



Canadian Institute of Public Health Inspectors 85th Annual General Meeting

Monday, September 9th, 2019
3:05pm - 4:35pm Atlantic Time

Double Tree by Hilton Dartmouth
101 Wyse Road
Dartmouth, Nova Scotia

Lake City Ballroom

Annual General Meeting

Reports of the Canadian Institute of Public Health Inspectors

Contributors:

Kari Engele-Carter – National President
Ann Thomas – Past President
Gregory Barrett – President Elect
Vanessa Nickelo – NS / PEI Branch President
Shaun Crawley – NB Branch President
Natalie Lowdon – MB Branch President
Kevin Kapell – SK Branch President
Meaghen Allen – AB Branch President
Casey Neathway – BC Branch President
John Cannan – ON Branch President

Ian Harrison – 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
John Cannan - 2018 AEC Co-Chair

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85th Annual General Meeting Agenda

Monday, September 9th, 2019
3:05pm - 4:35pm Atlantic Time

Double Tree by Hilton Dartmouth
101 Wyse Road
Dartmouth, Nova Scotia

Lake City Ballroom

- 1. Call to Order**
- 2. Assessment of Quorum**
- 3. Appointment of Officials**
 - 3.1. *Parliamentarian*
 - 3.2. *Sargeant-at-Arms*
 - 3.3. *Scrutineers*
- 4. Introduction of Officers**
- 5. In Memoriam**
- 6. Approval of Agenda**
- 7. Approval of Minutes from the 84th 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. *2018 AEC Final Report*
 - 9.2. *Environmental Health Review Report*
 - 9.3. *National Historian Report*
 - 9.4. *Retiree Advisory Committee Report*
- 10. New Business**
 - 10.1. *2018 Award Nominations*
 - 10.2. *Approval of 2018 Financial Statements*
- 11. Motions and Resolutions**
 - 11.1. *Notice of Motion – Changes to National By-Law #1 Life Membership Award*
- 12. Adjournment**

In Memoriam

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

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

84th Annual General Meeting

DRAFT MINUTES PENDING APPROVAL

Monday, September 17th, 2018

Radisson Hotel

Saskatoon, Saskatchewan

Agenda Item	Notes	Action
1. Call to Order	<p>Meeting called to order at 3:10 pm</p> <p>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 A. THOMAS, declared that quorum was established.</p> <p>See Appendix 1 for Attendance List</p>	
3. Appointment of Officials		
3.1. Parliamentarian	<p>Without objection, DOUG TERRY was appointed to serve this AGM as parliamentarian.</p> <p>Moved by: Ken Cross Seconded: Pam Scharfe</p> <p>All in favour. Motion Carried</p>	
3.2. Sargeant-at-Arms	<p>Without objection, JOHN CANNAN was appointed to serve this AGM as Sargeant-at-Arms</p> <p>Moved by: Klaus Seeger Seconded: Terry Gibson</p> <p>All in favour. Motion Carried</p>	
3.3. Scrutineers	<p>Without objection, OLAOBAJA and Z. RAHMAN were appointed to serve this AGM as Scrutineers.</p> <p>Moved by: Jennifer Fearnough Seconded: John Cannan</p> <p>All in favour. Motion Carried</p>	

Agenda Item	Notes	Action
4. Introduction of Officers	<p>Officers of the National Executive Council introduced themselves.</p> <p>Ann Thomas – National President Kari Engele-Carter – President Elect Gregory Barrett – Newfoundland & Labrador Branch President Sara Baird – Nova Scotia and Prince Edward Island Branch President Shawn Crawley – New Brunswick Branch President Raymond Ramdayal – Ontario Branch President Ali Rana – Manitoba Branch President Kevin Kapell – Saskatchewan Branch President Geoff Tomko – Alberta Branch President Casey Neathway – British Columbia Branch President Elect</p> <p>Jenny Brown -CoPE Chair Tony Thepsouvanh - BOC Chair Pam Scharfe- Environmental Health Foundation of Canada and Retirees Advisory Committee Tim Roark – National Historian</p>	
5. In Memoriam	<p>Complete list of names recognized in memoriam were read by Chair NEC</p> <p>Louis Edward “Dudley” Agassiz – BC Branch Frederick “Fred” Charles Ainley – BC Branch Roderick Norman Fraser – BC Branch William “Bill” Chesley French – BC Branch William “Bill” Harrison – MB Branch Bernice Lychowyd – ON Branch Timothy Ngai – BC Branch Dan Richen – AB Branch Bryan Smith – AB Branch Edward Whalen – NB Branch Don Williams – NB Branch William “Bill” Edmund Bennett Withers BC Branch</p> <p>A moment of silence was observed in memoriam.</p>	
6. Approval of Agenda	<p>Corrections and additions to the Agenda:</p> <p>Proposed change: Item 10 moved up to item 8 due to people needing to leave the AGM early.</p> <p>Motion to approve agenda.</p> <p>Moved by: Keir Cordner (BC) Seconded: Matthew Shumaker</p> <p>All in favour. Motion Carried</p>	

Agenda Item	Notes	Action
7. Approval of Minutes from the 83rd Annual General Meeting,	<p>Motion to approve the minutes of the 83rd AGM as circulated</p> <p>Moved by: Tim Roark Seconded: Erin Teare</p> <p>All in favour. 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	<p>Discussion on the mandatory membership certificates and those certifications suspended in 2018.</p> <p>Advocacy work with employers on CIPHI mandatory membership. More advocacy work to be done in the future.</p> <p>Questions: Grammar and spelling changes requested on the document, relating to the CPHI(C) designation.</p> <p>Has there been any feedback, questions, or comments about the new CPHI(C) that were suspended in 2017? –None to date. It is possible those individuals are no longer pursuing a career in environmental health.</p> <p>Are inspectors in Ontario going to continue to have the CPHI(C) designation or will they be uncertified inspectors in that province? –There was huge social media campaign and support for CIPHI ON Branch. Positive results in Ontario for the Environmental Health profession. The Health Units in Ontario are required to have CPHI(C) qualified; that is enforceable with the provincial government. Concerns about job cuts and less pay for those replacing PHIs/EHOs.</p> <p>Is there a presentation coming or going to be given about the mandatory membership? –Nothing at this time.</p> <p>Is the importance of membership being stressed to the Environmental Health schools that students will be required to maintain CIPHI membership in order to retain their certification? –Discussion from Ann Thomas and Tony T. (BOC).</p> <p>New salary survey to be released from CIPHI in the coming future.</p>	

Agenda Item	Notes	Action
8.2. Board of Certification Report to Membership	<p>TONY T. (BOC) – A lot of new members and learning the BOC procedures. List of 518 qualifications for EH schools to teach. Implementation of the new IO's this year. Gary Tam is working on a project for new ways of students to submit their reports to BOC.</p> <p>Questions: Questions on how BOC sends out documentation. -Switched to email notifications and discontinued the mail out notifications.</p> <p>Question about the University of Montreal accreditation from the BOC evaluation. –This is moving along from BOC. It is a real prospect to have a French Canadian school accredited by CIPHI BOC in the near future.</p>	
8.3. Council of Professional Experience Report to Membership	<p>CoPE has been working significantly with the NEC on finalizing the PDH appeal process.</p> <p>CoPE is looking for a BC Branch and a National representative for the board. Additional members needed on this governing body.</p> <p>129 audits completed in 2017. Audit success rates have increased. More members are submitting PDHs each year. New tools available for members on the MSC for PDH entry and for being audited by CoPE.</p> <p>Questions: None</p>	
8.4. Environmental Health Foundation of Canada Report to Membership	<p>PAM SCHARFE</p> <p>Recognize TIM ROARK and KLAUS SEEGER. EHFCC is up to 10 trustees on their board. Five more representatives needed. Thank you to all the CIPHI Branches and donations for silent auction.</p> <p>Discussion on the funding and revenue for the EHFCC. New officers: KLAUS SEEGER, PAM SCHARFE, RALPH STANLEY, TIM ROARK, and MIKE LEBLANC.</p> <p>Questions: None</p>	
9. Special Reports		

