



## Canadian Institute of Public Health Inspectors 89<sup>th</sup> Annual General Meeting

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**Monday, September 18<sup>th</sup>, 2023**  
**3:30pm – 5:00pm ADT**

Delta Hotels by Marriot  
39 King Street  
Saint John, New Brunswick

Virtual Participation via Zoom will be available. Details Upon Registration.

## Annual General Meeting

### Reports of the Canadian Institute of Public Health Inspectors

#### Contributors:

**Casey Neathway** - National President  
**Natalie Lowdon** - President-Elect  
**Kevin Kapell** - Past President  
**Valerie Jackson** - BC Branch President  
**Manny Ahmad** - AB Branch President  
**Kelsie Dale** - SK Branch President  
**Christina Bueti** - MB Branch President  
**John Cannan** - ON Branch President  
**Joel-Andre Hachey** - NB Branch President  
**David MacDonald** - NS / PEI Branch President  
**Jillian Young** - NL Branch President

**Gary Tam** - BOC Chair  
**Cameron Weighill** - CoPE Chair  
**Lena Parker** - EHFC Chair  
**Peter Rogers** - Retirees Committee Chair  
**Andrew Papadopoulos** - EHR Editor-in-Chief  
**Tim Roark** - National Historian  
**Kari Engele-Carter** – NEC Director  
**Meaghen Allen** – NEC Director  
**Ann Thomas** – NEC Director

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## 89<sup>th</sup> Annual General Meeting Agenda

**Monday, September 18<sup>th</sup>, 2023**

**3:00pm – 4:45pm ADT**

Delta Hotels by Marriott Saint John  
39 King Street  
Saint John, New Brunswick

- 1. Call to Order**
- 2. Assessment of Quorum**
- 3. Appointment of Officials**
  - 3.1. *Parliamentarian*
  - 3.2. *Sergeant-at-Arms*
  - 3.3. *Scrutineers*
- 4. Introduction of Officers**
- 5. In Memoriam**
- 6. Approval of Agenda**
- 7. Approval of Minutes from the 88<sup>th</sup> 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. *Environmental Health Review Report*
  - 9.2. *National Historian Report*
  - 9.3. *Retiree Advisory Committee Report*
- 10. New Business**
  - 10.1. *2023 Award Nominations*
  - 10.2. *Approval of 2022 Financial Statements*
- 11. Motions**
  - 11.1. *Motion to Approve Increase to Regular CIPHI Membership Dues*
- 12. Adjournment**

## **CIPHI NATIONAL 2023 AGM “IN MEMORIAM”**

**Prepared by CIPHI Retirees Advisory Committee**

**Arthur Augenas, CPHI(C), ON**

**Kenneth Blom, CPHI(C) Life Member 1991, AB**

**Daniela Cmiral, CPHI(C), Retired, BC**

**Alan de Rosario, CPHI(C) Retired, BC**

**Austin Jack Estabrooks, CPHI(C) Retired, NB**

**Michael Gianfrancesco, CPHI(C) Retired, ON**

**Normand Guy Giguere, CPHI(C), ON**

**Andrea Marie Hall, CPHI(C), Retired, BC**

**Chris Lacovides, CPHI(C) Retired, MB**

**Leonard (Ted) King, CPHI(C) Retired, ON**

**Roger Mazerolle, CPHI(C) Retired, MB**

**James (Jim) McCorry, CPHI(C) Retired, NS**

**John William Lauchlin Mitchell, CPHI(C) Regular, NS**

**Peter Moccio, CPHI(C) Retired, ON**

*Memoriam List continues on the next page.*

**Edna Christine Nagy, CPHI(C) Retired, BC**

**William Edgar Rogers, CPHI(C) Retired, BC**

**Frank Shimoda, CPHI(C) Retired, ON**

**Michael Tedford Smith, CPHI(C) Retired, NB**

**Clement Glen Steen, CPHI(C) Retired, ON**

**Thomas Thomson, CPHI(C) Retired, ON**

**David Robert John White, CPHI(C) Retired, ON**

## 88<sup>th</sup> Annual General Meeting Minutes

Monday, September 12<sup>th</sup>, 2022

Ajax, Ontario

Agenda Item	Notes	Action
1. Call to Order	The notice of meeting was sent 60 days prior to the meeting and therefore Section 2.04 of By-Law No. 1 of the Canadian Institute of Public Health Inspectors, was met.  Meeting was called to order at 15:14EST	
2. Assessment of Quorum	30 participants online 47 participants in the room Quorum is met.	
2.1. Parliamentarian	SPEAK: Ann Thomas <i>has volunteered to serve this AGM as parliamentarian. May I have a motion to appoint Ann Thomas as Parliamentarian?</i>  Motion: Gary Tam    Seconded: Pamela Scharfe  All in favour.	
2.2. Sargeant-at-Arms	SPEAK: John Cannan <i>has volunteered to serve this AGM as Sargeant at Arms. May I have a motion to appoint John Cannan as sergeant at arms?</i>  Motion: Peter Heywood    Seconded: Danny Martin  All in favour.	
2.3. Scrutineers	SPEAK: Gus Skinner, Ali Moore, Steven Hancock <i>have volunteered to serve this AGM as scrutineers. May I have a motion to appoint Gus Skinner and Ali Moore as scrutineers?</i>  Motion: Keara Shaw    Seconded: Ray Ramdayal  All in favour.	
2.4. President-Elect	The National by-laws require that the election of a President Elect be held by selected 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.	



Agenda Item	Notes	Action
	<p>That is the position we find ourselves in today. Natalie Lowdon, National Director of Advocacy has put her name forward as President Elect and is the sole candidate seeking election for this position.</p> <p>Therefore I am pleased to declare Natalie Lowdon elected by acclamation as the new National President – Elect effective January 2019.</p> <p>Please join me in welcoming Natalie to her new role.</p>	
3. Introduction of Officers	National Executive Council members and the Chairs of CoPE, BOC, EHFC, and RAC were introduced to the membership.	
4. In Memoriam	A moment of silence was held for the members who passed away in 2022: James (Jamie) Adams; James (Jim) Brookes; Lloyd Dodgson; Murray Lewis; William (Bill) Lush; Alexander (Alex) Nilsson; Joseph O'Brian; Rodney Ramkissoon; Paul Stone	
5. Adoption of Agenda	<p>The agenda for the meeting was circulated in advance Is there any discussion regarding the proposed agenda? Is there a motion to adopt the agenda?</p> <p>Motion: Cameron Weighill Secunder: Ralph Stanley</p> <p>All in favour.</p>	
6. Approval of Minutes from the 87th Annual General Meeting,	<p>Pamela Scharfe on behalf of RAC has requested that the minutes include the name of those from the <i>in memoriam</i> section into the minutes</p> <p>Motion : Pamela Scharfe                      Second: Karen Hann</p> <p>All in favour. Carried.</p>	
<b>7. Officer Reports</b>		
7.1. National Executive Council Report to Membership	President Kevin Kapell provided the report from the National Executive Council.	
7.2. Board of Certification	BOC Chair Keara Shaw provided the report from the Board of Certification. It was noted that the Ontario October 2021 BOC exam was held virtually due to a flood in the hotel. Updates will be made to	

Agenda Item	Notes	Action
Report to Membership	the report.	
7.3. Council of Professional Experience Report to Membership	COPE Chair Cameron Weighill provided the report from the Council of Professional Experience. It was noted that the new MSC was launched in 2022, and not March 2002. Updates will be made to the report.	
7.4. Environmental Health Foundation of Canada Report to Membership	EHFC Chair Pamela Scharfe provided a verbal report from the Environmental Health Foundation of Canada. Ralph Stanley was introduced to membership as the incoming EHFC Chair. The 2022 EHFC golf tournament raised \$700 in general revenue for the organization. EHFC will be raising money through 50/50 ticket sales and silent auction at the 2022 AEC, with the benefit of the funds going to future students to attend the conference.	
<b>8. Special Reports</b>		
9.1 Environmental Health Review Report	The Chair introduced a report from Environmental Health Review Editor Andrew Papadopoulos.	
9.2 National Historian Report	The Chair introduced a report from National Historian Tim Roark	
9.3 Retiree Advisory Committee Report	RAC Chair Peter Rogers provided a verbal report on behalf of the Retirees Advisory Committee. Mr. Rogers thanked outgoing RAC Chair Pamela Scharfe for her years of hard work in that position.	
<b>10 New Business</b>		
10.1 2022 Award Nominations	<p>Kevin Kapell read nomination for 2022 Honorary Member Award for Michael Lowry and sought a motion from membership to approve the nomination.</p> <p>Motion: John Cannan Second: Erin Teare</p> <p>Discussion: Pamela Scharfe requested that the result of the vote be kept confidential so it's a surprise when the award is given at the luncheon All in favour. Carried.</p>	

Agenda Item	Notes	Action
10.2 Approval of 2021 Financial Statements	<p>Kevin Kapell spoke to the CIPHI Budget &amp; Finance report, noting an increase in expenditures, and a healthy reserve fund. Mr. Kapell provided members with an overview of the CIPHI Core Business pillars of Certification, education, advocacy, and governance and discussed the importance of investing into the complex work to make sure it's done properly, and the demand from members for more advocacy and visibility for the profession. Mr. Kapell noted that CIPHI has developed a new website as part of our advocacy plan, and has invested in a new Member Service Centre to support COPE &amp; PDH program.</p> <p>K. Kapell noted the increase in costs and importance of investment, and the potential need for increase in member dues in future years as the primary source of revenue for CIPHI.</p> <p><i>Is there a motion to accept the 2021 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated?</i></p> <p>Moved: Valerie Jackson</p> <p>Seconded: Cameron Weighill</p> <p>Discussion: Pamela Scharfe commended NEC on the money, time, and effort invested into increasing the profile of the profession. Asked about the investment structure of the organization in regards to the \$1M in current holdings. Ann Thomas (on behalf of NEC) indicated that CIPHI works with the Office, but does not currently have a specific financial planner on retainer. There has been a past review of CIPHI's financial investment plan, but did not have a specific date on when that occurred.</p> <p>Peter Heywood expressed appreciation on good financial management by NEC, and on the work being done to advance the profession. Mr. Heywood asked whether there had been any thought given to hiring an Executive Director or similar position, given that CIPHI operates as a volunteer board and that can be challenging for continuity. K. Kapell noted that there has been discussion on this topic, but no official decision review conducted. Noted that office services are contracted out, and that it would take 2-3 employees to run our business as it currently stands. K. Kapell discussed the future of direction of the organization with regards to expectations of education/PDHs and mandatory membership.</p> <p>All in favour. Motion carried</p>	
11. Motions		
11.1	<p>K. Kapell read the text of Motion #1, as circulated in the AGM Binder.</p> <p><i>That the following amendments to CIPHI's National By-Law #7, approved by the National Executive Council, be confirmed by the</i></p>	

Agenda Item	Notes	Action
Changes to National By-Law #7 RE: Appointments to BOC	<p><i>general membership by ordinary resolution at the CIPHI 2022 Annual General Meeting:</i></p> <p><b>Section 3 (c) be DELETED</b></p> <p><i>The National Executive Council shall appoint two sitting members to the Board and shall review and confirm these appointments annually.</i></p> <p>All in favour. Carried.</p>	
11.2  Changes to National By-Law #7 re: Term of Chair of BOC	<p>K. Kapell read the text of Motion #2, as circulated in the AGM Binder: <i>That the following amendments to CIPHI's National By-Law #7, approved by the National Executive Council, be confirmed by the general membership by ordinary resolution at the CIPHI 2022 Annual General Meeting:</i></p> <p><b>Section 3 (b) be amended as follows:</b></p> <p><i>The Board shall elect a chair for a <del>three-year</del> two-year term</i></p> <p>All in favour. Carried.</p>	
11.3 Appointment of National Directors	<p>K. Kapell read the text of Motion #2 as circulated in the AGM Binder. <i>That the membership confirm the appointment of three (3) Independent Directors for a three-year term.</i></p> <p>Discussion: C. Weighill indicated that section 6.02 required the election of Directors, so CIPHI cannot appoint Directors. C. Neathway read out the legal opinion received prior to proceeding with this appointment confirming the process. A. Thomas spoke to the Articles superseding the Bylaws where there is conflict, and the potential need for review. G. Tam asked about accountability to membership of Directors. C. Neathway indicated potential for AGM reports from these Directors in the future, and the ability for members to view Agenda &amp; Minutes from all NEC meetings online. In favour: 76 members. Opposed: 1 member. Motion carried.</p>	
12. Adjournment	<p>K. Kapell requested any additional business or statements. J.A. Hachey indicated an omission in the <i>in memoriam</i> section, and requested that an addition be added.</p>	

Agenda Item	Notes	Action
	<p>J. Cannan indicated the need for a Motion to destroy proxy ballots. Seconded by Valerie Jackson. Motion carried.</p> <p>January 2023 is the President-Elect effective date.</p> <p><b>Meeting was adjourned at 16:30EST</b></p>	

## GOVERNANCE REPORTS

## ***Section 1: National Executive Council Report to Membership***

### **Introduction:**

The National Executive Council (NEC) is currently composed of the elected Presidents of each of CIPHI's Branches, a National President, a President-Elect, and three National Directors. As of January 2023, Casey Neathway has taken the President role, Kevin Kapell has moved into the Past-President role, and Natalie Lowdon has taken the President-Elect role. With Natalie Lowdon moving into the President-Elect role, a National call for expressions of interest was put forth to fill the National Advocacy Director position she vacated, leading to the appointment of Meaghen Allen, former Alberta Branch President. Kari Engele-Carter remains in the National Education Director role, and Ann Thomas remains in the National Policy and Governance Director role.

