Board to fill the current five vacancies by 2019, and would like to see CPHI(C) representation from British Columbia, Manitoba, Saskatchewan, PEI and NL as well as relevant industry.

### **Strategic Plan (2016-2018):**

**Vision:** The Environmental Health Foundation of Canada supports environmental public health education and research through collaboration, connection, and recognition with internal and external partners.

**Mission:** To operate as the independent charitable organization of the Canadian Institute of Public Health Inspectors dedicated to advancing environmental public health protection in Canada and internationally through the development and support of public education, research and the development of aid projects.

#### **Goals:**

- Sponsor individuals and groups through educational activities aimed at reducing hazards to the public.
- Support research regarding environmental public health issues.
- Provide awards and bursaries to CIPHI members and students.
- Encourage and support persons entering the field of environmental public health.
- Increase public awareness of environmental public health issues, concerns and hazards.
- Collaborate with other agencies, charities and individuals having similar missions and goals.
- Carry out fund raising activities; receive and manage financial gifts, donations, legacies, bequests and endowments from all sources, to be used to further the mission of the Foundation.

#### **Strategic Directions:**

The following strategic directions were developed along with key initiatives to guide the work of the Board of Trustees:

- Setting Priorities & Improving Processes
- Enhance & Strengthen the Capacity of the Organization
- Clear, Consistent & Compelling Communications
- Pursuing Collaborations
- Measuring Success

The Board will be reviewing and evaluating the 2016-2018 strategic plan at it's annual face-to-face meeting in September 2018 to assist in the development of the 2019-2021 plan.

In 2017, the Board of Trustees restructured the work of the Foundation into two committees to manage the workload of this volunteer Board:

- (1) **Advancement Committee:** purpose is to assist the Board in fulfilling its responsibilities relating to funding and external awareness, including providing advice on fundraising, securing individual and corporate donors, communications, and marketing.
- (2) **Governance Committee:** purpose is to ensure that the board fulfills its legal, ethical, and functional responsibilities through adequate governance policy development; Trustee recruitment strategies, training programs; monitoring of board activities; and evaluation of board members performance.

#### Financials:

On behalf of the Board of Trustees I would like to acknowledge the generous donations in 2017 from:

- The following CIPHI Branches:
  - BC
  - AB
  - SK
  - MB
  - NB
  - NS-PEI
  - NL
- The BC CIPHI Branch and the Vancouver Health Authority Conference Committee for the creation of the silent auction with proceeds to the EHFC and to the very generous delegates who raised a total of \$3,504;
- The Van Alstyne Family for their generosity in creating and funding the new Clifford E. Van Alstyne Communication Award;
- NSF International, Hedgerow Software Ltd., Lowry & Associates Ltd., the National Collaborating Centre for Environmental Health and Duncan Ellison (sponsor of the CWWA Award) for their continuing support of their annual awards;
- 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 charity.

The majority of the EHFC funds are held in endowment as most of the awards were created as a permanent funds and self-directed donations to these awards are invested to ensure the award funds retain their value in perpetuity. These annual awards are funded through the interest generated by the endowment.

The EHFC 2017 Financial Statement was approved by the EHFC Board Appointed Auditors, and the annual submission has been forwarded to the Canada Revenue Agency, Charities Directorate for their approval. The financial resources of the Foundation at **December 31, 2017**, including investments totaled **\$160,810**, which represents a **\$9,881** increase in revenue compared to the 2016-year end.

### 2017 Financial Statement (Compared to 2016)

REVENUE			EXPENDITURES		
Donations			Expenses		
	2017	2016		2017	2016
<i>Restricted</i>	10,825	8,725	Scholarships/Awards	11,049	8,250
<i>Not Restricted</i>	2,676	5,681	Direct Project Expenses	1,005	3,085
Other	0	0			
<i>Direct from Donor</i>	10,902	7,782	<b>Management &amp; Operations</b>		
<i>Via a Registered Charity</i>	153	0	Ads & Promotion	1,339	263
Interest	5,276	86	Mtgs & Financial Services	1,385	2,957
			Office supplies/expenses	904	858
			Honorarium	500	500
			Bank, credit card, PayPal	57	27
			Misc. Operating expenses	19	940
			Travel & Vehicle Expenses	1,399	1,334
<b>TOTAL REVENUE</b>	<b>\$31,899</b>	<b>\$28,304</b>	<b>TOTAL EXPENDITURES</b>	<b>\$17,657</b>	<b>\$18,214</b>

### Meetings:

The Board of Trustees held their 2017 annual general meeting on November 5, 2017, and conducted teleconference meetings on March 27, 2018, June 27, 2018 and a meeting is scheduled in August.