Agenda Item	Notes	Action
9.1. 2017 AEC Final Report	<p>AEC 2017 was incredibly successful, financial profit of over \$64,000.</p> <p>Questions: None</p>	
9.2 Env Health Review	<p>Report submitted by ANDY PAPADOPOLUS</p> <p>Questions: None</p>	
9.3 National Historians Report	<p>TIM ROARK presenting the report.</p> <p>Any old documents, materials, photos or memorabilia please send to Mr. Roark. These are collected as part of the National Archives.</p> <p>The CIPHI wooden crest was lost. Purolator has yet to provide compensation, but has offered to pay \$1000. Estimates for a new crest have come back at over \$12000.</p> <p>Garth Gosselin has cleared out materials stored in Alberta; to be sent to Mr. Roark.</p> <p>Questions: None</p>	
9.4 Retirees Advisory Committee	<p>PAM SCHARFE presenting</p> <p>Vacancies on the committee; follow-up to be done with the Branch presidents.</p> <p>The committee is willing to help with projects for the NEC and CIPHI.</p> <p>Questions: None</p>	

Agenda Item	Notes	Action
10. New Business		
10.1. 2017 Award Nominations	<p>Motion to award the 2017 CIPHI Honorary Membership Award to STAN HAZAN.</p> <p>Moved by: KENNETH CROSS Seconded: JENNIFER REID</p> <p>All in favour. Motion Carried</p> <p>Motion to award the 2017 CIPHI Life Member Award to KENNETH CROSS.</p> <p>Moved by: TERRY GIBSON Seconded: PETER ROSS</p> <p>Discussion: None</p> <p>All in favour. Motion Carried</p> <p>Nominations found in Appendix 1</p>	
10.2. Acceptance of 2017 Financial Statements	<p>Motion to accept the 2017 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated.</p> <p>Questions from the floor: accounts receivables line</p> <p>Discussion on the surplus funds of the organization and upcoming projects for CIPHI. Questions on financial advice for the revenue of CIPHI.</p> <p>Moved by: ERIN TEARE Seconded: MATTHEW SHUMAKER</p> <p>Discussion: All in favour. Motion Carried</p>	

Agenda Item	Notes	Action
10.3. Election of National President Elect	<p>The National by-laws require that the election of a President Elect be selected by ballot at the AGM when there is more than one candidate seeking election. In the case of only one qualifying candidate seeking election then they shall be declared elected by acclamation by the presiding officer.</p> <p>Mr Gregory Barrett, President of Newfoundland/Labrador Branch of CIPHI is the sole candidate seeking election for this position.</p> <p>CIPHI President Ann Thomas declared Gregory elected as the new National President – Elect effective January 2019.</p> <p>Gregory was thanked for taking on this important role and to recognize the work he has done over the past 2 years during his term on the NEC.</p>	
11. Adjournment	With there being no more business coming before this assembly the Annual General Meeting is adjourned at 16:28h	

Appendix 1

Nomination for CIPHI National Honourary Membership Award

We are pleased to nominate Stan Hazan for the 2018 CIPHI Honourary Membership Award for his outstanding support and contribution to the Institute and Public Health Inspectors in Canada.

Stan Hazan has worked in environmental health for over 35 years, collaborating with industry, academia, federal and state agencies, legislative bodies and organizations to help promote public health and safety initiatives both in the United States and Canada. He is a seasoned executive with broad industry experience in the testing, certification and regulatory compliance areas for environmental health related products and services. He has diverse experience in public health, regulatory affairs, marketing, business development, and strategic planning.

Stan was raised in the City of Toronto's Cabbage Town area and upon graduating from the University of Toronto in 1977, with a HBS in Chemistry and Biochemistry began his career as an analytical chemist in Canada and was the lead on many important and diverse public health issues of that period.

Stan left Canada to continue his education in the United States in 1985 where he obtained his MBA and MPH and began his diverse and ground breaking environmental health career with NSF International located in Ann Arbor, Michigan in 1988 where he has held several key positions within the organization.

Stan has been the supporting influence behind the recommendation of Canadian Certified PHIs to sit on various international environmental health committees such as the NSF Council of Public Health Consultants (CPHC). The Council serves as the independent, public health ratification step at the end of the process and provides final review and acceptance. One newly appointed PHI stated; "As a Canadian and a PHI, Stan made me feel at home as part of this very large and prestigious group. Stan believes it is important to have Canadians contribute to the CPHC and other sub committees as PHIs are a great fit as they bring valuable environmental public health contributions to the table."

Through Stan's leadership and support, NSF International partnered with the charitable division of CIPHI, the Environmental Health Foundation of Canada in 2008 to create the NSF International Food Safety Award. This annual \$1,000 award recognizes the outstanding contribution of a CIPHI member in the promotion of food safety in Canada. To date, eleven PHIs have received this prestigious award.

NSF has also been a long-time exhibitor and sponsor of the annual national CPHI Annual Education Conference through Stan's advocacy. He has always been a welcoming face at the NSF exhibit booth, eager to educate the conference delegates about the growing library of NSF public health standards, and the product certification programs based on those standards. Delegates also learn about the wide range of food safety training programs based in NSF's Guelph, Ontario office. Stan is known for attending many of the conference educational sessions and will follow-up with speaker afterwards to continue the discussion on the topic that was presented.

Stan's very impressive work career is too diverse and lengthy to cover in this nomination, but he has clearly demonstrated over many years that he is a very strong supporter of the Institute and Public Health Inspectors in Canada.

Nomination for CIPHI Life Membership Award

I would like to nominate Mr. Ken Cross to be honored with the Life Membership Award for 2018. Ken Cross is deserving of this award because of his many years of dedicated service to the Canadian Institute of Public Health Inspectors and his work as a Public Health Inspector in the Province of Saskatchewan. His contributions have spanned over 2 decades.

Ken Cross received his certification, number 3560, in 1989 and has been a member of CIPHI Saskatchewan Branch ever since. Ken has been an influential figure at both the provincial and national levels of CIPHI. Not only has Ken been an active member of CIPHI, he has also been very involved in his community sitting on town council and doing many thankless odd jobs. Anybody who has had the privilege of knowing Ken knows that he will talk up our profession to anybody, whether that is the class of students attending his food schools or the people he meets on vacation. Ken is always an advocate for the profession and for CIPHI.

After graduating from BCIT in 1989 he returned to Saskatchewan and has spent most of his career working in Weyburn. An active member in CIPHI for all of his career, Ken sat as councilor from 1994 to 1998, president from 2001 to 2009, past-president from 2009-2013 and secretary from 2013 to present. Ken is also a BOC examiner. It is no surprise that Ken received the national President's Award in 2010 and was named one of the 100 members of distinction in our profession in 2013.

While with the National Executive Council, as Vice President, Ken was active on many portfolios including Environmental Public Health Week, Conferencing, Constitution and Bylaws, and the CIPHI 100th Anniversary. He was also the NEC representative to the Environmental Health Foundation of Canada. Ken was a part of many exciting times for the NEC, including the development of Environmental Public Health Week and the development of the Core Competencies program. Ken was instrumental in CIPHI Branding and Logo use within the province, promoting CIPHI to our Members. Ken also co-chaired the successful 2006 Annual Education Conference held in Regina.

At a provincial level, Ken has been very active in planning our annual Professional Education and Development Seminars and has brought consistency to an executive that has seen many people come and go over the years. He has been promoting and advocating for our profession on a provincial level throughout his career. Professionally, he played a large role in the development of the provincial market supplement, which has been used to attract and retain PHIs in the Province of Saskatchewan. He was also a voice for our profession during the 2002 strike.

Ken's numerous contributions to the profession nationally, provincially and locally make him an excellent candidate for this year's Life Member Award. Thank you for your consideration.

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 Past President. As of January 2019, Kari Engele-Carter, took over the role of National President and Ann Thomas became the National Past President. Gregory Barrett was appointed as the President-Elect at the 2018 AGM and was in office from January to June 2019, at which time he regretfully had to tender his resignation.

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 honoured to enjoy the services of Webmaster, Mike LeBlanc; Environmental Health Review Editor, Andrew Papadopoulos; National Historian, Tim Roark; and ListServ Manager, Peter Heywood. A very sincere "Thank You" to all of 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 2019 in Toronto. The next scheduled meeting is prior to the 2019 Annual Education Conference in Dartmouth, Nova Scotia. 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 working in partnership with us to meet our extensive and ever evolving operational needs.

This report provides highlights of work conducted since the 2018 AGM 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.