The NEC is responsible for the day-to-day operations of CIPHI as determined by the Not-for-Profit Corporation Act and CIPHI Bylaws made pursuant to the Act. It is responsible for identifying and pursuing initiatives that support the objectives of CIPHI. All 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 at both the National and Branch levels. We are honoured to enjoy the services of National Webmaster Mike LeBlanc; Environmental Health Review Editor Andrew Papadopoulos; National Historian Tim Roark; ListServ Manager Peter Heywood; and Social Media Manager Vanessa Nickelo. This year, Andrew Papadopoulos expressed his intention to retire from his position as EHR Editor, and a National call for expressions of interest was sent out by the NEC. The NEC was excited to receive multiple expressions from qualified candidates and is working through a selection process to fill the position. We thank Dr. Papadopoulos for his years of service to CIPHI and for his support in finding a suitable candidate in his absence.

The business of the NEC continues to be conducted via regularly scheduled monthly meetings. The NEC continues to use Google Hangouts, along with additional software tools from the Google Suite, made freely available to CIPHI as a registered not-for-profit corporation, to facilitate document sharing and development, and collaborative practice. There was one in-person NEC meeting in Montreal, Quebec January 21 and 22, 2023 and there is another planned in Saint John, New Brunswick September 15 and 16, 2023. There is a plan to hold an Annual Education Conference September 18-20, 2023 in Saint John, New Brunswick.

The CIPHI President, Past-President, and President-Elect continue to meet monthly with the Chairs of the Board of Certification, the Council of Professional Experience, and quarterly meetings with the Environmental Health Foundation of Canada. The NEC has also established a liaison position to the EHFC, currently filled by Past-President Kevin Kapell. This liaison acts as an *ex officio* board member of the EHFC and provides an avenue for information sharing between the two groups. We thank the EHFC for welcoming Kevin and look forward to this ongoing collaboration and partnership. The NEC has also established regular meetings, approximately quarterly, with the Retirees Advisory Council and are working on developing a terms of reference to support the work of RAC.

The CIPHI Office continues to be managed by MPS Executive Suites, based in Vancouver, B.C. The staff assigned to the CIPHI portfolio have a deep understanding of our work and are committed to working collaboratively with CIPHI to meet our operational needs.

This report provides highlights of the work conducted by CIPHI since the 2022 AGM.

### **Advocacy:**

The CIPHI advocacy program, under the leadership of Meaghen Allen, continues to move forward with providing external-facing messaging to employers, the media, and members of the public about the role and function of environmental public health professionals in Canada. A National Advocacy Committee made up of environmental public health professionals from across Canada, many of whom are not NEC members or Branch executive members, meets regularly to lead this work and ensure the direction of the campaigns reflects both National and regional priorities.

2022's advocacy campaign, with the theme "Made Possible by ...", was a resounding success. The campaign included digital, print, and large-scale (billboard) advertising highlighting the unique roles of environmental public health professionals in keeping the Canadian public healthy and safe. The advertisements directed people to the CIPHI website as the main source of truth for information about the organization. Sharing of the advertisements on social media led to an 18,300% increase in "Likes" on the CIPHI Facebook page, and a 9,800% increase in CIPHI Facebook page reach over the duration of the campaign. The overall campaign led to a 74.8% increase in traffic to the CIPHI.ca website, with 84.5% of these being new users. The "What is Environmental Health" page on the website received a 6,600% increase in web traffic and a 10,600% increase in new users during the campaign.

To build on the success of the 2022 campaign, CIPHI is continuing with a 2023 national awareness campaign from August 25 to September 25, 2023 to increase awareness of the profession to prospective environmental public health professionals, employers, partners, and the general public. This focus on awareness for potential environmental public health professionals will act as a recruitment tool to support additional capacity building within the field, in alignment with messaging CIPHI has received from employers. Additionally, CIPHI will continue to focus our advocacy efforts annually on Environmental Public Health Week, with planning well underway for our campaign this year (September 25 to October 1, 2023).

### **Education:**

CIPHI continues to provide educational offerings to environmental public health professionals through both virtual (webinar) options and the in-person Annual Education Conference. The organization has focused on the provision of information sessions that supplement, and not replace, those which are provided by our partner organizations, including NCCEH, Ontario Public Health, and others. During previous engagement sessions, we heard from our members the need for a focus on "soft skills" not being offered by these partner agencies, and as such CIPHI has provided offerings on topics such as conflict resolution; project management; and personal wellness. Emerging topics of interest for environmental public health professionals, including Indigenous cultural safety and emergency management, have also been offered and well-received.



CIPHI will continue offering these educational offerings to both members and non-member environmental public health professionals and look forward to input from our membership on the types of sessions that would be useful. In the future, CIPHI may look at providing a fee-based option for non-CIPHI members or restricting participation in some offerings to only members as a means to support those individuals who are active members of the organization.

### **Policy and Governance:**

The NEC continues to review and update our organizational documents to reflect a more modern approach to our work and the reality of our governance limitations. In 2022, CIPHI modernized our internal financial coding to reflect a more cohesive and integrated approach to operations between NEC, COPE, and BOC. In response to questions brought forward by our valued members in 2022, the NEC also reviewed the current investment portfolio and approach of the organization, with guidance from individuals with appropriate knowledge and expertise, and confirmed that our current holdings align with the protection of the financial health of the organization, the permitted activities within federal legislation, and appropriate risk tolerance for our operations.

The NEC is currently undertaking a legal review of our National bylaws to ensure that they meet the current requirements of federal legislation, are not contradictory to the Act, themselves, or our Certificate of Incorporation, and to identify any opportunities for modernization. We anticipate that this review, and subsequent proposals for changes to the bylaws, will be in place for the 2024 Annual General Meeting.

### **National and International Relationships**

For 2022, CIPHI has worked proactively to increase our participation in national public health conversations, to ensure that the voice of environmental public health professionals is included in policy creation, decision-making, and strategic planning. CIPHI now has an ongoing board chair on the National Collaborating Centre for Environmental Health (NCCEH), a two-year term currently held by Kevin Kapell as Past-President. CIPHI will also be working in partnership with the Public Health Agency of Canada to develop the updated Core Competencies, with a CIPHI representative participating in the steering committee for that work.

Recognizing CIPHI's space as a member organization of the International Federation of Environmental Health (IFEH) and our opportunity to be a global leader in creating standards for environmental public health governance, the NEC has strengthened our relationship with international partners. In both the 2022 and 2023 CIPHI AECs, we have had the pleasure of welcoming the National Environmental Health Association (NEHA) President from the United States, and this participation was reciprocated with the CIPHI National President attending the NEHA AEC in August 2023. CIPHI, NEHA, and JAPHI (Jamaican Association of Public Health Inspectors), making up the Americas Group of IFEH, worked collaboratively to plan and organize the global One Health Conference, to be held in Montego Bay, Jamaica in October 2023. This conference presented the opportunity to work collaboratively with our international partners for creating a cohesive vision for environmental public health, but also to share resources, create opportunities for international equivalency candidates, and showcase the excellence of Canadian

environmental public health professionals to the world. Education Director Kari Engele-Carter serves as the NEC liaison to the IFEH and has successfully built partnerships and created these pathways for success.

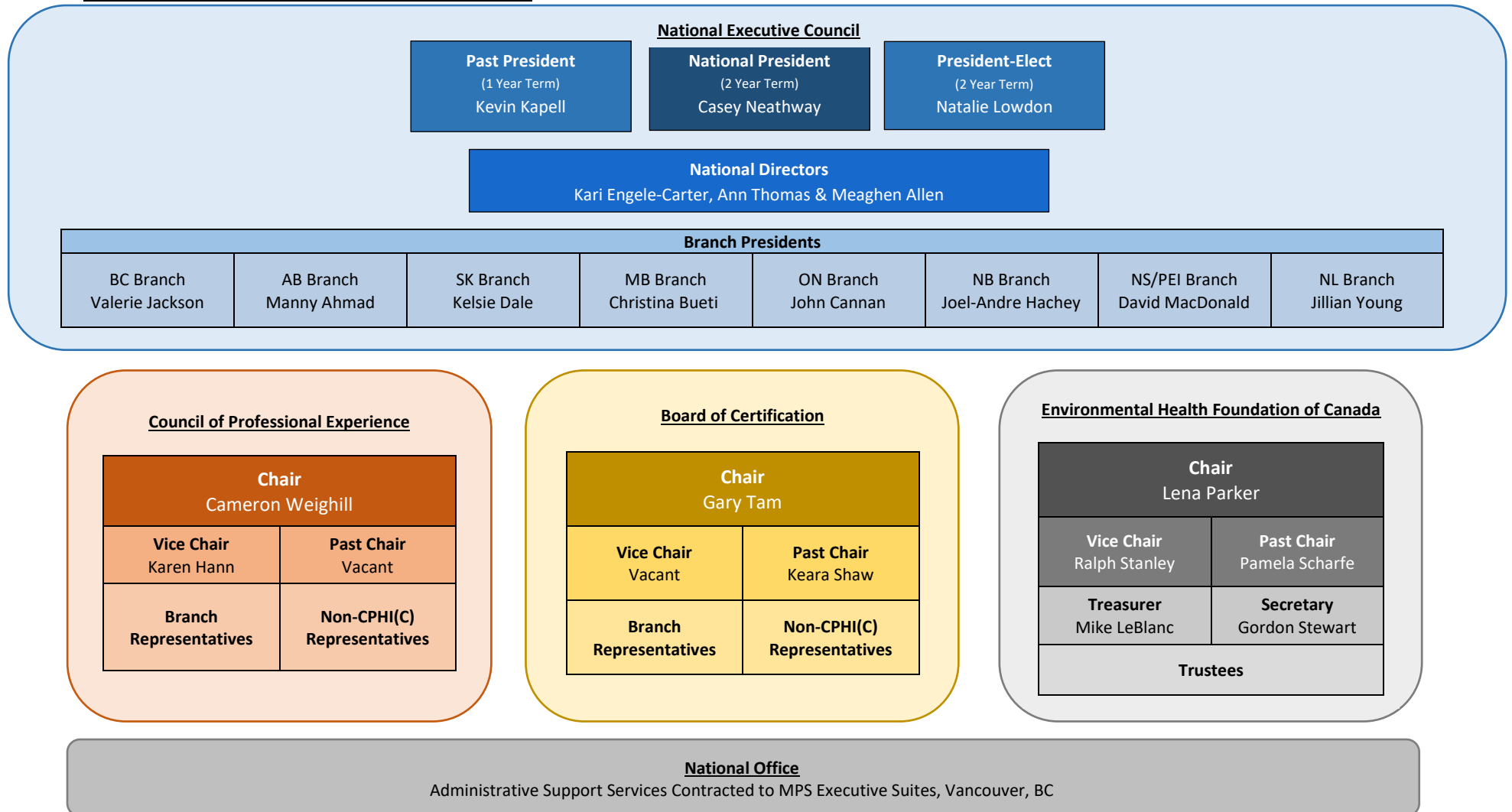
### **ICISP et Traduction**

As a national organization representing individuals who speak both of Canada's official languages, CIPHI recognized the need to improve our level of service delivery and outreach to the francophone community. This was especially underscored by the accreditation of the Université de Montréal by the Board of Certification. As a first step, CIPHI has retained the services of a firm to begin an iterative and stepwise approach to translating all our operational documents to French, with National Operating Policies and certification documents as the initial priorities. We look forward to continuing to increase our connection with French-speaking environmental public health professionals in Quebec, New Brunswick, and across Canada, and are grateful to have multiple French-speaking members on our Boards.