The 2018 EHFC Annual General Meeting will be held on Sunday, September 16<sup>th</sup> at 9:00 am and as Chair I would like to extend an invitation to all CIPHI members to attend. An AGM meeting notice including the time and location will be issued via the CIPHI listserv, EHFC Twitter account and via the EHFC Facebook page.



## Awards:

- **Canadian Water & Wastewater Association Safe Water Award:** the 2017 recipient was **Jean Pierre Couture** (QC).
- **Clifford Van Alstyne Communications Award:** the 2017 award was shared by two recipients – **Dennis Persaud**, Peel Public Health (ON) and **Rylan Yade**, Sudbury & District Health Unit (ON).
- **Dr. R. Neil Lowry Recreational Water Award:** the 2017 recipient was **Angela Whalen**, Vancouver Coastal Health (BC).
- **EHFC Continuing Education Award:** the 2017 recipient was **Danny Martin**, Peel Public Health (ON).
- **Lilli Ann Zahara Award:** the 2017 recipient was **Ramien Sereshk**, Halton Region Public Health (ON).
- **Hedgerow Software Ltd Leadership in Environmental Health Award:** the 2017 recipient was **Michell Martin**, Middlesex-London (ON).
- **NSF International Food Safety Award:** in 2017 the award was shared by two recipients - Kara Flannigan, Algoma Public Health (ON) and Becky Hester, York Region Public Health (ON)

## Clifford Van Alstyne Communications Award

In 2017, the Board of Trustees were pleased to partner with Clifford Van Alstyne CPHI(C)'s family in the creation of an award to recognize excellence in communications. This award was created by Cliff's family to recognize and honour his distinguished career and his contribution to our public health inspection profession.

The criteria for the award was established by Cliff and his family prior to his passing to recognize and honour once a year a CPHI(C) recipient who displays commitment, involvement or innovation in the field of environmental public health, with a focus on communication in all its forms. Cliff was a strong advocate for communication, be it educating business owners, members of the public, education using social media or maintaining an informative CIPHI Branch newsletter.



**Photo above:** *Cliff's son Craig, daughter Tyla, wife Harriet, EHFC Trustees Pamela Scharfe & Tim Roark*

The EHFC Award Review Panel in consultation with Cliff's family chose two very worthy CPHI(C)s to be the first recipients of this award. Cliff's wife and two of his children attended the 2017 National AEC Awards Luncheon to participate in the official announcement of this new EHFC award.

**Dennis Persaud, Peel Public Health** and **Rylan Yade, Sudbury & District Health Unit** were the first recipients of the Clifford Van Alstyne Communication award.



**Photo Left Above:** Dennis Persaud, Award Recipient, Pamela Scharfe, EHFC Chair, Danny Martin, Award Nominator & Ralph Stanley, EHFC Trustee



**Photo Right Above:** Holly Browne, Program Manager, Rylan Yade, Award Recipient, & Cynthia Peacock-Rocca, Award Nominator

## Research Awards:

### Len Hiebert Environmental Health Award

Fluoridation of Drinking Water: Relevance to Population Health  
**Charles Young**, Cape Breton University

Challenges to Tobacco-Free Canada  
**MD Ahiduzzan Sharker**, Cape Breton University

DPD-Based Colorimetric Quantification of Free Available Chlorine (FAC) in Flotation Tank Conditions  
**Jeffry H. Ma**<sup>1</sup>, Helen Heacock-River<sup>2</sup>, Frederick Shaw<sup>3</sup>  
British Columbia Institute of Technology

Examining the Safety of Duck Breast Prepared the Sous Vide Method  
**Sara Plain**<sup>1</sup>, Helen Heacock<sup>2</sup>, Lorraine McIntyre<sup>3</sup>  
British Columbia Institute of Technology

### National Collaborating Centre for Environmental Health (NCCEH) – Ron de Burger Student Award:

This award is for students enrolled in Canadian post-secondary institutions offering a Public Health Inspection (PHI) program or a degree in public health. This award is intended for students of public health to develop awareness and promote critical analysis of environmental health issues by creating a brief evidence review. Up to five (5) awards are made available annually. Successful applicants are awarded a certificate and a cheque in the amount of \$500.