In January 2019, National Operating Procedures (NOP) # 22 - Suspension and Reinstatement of CPHI(C) Credential received final approval and was circulated to all members. This policy clarifies the procedure to be followed when persons subject to mandatory membership fail to maintain membership in CIPHI. This new NOP can be located at <http://www.ciphi.ca/info-centre/documents/>.

On March 31, 2019, 37 persons had not met the mandatory membership requirement and were notified that their certificate had been suspended. 66 certificates have been suspended since implementation in 2017. As of July 1st, 2019, 30 of those affected had applied for membership and had their certificates reinstated.

PROFESSIONAL DEVELOPMENT HOURS (PDHs) – PROGRESSIVE COMPLIANCE CYCLE

In January 2019, new National Operating Procedures (NOPs) related to PDHs were circulated to the membership. These NOPs can be located at <http://www.ciphi.ca/info-centre/documents/> and include:

- NOP 23 - Professional Development Hours – Progressive Compliance Cycle
- NOP 24 - Professional Development Hours – Audit Results Appeal Process

MEMBERSHIP MAINTENANCE

The NEC worked with the Council of Professional Experience, the Board of Certification and our legal counsel to develop a policy that enables the revoking of membership status based on a failure to meet the requirements of the Continuing Professional Competencies (CPC) program. The new NOP, located at <http://www.ciphi.ca/info-centre/documents/>, is:

- NOP 25 -Termination and Reinstatement of Membership – Maintaining Professional Development Hours

EMPLOYER ENGAGEMENT AND ADVOCACY

Environmental/Public Health Week is now in its 17th 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 and is currently developing a request for a marketing proposal. This request will explore proposals for marketing and advocacy strategies as they relate to CIPHI's health protection mandate. The intent is to develop a stronger and more recognizable professional and public identity for CIPHI.

The advocacy committee 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 written correspondence to Health Ministers and Premiers across Canada. In 2019, CIPHI National urged the Government of Manitoba to strive to narrow the wage disparity and increase the number of CPHI(C)s in Manitoba. Manitoba CPHI(C)s report understaffing and significant difficulty in recruiting and retaining CPHI(C)s within the Province of Manitoba.

SALARY SURVEY

The NEC partnered with members of the Retirees Advisory Committee to complete a national survey of PHI/EHO salaries and benefits. The survey results were circulated to members and are posted on the CIPHI website.

RISK BASED INSPECTION ON-LINE COURSE

CIPHI is currently exploring a new vendor to rejuvenate this project and offer the course delivery. As this is of interest to our members we will keep you informed of progress on this initiative.

ANNUAL EDUCATION CONFERENCE 2018

National AEC 2018 was planned by a national planning committee in the absence of a Branch submitting a proposal to host the conference. This pilot project was a success and information gathered will be used to assess the ongoing feasibility of a national planning committee. As there is increased difficulty being faced by provincial Branches of CIPHI to commit resources to host an AEC, we may need to rely on this committee again in the future.

National AEC 2019 is being hosted in Halifax Dartmouth by the NS/PEI Branch with assistance from the national planning committee. This joint venture is a hybrid of the Branch led AEC and a National Planning Committee led AEC. As we acknowledge the increasing challenges of conference planning we will continue to see new and innovative planning techniques.

A bid to host the National AEC 2020 has been received and accepted from Durham Health Unit in Ontario. Planning is well underway for the 2020 event to be held October 4-7, 2020 at the Ajax Convention Centre in Ajax, ON.

LIFE MEMBER AWARD REVIEW

The NEC has reviewed the Bylaw and National Operating Policy #1 governing the Life Member Award. The award will continue to be offered to one person per year. The NEC is proposing a minor change to how the recipient of the award is chosen and a notice of motion regarding this change will be before membership for ratification at the 2019 AGM.

ON-GOING INITIATIVES

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

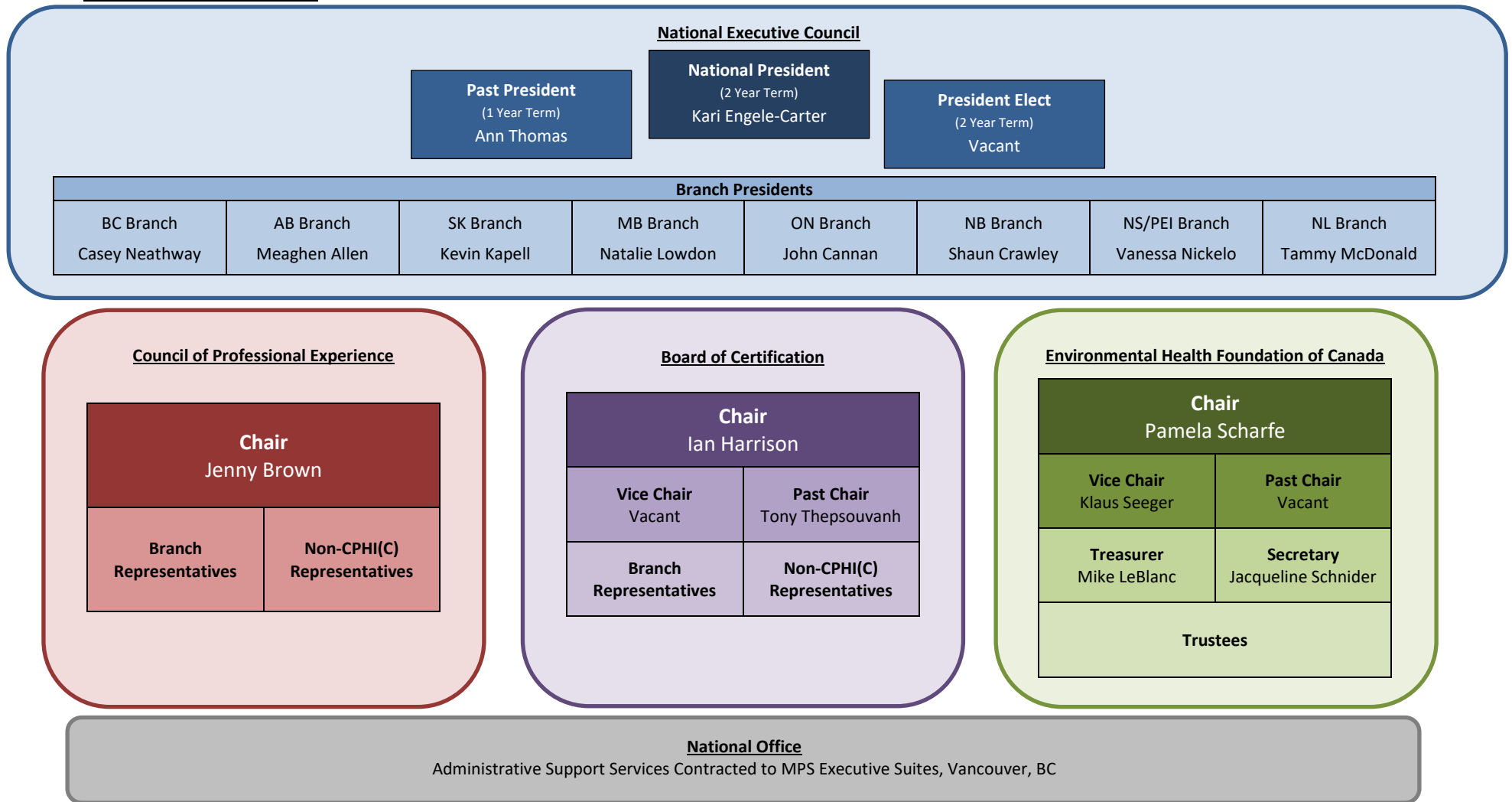
- Review of the governance structure of CIPHI
- Complete policy and procedures for responding to complaints of Code of Ethics Violations
- Implement a new policy re: Code of Conduct for CIPHI Executive Members
- Improve member access to the Annual General Meeting via electronic means
- Explore the feasibility of revitalization of a CIPHI Quebec Branch

Respectfully Submitted on behalf of the NEC by:

Kari Engele-Carter
National President CIPHI

CIPHI Organizational

Chart – As at Aug 2019



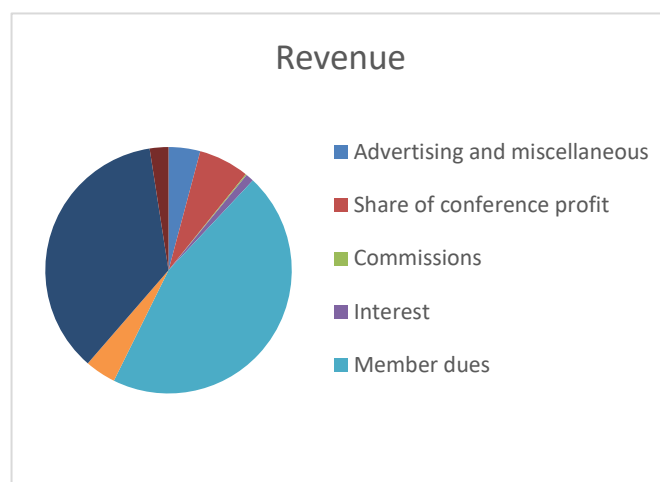
FINANCIAL SUMMARY

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

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: 2018 Financial Summary of Revenue & Expenses

Revenue	Total
Advertising and miscellaneous	\$17,512.00
Share of conference profit	\$26,280.00
Commissions	\$0.00
Interest	\$5,898.00
Member dues	\$228,058.00
NEC reimbursement	\$22,069.00
BOC - Examination and review fees	\$122,258.00
CPC - Amortization of deferred contributions	\$11,801.00
CoPE	\$0.00
Total Revenue	\$433,876.00



Expenses	Total
NEC Expenses	\$178,948.00
BOC Expenses	\$118,787.00
COPE Expenses	\$30,925.00
Insurance	\$6,704.00
Depreciation	\$12,183.00
Total Expense	\$347,547.00
Profit (Deficit)	\$86,329.00

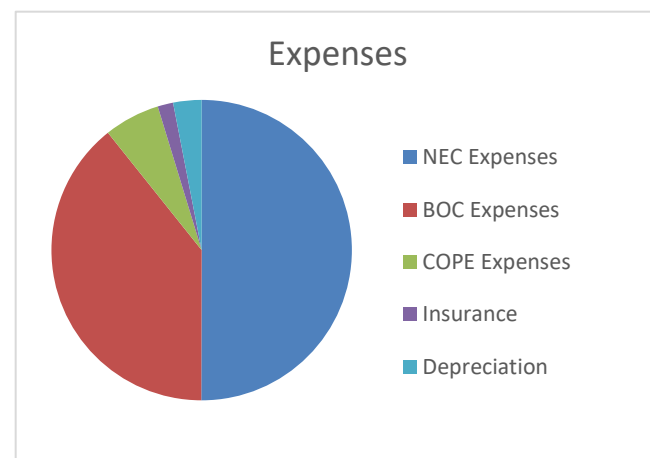


Table 1.2: 2018 Statement of Changes in Fund Balances

For the year beginning January 1, 2018	Total
Cash	\$207,266.00
Term Deposits	\$435,574.00
Total Cash & Cash Equivalents (For the year beginning January 1, 2018)	\$642,840.00
Changes during the year ending December 31, 2018	Total
Profit	\$86,330.00
Capital Fund	\$-382.00
Working Capital Accounts	\$29,457.00
Closing Balance for the year ended December 31, 2018	\$115,405.00
Total Cash	\$322,453.00
Term Deposits	\$435,792.00
Total Cash & Cash Equivalents (For the year ended December 31, 2018)	\$758,245.00

Table 1.3: 2018 Statement of Financial Position

Assets		Liabilities	
For the Year Ended on December 31, 2018		Current	
Cash and Cash Equivalents	\$758,245.00	Account Payable and Accruals	\$8,596.00
Accounts Receivable	\$16,935.00	Rebates Payable	\$48.00
HST Receivable	\$761.00	Deferred Revenue	\$75,697.00
Prepaid Expenses	\$4,454.00		\$84,341.00
	\$780,395.00	Other Liabilities	
Capital (Computer Equipment, Trademark & CPC Database)	\$119,538.00	Deferred Contributions Related to Capital Assets	\$118,578.00
Assets Balance	\$899,933.00	Fund Balances	
		Invested in Capital Assets (Capital Fund)	\$482.00
		Unrestricted (Operating Fund)	\$639,097.00
		Internally Restricted	\$57,435.00
			\$815,592.00
		Liability & Fund Balances	\$899,933.00

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 five years.

Table 1.4: Regular Membership Trend by Branch, 2012-2018

Branch	2012	2013	2014	2015	2016	2017	2018
Alberta (incl. NWT & Nunavut)	295	316	328	325	332	337	331
British Columbia (incl. Yukon)	160	153	147	138	126	157	151
Manitoba	60	65	64	59	58	55	63
New Brunswick (incl. Quebec)	45	47	51	53	47	50	51
Newfoundland & Labrador	23	21	32	21	17	17	21
Nova Scotia / Prince Edward Island	61	57	63	63	65	58	63
Ontario	560	559	542	575	528	493	540
Saskatchewan	93	92	97	91	95	99	98
Canada	1,310	1,321	1,324	1,325	1,268	1,266	1,318

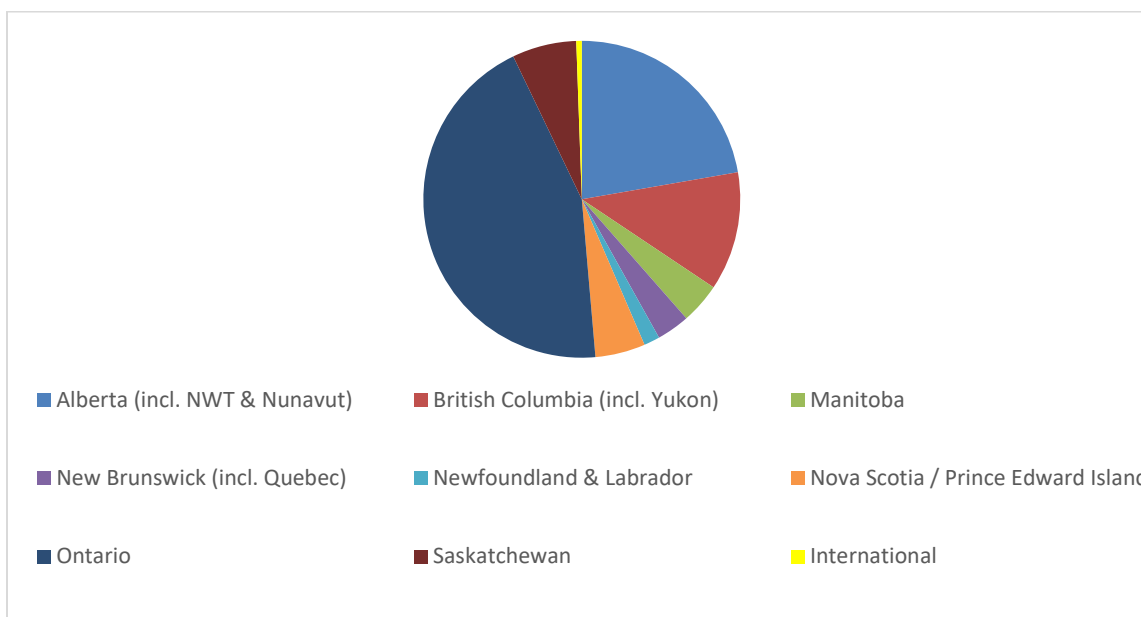
Table 1.5: 2018 Membership Type Distribution by Branch

Branch	Membership Type							Total
	Regular	Retired	Student	Fraternal	Life	Honorary	Int'l	
Alberta (incl. NWT & Nunavut)	331	5	49	2	3	7	0	397
British Columbia (incl. Yukon)	151	15	37	1	4	8	0	216
Manitoba	63	5	3	0	3	0	0	74
New Brunswick (incl. Quebec)	51	5	0	1	2	1	0	60
Newfoundland & Labrador	21	4	3	0	1	0	0	29
Nova Scotia / Prince Edward Island	63	8	13	0	4	3	0	91
Ontario	540	28	199	4	8	10	0	789
Saskatchewan	98	3	14	0	2	0	0	117
International	0	0	0	0	0	7	3	10
Canada	1,318	73	318	8	27	36	3	1,783

Table 1.6: 2018 Life and Honorary Membership by Branch

Branch	Life	Honorary	Total
Alberta (incl. NWT & Nunavut)	3	7	10
British Columbia (incl. Yukon)	4	8	12
Manitoba	3	0	3
New Brunswick (incl. Quebec)	2	1	3
Newfoundland & Labrador	1	0	1
Nova Scotia / Prince Edward Island	2	4	6
Ontario	7	9	16
Saskatchewan	2	0	2
United States	0	7	7
Canada	24	29	53

Figure 1.1: 2018 Total Membership* Distribution by Branch



**All membership types are included.*

AWARDS

Below is a list of the winners for the 2018 nominations.

