

**Canadian Institute of Public Health Inspectors
67th Annual General Meeting**

**Minutes for June 14, 2001
Winnipeg, MB**

1. Call to Order: 9:12 a.m.
2. Appointment of Officials:
 - a) Parliamentarian – Tim Roark
 - b) Sargeant-at-Arms – Klaus Seeger
 - c) Scrutineers – Rich Bader, Klaus Seeger
3. Roll Call of Officers: Rob Bradbury (National President), Charlie Young (National Past-President), Claudia Kurzac (BC Branch President), Victor Mah (AB Branch President), Richard Bader (SK Branch President), Tim Ness (MB Branch President), Suzanne Shaw (ON Branch President), Doreen MacIntosh (for Michael Florian (NS/PEI Branch President), Scott MacLean (NB Branch President).

Regrets: Dion White (NF/Lab Branch President)

4. In Memoriam: Dave Morgan (BC), George Spooner (BC), Gil Waller (BC), Eric Webb (ON), Jim Shewchuk (ON), Sean Ryan (ON), Larry Oxley (ON), Nick Vorkapic (ON), Ed Flemming (ON). Moment of silence.
5. **Approval of Agenda: Motion: To approve agenda as presented. Moved by Ron de Burger, second by Dean Sargeant. All in favour. Carried. Tabled motions.**
6. Approval of the 66th Annual General Meeting Minutes: **Motion: To approve minutes as corrected. Moved by Bernie Chrisp, second by Nic Losito. All in favour. Carried.**
7. Business Arising:
 - a) Appointment of Accountants: **Motion: To accept MacCallum Krushelnicki & Spyker as Accountants. Moved by Dean Sargeant, second by Robin Galbraith. All in favour. Carried.**
 - b) Purchase of Financial Instruments from 2000 AGM: **Motion: To accept purchase of financial instruments.**
 - c) **Motion to bring to the floor. Moved by Ron de Burger, second by Tim Roark. All in favour. Carried. Motion to move to NEC for further review, by Tim Roark, second by Nic Losito. All in favour. Carried. Motion to bring the change to the 11th amendment to the floor. Moved by Klaus Seeger, second by Tim Roark. Questions. All in favour. Carried. Discussion ensued.**
8. National President's Report: **Motion: To accept President's report as presented. Moved by Charlie Young, second by Klaus Seeger. All in favour. Carried.**

9. Executive Director's Report: **Motion: To accept Executive Director's report as presented. Moved by Suzanne Shaw, second by Bernie Chrisp.** Discussion on Sabbatical exchange and passing information on to colleagues. **Questions. All in favour. Carried.**
10. Immediate Past-President's Report: **Motion: To accept verbal report as presented. Moved by Charlie Young, second by Nic Losito. All in favour. Carried.**
11. Branch Presidents' Reports:
- NF/Lab (No report available)
 - NB (Scott MacLean) Nothing to add to report. Shared conference information.
 - NS/PEI (Doreen MacIntosh for Michael Florian) Verbal report.
 - ON (Suzanne Lychowyd Shaw) Stanier Society - encourage participation. ON Branch is hosting a conference - invitation to attend. Request for 25 year member updates.
 - SK (Richard Bader) Retention and recruitment of health inspectors - great need. Request member support - SK branch is hosting a conference.
 - AB (Victor Mah) Offering a bursary to students attending Concordia annually, based on field supervisors and instructors recommendations.
 - BC (Claudia Kurzac) – no report.
 - MB (Tim) – Thanked everyone for participation and help at this conference.
Motion: To accept verbal and written reports as presented. Moved by Tim Ness, second by Robin Galbraith. All in favour. Carried.
12. Chairman, Board of Certification Report: **Motion: To accept report as presented. Moved by Bernie Chrisp, second by Scott MacLean. All in favour. Carried.**
13. Board of Certification Report: Policies updates. **Motion: To receive report as presented. Moved by Scott MacLean, second by Dean Sargeant. All in favour. Carried.**
14. Environmental Health Review Report: Index to be included with future issue. Editorial Calendar has not increased submissions in articles. **Motion: To receive report as presented. Moved by Nic Losito, second by James Drew.** Discussion on editorial guidelines, submission dates. **Question. All in favour. Carried.**
15. Committee Reports