### **Future Focus**

CIPHI continues our focus on three main priorities for the coming year: advocacy, through completion of the campaign noted above and planning for subsequent activities; education, with planning for the 2024 AEC already underway; and policy and governance, through ongoing reviews and updates of NOPs and by-laws. We thank those CIPHI members who have dedicated their time and efforts to all of the work that we have accomplished this year. As a volunteer-driven organization, we couldn't do it without them.

## CIPHI Organizational Chart – As at June 2023



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office@ciphi.ca

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www.icisp.ca

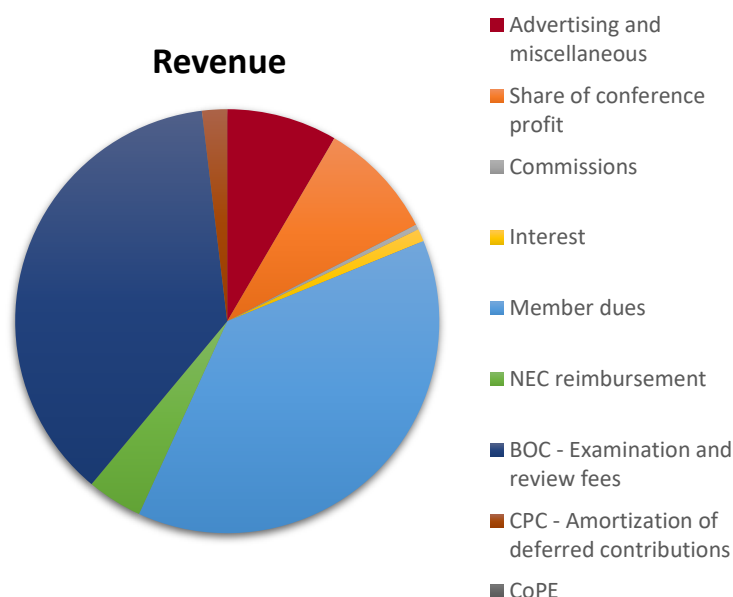
## **FINANCIAL SUMMARY**

The financial status of the organization was overseen in 2022 by the National Executive Council lead by the CIPHI President.

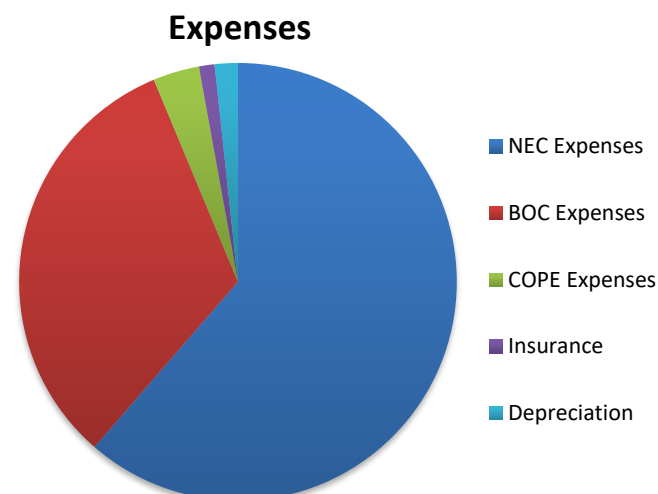
The following financial statement summaries were prepared by the CIPHI Office for this report, based on the official review engagement financial statements prepared by the accounting firm of Reid Hurst Nagy, CGA. For the full financial statement, please see Appendix 1.

**Table 1.1: 2022 Financial Summary of Revenue & Expenses**

Revenue	Total
Advertising and miscellaneous	\$52,083.00
Share of conference profit	\$55,887.00
Commissions	\$2,381.00
Interest	\$5,929.00
Member dues	\$234,653.00
NEC reimbursement	\$26,061.00
BOC - Examination and review fees	\$228,700.00
CPC - Amortization of deferred contributions	\$11,801.00
CoPE	\$0.00
<b>Total Revenue</b>	<b>\$617,495.00</b>



Expenses	Total
NEC Expenses	\$425,468.00
BOC Expenses	\$224,118.00
COPE Expenses	\$23,779.00
Insurance	\$7,921.00
Depreciation	\$11,864.00
<b>Total Expense</b>	<b>\$693,150.00</b>



**Table 1.2: 2022 Statement of Changes in Fund Balances**

For the year beginning January 1, 2022	Total
Cash	\$135,835.00
Term Deposits	\$700,560.00
<b>Total Cash &amp; Cash Equivalents (For the year beginning January 1, 2022)</b>	<b>\$836,395.00</b>
Changes during the year ending December 31, 2022	Total
Profit (Loss)	(\$75,655.00)
Capital Fund	(\$63.00)
Working Capital Accounts	(\$75,621.00)
<b>Closing Balance for the year ended December 31, 2022</b>	<b>(\$151,339.00)</b>
Total Cash	\$102,403.00
Term Deposits	\$582,653.00
<b>Total Cash &amp; Cash Equivalents (For the year ended December 31, 2022)</b>	<b>\$685,056.00</b>

**Table 1.3: 2022 Statement of Financial Position**

Assets		Liabilities	
For the Year Ended on December 31, 2022		Current	
Cash and Cash Equivalents	\$685,056.00	Account Payable and Accruals	\$29,950.00
Accounts Receivable	\$89,485.00	Rebates Payable	\$720.00
HST Receivable	\$17,090.00	Deferred Revenue	\$87,283.00
Prepaid Expenses	\$27,225.00		<b>\$117,953.00</b>
	<b>\$818,856.00</b>	<b>Other Liabilities</b>	
Capital (Computer Equipment, Trademark & CPC Database)	\$71,372.00	Deferred Contributions Related to Capital Assets	\$71,372.00
<b>Assets Balance</b>	<b>\$890,228.00</b>	<b>Fund Balances</b>	
		Invested in Capital Assets (Capital Fund)	\$0.00
		Unrestricted (Operating Fund)	\$588,615.00
		Internally Restricted	\$112,288.00
			<b>\$700,903.00</b>
		<b>Liability &amp; Fund Balances</b>	<b>\$890,228.00</b>

## MEMBERSHIP DEMOGRAPHICS

The following tables and figures depict various CIPHI member information, trends, and demographics. Generally, regular membership of CIPHI has remained stable over the past eight years.

**Table 1.4: Regular Membership Trend by Branch, 2015-2022**

Branch	2015	2016	2017	2018	2019	2020	2021	2022
Alberta (incl. NWT & Nunavut)	325	332	337	331	326	323	326	315
British Columbia (incl. Yukon)	138	126	157	151	132	164	164	184
Manitoba	59	58	55	63	62	62	59	61
New Brunswick (incl. Quebec)	53	47	50	51	55	41	37	47
Newfoundland & Labrador	21	17	17	21	21	17	17	14
Nova Scotia / Prince Edward Island	63	65	58	63	68	67	72	79
Ontario	575	528	493	540	539	481	497	549
Saskatchewan	91	95	99	98	100	99	89	95
<b>Canada</b>	<b>1,325</b>	<b>1,268</b>	<b>1,266</b>	<b>1,318</b>	<b>1,303</b>	<b>1,254</b>	<b>1,261</b>	<b>1,344</b>

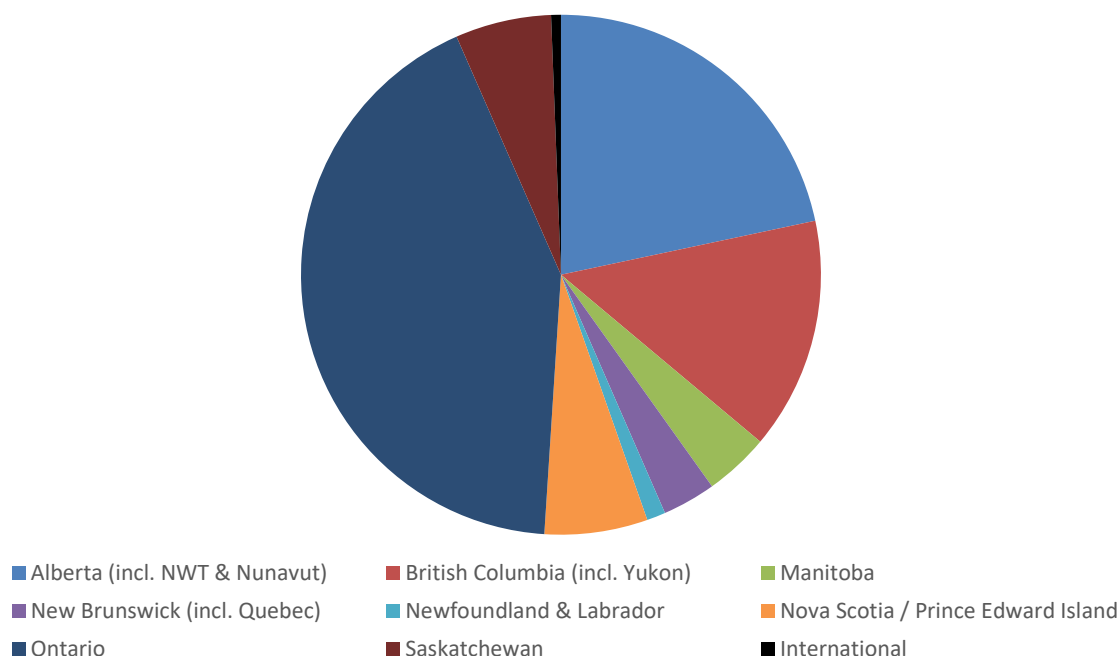
**Table 1.5: 2022 Membership Type Distribution by Branch**

Branch	Membership Type							Total
	Regular	Retired	Student	Fraternal	Life	Honorary	Int'l	
Alberta (incl. NWT & Nunavut)	315	4	60	0	4	8	1	<b>392</b>
British Columbia (incl. Yukon)	184	15	49	0	5	8	0	<b>261</b>
Manitoba	61	4	5	0	3	0	0	<b>73</b>
New Brunswick (incl. Quebec)	47	4	6	0	2	1	0	<b>60</b>
Newfoundland & Labrador	14	4	1	1	1	0	0	<b>21</b>
Nova Scotia / Prince Edward Island	79	6	26	0	2	3	0	<b>116</b>
Ontario	549	36	165	4	6	7	0	<b>767</b>
Saskatchewan	95	2	8	0	3	0	0	<b>108</b>
International	3	0	0	0	0	8	0	<b>11</b>
<b>Canada</b>	<b>1,344</b>	<b>75</b>	<b>320</b>	<b>5</b>	<b>26</b>	<b>27</b>	<b>1</b>	<b>1,798</b>

**Table 1.6: 2022 Life and Honorary Membership by Branch**

Branch	Life	Honorary	Total
Alberta (incl. NWT & Nunavut)	4	8	12
British Columbia (incl. Yukon)	5	8	13
Manitoba	3	0	3
New Brunswick (incl. Quebec)	2	1	3
Newfoundland & Labrador	1	0	1
Nova Scotia / Prince Edward Island	2	3	5
Ontario	6	7	13
Saskatchewan	3	0	3
United States	0	8	8
<b>Canada</b>	<b>26</b>	<b>27</b>	<b>53</b>

**Figure 1.1: 2022 Total Membership\* Distribution by Branch**



*\*All membership types are included.*

## ***National Awards Committee Report for 2022***

*Contributed by John Cannan*

The following National Awards are offered yearly to CIPHI members and eligible individuals.