Alexander Officer Award – Not awarded in 2018

Alex Cross Award – Russell Scott (SK)

President's Award – Garth Gosselin (AB)

Honorary Membership – Stan Hazan (ON)

Life Membership – Ken Cross (SK)

50 Year Membership Award – Michael Gravel (ON), William O'Donnell (ON), Doug Drysdale (AB)

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 Ian Harrison

EXAMINATION RESULTS

Table 2.1 April 2018 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	13	8	62%	9	7	78%	13	9	69%	4	3	67%
British Columbia	6	5	83%	2	2	100%	4	3	75%	6	5	83%
Manitoba	1	1	100%	1	1	100%	1	1	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	4	4	100%	4	4	100%	4	4	100%	0	0	0%
Ontario	19	9	47%	14	4	29%	14	13	93%	11	7	64%
Saskatchewan	0	0	0%	0	0	0%	0	0	0%	0	0	0%
TOTAL	43	27	63%	30	18	60%	36	30	83%	21	15	71%

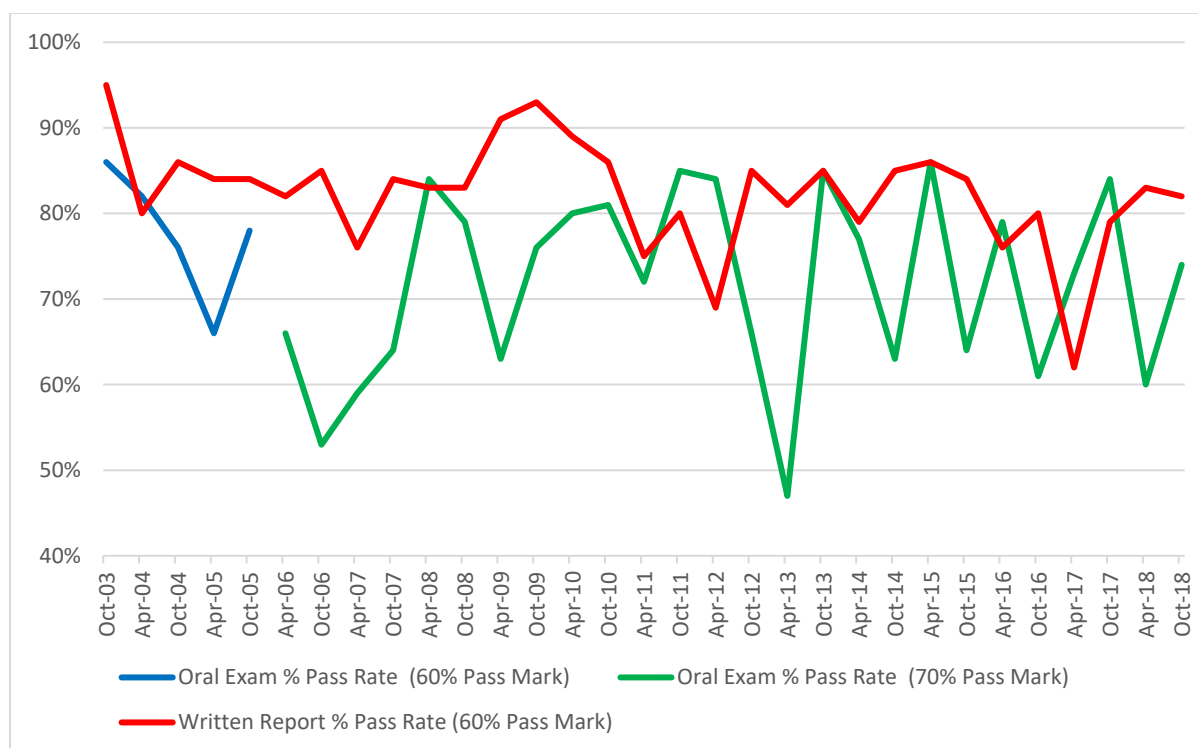
Table 2.2 October 2018 Exam Results

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	11	4	36%	8	5	63%	10	4	40%	4	1	67%
British Columbia	24	16	67%	24	18	75%	24	19	79%	0	0	0%
Manitoba	1	1	100%	1	1	100%	1	1	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	6	4	67%	5	4	80%	6	5	83%	0	0	0%
Ontario	48	36	75%	48	36	75%	45	41	91%	4	1	25%
Saskatchewan	1	1	100%	0	0	0%	1	1	100%	1	1	100%
TOTAL	91	62	68%	86	64	74%	87	71	82%	9	3	33%

Table 2.3: Exam Pass Rates, April 2003 – October 2018

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%
April 2018		60%	83%
October 2018		74%	82%

Figure 2.1: Exam Pass Rates, April 2003 – October 2018



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

APPEALS

April 2018 Examination

The Board received two appeals from the April 2018 sitting. All appeals were reviewed by the Chair of the BOC. One appeal was related to the oral component and one in relation to the written component. While no process errors were found in relation to the written component, the other appeal met the criteria for review and was forwarded to the NEC. The review panel determined that any process error was not of a magnitude to affect the marks and the appeal was rejected.

October 2018 Examination

The Board received two appeals from the October 2018 sitting. All appeals were reviewed by the Chair of the BOC. One of the appeals met the criteria for review and was forwarded to the NEC. Again, the panel determined that any process error would not have affected the outcome of the exam and the appeal was rejected.

CHANGES TO MEMBERSHIP OF BOC

Changes to the Board of Certification membership in 2018 includes:

- Ian Harrison commenced his 2-year term as Chair of the Board of Certification on January 1, 2019.
- Tony Thepsouvanh moved from the Chair position to Past Chair on January 1, 2019.

BOC Membership (as of July 2019)

Name	Position	Status	CPHI(C)
Ian Harrison	Chair	January 2019 – December 2020	Yes
Tony Thepsouvanh	Past Chair	January 2019 – December 2019	Yes
Gus Skinner	NB Branch	First term expires April 2020	Yes
Janice Gammie	NS/PEI Branch	2 nd term expires January 2022	Yes
Keara Shaw	AB Branch	2 nd term expires January 2022	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 Go-Green project was expanded across the whole country in October 2018.
 - This initiative has been well received by both exam coordinators and students.
 - Once again, special thanks to BC Branch Representative, Gary Tam, for spearheading this project.

- **Instructional Objectives Project**
 - With the Instructional Objectives completed, communications took place with the schools in relation to their implementation into programs commencing September 2019.
 - This has been a longstanding project for the BOC and was officially completed in winter 2017. A copy of the IO's can be found on the Board of Certification page of the CIPHI website.
- **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 working with a consultant to develop an assessment exam.
- **Changes to Board of Certification Examination Process**
 - The Board is continuing its review of the Certification process. Changes to the practicum rubric will be the first step in this process, which will be introduced as a pilot project in the fall of 2019.
 - During the summer of 2019, the consultant for the International Candidate project will be holding an Exam Question Development Workshop for BOC and National Exam Panel members.
 - We will continue to seek input from members through the BOC panel discussion held at the AEC, and through local discussions at the branch level.
- **Approved Institutions**
 - The Board of Certification continues to review the Environmental Public Health Programs at the Approved Institutions. In 2018, the BOC completed reviews of First Nations University of Canada and Conestoga College.
 - Below is the current schedule for school reviews:

Institution	Last Review	Next Review
Ryerson	2016	March 2021
BCIT	2016	Aug. 2021
CBU	2017	2022
Concordia	2017	2022
Conestoga	2018	2023
FNUC	2018	May 2020
CAF PMed Tech.	2017	TBA

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.

Section 3: Council of Professional Experience Report to Membership

Contributed by Jenny Brown, Chairperson

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 currently comprised of 12 members who have been appointed through consultation with Branches of CIPHI and the NEC.

