

OFFICIAL MINUTES
77th Annual General Meeting
June 27, 2011

*Halifax Marriott Harbourfront Hotel
1919 Lower Water St
Halifax NS B3J 3J5*

Attachments: Attendance List (Appendix 1); CIPHI 2011 AEC Report (Appendix 2)

Agenda Item	Notes	Action
1. Call to Order	<p>Meeting called to order at 2:20pm AT by P Phan (National President and Chair)</p> <ul style="list-style-type: none"> As per Section 33 of Bylaw No. 4 of the Canadian Institute of Public Health Inspectors, membership was given at least 10 days notice of the AGM. 	
2. Assessment of Quorum	<p>As per Section 27(B) of Bylaw No. 4, 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> <ul style="list-style-type: none"> Based upon the members attending in person and by proxy, R Philipation, Chair of the Constitution Committee, declared that quorum was established. 	
3. Appointment of Officials	<p>Motion that the Convention Meeting Standing Rules as provided be adopted. G TAM / R DE BURGER.</p> <ul style="list-style-type: none"> No discussion. <p>All in favour. None opposed. Carried.</p>	
3.1. Parliamentarian	Without objection, Peter Heywood was appointed to serve this AGM as parliamentarian.	
3.2. Sargeant-at-Arms	Without objection, Al MacMullin was appointed to serve this AGM as Sargeant-at-Arms	
3.3. Scrutineers	Without objection, Cameron Weighill and another member were appointed to serve this AGM as Scrutineers.	
4. Introduction of Officers	<ul style="list-style-type: none"> Officers of the National Executive Council 	

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	introduced themselves.	
5. In Memoriam	<ul style="list-style-type: none"> Phan directed members in attendance to both the AGM binder package and the screen onsite. No additions were noted. A moment of silence was observed in memoriam. 	
6. Approval of Agenda	<p>Additions:</p> <ul style="list-style-type: none"> Resolution from the floor added as 15.2.1, Whale Slaughter in the Faroe Islands <p>Motion to approve the agenda as amended. M RIEFMAN / J CANNAN</p> <ul style="list-style-type: none"> No discussion. <p>All in favour. None opposed. Carried.</p>	
7. Approval of Minutes from the 76 th Annual General Meeting, September 6, 2010 (Vancouver, BC)	<p>Motion to approve the minutes of the 76th AGM as circulated. J EGELER / SECOND</p> <ul style="list-style-type: none"> Minutes have been posted from the 76th AGM since September 2010 on the National website (www.ciphi.ca) No changes requested <p>All in favour. None opposed. Carried.</p>	
8. Officer Reports		
8.1. National President	<ul style="list-style-type: none"> P Phan had nothing to add to his report 	
8.2. British Columbia Branch President's Report	<ul style="list-style-type: none"> K Cordner had nothing to add to his report Question regarding the IFEH report with respect to the budget shortfall <ul style="list-style-type: none"> The operational budget could not account for aspects that were out of the control of the organizers (world recession). Other factors included underestimation of costs, less financial support from sponsors/exhibitors, etc. P Phan asked that all questions related to the IFEH be held until the 2010 AEC Chairs report 	

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8.3. Alberta Branch President's Report	<ul style="list-style-type: none"> J MacDonald extended his thanks to the Nova Scotia/PEI Branch and the organizing team Also acknowledged the Slave Lake disaster for the shared information of the attendees. Over 1/3 of the town was destroyed by wildfire and the thoughts and prayers of the attendees was appreciated 	
8.4. Saskatchewan Branch President's Report	<ul style="list-style-type: none"> R Philipation had nothing to add to his report. 	
8.5. Manitoba Branch President's Report	<ul style="list-style-type: none"> D Chrisp indicated that the Manitoba Branch was honoured to host the 100th Anniversary of the Institute in June 2013. No questions. 	
8.6. Ontario Branch President's Report	<ul style="list-style-type: none"> K Diplock extended his thanks to the Ontario Branch Executive and the Ontario Branch members Ontario Branch has developed its Strategic Plan for 2011 to 2014 Currently busy planning for the 2012 Annual Education Conference in Blue Mountain, ON to be held in September 	
8.7. Quebec Branch President's Report	<ul style="list-style-type: none"> Report was summarized by N Raymond on behalf of O Ba QC Branch was incorporated in May 2010 BOC Training and Meeting was hosted in Quebec City Potential for public health degree program at the University of Quebec 15 members currently in the Branch R de Burger remarked that the previous Quebec Branch was a strong and important Branch of the Institute and he was happy to see our Quebec colleagues once again at the CIPHI table 	
8.8. New Brunswick Branch President's Report	<ul style="list-style-type: none"> M Allen had nothing to add to his report 	
8.9. Nova Scotia/Prince Edward Island Branch	<ul style="list-style-type: none"> MacGregor thanked everyone for coming to the conference 	