### **Alex Cross Award**

Awarded to a member for displaying the highest standards of professional practice during the past year.

### **Alexander Officer Award**

Awarded to an organization or agency for outstanding and meritorious achievements in the field of public or environmental health.

### **Environmental Health Review Award**

Awarded to a member, non-member, individual, or organization for excellence in presenting an environmental health issue or topic to the public.

### **President's Award**

Awarded to a former member of the NEC, BOC, CoPE, or EHFC who has demonstrated outstanding service and commitment to the Canadian Institute of Public Health Inspectors while in office.

### **Honorary Membership**

Awarded to a person who is not eligible for Regular, Retired, or Life membership in CIPHI, for outstanding support, contribution, or service to the association or Public Health Inspectors in Canada in general.

### **Life Membership**

Awarded to a member of the CIPHI for outstanding service to the Institute, to his or her profession, and/or to his or her community over an extended period of time.

Alas, only two National awards were presented last year at the conference in Durham, Ontario.

Natalie Lowdon from Manitoba was the recipient of the Alex Cross Award. Natalie was nominated by Julie Swanlund and Mike LeBlanc.

The Life Member Award was presented to Ken Gorman from Ontario. Ken was nominated by Pamela Scharfe and Ralph Stanley.

No further nominations were received.



## Section 2: *Board of Certification Report to Membership*

Contributed by Gary Tam, Chair

*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.*

### EXAMINATION RESULTS

**Table 2.1 October 2022 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	22	15	68%	20	15	75%	14	9	64%	12	10	83%
British Columbia	27	14	52%	24	17	71%	26	18	69%	4	3	75%
Manitoba	5	4	80%	5	5	100%	5	4	80%	0	0	0%
New Brunswick	4	4	100%	4	4	100%	4	4	100%	0	0	0%
Newfoundland	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Nova Scotia	3	2	67%	3	2	67%	3	3	0%	0	0	0%
Ontario	75	59	79%	69	60	87%	72	63	88%	10	8	80%
Saskatchewan	1	1	100%	0	0	0%	1	1	100%	1	1	0%
TOTAL	137	99	72%	125	103	82%	125	102	82%	27	22	81%

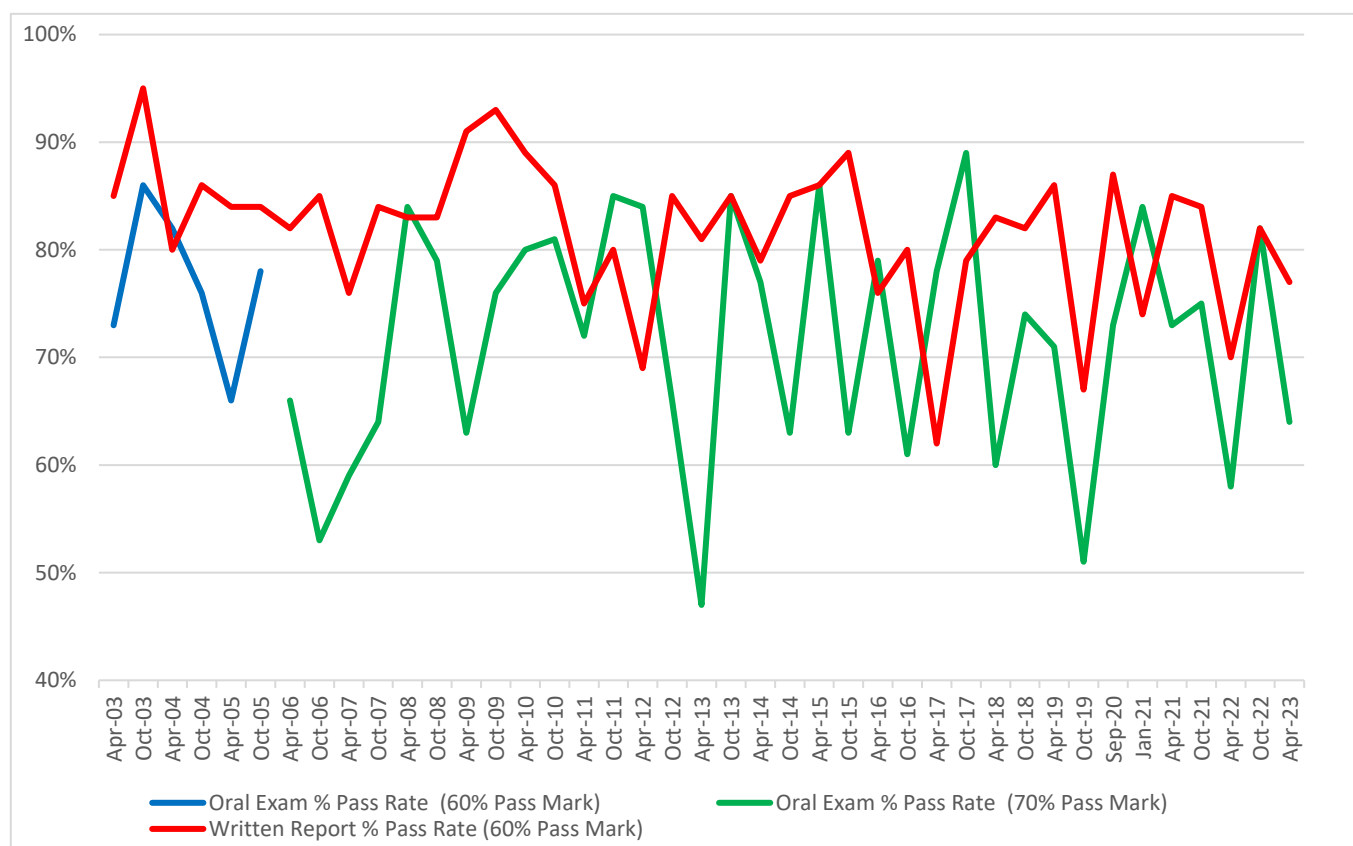
**Table 2.2 April 2023 Exam Results**

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	20	11	55%	17	11	65%	18	13	72%	9	6	67%
British Columbia	19	12	63%	12	7	58%	13	9	69%	15	11	73%
Manitoba	5	4	80%	4	3	75%	5	5	100%	2	2	100%
New Brunswick	1	1	100%	1	1	100%	1	1	100%	0	0	0%
Newfoundland	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Nova Scotia	4	4	100%	4	4	100%	2	2	100%	2	2	100%
Ontario	24	15	63%	19	11	58%	18	13	72%	14	9	64%
Saskatchewan	4	2	50%	4	2	50%	4	4	100%	1	0	0%
TOTAL	77	49	64%	61	39	64%	61	47	77%	43	30	70%

**Table 2.3: Exam Pass Rates, April 2003 – April 2023**

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%
October 2003	86%		95%
April 2004	82%		80%
October 2004	76%		86%
April 2005	66%		84%
October 2005	78%		84%
April 2006		66%	82%
October 2006		53%	85%
April 2007		59%	76%
October 2007		64%	84%
April 2008		84%	83%
October 2008		79%	83%
April 2009		63%	91%
October 2009		76%	93%
April 2010		80%	89%
October 2010		81%	86%
April 2011		72%	75%
October 2011		85%	80%
April 2012		84%	69%
October 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		63%	89%
April 2016		79%	76%
October 2016		61%	80%
April 2017		78%	62%
October 2017		89%	79%
April 2018		60%	83%
October 2018		74%	82%
April 2019		71%	86%
October 2019		51%	67%
September 2020		73%	87%
January 2021		84%	74%
April 2021		73%	85%
October 2021		75%	84%
April 2022		58%	70%
October 2022		82%	82%
April 2023		64%	77%

**Figure 2.1: Exam Pass Rates, April 2003 – April 2023**



*\*The oral exam pass mark was changed from 60% to 70% in April 2006*

### **CHANGES TO MEMBERSHIP OF BOC**

Changes to the Board of Certification membership since the last National CIPHI Annual General Meeting includes:

- Sabina Mian joined the Board as Manitoba Branch Representative in January 2023.
- Keara Shaw appointed as Past Chair of the Board of Certification in January 2023.
- Gary Tam appointed as Chair of the Board of Certification in January 2023.

*See the BOC Directory Chart on the next page.*

### **BOC MEMBERSHIP (as of January 2023)**

<b>Member Name</b>	<b>Position</b>	<b>Status</b>	<b>CPHI(C)/PDH</b>
Gary Tam	Chair	Term expires Dec 31, 2024	Yes
Keara Shaw	Past Chair	Term expires Dec 31, 2023	Yes
Vacant	Vice Chair	N/A	N/A
Angela Whalen	BC Branch	First term expires Dec 31, 2024	Yes
Daria Romanish	AB Branch	Second term expires Dec 31, 2025	Yes
George Koutsoulis	SK Branch	Second term expires Dec 31, 2025	Yes
Sabina Mian	MB Branch	First term expires Dec 31, 2025	Yes
Lal Rishi	ON Branch	Second term expires Dec 31, 2025	Yes
Tonya Pugh	CAF	Second term expires Dec 31, 2023	Yes
Heidi Darling	NS/PEI Branch	First term expires Dec 31, 2024	Yes
Gus Skinner	NB Branch	Second term expires Dec 31, 2023	Yes
Vacant	NL Branch	N/A	N/A

### **HIGHLIGHTS OF BOARD ACTIVITIES**

#### **Examinations**

- Two in-person BOC exams were administered across the country on October 26, 2022 & April 26, 2023.
- In the October 2022 seating, the New Brunswick branch hosted Francophone BOC exams for three candidates who graduated from the Université de Montréal.
- Thanks to all branch representatives, exam coordinators, and examiners for volunteering their valuable time to ensure these exams were administered smoothly.

#### **International Candidates**

- The BOC successfully held an equivalency exam for four qualified foreign-trained candidates on April 26, 2023. Unfortunately, none of the candidates were successful on the exam. The BOC has decided the equivalency exam will be held annually in the April exam and established a schedule, including an application submission period and an application review deadline, to help candidates better plan for the exam.

## Accredited Institutions

- Three school reviews were conducted, including Cape Breton University, Concordia University of Edmonton, and Toronto Metropolitan University. Below is the current schedule for school reviews:

School	Last Review	Next Review
CBU	October 2022	October, 2027
Concordia	October 2022	April 2024 (or April 2025)
Conestoga	November 2018	November 2023
BCIT	October 2021	October 2024
Université de Montréal	March 2022	March 2026
TMU	April 2022	April 2027

## Regulations & Policy Updates

- A new BOC Administrative Policy #12 is created to detail the nomination, election and appointment of a Vice Chair to align with the provisions in Section 8 of the revised BOC Regulations (see below a list of amendments). The BOC has also been working on the modernization of the BOC Regulations to reflect the current practices of the Board.
- List of amendments to the BOC Regulations:
  - Combined Sections 8(1), 8(2) & 8(5) and re-worded Section 8(1)
  - Renumbered Section 8(3) to Section 8(2)
  - Deleted Section 8(4) and re-numbered it to Section 8(3)
  - Corrected a typo found in Section 9(2)(c). Now it reads “the President of the CIPHI”

## Reformatting BOC Written Segment Project

- The project team drafted a new administration process and a marking system for the reformatted BOC Written Segment. In the winter of 2023, we conducted five exploratory sessions in BOC-accredited schools to identify challenges associated with exam administration. Over 50 final-year student volunteers participated, and more than 60 examiners nationally volunteered to mark the papers. The project team is in the data analysis phase to strengthen the repeatability and validity of the new marking system.
- Once all the details of the new written segment are finalized, the BOC will conduct engagement sessions with external stakeholders to address any concerns and share the roadmap of the implementation. The new process is planned to be implemented in April 2025 exam.