#### The 2017 award recipients were:

- Strategies to Mitigate the Impacts of Extreme Heat Events Among Homeless Populations in BC's Lower Mainland: A Review of Evidence-Based Approaches and Recommendations  
**E Cabantog**  
Simon Fraser University: Master of Public Health in Environmental and Occupational Health
- Echinococcus multilocularis* as an emerging public health threat in Canada: A knowledge synthesis and needs assessment  
**E Denstedt**  
University of Guelph: Master of Public Health
- Application of behaviour change theories to food safety education in youth: A scoping review  
**K Diplock**  
University of Waterloo: PhD student, School of Public Health and Health Systems
- Finding Headspace: A Knowledge Synthesis of the Effects of Urban Green Space on Mental Health  
**R Janicki**  
University of Guelph: Master of Public Health

#### Products:

The EHFC still continue to promote and sell TempSafe® educational food safety materials available in magnets, clings, stickers, lapel buttons and large display formats. The EHFC written out at the bottom of the samples below can be replaced with health agency/authority names for a nominal fee. The products are currently available in English, French and Spanish. The Board continues to offer large discounts for orders of 1,500 or more which allows for health agencies/authorities to combine orders to take advantage of the savings. The EHFC receives a small percentage of all sales from the current printer.



## Charity Fund Raising:



EHFC Board Treasurer, Tim Roark and Board Chair, Pamela Scharfe showing their approval of the very successful silent auction organized by the 2017 National CIPHI AEC Conference Committee.

The very generous delegates raised \$3,504 for the CIPHI's charity. The EHFC Board especially appreciated the efforts of the silent auction organizer Karen Rehbein and her Team for the terrific items that were available to bid on.



The EHFC Board approved a \$5,000 bursary available to students from the six CIPHI accredited schools to attend the 2017 National CIPHI AEC, Richmond, BC.

EHFC Board Chair, Pamela Scharfe is shown with four of the five BCIT students who took advantage of the bursary – C. Cheung, A. Kwong, D. Submuraligh, and D. Lee.

The total amount of conference attendance bursaries in 2017 was \$3,317



The customary kick off to the ON Br Conference is the Annual Golf Tournament held Oct. 1, 2017. The EHFC Board appreciated the opportunity to partner with the conference hosts—Peel Public Health to fund raise \$400 at the event.

The 2<sup>nd</sup> annual "putt off" contest was held to honour the memory of long time Board Trustee and avid golfer Ron de Burger. One of Ron's son and wife participated in the day & donated a terrific trophy. Many thanks to EHFC Trustees Ralph Stanley & Klaus Seeger who organized this fund-raising event.

### 30<sup>th</sup> Anniversary:

In 2019, the EHFC will be celebrating it's 30<sup>th</sup> year and the Board will be planning ways to recognize this important anniversary of CIPHI's charity.

### Communications:

The EHFC 2016 Year in Review newsletter was issued via the CIPHI listserv. The 2017 Year in Review newsletter is planned to be issued this summer. The Board of Trustees also continue to administer a Facebook page and a Twitter account and are exploring creating an Instagram account.

[www.ehfc.ca](http://www.ehfc.ca)



@ehfccca

[ehfc@outlook.com](mailto:ehfc@outlook.com)



CIPHI Environmental Health Foundation of Canada

Respectfully Submitted,

*Pamela L. Scharfe*

Pamela Scharfe, CPHI(C)  
Chair, Board of Trustees  
CIPHI Environmental Health Foundation of Canada

## Special Reports



## **2017 AEC Final Report**

Contributed by Claudia Kurzac, CIPHI 2017 AEC Co-Chair



*Honouring Traditions, Inspiring Innovation*

On behalf of the CIPHI 2017 AEC Organizing Committee, I am very pleased to submit this final report.

When we embarked on the process of organizing this AEC, we did so with a goal of providing a really robust education program as well as excellent opportunities for networking. Our original projected attendance was in the range of 200 delegates with a high of 250 – we weren't sure many people would be eager to come to the "wet" coast in November. Starting 1 year out was daunting and we thought we may have to cut some of the "frills" due to the time constraints.

