

**Canadian Institute of Public Health Inspectors  
71<sup>st</sup> Annual General Meeting**

*Minutes*

**September 26, 2005  
Sheraton Centre Hotel, Toronto, ON**

1. Call to Order: 3:10pm
2. Appointment of Officials
  - a) Parliamentarian
    - **Motion to appoint Allen Atwell as Parliamentarian, moved by Bill Chrapko, seconded by Fran Gelder. All in favour. Carried.**
  - b) Sargeant-at-Arms
    - **Motion to appoint Cameron Weil as Sargeant-at-Arms, moved by Fran Gelder, seconded by Gord Stewart. All in favour. Carried.**
  - c) Scrutineers
    - **Motion to appoint Ken Cross, Paul Noseworthy, Shelley Duncan and Heidi Pitfield as Scrutineers. Moved by Tim Roark, seconded by Gord Stewart. All in favour. Carried.**

Comments:

- ➔ Joan – edit on p.3- upcoming activities (Public Health Agency Canada – not Public Service Agency of Canada)
  - ➔ Note from Claudia: Welcome Joan Reiter to her first AGM – Joan is with CHNAC; Claudia attended CHNAC AGM in Ottawa.
3. Roll Call of Officers: Scott MacLean (Past President); Joanne Lum (for Steve Chong, BC Branch President); Ken Cross (SK Branch President), Phi Phan (AB Branch President), Stéfane Gravelle (MB Branch President), Mike Duncan (ON Branch President), Tamela Carroll (NB Branch President), Paul Noseworthy (NF/Lab Branch President), Bruce Morrison (NS/PEI Branch President)
  4. In Memoriam:
    - NS/PEI – Wilbert Ells and Owen Connelly
    - MB- Bill Trynacity
    - ON -Victor , Len Toppi, and Roy Packer
    - NB – Harold Stockton
  5. Approval of Agenda
    - **Motion to approve agenda moved by Cameron Weil, seconded by Allan Atwell. All in favour. Carried.**
  6. Approval of the 70<sup>th</sup> Annual General Meeting Minutes - June 28, 2005, Charlottetown, PEI.

- **Motion to approve minutes moved by Tim Shum, seconded by Nick Losito. Corrections: next meeting – in Regina, change to Toronto. All in favour. Carried.**
7. Business Arising – none
8. National President's Report
- **Motion to accept National President's Report, moved by Scott MacLean, seconded by Stefane Gravelle.**
  - Claudia: NEC held strategic planning session earlier this year, with the support from Public Health Agency of Canada. Current structure of executive leadership relies solely on volunteers. Need to have a leadership structure that includes something like an Executive Director.
9. Branch President's Reports
- NL Branch (Paul Noseworthy) – **Move acceptance of report submitted, by Paul Noseworthy, seconded by Ken Cross. All in favour. Carried.**
  - NB Branch (Tamela Carroll) – Amendment: core competency should be core competency steering committee member. **Move acceptance of report submitted by Tamela Carroll, seconded by Mike Duncan. All in favour. Carried.**
  - NS/PEI Branch (Bruce Morrison): **Move acceptance of report submitted by Bruce Morrison, seconded by Paul Noseworthy. All in favour. Carried.**
  - ON Branch (Mike Duncan) – **Move acceptance of report submitted by Mike Duncan, seconded by Tamela Carroll. All in favour. Carried.**
  - MB Branch (Stefane Gravelle) – **Move acceptance of report submitted by Stefane Gravelle, seconded by Scott MacLean. All in favour. Carried.**
  - SK Branch (Ken Cross)- **Move acceptance of report by Ken Cross, seconded by Phi Phan. All in favour. Carried.**
  - AB Branch (Phi Phan) – **Moved acceptance of report as submitted by Phi Phan, seconded by Ken Cross. All in favour. Carried.**
  - BC Branch (Joanne Lum for Steve Chong) – **Move acceptance of report as submitted by Steve Chong, moved by Joanne Lum, seconded by Nick Losito. All in favour. Carried.**
10. Committee Reports:
- a) Nominations/Awards (Phi Phan)
- ❖ 2004 - received 4 nominations for 4 awards and they were checked against the protocols:
    - Alexander Officer Award: Nomination for SK Health West Nile Virus Program, nominated by Ken Cross and Doug Terry. **Moved by Phi Phan, seconded by Len Gallant.** To be presented at lunch tomorrow.
    - Alex Cross Award – Nomination received for Victor Mah of AB Branch, nominated by Ken Cross and Rob Bradbury, who are all in good standing, **Moved by Phi Phan. Seconded by Bill Chrapko.**