### **Section 3: Council of Professional Experience Report to Membership**

*Contributed by Cameron Weighill, Chair*

The Council of Professional Experience (CoPE) oversees the administration of the Continuing Professional Competencies (CPC) program within CIPHI. It is CoPE to provide leadership, vision, and the framework for the CPC program. It effectively communicates essential aspects of the CPC program and offers support to members with inquiries related to their professional development requirements. Additionally, CoPE is responsible for fostering accountability among Environmental Public Health Professionals nationwide by conducting audits of members' professional development entries.

#### **CoPE Membership:**

CoPE has 11 members, who have been appointed through consultation with CIPHI Branches and the National Executive Council (NEC).

Cameron Weighill - Chair	Debbie Hylton - ON
Karen Hann – Vice Chair	Wendy Pons - ON
Stacey Sowa - BC	Khatija Essaji - NFLD
Jennifer Guth – AB/NU/NWT	Karen Edgar - NS/PEI
Waheed Mehmood – SK	Jessica Crawley – NB/QC
Vacant – MB	Garth Gosselin - National

CoPE has been unable to recruit a Manitoba Branch Representative. If you are a Manitoba branch member, and interested in participating in the council, please contact [chair@cope.ciphi.ca](mailto:chair@cope.ciphi.ca) for more information.

#### **Professional Development Model:**

A review of professional development hours (PDHs) within the participation category submission for 2022 has identified confusion regarding the use of the subcategories Formal Mentoring and Job Shadowing.

**Formal Mentoring:** refers to a structured process between a mentor and a student/staff member, such as a practicum coordinator. The mentor meets with the individual(s) regularly over a 6 – 8 week period to help identify and arrange training opportunities, as well as job shadowing opportunities for the student/staff.

**Job shadowing** involves a student/staff member accompanying and closely following another PHI (lead PHI) for a specific task based on the given program areas' duties. The lead PHI may take out the staff/student multiple times over a 6 – 12 week period. However, they are not responsible for helping identify and arrange training opportunities or job shadowing opportunities for the students/staff outside of themselves.

CIPHI and CoPE have identified mental health and well-being as an important component of the practice of environmental public health. We are currently exploring the best method of incorporating it into our professional development model for 2023. More details will be provided this fall.

For more information on our professional development model, please visit [www.ciphi.ca](http://www.ciphi.ca) and click on the professional development tab.

### **New Member Service Centre**

As is not unexpected with any new platform, the CIPHI office and CoPE have encountered several technical issues associated with the MSC in 2023, and we have been diligently working with our vendor and the CIPHI office to address them. Unfortunately, these technical challenges have led to some members experiencing difficulties with their 2023 PDHs and have caused a delay in the completion of CoPE audits for the 2022 professional development hours.

Rest assured, we are putting in significant efforts to resolve these issues promptly, and we hope to be able to provide a comprehensive update during the upcoming AGM. Your understanding and patience are greatly appreciated as we work to ensure a smooth and efficient professional development experience for all members.

### **Audit Results**

Due to technical issues with the MSC, CoPE has experienced delays in completing its audit of PDHs submitted in 2022. As a result, no audit result data is currently available. However, please be assured that CoPE is actively working to resolve these issues promptly, and we are hopeful to provide an update during the AGM.

### **Appreciations**

I would like to thank the dedicated members of CoPE, who worked tirelessly to promote the new Professional Development Model and audit module Member Service Centre. A special thank you to Karen Hann, our audit lead, for all your exceptional effort in working with our vendor through the issues with the audit module.

Last, but not least, I would like to acknowledge outgoing CoPE members Hammad Shakeel and Lorelle Pegus. Your passion, dedication, and insight will be missed at CoPE meetings.

## **Section 4: Environmental Health Foundation of Canada**

### **Report to Membership**

*Contributed by Lena Parker, Chair, Board of Trustees*

#### **Introduction:**

The Environmental Health Foundation of Canada (EHFC) is the Charitable Division of the Canadian Institute of Public Health Inspectors (CIPHI). The EHFC was founded in 1989 by the motion of the CIPHI membership at their annual general meeting. The EHFC is a “Working Board” made up of volunteer trustees who support environmental public health education and research through collaboration, connection, and recognition with internal and external partners. The Board has a hands-on role in the administrative functions of the organization such as financial management, strategic planning, social media, and fundraising. The EHFC Honorary Chair is Dr. David Jones who served as the first Chief Public Health Officer of Canada from 2004 to 2013.

#### **Vision:**

Advancing environmental public health education and research through collaboration connection, and recognition with internal and external partners.

#### **Mission:**

As the independent Charitable Division of the Canadian Institute of Public Health Inspectors, we operate to support environmental public health protection in Canada and internationally through the development of educational materials, research, and aid projects with partner organizations.

#### **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. In December 2022, the Board appointed Lena Parker (AB) as the new Chair of the EHFC Executive Committee and appointed Board Secretary - Gord Stewart (BC).

*Pictures of Lena Parker and Gord Stewart start on the next page respectively.*





In January 2023, the Board bid farewell to Melissa MacDonald. Melissa was recruited in 2016 by Board Trustee Gary Gallivan who was retiring from the Board and as a CBU faculty member. He encouraged Melissa to join because he felt that the Foundation's work aligned with her interests.

Melissa found the opportunity to be a Board Trustee provided an amazing connection between the Foundation's work, CBU, and CIPHI. Melissa was a valued member of the Board who worked as a member of the Governance Committee and also sat on the Recruitment and Retention Working Group.



During the past year, the following Board members gave their time, experience, and expertise to the administration of the Charitable Division CIPHI and were appointed in accordance with the EHFC Regulation:

Lena Parker (AB), Chair, CIPHI Regular Member
Ralph Stanley (ON), Vice-Chair, CIPHI Retired Member
Mike LeBlanc (MB), Treasurer, CIPHI Regular Member
Gord Stewart (BC), Secretary, CIPHI Retired Member
Pamela Scharfe (ON), Past Chair, CIPHI Life Member
Victor Odele (ON), Trustee, CIPHI Regular Member
Fatih Sekercioglu (ON), Trustee, CIPHI Regular Member, Toronto Metropolitan University
Jamie Carbert (AB), Trustee, CIPHI Regular Member
Michelle Prendergast (NS), Trustee, CIPHI Regular Member, Cape Breton University
Kevin Kapell (SK), NEC Liaison, CIPHI Regular Member
Dr. David Jones, Honorary Chair

The ten-member, volunteer Board of Trustees dedicated numerous hours of their time in the past year to further the work of CIPHI's charitable division through three committees:

**Executive Committee:** Consisting of the Chair, Vice Chair, Treasurer, Secretary, and Past Chair.

**Advancement Committee:** The 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:** The Purpose is to ensure that the board fulfills its legal, ethical, and functional responsibilities through adequate governance policy development; Trustee recruitment strategies, and training programs; monitoring of board activities; and evaluation of Board member's performance.



In March 2023, the EHFC Board welcomed Trustee Michelle Prendergast CPHI(C), MScPH as a new Trustee. Michelle graduated from Cape Breton University in 2010 and began her career as a Public Health Inspector with the Northwestern Health Unit. Upon returning to Nova Scotia, she worked for the Nova Scotia Department of Agriculture and Nova Scotia Environment in multiple locations including Yarmouth, Kentville, Halifax, and Sydney. Michelle was awarded a Master of Science in Public Health from London School of Hygiene and Tropical Medicine in 2019 and continues to search for further educational opportunities.

In 2018, Michelle transitioned to an academic role with Cape Breton University. She is now a Senior Instructor at CBU and takes great pride in engaging students and having an influence on the next generation of Environmental Health professionals.



In April 2023, the EHFC Board welcomed Liaison Kevin Kapell as the CIPHI National Executive Council Liaison. The EHFC Board of Trustees advocated for the NEC to return to the practice of having a representative on their charitable division's board. Kevin obtained his BASc in Environmental Health and Science in 2017 from the First Nations University of Canada/University of Regina and obtained his CPHI(C) in the fall of that same year. Since then, he has worked with the Saskatchewan Health Authority (formerly Heartland Health Region) as a field public health officer in rural Saskatchewan for 15 years and is currently a Clinical

Integration Manager for Public Health Inspection and Nursing. Kevin has been a member of the CIPHI National Executive Council since May 2017. Kevin was appointed national President-Elect on October 31, 2019, and served as CIPHI National President from January 1, 2021, to January 1, 2023, and is currently the Past President of CIPHI National until January 2024.

### Board Recruitment:

There are currently five vacancies on the Board of Trustees. The EHFC Regulation allows for up to and including 15 board members. To increase representation from across Canada the Board of Trustees welcomes and encourages CIPHI members (regular, retired, and honorary) from the following CIPHI Branches to consider this rewarding professional volunteer opportunity: SK, MB, NB, & NL.

Please contact any Board Trustee, your CIPHI Branch President, and/or for more information contact the Board Chair at [EHFCChair@gmail.com](mailto:EHFCChair@gmail.com). CIPHI members can earn professional development hours for volunteer service on the Board of CIPHI's Charitable Division.

### **Board Activities:**

Since the last CIPHI AGM, the Board hosted virtual meetings on December 4, 2022, February 19, 2023, April 23, 2023, and June 11, 2023. The 2023 EHFC annual general meeting is planned for Sunday, December 3, 2023. An AGM notice will be issued via the CIPHI Listserv, on the EHFC website ([www.EHFC.ca](http://www.EHFC.ca)), and on the EHFC social media accounts. The Board encourages CIPHI Members to participate to learn more about the work of CIPHI's Charitable Division.

### **Highlights of 2022/2023 Board work include:**

- Developed a new four-year strategic plan for the period 2023-2026
- Updated the Financial Policy and Procedures
- Sponsored the CIPHI National AEC, CIPHI AB, and MB Branch AEC with delegate lanyards, webcam covers, bookmarks, and nutrition break funding
- Developed and produced a fundraising banner for the Ron de Burger Memorial Putting Contest in partnership with Ron's family
- Black History Month nominations project
- Creation of an Indigenous Persons Day nominations project
- Updating the EHFC awards and bursaries:
  - CWWA Safe Water Award was renamed to honour T. Duncan Ellison who was the past Executive Director of the CWWA and Past Chair and Secretary of the EHFC
  - Raised the EHFC Continuing Education Bursary from \$500 to \$1,000

### **Future Board Initiatives:**

- Asian Heritage Month nomination project.
- Promotion and recognition of septic maintenance programs across Canada and advocating with partners in the creation of a National Septic Smart Day.
- Development of food safety education materials to be used by like-minded charity partners carrying out NGO work in poor countries where Spanish is the first language.

### **Financials:**

The EHFC's 2022 Financial Statement has been approved by the EHFC Board-appointed financial reviewers. The annual financial report for the period January 1, 2022, to December 31, 2022, has been submitted to the Charities Directorate of Revenue Canada for review and approval. The financial resources of the Foundation on **December 31, 2022**, including investments totaled **\$183,719.74** which represents a **\$8,275.75** decrease in EHFC assets compared to the 2021 year-end. This was due in part to the Board's decision to invest in the purchase of additional fundraising marketing products and the cost of software to support and produce content and maintain the charity's website and social media sites.

The expenses were covered by unrestricted funds. The EHFC investments are endowed/entrusted funds from donors over the years for various awards and projects and can only be used as per the instructions of the donor.