Fast forward a year later and the organizing committee did such an outstanding job we were able to include all of the key elements of a traditional CIPHI AEC and the conference attendance was in the range of 340-350 delegates daily (very close to the venue maximum of 360) with an overall grand total of 402 delegates. One of the factors influencing attendance was our decision to offer a group rate to encourage as many EHO's as possible from BC to attend. One of the biggest challenges we faced was turning away delegates & exhibitors who were trying to register after we reached our capacity.

Overall we found that the CIPHI AEC brand is very strong with delegates, exhibitors & sponsors. We were very fortunate to have significant support from Vancouver Coastal Health both in kind and financially. The organizing committee was very motivated and creative and while it was a lot of work we had a lot of fun along the way. I was very impressed at the number of delegates that were lingering around after the last session – this is a testament to the value of the networking opportunities at a CIPHI AEC.

I would also like to thank the CIPHI Alberta Branch for all of their support in assisting us with this conference. They were very generous with their time and resources and it made our job so much easier.

The conference was also a financial success realizing an overall profit of just over \$64,000.00.

Respectfully submitted,  
Claudia Kurzac, CIPHI 2017 AEC Co-chair



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

Contributed by Andrew Papadopoulos, PhD, CPHI (C)

### **A Summary of Activities (2017-2018: V60 Issue 2 through to V61 Issue 1)**

- The *Environmental Health Review* continued with its peer-reviewed online format, and it received a substantial amount of high-quality technical articles this year.
- Contributions from the National Collaborating Centre for Environmental Health (NCCEH) have evolved from a general interest to one where the NCCEH can profile their work and inform the profession. Further, Nelson Fok through his journal summaries updates continues to be a regular and valuable component of the *Environmental Health Review*.
- The relationship with Canadian Science Publishing has been strong and very beneficial. The suite of journals held by Canadian Science Publishing grows, as does their ability to house this journal. The Canadian Institute of Public Health Inspectors is granted membership within Canadian Science Publishing, and the current representative is the Editor.
- 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 production cost on the *Environmental Health Review*.
- Most articles submitted and accessed are those that are practise-based.
- Branch President Reports are now being requested for publication based on a submission schedule developed by the Branch Presidents. No feedback has been received to date on this change of format.

### **Future Targets**

- To make a concerted effort to increase the number of practice-based articles.
- To continue to seek high quality articles for publication.
- To consider a survey of the membership on the effectiveness of the Environmental Health Review and any suggested amendments to the journal.



## ***National Historian's Report 2018***

Contributed by Tim Roark

Madame President, I am pleased to present my report for the past year. As stated in my report last year I'm continuing to look for Institute minutes from 1913 to 1933. I have also put together a list of the Patrons and Vice-Patrons as well as the Honorary Members between 1913 and 1920. I'm pleased to indicate that I've located photos for about half of these individuals from about 100 years ago. **In total I've now collected over 80% of the photos for all CIPHI award recipients, National Presidents & Executive Secretaries, plus Life and Honorary Members. It is now time we make these photos and the information collected on all these individuals available on the CIPHI web site for all our members to view. Your support will be most appreciated.**

After a discussion with the members of our ad hoc Historical Committee, it was agreed that due to the importance of collecting and saving the history of our profession it is time for CIPHI to create a formal Historical Committee as a standing committee of CIPHI rather than just an ad hoc committee. The Institute has had unofficial and official historians over the past 60 plus years. However, in **1997** Ron de Burger (Ontario), Charlie Young (BC) and Tim Ness (Manitoba) plus Stefane Gravelle (Manitoba) in 1998 stepped forward to assist with the collection and preservation of our history. That was the start of our unofficial ad hoc Historical Committee. Since then, all CIPHI branches have appointed members to our ad hoc committee. We would be pleased to prepare written terms of reference and objectives for consideration. NEC approval of this request will be most appreciated. My thanks to the members of the Historical Committee and NEC for their support and assistance.

Our Committee membership has changed a bit from last year with the retirement of Agnes Joy nee Atkinson. I am very pleased to see the continuing interest in our history by Geoffrey Tomko in Alberta, Peter Rogers in Manitoba and Grant Lafontaine in Ontario. I hope that other branches can become more active in locating and sharing their historical information as well.