- a) Nominations/Awards:
Life Member Award – **Motion: To put Dean Sargeant's name forward for this award. Moved by Tim Ness, second by Ron de Burger. All in favour. Carried.**
- b) Finance (Claudia Kurzac): **Motion: To accept report as presented. Moved by Claudia Kurzac, second by Nicole Lusted. Two errors noted in figures on graphs. All in favour. Carried.**
- c) Membership (Suzanne Shaw): **Motion: To accept report as presented. Moved by Suzanne Shaw, second by Karen Leewing. Questions. All in favour. Carried.**
- d) Constitution and Bylaws (Rich Bader): No report at this time.
- e) Advocacy (Charlie Young): No report at this time.
- f) Conference Guidelines: Under development.
- g) Internet Website (Mike LeBlanc): Encourage members to send in upcoming events to place on website. **Motion: To accept report as presented. Moved by Mike LeBlanc, second by Peter Rogers. All in favour. Carried.**
- h) Environmental Health Review (Nic Losito): Previously discussed.
- i) Historian (Tim Roark): Request to send any historical information to Tim. **Motion: To receive verbal report as presented. Moved by Tim Roark, second by Ron de Burger. Questions. All in favour. Carried.**
- j) Environmental Health Foundation of Canada (Klaus Seeger): Note to recognize new members and Charlie Young for his contribution. **Motion: To accept report as presented. Moved by Klaus Seeger, second by Tim Roark. All in favour. Carried.**
- k) Conferences:
- i) 2000 Vancouver - Would have like to have made more money. Final total was around \$12,000. Extremely successful.
 - ii) 2001 Winnipeg (Tim Ness) - Has not received final figures yet. Was happy with the assistance from the National Office. Extra tickets were sold at the door for the Dr. Suzuki session. Ron de Burger was concerned about the timing of the AGM.
 - iii) 2002 Fredericton (Scott MacLean) – Conference will be on July 29 - 31, 2002. Will have Dr. MacQuigy along with other speakers. Maritime hospitality. Lobster!
 - iv) IFEH Conference Bid in 2008 (Rob/Charlie) - Letter has been sent. Need to fly to San Diego to bid on it. Joint National/IFEH conference. **Motion to allow National to go to San Diego to make that bid. Moved by Bernie Chrisp, second by Peter Rogers. All in favour. Carried.**

1) Resolutions Committee:

Resolution:

WHEREAS Advocacy is recognized as an important but relatively inactive function of the Institute, and

WHEREAS we do not currently have the organizational capacity to represent the profession at national consultations on pressing environmental health issues, and

WHEREAS the current structure of the executive team limits CIPHI's capacity to respond in a timely manner to consultation requests, and

WHEREAS there is currently no set budget allocated for carrying out this important function,

THEREFORE BE IT RESOLVED THAT:

The National Executive Committee establish a position of External Advocate as a "staff" position, with an initial budget of \$10,000 per year to cover a stipend, per diem and travel expenses to attend and represent the environmental health field and CIPHI at national consultations as directed by the President.

Explanation:

The NEC may want to look at retaining a recently retired PHI or a practicing PHI who wants to reduce their work time to less than full time. They would only be paid the stipend for actual expenses.

Motion: To receive report and resolution as presented on June 14, 2001. Moved by Rich Bader, second by Tim Roark. Discussion. Suggestion to look at this for next year's budget. Need job description. Specific objectives. **Questions. All in favour. Carried.**

16. New Business:

- a) Appointments to the Board of Certification: Scott MacLean & Suzanne Shaw.
Moved by Ron de Burger, second by Bernie Chrisp. All in favour. Carried.
- b) Conference Bids: 2004 - No Bids.

17. Next Meeting: Winnipeg, Manitoba 2001

18. Adjournment: **Motion: To adjourn meeting. Moved by Ron de Burger. All in favour. Carried.**