**Environmental Health Foundation of Canada**

**FINANCIAL STATEMENT  
For the Period of January 1, 2022 to December 31, 2022**

**Expenses:**

Finance Fees	\$ 165.42
Awards & Bursaries	\$ 6,125.00
Fundraising Expenses	\$ 5,182.83
Annual Aid Project Donations	\$ 5,000.00
Products Purchased (TempSafe)	\$ 2,234.64
Administrative Expenses	\$ 2,028.19

**Total Expenses \$ 20,736.08**

**Revenue:**

Board Trustee Donations	\$ 838.78
Award Corporate Sponsorships	\$ 1,000.00
Individual Donations	\$ 3,588.30
TempSafe Sales	\$ 2,443.65
AEC Online Auction	\$ 1,843.00
Branch Auction Support	\$ 500.00
Fundraising Revenue	\$ 2,096.00

**Total Revenue \$ 12,309.73**

**Assets as of December 31, 2021**

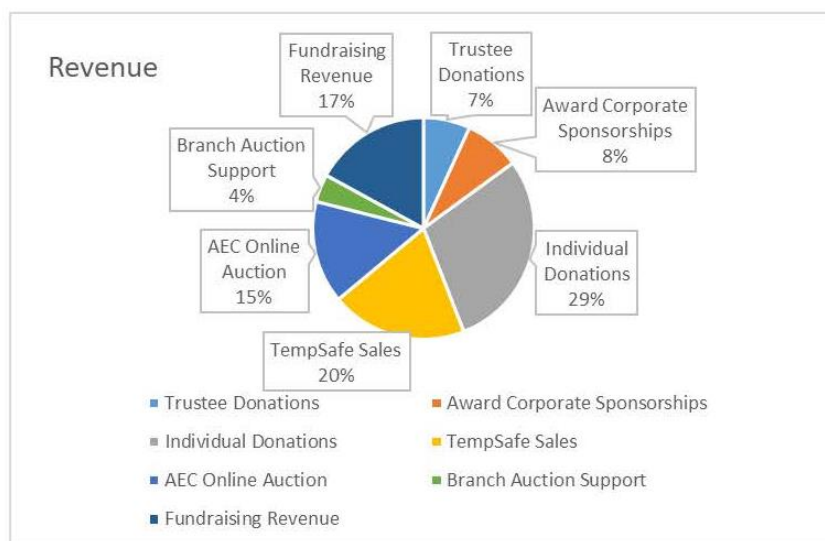
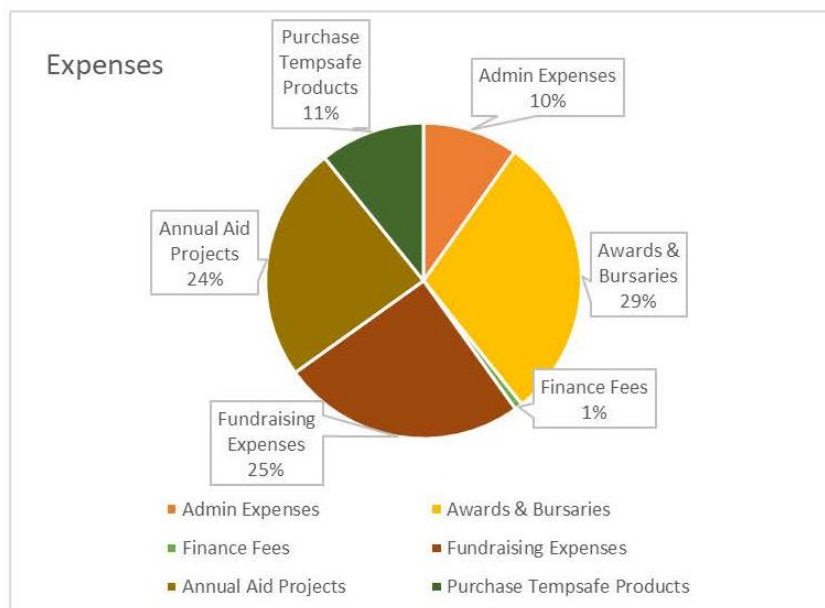
Chequing Account	\$ 27,749.59
Investments	\$ 164,245.90
	<b>\$ 191,995.49</b>

**Assets as of December 31, 2022**

Chequing Account	\$ 8,323.24
Investments	\$ 175,396.50
	<b>\$ 183,719.74</b>



**Michel LeBlanc, CPHI(C)  
Treasurer, Environmental Health Foundation of Canada**



### Awards:

The Board of Trustees administers eight (8) awards that acknowledge and celebrate the outstanding work of CIPHI members. The Board appreciates the support of our award partners: Canadian Water and Wastewater Association (CWWA), Clifford Van Alstyne Family, Lowry Group, Hedgerow Software Ltd, and NSF International.

The Board congratulates the 2022 award recipients and extends our thanks to their nominators for recognizing their contributions to our profession and their communities:

- T. Duncan Ellison Safe Water Award Sponsored by Canadian Water & Wastewater Association:
  - Debra Mooney (AB)
  - Ken Cross (SK)
- Hedgerow Software Ltd Leadership in Environmental Health Award:
  - Kari Engle-Carter (SK)
- NSF Food Safety Award:
  - Lance Honish (AB)
- EHFC Continuing Education Bursary Award:
  - Phi Pham (SK)
  - Erin Teare (AB)
- Len Hiebert Environmental Health Review Student Research Bursary Award:
  - Phoebe Chan, BCIT
  - Ambika Pandey, Conestoga College

Unfortunately, no award nominations were received for the following awards in 2022:

- Clifford Van Alstyne Communications Award
- Dr. R. Neil Lowry Recreational Water Award
- Lilli Ann Zahara Public Health Education Award

#### International Aid Projects:



In 2022, the EHFC Board donated \$2500 to the Against Malaria Foundation which was used to purchase long-lasting insecticidal nets to prevent Malaria in Africa. Approximately 625,000 people die each year and 240+ million fall ill; 70% of them are children under 5; the #1 killer of pregnant women; Malaria is preventable; 100% of public donations buy long-lasting insecticidal nets (LLINs) which each cost \$2.00 US; the Against Malaria Foundation works with distribution partners to distribute nets and ensure use as intended and conduct net use surveys and track monthly malaria data.



The EHFC Board also donated \$2500 to Ryans Well Foundation to support clean drinking water. A third of the world's population (over 2 billion people) lack access to improved sanitation, and women and girls spend 200 million hours every day collecting water. One in every nine people on the planet lacks access to safe water.



For more details go to [www.EHFC.ca/fundraising-initiatives](http://www.EHFC.ca/fundraising-initiatives)

### Student Bursary to Attend CIPHI National AEC:

Since 2010, the EHFC Board has sponsored 92 students to attend the National CIPHI Annual Education Conference totaling \$20,125 in financial support, thanks to our donors. The Board of Trustees has approved a \$5,000 bursary (dependent on funds being raised) to financially support students or new graduates from the CIPHI accredited schools to attend the 2022 CIPHI National AEC, Ajax, ON by covering the cost of their student conference registration. One of the graduates received two job offers because of her networking at the conference.

Below left to right are the recipients of the 2022 bursary: Rebecca Yan Ho (TMU), Zachary Ramdayal (TMU), Marcia Hawthorne (CBU), Pritika Dadhich (CBU), and Omo Idedia (CBU).



### TempSafe Products:



The EHFC have for sale the TempSafe® educational food safety materials which are available in magnets, clings, stickers, lapel 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. A sample of the products can be mailed to interested agencies. The EHFC receives a small percentage of all sales from the current printer as a source of unrestricted revenue to cover administration costs.

In 2022, the Board received a large order from First Nations and Inuit Health Branch, Indigenous Services Canada, Manitoba. The EHFC Board will be carrying out a survey of past users in 2023 to determine if this project is still viable for public health authorities and seeking other potential purchasers such as Canadian grocery retailer chains and private food handler training course services.

## Fundraising:

The Board's 2022 fundraising goal was set at \$10,000. The funds raised were entrusted and used to financially support future annual environmental public health aid project(s) in Canada and/or internationally, and for a bursary to financially support students to attend the CIPHI national annual education conference. As of December 31, 2022, the Board raised \$8,032 (80% of the goal).

Fundraising activities in 2022 included:

- Hosting of an online auction (raised \$1,843) and a 50/50 ticket draw (raised \$1,000) at the CIPHI National AEC, Ajax, ON.
- Hosted the Ron de Burger Memorial Putting Contest along with Ron's son, grandson, and sister as part of the CIPHI ON Branch annual pre-conference golf tournament which raised \$600.
- As part of Giving Tuesday – November 29, 2022, a fundraising campaign postcard was sent to previous donors. That appeal resulted in total individual donations of \$3,588 with the largest individual donation being \$1,000. The Board of Trustees also donated a total of \$839.



On behalf of the Board of Trustees, I would like to acknowledge the generous donations in 2022 from:

- individual CIPHI members,
- Friends of the Foundation,
- the EHFC Board of Trustees, and
- the SK, ON, and NL CIPHI Branches

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.



## ***Special Reports***

## **2022 AEC Final Report**

*Contributed by Sendi Struna & Rachael McArthur*



### **CIPHI 2022 National AEC, 3 years in the making**

September 11-14, Ajax, ON

When Durham Region submitted their bid in 2019 to host the 2020 National CIPHI AEC, little did we know that a global pandemic was on the horizon that would force us to delay the conference not once but twice.

COVID forced us to pivot to remote work and taught us not only that it was possible, but that we could do it very effectively. With the uncertainty of the pandemic and the possibility of continued public health restrictions and gathering limits, the decision was made to upgrade the national conference to a hybrid model that would allow us to host the conference safely, regardless of what the future held. The other benefit of hosting a hybrid conference is that it increased accessibility to the National AEC to PHIs/EHOs across the country that may otherwise not be able to attend in person for financial or personal reasons. We were proud to host delegates both in person and virtually from every province and territory in Canada. There were 161 virtual delegates and 309 in-person attendees for a total of 470 delegates, making it one of the largest National CIPHI Conferences ever!

We were fortunate to be able to retain some sensational keynote speakers. The Honourable Retired Lt. General Romeo Dallaire led the UN Mission during the horrific genocide in Rwanda in 1994, Dr. Nicole Blackman, Provincial Director of the Indigenous Primary Health Care Council spoke to us regarding the inhuman treatment and systemic discrimination of our Indigenous Nations, and Steven Patterson, host of CBC's The Debaters wrapped up the conference and had us all in stitches.

In addition to these inspiring dynamic keynote speakers, the conference offered 35 educational sessions and 3 workshops that covered the whole range of public health topics from safe water and rabies to climate change and emergency management. Workshops were also offered to help delegates develop their softer skills such as EQ Leadership and honing our PHI skills. All educational sessions were live-streamed and available to both in-person and virtual delegates, except for the workshops.

Social events were offered in the evenings during the conference starting Sunday evening at the host venue with live music. Monday night delegates traveled up to Slabtown Cidery located in the rolling hills of Uxbridge. The final evening was the President's Gala where we were captivated by traditional dancing and a big drum performance by the Mississauga's of Scugog Island.

The AEC also offered networking opportunities for delegates to connect with old colleagues and make new acquaintances. The planning committee staff recognized that the virtual audience would miss out on this important aspect so they live-streamed interviews with delegates, sponsors, and speakers during the networking breaks to the virtual audience so that they could feel more connected to colleagues if only passively.

Durham Region used an app platform to communicate with delegates and host the virtual conference. Not only was the app reasonably priced, but it offers a significant benefit for delegates attending the conference in that they are able to view any/all of the recorded sessions from the conference for a full year following the AEC. This can provide additional PDHs for CIPHI members as well as allows delegates to watch those sessions that they may have missed due to a scheduling conflict with another session.

Although hosting a hybrid conference creates new challenges and may require expertise outside of the typical PHI/EHO skillset, it vastly improves accessibility to the conference to delegates that may not normally attend for various reasons. It also increases overall revenue/profit, even if technical staff need to be hired to assist with operating/streaming the virtual sessions and assist virtual delegates. Expanding the AEC to allow virtual participants generated an additional \$74,000 in revenue.

We would be remiss if we forgot to mention the tremendous support received from our generous sponsor and exhibitors. A total of 32 sponsors/exhibitors participated at the AEC raising an incredible \$101,000 through sponsorship alone! They are vital partners of public health, and we are grateful for their partnership and continued engagement as we work together towards improving health outcomes for Canadians from coast to coast.

A total profit of over \$115,000 was raised with profits being split 50/50 between National and Ontario branches.

Over the 3 years it took to plan this conference, there was some doubt as to when and how it would unfold but we would like to thank all the Durham Region Health Department staff and MPS staff for their support and dedication who helped to make the conference a success. We could not have done it without you!