Jenny Brown - Chair	Keir Cordner - Past Chair
Karen Hann - NFLD	Stephen Ferguson - NS
Daniel Petrie - NB	Beth Driscoll - ON
Debbie Hylton - ON	Lorelle Pegus - MB
Peter Ross - SK	Darcy Garchinski - AB
Stacey Sowa - BC	Jason MacDonald - National

Activities:

This has been a pivotal year for CoPE as it has finalized and trialed its new auditing process. A comprehensive debrief of this year's audits will be performed during CoPE's fall meeting to help ensure a streamlined, defensible and fair auditing process for 2019 audits. We appreciate all members' patience and understanding as we navigate through this new process.

CoPE has invested significant time in creating a proposal for comprehensive PD model revisions. We are excited to share this proposal with our members and will be organizing focus group sessions with members in the fall to review the proposal and solicit feedback. We also welcome members to connect directly with their CoPE representative about these revisions.

CoPE's regulations are being revised this year to better support CoPE's current activities and resource needs. These updated regulations will be released soon.

Appreciation:

I would personally like to thank the amazing group of volunteers that make up CoPE for going over and above this last year. Your numerous hours of dedication, positive attitude and team spirit made this challenging year a success. A special thanks to our Audit Lead, Beth Driscoll, who spent countless hours managing the new audit process, mentoring auditors and keeping us moving forward during this year's audits. A special thanks as well to Peter Ross for managing the CoPE email account; email traffic was greater than expected and his diligence ensured timely communication with members. I would also like to acknowledge Matt Glover, past Newfoundland Representative, for his contributions to CoPE while in office, CoPE misses your friendly presence.

Audits:

As part of CoPE's core responsibilities, we completed random audits of 10% of members who submitted a minimum of 80 PDHs for 2018, which resulted in 130 audits of the institute's 1318 regular members. 2018 saw a significant increase in compliant audit results up from 76% in 2017 to 93% in 2018 but this increase is partially due to a change in the auditing process as per NEC Policy #23. In addition, 72% of members submitted PDHs in 2018 which is on par with 2017 submissions.

There were several significant changes that occurred during this year's audits:

1. 368 members who didn't submit PDHs and 113 members who submitted less than 80 PDHs were sent personalized emails informing them of the changes to CIPHI policies and that enforcement of mandatory membership will commence in 2020. A significant number of members (>40) responded to this email which provided additional opportunity to engage with and educate our members.
2. Any audited member who didn't submit sufficient information to complete their audit was contacted via email and asked to provide this information within 10 business days. This was an exceptional opportunity for auditors to educate members on the information required to complete audits that will continue moving forward.
3. All audits that received a failing grade were reviewed by the Audit Lead or CoPE Chair to improve the integrity and consistency of the auditing process. Where necessary, a third review was done to ensure the audit was impartial and accurate.
4. A technical review as per the audit procedure will be conducted on each auditors' work over the summer to further improve auditor skills and consistency.

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

The overall audit results indicate continued awareness and commitment of CIPHI members to the CPC program and provided a valuable benchmark as we enter the mandatory membership model and progressive compliance framework for 2019 audits.

Audit Results:

Audit Result	2018 Ratio	2018	2017	2016	2015
Compliant	121/130	93%	76%	53%	54%
Noncompliant	9/130	7%	24%	47%	46%

**2018 results are impacted by a change in auditing procedure whereby only members achieving their required number of PDHs were audited as per NEC Policy #23.*

Member Participation in CPC Program:

Province	2018 Ratio	2018	2017	2016	2015
Alberta, Northwest Territories and Nunavut	268/331	81%	85%	80%	77%
British Columbia	100/151	66%	50%	58%	53%
Manitoba	58/63	92%	91%	83%	76%
New Brunswick	33/51	64%	68%	81%	74%
Newfoundland	16/21	76%	76%	65%	57%
Nova Scotia and Prince Edward Island	42/63	67%	69%	46%	65%
Ontario	344/540	63%	63%	52%	54%
Saskatchewan	89/98	90%	79%	82%	85%
Total	950/1318	72%	70%	65%	64%

** 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 2018.*

Professional Development Model Category Hours Claimed:

Category	2018 Hours Claimed	2017 Hours Claimed
Professional Practice	44,681	47,797
Formal Activity	16,284	18,077
Informal Activity	22,878	22,000
Participation	24,156	24,286
Presentation	3,959	4,023
Contributions to Knowledge	4,895	10,702
Reflective Practice	659	361
Total	117,512	127,250

Section 4: Environmental Health Foundation of Canada

Report to Membership

Contributed by Pamela Scharfe, Chair and Mike LeBlanc, Treasurer



Introduction:

The Environmental Health Foundation of Canada (EHFC) is the Charitable Division of the Canadian Institute of Public Health Inspectors. 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.

Mission:

To operate as the independent Charitable Division 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.

Programs & Projects:

- Develop and distribute environmental public health educational products
- Sponsor environmental public health professional development
- Support environmental public health research
- Provide awards that acknowledge the outstanding work of CIPHI members
- Carry out fundraising activities

Board of Trustees:

The activities of the EHFC are coordinated by a Board of Trustees who come from the environmental public health profession, educational institutions, government and industry. The following 2018-2019 Board members give their time, experience and expertise to the administration of the Foundation and were appointed in accordance with the EHFC Regulations.

Pamela Scharfe (ON), Chair	Tim Roark (BC)
Ralph Stanley (ON), Vice-Chair	Duncan Ellison (ON)
Jacqueline Schnider (AB), Secretary	Melissa MacDonald (NS)
Mike LeBlanc (MB), Treasurer	Lena Parker (AB)
Klaus Seeger (ON), Past Chair	Laurie Pike (NS)
	Fran Gelder (ON)

Honourary Board Chair: Dr. David Jones



MIKE LEBLANC

In 2018, the Board welcomed Mike LeBlanc as a new Trustee and Treasurer. Mike graduated from the University of Prince Edward Island in 1992, and from the environmental health program at Ryerson University in 1995. Mike worked in the Moncton (NB) area for a few years before moving to Winnipeg in 1999. Mike has maintained his CIPHI membership since he was a student and has been actively involved ever since. In 2007, he was appointed Chief Public Health Inspector for the Province of Manitoba.

In 1997, he created the first national CIPHI website and has been administering it since then. He has served two stints as the Treasurer for the Manitoba Branch of CIPHI.

2019-2021 Strategic Plan:

The Board developed a strategic plan for the period 2019-2021 including sharing a draft with the CIPHI Membership and welcomed comments via an online survey.

The work of the Board is carried out through two committees:

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.

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.

Meetings:

The Board of Trustees held their 2018 Annual General Meeting on September 9, 2018 and conducted teleconference meetings on March 27th, June 27th, August 29th, September 16th, and December 4th.

The 2019 EHFC Annual General Meeting will be held on Sunday, September 8th at 9:00 am and the Board 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 Website, and via social media accounts.

Financials:

On behalf of the Board of Trustees I would like to acknowledge the generous donations in 2018 from:

- The following CIPHI Branches:
 - British Columbia
 - Alberta
 - Saskatchewan
 - Manitoba
 - Ontario
 - New Brunswick
 - Nova Scotia – Prince Edward Island
 - Newfoundland & Labrador
- The following for their continued support and partnership of our annual awards:
 - NSF International
 - Hedgerow Software Ltd.
 - Lowry & Associates Ltd.
 - The Canadian Water & Wastewater Association
 - The Clifford Van Alstyne Family
- The CIPHI National Executive Council and the 2018 Annual Education Conference hosted in Saskatoon, Saskatchewan for supporting the EHFC in hosting a silent auction. Also, the CIPHI Branches and exhibitors who provided items for the silent auction table, and the delegates who raised a total of \$1,835.
- Individual CIPHI members
- Friends of the Foundation, and
- The EHFC Board of Trustees.

Without this financial support, the Foundation would not be able to sustain the work of the Charitable Division of CIPHI.

As most of the awards were created as permanent funds, the majority of the EHFC funds are held in endowment, and any self-directed donations to these awards are invested to ensure the award funds retain their value in perpetuity.

The EHFC's 2018 Financial Statement has been approved by the EHFC Board Appointed Auditors and the annual financial report has been submitted to the Charities Directorate of Revenue Canada for review and approval. The financial resources of the Foundation at **December 31, 2018**, including investments totaled **\$173,659**, which represents an increase of **\$12,489** compared to the 2017 year-end.