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President's Report		
8.10. Newfoundland and Labrador Branch President's Report	<ul style="list-style-type: none"> • Timpa thanked everyone for their support 	
9. Committee Reports		
9.1. 100 th Anniversary	<ul style="list-style-type: none"> • S Timpa reported that celebration is currently in the planning stage • Some projects being developed to celebrate a big milestone for CIPHI • The committee welcomes questions and ideas • Request for any artifacts, documents, information related to CIPHI, public health inspection or environmental health be donated to T Roark, National Historian, for use in a "memory walk" display 	
9.2. Awards	<ul style="list-style-type: none"> • B MacGregor had nothing to add to his report. 	
9.3. Advocacy and Translation	<ul style="list-style-type: none"> • D Chrisp had nothing to add to his report. 	
9.4. Communications	<ul style="list-style-type: none"> • Prepared by P Heywood (ON) • No questions 	
9.5. Constitution and Bylaws	<ul style="list-style-type: none"> • R Philipation had nothing to add to his report. 	
9.6. Data Management	<ul style="list-style-type: none"> • C Weighill provided a verbal report • New modules are being added and are undergoing testing 	
9.7. Environmental Public Health Week	<ul style="list-style-type: none"> • Prepared by K Anderson (AB) • No questions 	
9.8. Finance	<ul style="list-style-type: none"> • K Cordner reported that additional costs of Member Service Centre and Council of Professional Experience have impacted CIPHI's operational budget • National office has completed a great deal of work administratively including financial report • Work continues to strengthen accounting 	

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	<p>categorization</p> <ul style="list-style-type: none"> • Need to look accurately of committee revenue and expenses as many are currently unknown • Planning for continuous financial stability • Question regarding whether the “rainy day fund” that was set aside in 2006 by way of a resolution has been spent <ul style="list-style-type: none"> ○ Investment accounts have not been used ○ Plan is to review budget model to ensure investments accounts are not accessed to fund operations • Question regarding the revenue streams of CIPHI and how the NEC intends to trim expenses <ul style="list-style-type: none"> ○ The NEC is looking to reduce several key categories including travel, office supplies, printing ○ Additional administrative cost savings are anticipated when manual backup for data entry is eliminated when administration of membership is moved to the MSC completely ○ Also looking at additional revenue sources • Comment that members need to understand that running a professional organization has a cost and it is not sustainable for board volunteers to provide the majority of the labour involved in administration. The National Office provides the professional image for CIPHI. 	
9.9. International Federation of Environmental Health	<ul style="list-style-type: none"> • No report submitted. 	
9.10. Membership	<ul style="list-style-type: none"> • C Kurzac reminded members that the report is for 2010 and does not reflect current membership • Increase seen in 2010 likely due to CPC Program • Questions regarding the number of practicing PHIs <ul style="list-style-type: none"> ○ Denominator is unknown, but work is continuing to better calculate this number 	

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9.11. Senators (Retirees Advisory Committee)	<ul style="list-style-type: none"> L Gallant had nothing to add to his report. 	
9.12. Website	<ul style="list-style-type: none"> Prepared by M Leblanc (MB) 	
10. Report of the Board of Certification Chair	<ul style="list-style-type: none"> G Stewart acknowledged the service of A Thomas as Board Member and Chair over the past 10 years 	
11. Report of the Council of Professional Experience Chair	<ul style="list-style-type: none"> Prepared by C Nowakowski (BC) 	
12. Report of the Environmental Health Foundation of Canada Chair	<ul style="list-style-type: none"> R de Burger requested the Branch Presidents for donations in support of the EHFC's operations 	
13. Special Reports		
13.1. Report of the National Historian	<ul style="list-style-type: none"> T Roark requested members to send historical documents in 	
13.2. Report of the Environmental Health Review Transition Committee	<ul style="list-style-type: none"> C Weighill reported that a new Editor-in-Chief for the Environmental Health Review has been selected. Andrew Papadopoulos from the University of Guelph was the successful candidate. Intention is to relaunch in Fall 2011 Question whether past issues of the EHR will be scanned? <ul style="list-style-type: none"> Intention is to scan and post to the MSC for members to view and download Question regarding individuals who do not have computer/internet access <ul style="list-style-type: none"> Branch President will be responsible for identifying such members and providing a hard-copy of the EHR 	
13.3. Report of the 2010 International Federation of Environmental Health and Annual Education Conference	<ul style="list-style-type: none"> C Kurzac commented that the deficit has overshadowed the positives that came from the conference. The challenges of hosting an extended conference with five education streams and technical tours as well as the world financial pressures created an environment whereby 	