## ***Environmental Health Review Report to Membership***

*Contributed by Andrew Papadopoulos, PhD, CPHI(C)*

### **Environmental Health Review Report 2022-2023**

Canadian Institute of Public Health Inspectors Annual General Meeting

#### **A Summary of Activities (2022-2023: V64 Issue 3 through to V65 Issue 2)**

- Articles focusing on environmental public health practice are the focus of many submissions and are among the most frequently read in the journal. The journal has been receiving articles from researchers affiliated with CIPHI-accredited schools. Environmental public health professionals returning to graduate studies are another source of high-quality articles.
- The submissions from the National Collaborating Centre for Environmental Health (NCCEH) are in high demand for each Issue and are amongst the most read sections of the journal. This practice should continue as this is a great source of high-quality information.
- Relevant journal summaries provided by Nelson Fok continue to be a regular and valuable component of the *Environmental Health Review*.
- Contributions from the Branch Presidents have been decreasing steadily over the past few years, although the past few years have been a challenge for most working in Public Health given the increased workload due to COVID-19 activities. It is recognized that Branch Presidents take on much responsibility and these submissions tend to be lower priority than many of the pressing issues they are required to deal with. There appears to be limited interest in continuing this practice.
- Fees paid to Canadian Science Publishing (CSP) have increased modestly; however, it would be difficult to continue publishing without their partnership. The Canadian Institute of Public Health Inspectors (CIPHI) is granted membership within CSP, and the current representative is the Editor.
- An agreement with EBSCO has the *Environmental Health Review* indexed within their system. This will heighten the visibility of the journal which can encourage authors to submit. There is no cost for this, and a small revenue stream may be realized.
- There have been challenges integrating the new CIPHI website with the journal website (security and sign-in issues). This issue can be considered in joint with open-access publishing. The publisher (CSP) encourages more journals to move to open access, which is the trend in scientific publishing. Traditionally, the *Environmental Health Review* was considered a membership benefit, but with the movement toward mandatory membership, this benefit is no longer realized.

### Future Targets

- There will be a change in Editor for Environmental Health Review as the current Editor is stepping down after 13 years.
- Continue to promote article submissions from all CIPHI-accredited institutions (faculty and students). This is a great source of interesting and high-quality work for the *Environmental Health Review*.
- Discuss with the NEC the continuation of the Branch Presidents' Report.
- A full review of this journal and its direction should be conducted soon. It is suggested this be an important task for the new Editor.

## ***National Historian's Report 2023***

*Contributed by Tim Roark*

Mr. President, I am pleased to present my report for the past year. As stated in previous reports I am continuing to look for historical information and pictures regarding our National and Branch Presidents plus all CIPHI award recipients, as well as Honorary and Life Members, National Secretaries and Executive Secretary Treasurers, all Board Chairs for the EHFC, BoC, and CoPE, Patrons & Vice Patrons, Editors of the EHR and its predecessors right back to the very first issue in 1935.

I have some great news regarding tracking down the first president of the BC Branch. With an excellent tip from Peter Rogers in Winnipeg, I was able to meet with the Great-Great-Grandson of the first President of the BC Branch, Mr. Laurence Robertson (1925-1928). He provided excellent information about Mr. Robertson including several photos. We now have the names and photos of all **40 Presidents** of the BC Branch. The list is also complete including photos for all Branch Presidents in Alberta, Saskatchewan, Manitoba, Ontario, and Newfoundland back to the dates those branches were formed. The Quebec Branch is proving to be difficult to complete due to its dissolution back in the 1980s, but I'm halfway there with names and photos of the Presidents. I hope to complete the old Atlantic Branch plus the Nova Scotia/PEI, New Brunswick, and Quebec branches before our AGM next year.

I believe there are about 900 key members and/or supporters of the Institute since it was formed back in 1918 and I now have photos or sketches of about 800 of these key individuals. ***We must now proceed to display these photos and information on our enhanced CIPHI website. To this end, I would appreciate your support in implementing this important project.***

As I have stated before I would encourage Branch Historians and interested branch members to actively seek out historical information through provincial archives, historical societies, community health agency records, and retired colleagues. Interviews with fellow retired members can uncover a wealth of information and pictures which need to be saved as well. The smallest clue may lead us to a treasure trove of historical items. Please save those items for us.

Our committee membership has shrunk a bit from last year with the apparent loss of committee members in Alberta and the passing of Jim McCorry in Nova Scotia. He was a dedicated member of CIPHI and will certainly be missed. We also lost **Lloyd Dodgson** our most senior member with over 70 years of membership in the Institute.

*Branch Historians starts on the next page.*

### CIPHI Branch Historians

**British Columbia - Tim Roark**  
**Alberta – Vacant**  
**Saskatchewan - Ryan Philipation**  
**Manitoba - Stefane Gravelle**  
**Manitoba - Peter Rogers**  
**Ontario - Vacant**  
**New Brunswick - Yves Levesque**  
**Nova Scotia/PEI - Vacant**  
**Newfoundland/Labrador – Patrick Murray**

### Other Interested Members

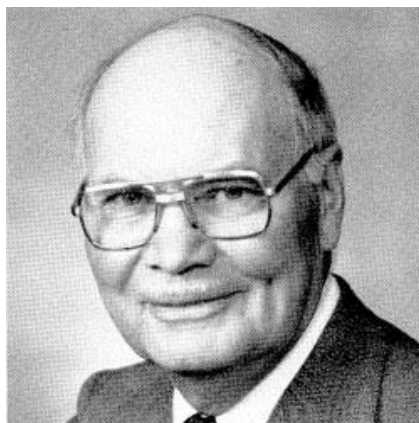
**BC – John Pickles**  
**ON – Klaus Seeger**  
**PEI – Len Gallant**  
**QC – Oumar Ba**

*See Pictures of Key Members and First Branch Presidents on the next page.*

**KEY MEMBERS & FIRST BRANCH PRESIDENTS FROM OUR PAST**



B.C. BRANCH  
LAURENCE ROBERTSON



ALBERTA BRANCH  
L.E. STEWART



SASKATCHEWAN BRANCH  
MANSEL KENNEDY



MANITOBA BRANCH  
WILLIAM J.T. WATT



ONTARIO BRANCH  
DAVID MCKEE



ATLANTIC BRANCH  
ALDORE LEBLANC

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 or chuck it out. Also, if you are interested in helping out in any way, please give me or any member of our committee a call.



## ***Retiree Advisory Committee Report 2023***

*Contributed by Peter Rogers CPHI(C)*

### **Introduction:**

The Retirees Advisory Committee (RAC) was established in September 2005 as a joint project of the Canadian Institute of Public Health Inspectors (CIPHI) and the Public Health Agency of Canada to address the need for qualified public health inspectors to deal with potential public health emergencies; determine a framework to serve as a tool to enhance the public health system capacity; and serve as a pilot for the establishment of retiree committees in other public health disciplines. The experience and corporate knowledge of retired public health inspectors should be considered an asset to the future planning of public health initiatives.

### **Mandate:**

The mandate of the RAC is to act as counsel to the CIPHI National Executive Committee (NEC) on issues related to public health capacity:

- Contact retired CPHI(C)s who may be able to assist in times of public health emergencies.
- Identify needs, promote, and champion initiatives within our professional organization of interest to our retired public health professionals.
- Support the vision, mission, and values of CIPHI.

### **Responsibilities:**

The RAC members are available to provide guidance, assistance, and advice on public health issues to CIPHI. Working groups are formed as necessary at the request of the CIPHI NEC through the RAC Chair.

### **Committee Representatives:**

The following CIPHI Retired/Life members make up the committee as of June 2023:

<b>Name</b>	<b>CIPHI Branch</b>
Patrick Murray, Sharon Williams	Newfoundland & Labrador
Gus Skinner, (Vacancy)	New Brunswick & Quebec
Leonard Gallant & Joe Bradley	Nova Scotia & Prince Edward Island
Pamela Scharfe & Ken Gorman	Ontario
Bernie Chrisp, (Vacancy)	Manitoba
(Vacancy)	Saskatchewan
Munira Peermohamed, (Vacancy)	Alberta, NWT & Nunavut
Maxine Marchenski & Gundie Volk	British Columbia & Yukon
Peter Rogers (Chair), Lynne Brewer	Federal Government

Since the 2022 CIPHI AGM, the Retirees Advisory Committee welcomed Lynne Brewer (Fed) (BC), Sharon Williams (NL), Munira Peermohamed (AB), and Gus Skinner (NB/QC) and bid farewell to Nelson Fok (AB), Russell Scott (SK) and Lesley Andrews (MB). This leaves the committee with one branch with no representation of the RAC plus three branches who are each entitled to an additional representative. In addition, the two representatives from the CIPHI NS-PE branch are both from PE and they have expressed a desire to see someone from NS proper on the RAC to represent that geographical area. While the goal is to have two representatives per CIPHI Branch the reality is that the smaller branches may only be able to provide one rep. Another option to explore is to invite CIPHI members who are within five years of retirement.

Volunteering for the CIPHI Retirees Advisory Committee is an opportunity to give back to our profession by supporting the work of the NEC. Interested CIPHI Retired/Life members should contact their Branch President or send an email to the RAC chair to express their interest or to learn more at:

[CiphiRetireesChair@gmail.com](mailto:CiphiRetireesChair@gmail.com)

#### Current Initiatives:

- **National Salary Survey:** The CIPHI NEC had requested the assistance of the RAC in February 2022 to update the 2018 national CIPHI salary survey. The 2022 salary survey was provided to the NEC in November 2022 with a further update submitted in the spring of 2023. It was determined, in concert with the NEC, that the Salary Survey should be an evergreen document, updated as new contracts are signed, and managed by the RAC on behalf of the NEC and posted to the CIPHI website.
- **Online Survey of CPHI(C) Retirees:** The RAC created and conducted an online survey utilizing SurveyMonkey in November 2022. The survey link was sent out via an email circulation list maintained by the RAC which included a combination of 103 Life and Retired CIPHI members as well as 47 non-member retirees. Sixty-six percent (66%) of the 150 potential participants responded to the online survey. The questions covered a variety of areas including years retired; CIPHI membership during career and after retirement; benefits of membership relative to the current fee; participation in CIPHI-sponsored webinars of interest to retirees, etc. To view a report on a summary of the responses go to [www.ciphi.ca](http://www.ciphi.ca) / About Us / Committees and scroll down to the Retirees Advisory Committee. The RAC plans to conduct additional surveys of retired members in 2023 on other topics.
- **Letters of Retirement and Letters of Condolence:** The Committee sends out letters on behalf of the CIPHI NEC and Branches. We welcome receiving information from the Branches and colleagues about new retirees and the passing of colleagues. Details should be emailed to [CiphiRetireesChair@gmail.com](mailto:CiphiRetireesChair@gmail.com) and a letter will be sent out by the RAC Correspondence Secretary.
- **In Memoriam:** the RAC assists the National CIPHI Office with the preparation of an “In Memoriam” list included in the CIPHI AGM binder. The RAC also produces a PowerPoint presentation to be shown during the “In Memoriam” portion of the AGM to assist with memorializing our former colleagues. It is important to note that all holders of CPHI(C) are honored regardless of whether they were a member of CIPHI at the time of their death.