**2018 Financial Statement
(Compared to 2017)**

REVENUE			EXPENDITURES		
Donations			Expenses		
	2018	2017		2018	2017
<i>Restricted</i>	7,672	10,825	Scholarships/Awards	9,699	11,049
<i>Not Restricted</i>	3,100	2,676	Direct Project Expenses	937	1,005
<i>Direct from Donor</i>	13,512	10,902	Management & Operations		
<i>Via a Registered Charity</i>	135	153	Ads & Promotion	705	1,339
<i>Interest</i>	750	5,276	Mtgs & Financial Services	1,253	1,385
			Office Supplies/Expenses	1,101	904
Sales			Honorarium	500	500
Temp Safe Product Profit	2,751	2,067	Bank, Credit Card, PayPal	45	57
Septic System Brochure	70	0	Misc. Operating Expenses	116	19
			Travel & Vehicle Expenses	1,145	1,399
TOTAL REVENUE	\$27,990	\$31,899	TOTAL EXPENDITURES	\$15,501	\$17,657

Awards:

The Board of Trustees congratulates the 2018 award recipients and thanks their nominator(s) for recognizing their contribution to our profession:

- **Canadian Water & Wastewater Association Safe Water Award:** Sunhil Beeharry, AB
- **Clifford Van Alstyne Communications Award:** Shawna Stevens, SK
- **Dr. R. Neil Lowry Recreational Water Award:** Ken Cross, SK
- **EHFC Continuing Education Award:** Lynn Navratil, AB
- **Lilli Ann Zahara Award:** Michel Gervais, Theron White, Jenny Andres and Mark Albiez, AB
- **Hedgerow Software Ltd Leadership in Environmental Health Award:** Lindsay Freistadt, SK
- **NSF International Food Safety Award:** Tara Hluchy, AB

Research Awards:

Len Hiebert Environmental Health Award:

- An Ethical Dilemma of Embryonic Stem Cell Research
Olga Ostafiichuk
Cape Breton University

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.

In 2019 up to three prizes of \$700 will be awarded for outstanding short knowledge translation papers addressing an environmental public health problem. Winners will be given the opportunity to write a blog post for the NCCEH website highlighting their paper, and a chance to present their work as part of the NCCEH seminar series.

The 2018 award recipients were:

- Exploring the Relationship between the Built Environment and Social Isolation and Loneliness: Implications for Public Policy*
Amber Gillespie
 University of Guelph, Master of Public Health Summary
- Beyond Zoonosis: The Mental Health Impacts of Rat Exposure of Inner-City Residents*
Raymond Lam
 The University of British Columbia – Master of Science in Occupational and Environmental Hygiene Summary. Full document.
- Computer Keyboards Transmitting More Than Words: A Knowledge Synthesis of Computer Keyboards in Hospitals as a Reservoir for Methicillin-resistant Staphylococcus aureus Infection*
Saarah Hussain
 University of Guelph, Master of Public Health Summary

Products:

The EHFC have available for sale TempSafe® educational food safety materials which are available in magnets, clings, stickers, label buttons and large display formats. There is an option to include health agency information at the top of the product chosen 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 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:

During the past year the Board has met with like-minded non-profits to explore partnering on an international aid project for 2019. The Board of Trustees participated in various fundraising events for the EHFC in 2018:



The CIPHI National Executive Council & the 2018 Conference Committee supported an EHFC sponsored silent auction.

The CIPHI Branches & several exhibitors as well as EHFC Board Trustees donated some terrific items.

The conference delegates raised \$1,835.



The EHFC Board approved a \$5,000 bursary available to students from the six CIPHI accredited schools to attend the 2018 National CIPHI AEC, Saskatoon, SK.

EHFC Chair Pamela Scharfe with Abimbola Olaobaju (L) & Elisabeth Muksmana, First Nations University students who were able to attend the conference through financial sponsorship from the EHFC.



The customary kick off to the ON Br Conference is the Annual Golf Tournament held Sept 30, 2018. The EHFC Board appreciated the opportunity to partner with the conference hosts—Middlesex London Health Unit & CIPHI ON Branch to fundraise \$400 at the event.

The 3rd annual “putt off” contest was held to honour the memory of long time Board Trustee and avid golfer Ron de Burger. Ron’s son Dave, wife Fran & sister participated in the day & ran the contest.

30th Anniversary:

In 2019, the EHFC will be celebrating our 30th year as CIPHI's charity, and the Board has been planning ways to recognize this important anniversary. The Board has also set a goal to raise \$30,000 this year so that we can create two new endowment funds: (1) to support students enrolled at the CIPHI accredited academic institutions, to attend the National CIPHI AEC up to \$5,000 annually, and (2) partner with like-minded non-profits to support an annual environmental public health aid project within Canada or internationally. An invitation was mailed out in the spring inviting CIPHI members to donate \$30 in celebration of our anniversary. A mosaic banner will be created using the photos of the donors.

As part of our anniversary the Board created an anniversary logo; updated our website www.ehfc.ca; created a Blog to share current information; and creation of a historical newsletter at the end of the year that will include our 30-year history and the celebratory events held through the year.

Communications:

The Board of Trustees also continue to administer a Facebook page and a Twitter account and have created an Instagram page and a LinkedIn account.

www.ehfc.ca



@ehfcc

ehfc@outlook.com



CIPHI Environmental Health Foundation of Canada

Respectfully Submitted,
Pamela L. Scharfe
Pamela Scharfe, CPHI(C)
Chair, Board of Trustees
The Environmental Health Foundation of Canada
The Charitable Division of CIPHI

Special Reports

2018 AEC Final Report

Contributed by John Cannan, CIPHI 2018 AEC Co-Chair



It is a great pleasure to submit this final report of the 2018 National Annual Educational Conference.

In December 2017, Kari Engele-Carter asked me if I would co-chair this conference as part of a National Planning Committee. A National Planning Committee was a new spin on conference planning for CIPHI and with some trepidation I agreed. With a great team effort from some amazing people in less than 9 months, and the support of the National Executive Council, we were able to host an outstandingly successful conference.

I would first like to thank Claudia Kurzac and Vancouver Coastal Health for providing the 2017 AEC document templates for our use. Thank you for all of your assistance.

The conference was held at the Radisson Hotel in Saskatoon, Saskatchewan. As this was the first endeavour of its type which had a very tight timeline, we were unsure of what to expect. Our attendance estimate was between 100 and 125 delegates and our focus was to provide an excellent educational program, effective networking events and present some interesting social events. Financially, our hope was to not take a loss. CIPHI's mission includes that of education and supporting professional competencies. These were our conference goals along with CIPHI business, including hosting the AGM. We met these goals and were able to realize a delegate attendance of 108 delegates and a profit of over \$26,000.

Our success can be attributed to the outstanding program put together by our program committee. The members lined up excellent keynote speakers. Stuart Knight informed us about how to have Powerful Communications. Kevin Lamoureux gave an emotional and moving talk about Aboriginal Health and Reconciliation. Dr. Cory Neudorf discussed Health Equity and Dr. Michael Schwandt updated delegates about Built Environments. A wide variety of presenters were also organized who provided delegates with a diverse choice of educational seminars over the three days. Thank you to our Program Co-Chairs, Shain Mergulhao and Wendy Pons.

17 exhibitors were on-hand to discuss the newest equipment available to assist delegates with their work, as well as demonstrate innovative software and evidence-based educational venues. Two of our exhibitors, Hedgerow Software and the Lowry Group, were also our daily lunch sponsors. Thank you to Pam Scharfe and her team.

Our Monday night social event offered a choice of 2 activities. Delegates chose between axe throwing at TimberJaxe, or trying to survive and escape from a locked room at Escape City. Both events were well attended and received positive comments.

Our Tuesday evening President's Banquet entertainment was Saskatchewan born and raised comedian, Kelly Taylor. Delegates were able to relate to Kelly's humour and thoroughly enjoyed the show.

I would lastly like to thank the National Executive Council for the support of this initiative and all the conference volunteers who worked tirelessly to make the 2018 National AEC such a success. It was a pleasure working with all of you and look forward to seeing everyone at the 2019 conference.