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Chairs (Vancouver, BC)	the budget suffered	
13.4. Report of the 2011 Annual Education Conference Chair(s) – Halifax, NS	<ul style="list-style-type: none"> Written report prepared by O'Toole and Mackley and provided to members at the AGM Attached as Appendix 2 to these minutes 	
13.5. Report of the 2012 Annual Education Conference Chair(s) – Blue Mountain, ON	<ul style="list-style-type: none"> T Devine and C Munn had nothing to add to their report. 	
13.6. Report of the 2013 Annual Education Conference Chair(s) – Winnipeg, MB	<ul style="list-style-type: none"> J Scarpino had nothing to add to her report. 	
14. New Business		
14.1. 2011 Award Nominations	<p>Motion to award the 2011 CIPHI Honourary Membership Award to Helen Mercereau. B MACGREGOR on behalf of the Awards Committee.</p> <ul style="list-style-type: none"> MacGregor read the nomination for H. Mercereau. <p>All in favour. None opposed. Carried.</p> <p>Motion to award the 2011 CIPHI Life Member Award to Mark Durkee. B MACGREGOR on behalf of the Awards Committee.</p> <p><i>(Please note that M Durkee had previously left the meeting, so his explicit exclusion from the proceedings was not necessary)</i></p> <ul style="list-style-type: none"> MacGregor read the nomination for M Durkee <p>All in favour. None opposed. Carried.</p>	
14.2. Appointment of NEC Representative (s) to the Board	<p>Motion to appoint Nina van der Pluijm as the NEC representative the Board of Certification. C Kurzac / M Allen.</p>	

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of Certification	<ul style="list-style-type: none"> No discussion. <p>All in favour. None opposed. Carried.</p>	
14.3. Appointment of NEC Representative (s) to the Council of Professional Experience	<ul style="list-style-type: none"> No appointee put forward. 	
14.4. Appointment of NEC Representative (s) to the Environmental Health Foundation of Canada	<p>Motion to appoint Tim Roark as the NEC representative the Environmental Health Foundation of Canada. Gallant / Seeger</p> <ul style="list-style-type: none"> No discussion. <p>All in favour. None opposed. Carried.</p>	
14.5. Appointment of Auditor(s)	<p>Motion that Reid Hurst Nagy Inc. be appointed auditors for the Association for the 2011 fiscal year, and that the NEC be authorized to fix the remuneration for these services. A Thomas / J Egeler.</p> <ul style="list-style-type: none"> No discussion. <p>All in favour. None opposed. Carried.</p>	
14.6. Approval of 2010 Financial Statements	<p>Motion to approve the 2010 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated. G Tam / Josée Thériault.</p> <ul style="list-style-type: none"> No discussion. <p>All in favour. None opposed. Carried.</p>	
15. Motions and Resolutions		
15.1. Motion 1: Membership Dues Increase	<p>Because this motion amends the Bylaws of the Canadian Institute of Public Health Inspectors, a Notice of Motion was filed 90 days with the National Office before the meeting at which the amendment is proposed. Further, members received the proposed amendment 60 days prior to the Annual Meeting as required.</p> <p>WHEREAS the Finance Committee of the National Executive Council of the Canadian Institute of Public</p>	

