

## 85th Annual General Meeting DRAFT MINUTES PENDING APPROVAL

Monday, September 9th, 2019

Doubletree Hilton Hotel  
 Dartmouth nova Scotia

Agenda Item	Notes	Action
1. Call to Order	<p>Meeting called to order at 3:19 pm.</p> <p>by Kari Engele-Carter (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>The confirmed number of voting members in attendance in person and on-line was 100. Kari Engele-Carter declared that quorum was established.</p> <p>See Appendix 1 for Attendance List</p>	
3. Appointment of Officials		
3.1. Parliamentarian	<p>Without objection, Laurie Pike was appointed to serve this AGM as parliamentarian.</p> <p>Moved by: Gary Tam Seconded by: Pam Scharfe</p> <p>All in favour Motion Carried</p>	
3.2. Sargeant-at-Arms	<p>Without objection Brad Geisbrecht was appointed to serve this AGM as Sargeant-at-Arms</p> <p>Moved by: Keir Cordner Seconded: John Cannan</p> <p>All in favour</p> <p>Motion Carried</p>	

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3.3. Scrutineers	<p>Without objection, Jeremy Young and Sara Rumbolt. were appointed to serve this AGM as Scrutineers.</p> <p>Moved by: Sara Baird      Seconded: Erin Teare</p> <p>All in favour</p> <p>Motion Carried</p>	
4. Introduction of Officers	<p>Officers of the National Executive Council introduced themselves.</p> <p>Kari Engele-Carter – National President  Ann Thomas – Past National President  Tammy McDonald – Newfoundland &amp; Labrador Branch President  Vanessa Nickelo – Nova Scotia and Prince Edward Island Branch President  Shawn Crawley – New Brunswick Branch Past-President  John Cannan – Ontario Branch President  Natalie Lowdon – Manitoba Branch Vice-President  Kevin Kapell – Saskatchewan Branch President  Meaghen Allen – Alberta Branch President  Casey Neathway – British Columbia Branch President</p> <p>Jenny Brown -CoPE Chair  Ian Harrison - BOC Chair  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>Lucy S. Beck - British Columbia Branch  Norman Lloyd Carlson - Alberta Branch  Ledley Coats - Ontario Branch  Barry Heard - British Columbia Branch  Thomas Houston - British Columbia Branch  Sajan Joseph - British Columbia Branch  David W. Manning - British Columbia Branch  Kenneth James Nashlund - British Columbia Branch  Bruce David Trotter - British Columbia Branch</p> <p>A moment of silence was observed in memoriam.</p>	
6. Approval of Agenda	<p><b>Corrections and additions to the Agenda:</b></p> <p>Remove section 10.1 from agenda:</p>	

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	<p>Motion to approve agenda as amended.</p> <p>Moved by: John Cannan Seconded: Patrick Murray</p> <p>All in favour</p> <p>Motion Carried</p>	
<p>7. Approval of Minutes from the 84th Annual General Meeting,</p>	<p>Correction noted to 2018 AGM minutes Section 10.1 which reads: <u>2017</u> Award Nominations This should read <u>2018</u> Award Nominations and all references to 2017 in this section should be corrected to read <b>2018</b></p> <p>Motion to approve the minutes of the 84thAGM as corrected:</p> <p>Moved by: Doug Walker Seconded by: Sara Baird</p> <p>All in favour</p> <p>Motion Carried</p>	<p>Approved minutes to be posted on the National website (www.ciphi.ca)</p>
<p>8. Governance Reports</p>		
<p>8.1. National Executive Council Report to Membership</p>	<p>Call for questions or discussion of report submitted to membership 60 days in advance of AGM</p> <p>No questions or comments from the floor.</p>	
<p>8.2. Board of Certification Report to Membership</p>	<p>Confirmed by BOC that a new Ontario BOC representative, Lal Rishi was confirmed by BOC and approved by NEC.</p> <p>No questions or comments from the floor.</p>	
<p>8.3. Council of Professional Experience Report to Membership</p>	<p>CoPE Chair Jenny Brown spoke to the report and requested that members provide feedback to CoPE on the new audit process being developed.</p> <p>Jenny also encouraged members to come to the CoPE presentation on the revised audit process or contact CoPE if they had any question.</p>	