### **CIPHI Branch Historians**

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

**Val Davison** - Alberta  
**Tim Roark** - BC & National

### **Other Interested Members**

**Barbara Marshall** - Ontario  
**Charlie Young** - BC  
**Klaus Seeger** - Ontario  
**Len Gallant** - PEI  
**Oumar Ba** – Quebec  
**Dennis Persaud** – Ontario

Attached are photos of our latest two finds. These photos plus information regarding Life Members Frank Rothery and James Butterfield were obtained by locating and contacting grand-children of these former members. Their willingness to share these photos and information regarding their grandfathers is most appreciated. The search continues.

**Frank Rothery**  
**Life Member 1952**  
**Sudbury, Ontario**



**James Butterfield**  
**Life Member 1950**  
**Edmonton, Alb.**



**As I mention each year, if anyone has photos, documents or Institute memorabilia please email or phone me before you chuck it out.**

## ***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 CIPHI National Executive Committee (NEC) 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; and
- Support the vision, mission and values of CIPHI.

### **Responsibilities:**

The Retirees Advisory Committee are available to 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 CIPHI NEC 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 CIPHI President.

## **Retiree Representatives**

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

Name	Province
Calvin Morgan, (vacancy)	Newfoundland and Labrador
James McCorry, Mark Durkee	Nova Scotia
Leonard Gallant, (vacancy)	Prince Edward Island
Murray Lewis, (vacancy)	New Brunswick
(vacancy)	Quebec
Pamela Scharfe (Chair), (vacancy)	Ontario
Bernie Chrisp, (vacancy)	Manitoba
Doug Terry, Yvonne Graff	Saskatchewan
William (Bill) Chrapko, Nelson Fok	Alberta
Ken Christian, Charlie Young	British Columbia
Peter Rogers, (vacancy)	Federal Government

There are current opportunities for representatives for the provinces of NL, PEI, NB, QC, ON, MB, and Federal Government. At the June 2018 meeting of the Senators a decision was made to no longer have an “alternate” representatives, but rather have two representatives from each province and the Federal Government.

## **Initiatives:**

**2018 CIPHI Salary Survey:** the Chair offered to the CIPHI NEC to assist with the updating of the 2012 National CPHI(C) Salary Survey. The 2012 survey did not include information for the 36-health department/units for the province of Ontario. The Chair recruited Ken Gorman and Ralph Stanley retirees from the province of Ontario to assist with the gathering of salary information through the Association of Supervisors of Ontario Public Health Inspectors (ASPHIO). A copy of that salary survey is included in a report to the 2018 CIPHI AGM.

**CIPHI Annual Education Conference:** the Committee have discussed how retirees can assist with the 2018 CIPHI AEC and help with future national AECs and Branch conferences.

**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 to assist with the preparation of an “In Memoriam” list of public health inspectors who have passed in the past year. The list is included in the AGM binder. The Committee produced a power point presentation in 2017 to be shown at the AGM with photos of public health inspectors listed on the “In Memoriam” list based on the practice of the Ontario Branch at their AGM. The Committee have volunteered

to continue with this producing this power point as way to memorialize our members who have passed.

The Committee would also like to recommend to the membership that a list of CPHI(C) that have retired since the last AGM be included in the report binder listing name, certificate number, province and number of years of service.

**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 continues to provide feedback on the quality assurance process and the training manual developed for the assessors. To date there have been 3 rounds (2014, 2016, 2018) of inspections that retirees have had the opportunity to participate in.

**Senator Forum Newsletter:** a 2017 Year in Review newsletter was produced and circulated on the CIPHI Listserv in July 2018. Many thanks to the Senator Forum Editor, Jim McCorry and National Historian Tim Roark for historic material submitted.

**Facebook Page:** the Senators discussed at their meeting in June the idea of creating a dedicated Facebook page for retired Public Health Inspectors for outreach to connect with retired CPHI(C)s and to also use the opportunity to promote retired membership in CIPHI.