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	<p>Health Inspectors (CIPHI) has undertaken a review of CIPHI's finance trends and has considered the additional operation and maintenance costs associated with the Continuing Professional Competencies (CPC) program, the Council of Professional Experience (CoPE), Member Service Center (MSC) database, and provision of bilingual services to it's (sic) membership; and</p> <p>WHEREAS CIPHI has committed to the success of the CPC program, the CoPE, the MSC, and bilingual services through resolution and strategic plans; and</p> <p>WHEREAS the current financial capabilities of CIPHI do not provide a reliable and sustainable foundation to support the ongoing operation and maintenance of the CPC program, the CoPE, the MSC, and bilingual services to its membership;</p> <p>BE IT HEREBY RESOLVED THAT CIPHI Regular Membership dues be raised by \$25.00 commencing January 1, 2012.</p> <p>K CORDNER / J EGELER.</p> <ul style="list-style-type: none"> • P Phan reminded the members that in order for amendment to the Bylaws to pass, 75% of the votes must be in favour. • No discussion. <p>Excess of 75% of votes in attendance and by proxy in favour. 13 opposed. Carried.</p>	
15.2. Motions or Resolutions from the Floor of the Assembly		
15.2.1. Whale slaughter in the Faroe Islands	<p>WHEREAS the members of the Canadian Institute of Public Health Inspectors have become aware of the annual killing of Calderon Dolphins also known as Pilot Whales plus various other species of dolphins by the people of the Faroe Islands, and</p> <p>WHEREAS the Chief Physician and Chief Medical Health Officer in the Faroe Islands have announced that the blubber and meat of the Calderon Dolphin contain high levels of toxins which have been linked to serious health threats to both adults and children,</p>	

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	<p>and</p> <p>WHEREAS this brutal slaughter is actually unnecessary and in fact relate more to tradition and now a right (sic) of passage for young men,</p> <p>THEREFORE BE IT RESOLVED THAT the Canadian Institute of Public Health Inspectors strongly opposes the very brutal and unnecessary slaughter of various species [of] dolphins by the people of the Faroe Islands and requests the governments of the Faroe Islands and Denmark to stop this slaughter immediately, and</p> <p>BE IT FURTHER RESOLVED THAT this same concern be expressed regarding the very brutal slaughter of dolphins in Japan.</p> <p>T ROARK / K SEEGER.</p> <ul style="list-style-type: none"> • Comment against the motion suggested the scope of the resolution was outside the mandate of CIPHI. Similar arguments can be used when discussing the seal hunt on the east coast of Canada • Comment against the motion reiterated that the resolution was outside the mandate of CIPHI. Complaint that the presentation was too graphic and that a warning would have been appreciated with respect to the nature of the photos in the presentation. • Retort to the comment about seal hunting. Speaker indicated that the slaughter of the whales had very little similarity to the seal hunt as the whale slaughter appeared to be for sport and not for provision of food and clothing <p>10 in favour. 33 opposed. Defeated.</p>	
16. Adjournment	<ul style="list-style-type: none"> • Phan thanked everyone that assisted with organization and preparation of the AGM and thanked the members for their attendance and cooperation. • With there being no more business coming before this assembly, Phan declared the meeting be adjourned without objection at 4:20pm AT. 	

Appendix 1: Attendees

List is sorted alphabetically by Branch

Christine	Boutilier	AB	Scott	Moore	NS/PEI
Jon	Elliott	AB	Bruce	Morrison	NS/PEI
Garth	Gosselin	AB	Gary	Moulton	NS/PEI
Lena	Jobb	AB	Gary	O'Toole	NS/PEI
Jason	MacDonald*	AB	Melissa	Young	NS/PEI
Phi	Phan*	AB	John	Cannan	ON
Ihsan	Sassi	AB	Bjorn	Christensen	ON
Adrea	Simmons	AB	Sherri	Cleaves	ON
Randy	Ash	BC	Melissa	Currie	ON
Kimiko	Banati	BC	Ron	de Burger	ON
Shelley	Beaudet	BC	Ted	Devine	ON
Jonathan	Choi	BC	Ken	Diplock*	ON
Keir	Cordner*	BC	Stephen	Ferguson	ON
Jasmina	Egeler	BC	Robin	Galbraith	ON
Ken	Gillis	BC	Ken	Gorman	ON
Claudia	Kurzac	BC	Caroline	Kuate	ON
Paul	Markey	BC	Ross	McEachern	ON
Karen	Rehbein	BC	Chris	Munn	ON
Michael	Reifman	BC	Klaus	Seeger	ON
Tim	Roark	BC	Cameron	Weighill	ON
Sabrina	Sandhu	BC	John	Yan	ON
Gord	Stewart	BC	Nicolas	Raymond	QC
Gary	Tam	BC	Ryan	Philipation*	SK
Ann	Thomas	BC	(* Denotes a National Executive Council Member)		
Lorraine	Woolsey	BC			
Darcy	Chrisp*	MB			
Nicole	Lundsted	MB			
Julie	Scarpino	MB			
Mark	Allen*	NB			
Daniel	Arcand	NB			
Renée	Bourque	NB			
Gary	Hunt	NB			
Murray	Lewis	NB			
Scott	MacLean	NB			
Joseé	Thériault	NB			
Nina	van der Pluijm	NB			
Janine	Strickland	NL			
Sara	Timpa*	NL			
Joe	Bradley	NS/PEI			
Jason	Catoul	NS/PEI			
Mark	Durkee	NS/PEI			
Leonard	Gallant	NS/PEI			
Mike	Gardiner	NS/PEI			
Brad	Langille	NS/PEI			
Kelvin	Latham	NS/PEI			
Barry	MacGregor*	NS/PEI			
Doreen	Mackley	NS/PEI			
Jim	McCorry	NS/PEI			
Al	McMullin	NS/PEI			