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8.4. Environmental Health Foundation of Canada Report to Membership	<p>. EHFC Chair Pam Scharfe provided an update on EHFC activities and the new officers appointed to the EHFC board at the September 8<sup>th</sup> meeting.</p> <p>No questions or comments from the floor.</p>	
9. Special Reports		
9.1 2018 AEC Final Report	No questions or comments from the floor	
9.2 Env Health Review	No questions or comments from the floor	
9.3 National Historian Report	<p>Highlights from the report were provided by National Historian, Tim Roark.</p> <p>All members who sit on any branch or national committees are reminded to submit documents or other item of interest either to the National Historian or provide to their branch executives so they can be archived appropriately.</p> <p>Tim spoke of the contribution of the late Bernice Lychowyd who was responsible for compiling a vast amount of CIPHI history in Ontario.</p> <p>No questions or comments from the floor</p>	
9.4 Retirees Advisory Committee	<p>Chair RAC, Pam Scharfe encouraged members to keep this committee in mind for any projects they can help out with</p> <p>No questions or comments from the floor</p>	
10. New Business		
10.1. Acceptance of 2018 Financial Statements	<p>Motion to accept the 2018 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated.</p> <p>Moved by: Gary Tam    Seconded by: Sara Rumbolt</p> <p>Discussion:</p> <p>Question from G.Tam regarding what is planned for CIPHI's surplus. This was addressed by President Engele- Carter who explained that CIPHI still anticipates more legal and consultant bills related to the completion of polices to deal</p>	

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	<p>with mandatory membership, membership discipline, CoPE audit process revisions. Revisions to Member Service Centre are also on the radar.</p> <p>There is also uncertainty regarding revenue from membership dues as mandatory membership and the professional development hours progressive compliance cycle are implemented. In addition the Annual Educational Conference profits have become unpredictable. As these issue stabilize CIPHI will be in a better position to commit to longer term expenditures. In the meantime the surplus is not of the magnitude that it jeopardizes CIPHI's Not for Profit Corporation status.</p> <p>A question as raised by Keir Cordner as to whether CIPHI should be looking into whether their current liability insurance would cover the corporation's expenses in the event of a legal challenge. This matter will be explored by the NEC with our insurance provider and members will be provided with a response.</p> <p>Vote was called on the motion</p> <p>All in favour.</p> <p>Motion Carried</p>	
<p><b>11 Motions and Resolutions</b></p>		
<p>11.1            Changes to National By-Law #1 Life Membership Award</p>	<p><b>BE IT RESOLVED THAT:</b> The following amendments to CIPHI's National By-Law #1, approved by the National Executive Council, be confirmed by the general membership by ordinary resolution at the CIPHI 2019 Annual General Meeting:</p> <p><b>Section 2.01 (a)(iii)</b>  <b>NOTE:</b> <i>Highlighted text replaces the deleted wording of the bylaw which appears as struck through.</i></p> <ol style="list-style-type: none"> <li>Life Membership may, subject to the provisions of Subsection (3), be conferred by <del>vote at the Annual General Meeting</del> <b>the board</b> on qualified Public</li> </ol>	

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	<p>Health Inspectors who are Members of the Corporation and who have made a noteworthy contribution to the advancement of Environmental Public Health and/or the purposes of the Corporation. Life Membership may be granted to persons still practicing. Such Life Membership shall carry voting privileges and the right to hold office, but no obligation to pay fees.</p> <ol style="list-style-type: none"> <li>2. No more than one Life Member shall be <b>conferred at any Annual Meeting annually</b> and the total number of living Life Members shall not exceed three (3) percent of the membership.</li> <li>3. <del>The board shall consider the criteria of all nominees and shall forward the nominations along with their recommendation to the Annual General Meeting to be voted upon in accordance with subsection (a) of this section</del> <b>The board shall consider the criteria of all nominees and the successful nominee shall be chosen by a simple majority vote of the board. In case of an equality of votes, the chair of the meeting, in addition to an original vote, shall have a second or casting vote.</b></li> <li>4. The nominator of a Member proposed for Life Membership shall forward with the nomination a citation setting forth the eligibility criteria of the nominee pursuant to Sub-Section <del>(a)</del> <b>(1)</b> of this Section</li> </ol> <p>Moved by: Gregory Barrett – CIPHI President Elect</p> <p>Seconded by: Natalie Lowdon – President CIPHI Manitoba Branch</p> <p>Discussion:</p> <p>Pam Scharfe spoke in favour of the motion as a previous recipient of the award. Pam was honoured to receive what is seen as CIPHI’s most prestigious award and</p>	