Environmental Health Review Report to Membership

Contributed by Andrew Papadopoulos, PhD, CPHI (C)

A Summary of Activities (2018-2019: V61 Issue 2 through to V62 Issue 1)

- The *Environmental Health Review* continued with its peer-reviewed online format, and it received the usual amount of high-quality technical articles this year.
- Most articles submitted and accessed are those that are practise-based. Items that focus on interesting cases or situations continue to have strong demand.
- We are receiving more articles from those affiliated with CIPHI-accredited schools. As well, environmental public health professionals returning to school is another source of high quality articles.
- Contributions from the National Collaborating Centre for Environmental Health (NCCEH) remain a valuable contribution in each issue. Further, Nelson Fok, through his journal summaries updates, continues to be a regular and valuable component of the *Environmental Health Review*.
- We are in the second year of having Branch President Reports submit their Branch Updates on a schedule that works with them instead of submitting Branch updates each issue. No feedback has been received to date on this change of format, which can indicate a comfort with this reporting frequency.
- 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*.

Future Targets

- Explore and begin to have the *Environmental Health Review* indexed in Proquest and Ebscohost. This will result in a greater reach and a higher profile for the authors of the articles.
- Contact CIPHI-accredited schools and encourage faculty and their students to submit high quality research.
- Continue effort to increase the number of practice-based articles and to continue to seek high quality articles for publication.

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 previous reports I am continuing to look for information and pictures regarding the important leaders and Honorary Members of the Institute dating right back to its formation in 1913. **In total I've now collected over 80% of the photos for all CIPHI National Presidents & Executive Secretaries, plus Life and Honorary Members as well as CIPHI award recipients. It is now time we make these photos and the information collected regarding all these individuals available on the CIPHI website for all our members to view.**

I would encourage Branch Historians and interested branch members to actively seek out historical information through provincial archives, historical societies, health agency records and retired colleagues. Interviews with retired members will uncover a wealth of information which needs to be saved as well.

Our Committee membership has changed a bit from last year with the addition of Dennis Persaud from Ontario and John Pickles in BC.

CIPHI Branch Historians

Cal Morgan – Newfoundland & Labrador
Jim McCorry - Nova Scotia & Prince Edward Island
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 - British Columbia & National

Other Interested Members

Charlie Young – British Columbia
John Pickles – British Columbia
Klaus Seeger - Ontario
Len Gallant - Prince Edward Island
Oumar Ba – Quebec
Dennis Persaud – Ontario

Attached is a photograph of Mrs. Bernice Lychowyd who unfortunately passed away in 2018. Bernice was a key figure in the collection and preservation of historical photos and documents for CIPHI and was awarded **Honorary Membership** in CIPHI in 1986 for her contribution over **20 years** as a Historian for the Ontario Branch in conjunction with her husband Larry. Many of the documents and photos they saved date all the way back to 1920 and are the only records regarding CIPHI National available during those early years. Fortunately they have been preserved in the seven huge scrap books of the Ontario Branch, and now, in our National records. Our sincere thanks to Bernice and Larry for really saving our history.



As I mention each year, if anyone has photos, documents or Institute memorabilia, please email or phone me and/or your Branch Historian before you refile it or chuck it out.

**CANADIAN INSTITUTE OF
PUBLIC HEALTH INSPECTORS**

FINANCIAL STATEMENTS
December 31, 2018
(Unaudited)

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

INDEX TO THE FINANCIAL STATEMENTS

December 31, 2018

(Unaudited)

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INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Members of Canadian Institute of Public Health Inspectors

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, 2018, 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, 2018, 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 12, 2019

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS


STATEMENT OF FINANCIAL POSITION

December 31, 2018

(Unaudited)

	2018	2017
	\$	\$
ASSETS		
CURRENT ASSETS		
Cash	322,453	207,266
Accounts receivable	16,935	25,903
GST/HST receivable	761	4,334
Prepaid expenses	4,454	9,117
Conference receivable	-	31,906
	344,603	278,526
INVESTMENTS (Note 4)	435,792	435,574
TANGIBLE AND INTANGIBLE CAPITAL ASSETS (Note 5)	119,538	131,722
	899,933	845,822
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	8,596	16,733
Rebates payable	48	919
Deferred revenue (Note 7)	75,697	87,106
	84,341	104,758
LONG TERM LIABILITIES		
Deferred contributions relating to Intangible capital assets (Note 6)	118,578	130,379
	202,919	235,137
FUND BALANCES		
Capital fund	482	865
General fund	639,097	554,878
Internally restricted - CoPE fund	22,600	22,600
Internally restricted- BOC fund	34,835	32,342
	697,014	610,685
	899,933	845,822

Approved on behalf of Canadian Institute of Public Health Inspectors

Director 

Director June 17, 2019

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, 2018

(Unaudited)

	Capital Fund	General Fund	Internally restricted CoPE	Internally restricted BOC	Total	Total
	2018	2018	2018	2018	2018	2017
	\$	\$	\$	\$	\$	\$
REVENUE						
Advertising and miscellaneous	-	17,512	-	-	17,512	19,940
Amortization of deferred contributions	11,801	-	-	-	11,801	11,801
Commissions	-	-	-	-	-	716
Examination and review fees	-	-	-	122,258	122,258	173,803
Interest	-	5,898	-	-	5,898	5,118
Member dues	-	228,058	-	-	228,058	217,735
NEC reimbursement	-	22,069	-	-	22,069	19,498
Share of conference profit	-	26,280	-	-	26,280	31,864
	11,801	299,817	-	122,258	433,876	480,475
EXPENSES						
Awards, promotions and bursaries	-	3,144	-	-	3,144	557
Bank charges and interest	-	9,483	-	4,133	13,616	14,387
Contracted services	-	49,684	1,577	45,769	97,030	113,465
Amortization	12,183	-	-	-	12,183	12,103
Honoraria	-	8,250	-	-	8,250	8,250
Insurance	-	4,792	934	978	6,704	6,620
Maintenance contract	-	25,223	-	-	25,223	30,562
Meetings and travel	-	43,617	28,276	51,107	123,000	135,531
Membership fees	-	1,178	-	-	1,178	807
Office and miscellaneous	-	14,414	1,072	15,684	31,170	24,195
Printing and reproduction	-	-	-	1,268	1,268	1,988
Professional fees	-	7,072	-	-	7,072	28,686
Publications	-	13,552	-	-	13,552	14,497
Telephone	-	1,740	-	826	2,566	2,872
Website	-	1,591	-	-	1,591	1,846
	12,183	183,740	31,859	119,765	347,547	396,366
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(382)	116,077	(31,859)	2,493	86,329	84,109
Balance, beginning of year	864	554,879	22,600	32,342	610,685	526,576
Interfund transfers (Note 8)	-	(31,859)	31,859	-	-	-
Balance, end of year	482	639,097	22,600	34,835	697,014	610,685

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

STATEMENT OF CASH FLOWS

For the year ended December 31, 2018

(Unaudited)

	2018	2017
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of revenues over expenditures	86,330	84,109
Items not requiring the outlay of cash:		
Amortization	12,183	12,104
Amortization of deferred contributions	(11,801)	(11,801)
Total adjustments	382	303
	86,712	84,412
Change in non-cash working capital items:		
Accounts receivable	8,968	(12,548)
Prepaid expenses	4,663	249
Conference receivable	31,906	13,574
Accounts payable and accrued liabilities	(8,137)	3,908
GST/HST receivable	3,573	367
Rebates payable	(871)	246
Deferred revenue	(11,409)	25,110
	28,693	30,906
	115,405	115,318
CASH FLOWS FROM INVESTING ACTIVITIES		
Investments	(218)	482
Purchase of tangible capital assets	-	(478)
	115,187	115,322
INCREASE IN CASH	115,187	115,322
CASH, BEGINNING OF YEAR	207,266	91,944
CASH, END OF YEAR	322,453	207,266

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

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2018

(Unaudited)

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, 2018

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.

(g) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant. Accounts specifically affected by estimates in these financial statements are depreciation on both tangible and intangible capital assets.

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. 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.

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

NOTES TO THE FINANCIAL STATEMENTS

(Unaudited)

December 31, 2018

5. TANGIBLE AND INTANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	Net 2018	Net 2017
	\$	\$	\$	\$
Computer equipment	478	239	239	399
CPC Database	236,027	117,449	118,578	130,379
Trademark	3,183	2,460	723	944
	239,688	120,148	119,538	131,722

6. 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.

	2018	2017
	\$	\$
Beginning balance	130,379	142,180
Amount amortized to revenue	(11,801)	(11,801)
Ending balance	118,578	130,379

7. 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.

8. INTERFUND TRANSFERS

Transfers of funds were made from the CoPE Fund to the General Fund of \$31,859 from the General fund to cover CoPE expenditures. The use of these funds are administered by the committees of CoPE.