- President's Award – Nomination received for Rob Bradbury, nominated by Ken Cross, seconded by Victor Mah. **Moved by Phi Phan. Seconded by Bill Chrapko.**
  - Life Member Award – To be presented at the President's Banquet.
- b) Finance (Claudia Kurzac for Steve Chong) – Claudia presented report.
- **Moved by Scott MacLean, seconded by Klaus Seeger.**
  - Correction: under CIPHI Budget – conference profit for 2004 was \$3325 dollars in total.
  - Currently using an accountant in Alberta.
  - Finance report to be published in the EHR. **All in favour. Carried.**
- c) Membership (Tamela Carroll)
- **Move acceptance of report by Tamela Carroll, seconded by Scott Maclean.**
  - 2005 numbers have not been completed, so what is reflected in report is based on past years (since 1996 until today). **All in favour. Carried.**
- d) Constitution and By-laws (Paul Noseworthy) – 3 resolutions passed.
- **Move acceptance of report by Paul Noseworthy, seconded by Tamela Carroll. All in favour. Carried.**
- e) Website (Mike Duncan for Mike LeBlanc)
- **Move acceptance of report as submitted by Mike Duncan, seconded by Ken Cross.**
  - Comment: Steve – Website has email address which give access to spammers. This was discussed with the webmaster in the past, and a firewall/filter would be required, but this will not work on work emails. **All in favour. Carried.**
- f) Environmental Health Review (Domenic Losito)
- **Moved acceptance of report submitted by Nick Losito, seconded by Tim Shum. All in favour. Carried.**
- g) Historian – no report for 2004
- h) Environmental Health Foundation of Canada report – Report presented by Klaus Seeger.
- **Move acceptance of report by Klaus Seeger, seconded by Tim Roark.**
  - Klaus gave brief highlights of report.
  - Four awards: CIPHI Continuing Education awards presented last year for \$500 – presented by Tim Roark to Dragana Djorvejjic with Fraser Health in BC doing Health Care Management at BCIT. This award is not self sustaining, so still looking for donations. Len Heibert EHR award (past editor of EHR) for \$100. Lillian Zahara Award, the details are not yet finalized, so funding not in place at this time. Ed Flemming Memorial Award, funding required for this also. **All in favour. Carried.**

- i) CIPHI AEC 2004
  - Bruce Morrison gave verbal report of Charlottetown conference.
  - **Bruce Morrison made motion to move receipt of report, seconded by Stefane Gravelle. Carried.**
  
- j) CIPHI AEC 2005
  - Suzanne Shaw – not present, busy co-ordinating conference. So far is a success. Numbers as of Sept 24<sup>th</sup> - full registration with 321 delegates, and 39 exhibitors. **Mike Duncan moved verbal report for Suzanne Shaw, Stefane Gravelle seconded. Carried.**
  
- k) CIPHI AEC 2006 – report on page 32.
  - **Ken Cross moved acceptance of report, Ann Thomas seconded. Carried.**
  - CIPHI 72nd AEC June 26-28 2006 in Regina SK. Regina held first conference of this kind in 1913. Thanks to Rob Shuba and committee.
  
- l) Resolutions:

#### Resolution #1: Mandatory Membership

- Notion of motion was submitted but doesn't make a change to the constitution at this time. Proxies cannot be used for the resolutions. Proxies are only used for notices of motions.
- Notice of Motion regarding mandatory membership needs to be changed to Resolution. **Moved by Brad Colpitts, seconded by Mike Duncan.**
- Constitutional change will be required. NEC obtained a legal opinion on the existing constitution and by-laws and there are no constraints. Membership must support this initiative. Purpose of resolution is to get member support to charge NEC to do the work.
- Notice of motion at next AGM to change constitutions or bylaw.
- Friendly amendments to the resolution: Brad – remove wording of “and implemented” and “commencing by the end of 2007”. Change “Notice of motion” to “resolution” and on website.
- **Motion to approve amended resolution moved by Brad Colpitts, seconded by Nick Losito. Carried.**
- Further discussion to remove the word “currently”. **Motion to amended resolution moved by Brad Colpitts, seconded by Virginia Jorgensen. Carried.**
- Vote on the resolution as amended: 67 in favour, Resolution passed unanimously.