**CANADIAN INSTITUTE OF  
PUBLIC HEALTH INSPECTORS**

**FINANCIAL STATEMENTS  
December 31, 2017  
(Unaudited)**

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## INDEX TO THE FINANCIAL STATEMENTS

December 31, 2017

(Unaudited)

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## INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Members of Canadian Institute of Public Health Inspectors

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We have reviewed the accompanying financial statements of Canadian Institute of Public Health Inspectors, which comprise the statement of financial position as at December 31, 2017, and the statement of operations and changes in fund balances and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### *Conclusion*

Based on our review nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Canadian Institute of Public Health Inspectors as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



REID HURST NAGY INC.  
CHARTERED PROFESSIONAL ACCOUNTANTS

RICHMOND, B.C.  
June 14, 2018



# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## STATEMENT OF FINANCIAL POSITION

December 31, 2017

(Unaudited)

	2017	2016
	\$	\$
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash	207,266	91,944
Accounts receivable	25,903	13,355
GST/HST receivable	4,334	4,701
Prepaid expenses	9,117	9,366
Conference receivable (Note 4)	31,906	45,480
	278,526	164,846
INVESTMENTS (Note 5)	435,574	436,056
TANGIBLE AND INTANGIBLE CAPITAL ASSETS (Note 6)	131,722	143,348
	845,822	744,250
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities	16,733	12,825
Rebates payable	919	673
Deferred revenue (Note 8)	87,106	61,996
	104,758	75,494
<b>LONG TERM LIABILITIES</b>		
Deferred contributions relating to Intangible capital assets (Note 7)	130,379	142,180
	235,137	217,674
<b>FUND BALANCES</b>		
Capital fund	864	1,166
General fund	554,879	485,416
Internally restricted - CoPE fund	22,600	25,000
Internally restricted- BOC fund	32,342	14,994
	610,685	526,576
	845,822	744,250

Approved on behalf of Canadian Institute of Public Health Inspectors

Director



Director

\_\_\_\_\_

The accompanying Notes are an integral part of these financial statements.

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

For the year ended December 31, 2017

(Unaudited)

	Capital Fund 2017	General Fund 2017	Internally restricted CoPE 2017	Internally restricted BOC 2017	Total 2017	Total 2016
	\$	\$	\$	\$	\$	\$
<b>REVENUE</b>						
Advertising and miscellaneous	-	19,940	-	-	19,940	12,582
Amortization of deferred contributions	11,801	-	-	-	11,801	11,801
Commissions	-	716	-	-	716	735
Examination and review fees	-	-	-	173,803	173,803	145,630
Interest	-	5,118	-	-	5,118	4,394
Member dues	-	217,735	-	-	217,735	205,220
NEC reimbursement	-	19,498	-	-	19,498	19,768
Share of conference profit	-	31,864	-	-	31,864	36,931
	11,801	294,871	-	173,803	480,475	437,061
<b>EXPENSES</b>						
Awards, promotions and bursaries	-	557	-	-	557	4,096
Bank charges and interest	-	9,512	-	-	9,512	12,613
Contracted services	-	59,278	1,646	4,875	65,799	115,977
Amortization	12,103	-	-	52,541	64,644	115,977
Honoraria	-	8,250	-	-	8,250	12,014
Insurance	-	4,740	913	-	5,653	8,250
Maintenance contract	-	30,562	-	967	31,529	6,682
Meetings and travel	-	50,132	-	-	50,132	22,277
Membership fees	-	807	21,647	63,752	86,206	98,334
Office and miscellaneous	-	7,455	-	-	7,455	1,864
Printing and reproduction	-	-	506	16,234	16,740	25,616
Professional fees	-	13,686	-	1,988	15,674	2,935
Publications	-	14,497	-	15,000	29,497	5,195
Telephone	-	1,774	-	-	1,774	13,473
Website	-	1,846	-	1,098	2,944	2,900
	12,103	203,096	24,712	156,455	396,366	333,993
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(302)	91,775	(24,712)	17,348	84,109	103,068
Balance, beginning of year	1,166	485,416	25,000	14,994	526,576	423,508
Interfund transfers (Note 9)	-	(22,312)	22,312	-	-	-
<b>Balance, end of year</b>	864	554,879	22,600	32,342	610,685	526,576

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## STATEMENT OF CASH FLOWS

For the year ended December 31, 2017

(Unaudited)