Appendix 2

CIPHI 2011 Annual Educational Conference Organizing Committee Report to the National Executive Committee June 24, 2011

Summary

Members of CIPHI's Nova Scotia/Prince Edward Island Branch made a motion at their 2008 annual general meeting to make a bid to host the 77th Annual Educational Conference in Halifax. With this motion passed, the membership began to organize a planning committee in March of 2009 to begin the process of making a bid to the NEC, and laying the foundation for a successful conference.

With the conference bid accepted at CIPHI's AGM in the spring of 2009, the planning committee began to meet on a regular basis to develop the team and explore educational and social opportunities for the conference. With collaboration being a key factor for success in our environmental public health programs in Nova Scotia and Prince Edward Island, the next logical step was to establish a conference theme centered on the concept of collaboration. "Strengthening Collaboration, Strengthening the Profession" was chosen as the conference theme and the committee began work to identify, discuss and confirm potential conference educational opportunities, social events, sponsors and exhibitors.

It is worth noting that early in its planning the organizing committee enlisted the assistance of Destination Halifax, an organization that promotes the city as a conferencing location. They were extremely valuable to us at all steps of the planning process from the initial bid package, to promoting the conference in Vancouver to current promotion of Halifax to our delegates.

Educational Program

The organizing committee strived to provide a diverse educational program, offered in three general streams which includes "Our Food", "Our Environment" and "Our Profession". Although the educational program follows the traditional format of past CIPHI conferences, the organizing committee wanted to incorporate technical tours as was done in Vancouver 2010 – providing an opportunity for delegates to learn in a more practical, "hands on" setting.

Social Opportunities

The opportunity to socialize and network are fundamental to the success of any CIPHI event and the organizing committee deliberated extensively on what social opportunities would provide the best forum for delegates to learn from each other through robust yet relaxed conversation. Taking advantage of the harbour setting and traditional east coast fair, the organizing committee settled on a lobster dinner, harbour cruise, maritime band and scenic tours as events to stimulate conversation and bring delegates together.

Sponsorship

The organizing committee reached far and wide to maximize potential sponsorship opportunities. All sponsorship levels are represented in Halifax, including platinum, gold, silver and bronze. Among these, Health Canada, Public Health Agency of Canada, National Collaborating Centres for Environmental Health, Infectious Disease and Methods and Tools, Orkin/PCO and the Province of Nova Scotia provided generous financial and in kind sponsorship to the conference. Many businesses and individuals contributed to the silent auction. The organizing committee succeeded in raising approximately \$70,000 in sponsorship support for the conference – this in the midst of significant budget restraint and cutbacks. This surpassed the organizing committee's original goal of \$60,000.

Registration

At the time of this report, 241 delegates, exhibitors and speakers were registered for the conference. This exceeded the organizing committee estimate of 200 and is significant considering that we had reports of significant travel restrictions placed on Public Health Inspectors from jurisdictions across the country. Many of these registrations were confirmed in the final two weeks leading up to the conference.

Finance

The organizing committee is forecasting the following as of June 24, 2011:

Total Revenue	\$202,000
Total Expenses	\$167,000
Projected Profit	\$35,000

A more detailed financial report will be available post conference.

Lessons Learned

The organizing committee has, throughout the life of the committee, learned a lot about planning conference and the potential pitfalls CIPHI faces with such events. Among these is the expense of downtown locations during peak season (which ideally should be avoided), the lack of national corporate history and knowledge about the annual conference and coordination among CIPHI committees for meeting arrangements. These lessons learned will be reported in detail to the National Executive Committee as part of the organizing committee final report later in 2011.

Respectfully submitted,

Doreen Mackley & Gary O'Toole