#### Resolution #2: Second Hand Tobacco Smoke

- ❖ Resolution: (second handed Tobacco Smoke and Future CIPHI Conventions). **Moved by Phi Phan, seconded by Ken Cross.**

- Discussion with wording of “restricted” and addition of “enclosed / indoors”
- Motion to amend: Remove “restricted” and add date – 1<sup>st</sup> :
- Suggest to include “indoor” in public places in the “therefore” part
- Suggest add wording “institute give preference to communities with legislation restricting smoking in indoor public places”
- Nick’s amendment: Beginning contractual commitment are honoured,...(delete restricted) in public places and offers.... CIPHI AGM and conferences are held in communities with legislation restricting
- **Amend resolution moved by Phi Phan, seconded by Ginny Jorgensen. All in favour. Carried.**
- **Resolution considered amended – all in favour. Carried.**

### Resolution #3: IFEH Activities

- ❖ Resolution re: CIPHI Participation in IFEH Activities – **moved by Virginia Jorgensen, seconded by Joanne Lum.** Finance committee will have to look at the amount (\$6000) as a budget item. **All in favour. Carried.**

- m) Advocacy (Stefane Gravelle) – Stefane gave verbal presentation of report.
- **Stefane Gravelle moved receipt of report with amendment on p. 28 (delete “table”, input “present”), seconded by Ken Cross. All in favour. Carried.**
- n) BOC Report
- Correction on BOC report in point 2 under BOC Activities, September 2004-2005 – BCIT review was completed in fall of 2004, not 2005
  - **Motion to move BOC report by Ann Thomas, seconded by Mark Durkee.** Ann gave verbal summary.
  - Open to discussion re: audit to the questions that were used and to see the pattern. Failure rate was high this year. Discussion around a national bank of questions.
  - Discussion re: having an exam sitting for those graduating in May (instead of waiting for October sitting) – i.e. have a 3<sup>rd</sup> examination date, which is impractical for the Board. April and October sittings were determined by the schools and the Board.

### 11. New Business:

- a) Advocacy “Mini” Policy Convention – Members are encouraged to participate in this discussion to assist in determining the priorities for future CIPHI advocacy initiatives. No comments from members. Work plan to continue as is.
- b) Core Competencies Project Update (Kurzac)
- **Motion to approve report moved by Scott MacLean, seconded by Bruce Morrison.** Focus group input from members in the future. **All in favour. Carried.**

c) NEC Appointment to BOC:

- **Motion to appoint Ken Cross and Richard Taki as the National Board Examiners, moved by Len Gallant, seconded by Paul Noseworthy. All in favour. Carried.**

d) Conference Bids:

- 2008 – open for bidding.
- 2009 – Phi Phan made a bid on behalf of the Alberta Branch for Calgary 2009. **Seconded by Ken Cross. All in favour. Carried.**
- Comment: 2010 is Vancouver.

12. Notices of Motion:

- 1<sup>st</sup> NoM in bound copy - **change accountant for CIPHI moved by Steve Chong, seconded by Ken Cross.** Looked into 1 in Alberta and 1 in BC. Quotes plus existing accountant are about the same. Accountant in BC gave good proposal to Steve, and he has a good background. He has experience with non-profit organizations. Hard to work from Alberta. **Moved by Nick Losito, seconded by Alan Atwell. All in favour. Carried.**
- NoM – change in code of ethics – A completed Notice of Motion had been prepared however, a version without the background information was circulated to the membership. **Moved by Victor Mah, seconded by Phi Phan. Moved by Phi. Seconded by Bruce Morrison. All in favour. Carried.**

Notices of Motion to tidy up wording of constitution: see bound copy:

- **Motion 2 – Amend second paragraph: added Nunavut or any other territory within Canada. Moved by Paul Noseworthy, seconded by Tammy Carroll. All in favour. Carried.**
- **Motion 3 – Changed the underline. Moved by Paul Noseworthy, seconded by Bruce Morrison.**
- Motion 4- withdrawn.
- **Motion 5 – See bold for amendment. Moved by Paul Noseworthy, seconded by Ken Cross. All in favour. Carried.**
- Motion 6 – withdrawn
- **Motion 7 – See amendment. Moved Paul Noseworthy, seconded by Stefane Gravelle.**
- **Motion 8 – See amendment. Moved by Paul Noseworthy, seconded by Mike Duncan. All in favour. Carried**
- **Motion 9 – Amended. Moved by Paul Noseworthy. seconded by Klaus Seeger. All in favour. Carried.**
- **Motion 10 – Amended. Moved by Paul Noseworthy, seconded by Martin Tonery. (reverse some the tenses) suggest defining what he/she is in definition section . All in favour.**

13. Next meeting: Regina, SK

14. Adjournment – **Motion to adjourn moved by Nick Losito. Carried.**