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	<p>it had meant a lot to her to be presented this in person at the President’s Banquet.</p> <p>Tim Roark also spoke in favour of the motion. In addition, Mr. Roark took the opportunity to advise those present that he is in support of a by law change to allow for 2 Life Memberships to be awarded each year. A motion from the AGM floor on this matter could not be entertained as it contravenes CIPHI By Law #1 Section 3.04(c).</p> <p>President Engele-Carter brought the discussion back to the motion on the table. There was no further discussion and the vote was called.</p> <p>All in Favour: 97</p> <p>Opposed: 4</p> <p>Motion Carried</p>	
12 Adjournment	<p>With there being no more business coming before this assembly the Annual General Meeting was adjourned at 4:15pm.</p>	

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Appendix 1: Attendees (Members Only)

List is sorted alphabetically by Branch

**BRITISH COLUMBIA**

Blok	Blake
Ciocca	Paolo
Cordner	Keir
Neathway	Casey
Roark	Timothy
Sowa	Stacey
Tam	Gary
Thomas	Ann
Whalen	Angela
Wilkinson	Kate

**BC ONLINE**

Amell	Aletta
Chen	"Tom" Jun
Creighton	David
Crowe	Allison
Tam	Daisy

**NOVA SCOTIA/PEI**

Baird	Sara
Barreiro	Melissa
Connell	Audrey
Darling	Heidi
Ferguson	Stephen
Gammie	Janice
Nickelo	Vanessa
O'Toole	Sean
Pike	Laurie
Rumbolt	Sara
Young	Jeremy

**NEWFOUNDLAND**

Hann	Karen
McDonald	Tammy
Murray	Patrick
Noseworthy	Paul

**NEW BRUNSWICK**

Buschow	Carmen
Crawley	Shaun
Gaudet	Danika
Hachey	Joel-Andre
Levesque	Yves
Petrie	Daniel
Walker	Douglas

**ONTARIO**

Cannan	John
Driscoll	Elizabeth
Pugh	Tonya
Scharfe	Pamela

**SASKATCHEWAN**

Engele-Carter	Kari
Gadzella	Theresa
Geisbrecht	Bradford
Harrison	Ian
Kapell	Kevin

**MANITOBA**

Dean	James
Lowdon	Natalie
Scott	Blake



**ALBERTA**

Allen	Meaghen
Brown	David
Brown	Jennifer
Budgell	Scott
Chrisp	Darcy
Gosselin	Garth
Lee	W.
Legare	Lorne
Teare	Erin
Thepsouvanh	Tony
Ward	Gregory
Workman	Peter

**ALBERTA - ONLINE**

Ahmad	Manny
Borle	Megan
Carbert	Jamie
Cherlenko	Dwayne
Chubbs	Catherine
Clarke	Karen
Davidson	Valerey
Elliot	Jon
Fong	Dave
Halkett	Katrina
Hamid	Mallory
Herridge	Tricia
Hislop	Karen
Jaiswal	Satinder
Keus	Amber
Khaira	Sonam
Krall	Marja
Krywiak	Kristen
Lambert	Michael
Mah	Victor
Miller	Bryon
Newman	Nadine
Ngo	Christina
Parker	Lena

**ALBERTA ONLINE cont.**

Phan	Phi
Prokopishin	Darrell
Rex	Remya
Rieve	Richard
Rombough	Dean
Segal	Bonnie
Simmons	Andrea
Sterling	Precilla
Thathibhai	Raj
Velthuisen	Chelsey
Wagar	Sylvia
Webb	Claire
Wong	Michelle
Young	Sarah
Zazulak	Ingrid



Canadian Institute of Public Health Inspectors

Draft Minutes

85th Annual General Meeting

September 9, 2019

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Institut canadien des inspecteurs en santé publique



Canadian Institute of Public Health Inspectors

Draft Minutes

82<sup>st</sup> Annual General Meeting

September 26, 2016

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Institut canadien des inspecteurs en santé publique