	2017	2016
	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Excess of revenues over expenditures	84,109	103,068
Items not requiring the outlay of cash:		
Amortization	12,104	12,014
Amortization of deferred contributions	(11,801)	(11,801)
	84,412	103,281
Change in non-cash working capital items:		
Accounts receivable	(12,548)	8,826
Prepaid expenses	249	(991)
Conference receivable	13,574	(11,439)
Accounts payable and accrued liabilities	3,908	(16,533)
GST/HST receivable	367	14,081
Rebates payable	246	(136)
Deferred revenue	25,110	(14,424)
	30,906	(20,616)
	115,318	82,665
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Investments	482	(353,229)
Purchase of tangible capital assets	(478)	-
	115,322	(270,564)
<b>INCREASE (DECREASE) IN CASH</b>	115,322	(270,564)
<b>CASH, BEGINNING OF YEAR</b>	91,944	362,508
<b>CASH, END OF YEAR</b>	207,266	91,944

The accompanying Notes are an integral part of these financial statements.

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## NOTES TO THE FINANCIAL STATEMENTS

December 31, 2017

(Unaudited)

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### 1. STATUS AND PURPOSE

Canadian Institute of Public Health Inspectors (CIPHI) is incorporated without share capital as a not-for-profit organization under the Canada Not-For-Profit Corporations Act. 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.

### 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

#### (a) Revenue recognition

The Institute follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable when the amount to be received can be reasonably estimated and collection is reasonably assured.

#### (b) Restricted Fund Method of Accounting

These financial statements have been prepared following the restricted fund method of accounting.

##### (i) Capital Fund

The Capital Fund reports common tangible capital assets, their related financing, and depreciation.

##### (ii) General Fund

The General Fund reports unrestricted resources used for administrative activities and general service delivery.

##### (iii) Council of Professional Experience Fund (CoPE)

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

##### (iv) Board of Certification Fund (BoC)

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

#### (c) Contributed services

Volunteers contributed time 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.

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## NOTES TO THE FINANCIAL STATEMENTS

(Unaudited)

December 31, 2017

### 2. SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

#### (d) Tangible and intangible capital assets

Tangible and intangible capital assets are recorded at cost. The Institute provides for amortization using the following methods at rates designed to amortize the cost of the tangible and intangible capital assets over their estimated useful lives. The annual amortization rates and methods are as follows:

Computer equipment	Straight-line	3 years
CPC Database	Straight-line	20 years
Trademark	Straight-line	15 years

#### (e) Investments

Investments consist of term deposits which are recorded initially at fair value and adjusted annually for accrued interest receivable with revenue recognized in the fund in which the investment is held.

#### (f) Income taxes

For income tax purposes, the Institutes a non-profit organization exempt from income taxes under Section 149(1)(l) of the Canadian Income Tax Act.

### 3. FINANCIAL INSTRUMENTS

The Institute's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities and rebates payable. It is management's opinion that the Institute is not exposed to significant interest rate, currency or credit risks arising from these financial instruments and that the fair value of these financial instruments approximate their carrying values.

### 4. CONFERENCE RECEIVABLE

	2017	2016
	\$	\$
2016 AEC AB Branch Conference Committee		37,480
2017 AEC BC Branch Conference Committee		8,000
2018 AEC BC Branch Conference Committee	31,906	
	31,906	45,480

### 5. INVESTMENTS

Investments consist of term deposits held with Vancity Credit Union. Term deposits with maturity dates less than 90 days from the year end are classified as long-term assets when management intends to renew the investment at maturity.

### 6. TANGIBLE AND INTANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2017 Net	2016 Net
	\$	\$	\$	\$
Computer equipment	478	80	398	-
CPC Database	236,027	105,648	130,379	142,180
Trademark	3,183	2,238	945	1,168
	239,688	107,966	131,722	143,348

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## NOTES TO THE FINANCIAL STATEMENTS

(Unaudited)

December 31, 2017

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### 7. 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.

	2017	2016
	\$	\$
Beginning balance	142,180	153,981
Amount amortized to revenue	(11,801)	(11,801)
Ending balance	130,379	142,180

### 8. 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.

### 9. INTERFUND TRANSFERS

During the year, there was an invoice paid from the General Fund to cover CoPE MSC upgrades. Transfers of funds were made from the CoPE Fund to the General Fund of \$2,400 together with \$24,712 from the General fund to cover CoPE expenditures resulting a net transfer of \$22,312. The use of these funds are administered by the committees of CoPE and BOC.