- **Retiree Contact Directory:** The RAC continues to maintain and update a non-CIPHI member retiree database and asks that retirees provide us with their contact information in addition to email to ensure our files are current. We receive an annual Retiree and Life membership list from the CIPHI Office to update our retiree directory, but it is a challenge to keep track of retirees who are not members of CIPHI. Retirees who are non-members can email their contact information to [CiphiRetireesChair@gmail.com](mailto:CiphiRetireesChair@gmail.com)
- **Senators Forum Newsletter:** A 2022 year-in-review newsletter was released on March 28, 2023, via the CIPHI Listserv and on the Retirees Facebook page and retirees email circulation list the RAC has email addresses for. A new feature is for retirees to send in a written update with relevant photos of their retirement life. To receive the RAC annual newsletter and other information of interest to retirees, please send your email to [CiphiRetireesChair@gmail.com](mailto:CiphiRetireesChair@gmail.com)
- **Facebook Page:** The RAC created a Facebook group “CIPHI Retirees” for those retirees interested in networking with retired CPHI(C)s. There are currently 56 Facebook group members. The aim of the page is to:
  - To connect with CPHI(C) retirees (both CIPHI retired members & non-members).
  - Connect retirees with former colleagues and classmates.
  - Share CIPHI national information such as virtual workshops, etc.
  - Promote retired membership in CIPHI.
  - For group members to share general interest information with retirees.
- **RAC Meetings:** Since the last CIPHI national AGM the RAC has held virtual meetings on October 16, 2022, November 20, 2022, January 15, 2023, April 16, 2023, and June 25, 2023. The meetings continue to be in a ZOOM format.
- **RAC - NEC Meetings:** Since the last CIPHI national AGM, the RAC met virtually on November 1, 2022, February 23, 2023, and May 5, 2023, with the CIPHI NEC President, President-Elect, and Past President and other branch executive members to discuss many of the initiatives that the committee would like to move forward on with the support of the NEC.
- **CIPHI Website:** The RAC Past Chair has received a tutorial to carry out updates to the committee’s information page on the CIPHI website. The page is currently being updated to include *Senators Forum* newsletters, Annual Reports, Meeting Minutes, and relevant documents. The RAC page can be found at [CIPHI.ca](http://CIPHI.ca) under Committees.
- **Committee Terms of Reference:** After our January 2023 RAC meeting, we presented the CIPHI NEC with a draft bylaw for consideration of designating the RAC as a formal committee of CIPHI as opposed to an ad hoc committee. The CIPHI National Executive Committee officially approved the Retirees Advisory Committee in September 2014 but was never formalized with a bylaw. The RAC has updated their Terms of Reference to reflect the current work of the committee which is currently under review by the NEC.

### Future Initiatives:

- **Creation of a National Mentor Award:** The RAC has proposed to the NEC the creation of a new national award to honor our former RAC member and colleague Charlie Young. Charlie was highly respected and recognized several times over in his career for his tremendous commitment to our profession. Charlie was a mentor to so many colleagues and students during his career. The RAC will provide a written proposal to the NEC before the end of 2023.
- **Creation of 60-year (Diamond) and 70-year (Platinum) Awards:** The RAC has proposed to the NEC the creation of sixty- and seventy-year CIPHI membership awards. The NEC supports the initiative, and the committee will be working with them to develop the terms and conditions of these awards as well as the form these awards will take.
- **Professional Development for Retirees:** The RAC Chair would like to pursue preliminary discussions with the CoPE Chair about the implementation of a process for interested retirees to maintain or earn professional development hours. This will be an asset for retirees who volunteer or are called back into service to deal with public health surge capacity. The January 2010 Standards of Practice document detailed a conceptual piece on retirees but was not further developed. With the approval of the NEC, the RAC would like to work with CoPE on this initiative.
- **CIPHI Outreach to Retirees:** The RAC has advocated to the CIPHI NEC for the creation of a communication infrastructure that would facilitate the specific targeting of groups such as CPHI(C) retirees (both CIPHI members and non-members). It is estimated that there are approximately 1,000 CPHI(C) retirees. As of March 31, 2023, there are 69 CIPHI retired members and 25 Life members for a total of 94 CIPHI members who are retired. As with most professional organizations, communication with members is primarily now done electronically. There are many ways that CIPHI retired members can stay connected with the profession. The NEC created several years ago an email listserv so that CIPHI members, non-members, and interested individuals can sign up via the CIPHI website. CIPHI National and several of the Branches in addition to websites also have Facebook, Twitter, and Instagram accounts that retirees can follow.
- **CIPHI Board of Certification (BOC) Exams:** The RAC continues to advocate that the BOC recruit recent retirees to assist with the work of the BOC as committee members, examiners, and to assist the Branch Exam Coordinators on the day of the exam. This is especially important during times when public health services capacity is challenged such as the current pandemic. The RAC offered to organize the BOC webinar training for those retirees who have not received the required examiner training.

**CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS**

**FINANCIAL STATEMENTS**  
**December 31, 2022**  
**(Unaudited)**

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## INDEX TO THE FINANCIAL STATEMENTS

December 31, 2022

(Unaudited)

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Statement of Financial Position	2
Statement of Operations and Changes in Net Assets	3
Statement of Cash Flows	5
Notes to the Financial Statements	6 - 8

## INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Members of Canadian Institute of Public Health Inspectors

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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, 2022, and the statement of operations and changes in net assets and the 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, 2022, 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 4, 2023

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## STATEMENT OF FINANCIAL POSITION

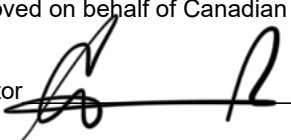
December 31, 2022

(Unaudited)

	2022	2021
	\$	\$
<b>ASSETS</b>		
CURRENT ASSETS		
Cash	102,403	135,835
Accounts receivable	31,958	20,220
GST/HST receivable	17,090	2,519
Prepaid expenses	27,225	9,680
Conference receivable	57,527	40,000
	236,203	208,254
INVESTMENTS (Notes 3 & 7)	582,653	700,560
TANGIBLE AND INTANGIBLE CAPITAL ASSETS (Note 4)	71,372	83,237
	890,228	992,051
<b>LIABILITIES</b>		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	29,950	37,563
Rebates payable	720	338
Deferred revenue (Note 6)	87,283	94,418
	117,953	132,319
LONG TERM LIABILITIES		
Deferred contributions relating to Intangible capital assets (Note 5)	71,372	83,174
	189,325	215,493
<b>NET ASSETS</b>		
Capital fund	-	63
General fund	588,615	666,579
Internally restricted - CoPE fund	17,350	17,350
Internally restricted - BOC fund	94,938	92,566
	700,903	776,558
	890,228	992,051

Approved on behalf of Canadian Institute of Public Health Inspectors

Director



Director



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



# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

For the year ended December 31, 2022

(Unaudited)

	Capital Fund 2022	General Fund 2022	Internally restricted CoPE 2022	Internally restricted BOC 2022	Total 2022	Total 2021
	\$	\$	\$	\$	\$	\$
<b>REVENUE</b>						
Member dues	-	234,653	-	-	<b>234,653</b>	226,152
Examination and review fees	-	1,050	-	227,650	<b>228,700</b>	227,224
Share of conference profit (net of expense)	-	55,887	-	-	<b>55,887</b>	-
Advertising and miscellaneous	-	33,084	-	-	<b>33,084</b>	29,232
NEC reimbursement	-	26,061	-	-	<b>26,061</b>	4,545
Special project (ISC)	-	18,999	-	-	<b>18,999</b>	18,999
Amortization of deferred contributions (Note 5)	11,801	-	-	-	<b>11,801</b>	11,801
Interest	-	5,929	-	-	<b>5,929</b>	8,028
Commissions	-	2,381	-	-	<b>2,381</b>	31
	<b>11,801</b>	<b>378,044</b>	<b>-</b>	<b>227,650</b>	<b>617,495</b>	<b>526,012</b>
<b>EXPENSES</b>						
Amortization	11,864	-	-	-	<b>11,864</b>	12,763
Awards, promotions and bursaries	-	63,612	-	-	<b>63,612</b>	83,699
Bank charges and interest	-	11,888	-	7,099	<b>18,987</b>	16,504
Consulting fees	-	9,250	-	-	<b>9,250</b>	28,500
Contracted services	-	74,995	6,656	102,648	<b>184,299</b>	104,693
Honoraria	-	8,250	-	-	<b>8,250</b>	8,250
Insurance	-	5,654	1,107	1,160	<b>7,921</b>	7,553
Maintenance contract	-	78,733	-	-	<b>78,733</b>	71,769
Meetings and travel (recovery)	-	80,811	16,535	91,990	<b>189,336</b>	33,428
Membership fees	-	1,474	-	-	<b>1,474</b>	2,198
National education committee	-	38,484	-	-	<b>38,484</b>	22,644
Office and miscellaneous	-	17,536	588	18,954	<b>37,078</b>	38,896
Printing and reproduction	-	433	-	3,119	<b>3,552</b>	5,812
Professional fees	-	8,266	-	-	<b>8,266</b>	10,281
Publications	-	19,620	-	-	<b>19,620</b>	11,992
Telephone	-	555	-	308	<b>863</b>	1,014
Website	-	11,561	-	-	<b>11,561</b>	4,944
	<b>11,864</b>	<b>431,122</b>	<b>24,886</b>	<b>225,278</b>	<b>693,150</b>	<b>464,940</b>

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

For the year ended December 31, 2022

(Unaudited)

	Capital Fund 2022	General Fund 2022	Internally restricted CoPE 2022	Internally restricted BOC 2022	Total 2022	Total 2021
	\$	\$	\$	\$	\$	\$
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	(63)	(53,078)	(24,886)	2,372	<b>(75,655)</b>	61,072
<b>Balance, beginning of year</b>	63	666,579	17,350	92,566	<b>776,558</b>	715,486
<b>Interfund transfers</b>	-	(24,886)	24,886	-	-	-
<b>Balance, end of year</b>	-	588,615	17,350	94,938	<b>700,903</b>	776,558

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## STATEMENT OF CASH FLOWS

For the year ended December 31, 2022

(Unaudited)

	2022	2021
	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Excess (Deficiency) of revenues over expenses	(75,655)	61,072
Items not requiring the outlay of cash:		
Amortization of capital assets	11,864	12,763
Amortization of deferred contributions	(11,801)	(11,801)
Total adjustments	63	962
	(75,592)	62,034
Change in non-cash working capital items:		
Accounts receivable	(11,738)	(14,858)
GST/HST receivable	(14,571)	(8,110)
Prepaid expenses	(17,545)	5,556
Conference receivable	(17,527)	-
Accounts payable and accrued liabilities	(7,613)	4,960
Rebates payable	382	(235)
Deferred revenue	(7,135)	(62,684)
	(75,747)	(75,371)
	(151,339)	(13,337)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Redemption (Purchase) of investments	117,907	(88,601)
<b>DECREASE IN CASH</b>	(33,432)	(101,938)
<b>CASH, BEGINNING OF YEAR</b>	135,835	237,773
<b>CASH, END OF YEAR</b>	102,403	135,835

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

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## NOTES TO THE FINANCIAL STATEMENTS

December 31, 2022

(Unaudited)

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### 1. STATUS AND PURPOSE

Canadian Institute of Public Health Inspectors (the "Institute") is incorporated without share capital as a not-for-profit organization under the Canada Not-For-Profit Corporations Act. The Institute 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) Fund Accounting

These financial statements have segregated operations by the following fund classification:

##### (i) Capital Fund

The Capital Fund reports common tangible capital assets, their related financing, and amortization.

##### (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, 2022

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### 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.

#### (h) Financial instruments

##### (i) Measurement of financial instruments

The Institute initially measures its financial assets and liabilities at fair value, except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate.

The Institute subsequently measures all its financial assets and financial liabilities at cost or amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of operation and changes in net assets.

Financial assets measured at amortized cost include cash, accounts receivable, conference receivable, and investments.

Financial liabilities measured at amortized include accounts payable and rebates payable.

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## NOTES TO THE FINANCIAL STATEMENTS

(Unaudited)

December 31, 2022

### 2. SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

#### (h) Financial instruments, CONTINUED

##### (ii) Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in the statement of operation and changes in net assets. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operation and changes in net assets.

##### (i) Related parties

Related party transactions are in the normal course of operations and have been measured at the exchange amount which is the amount of consideration established and agreed to by the related parties.

### 3. 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.

### 4. CAPITAL ASSETS

	2022 Cost	2022 Accumulated amortization	2022 Net	2021 Net
Computer equipment	\$ 2,719	\$ 2,719	\$ -	\$ -
CPC Database	236,027	164,655	71,372	83,174
Trademark	3,183	3,183	-	63
	241,929	170,557	71,372	83,237

### 5. 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.

### 6. DEFERRED REVENUE

Deferred revenue consists of BOC exam fees, membership dues and miscellaneous fees received in the current year that are for the subsequent year.

### 7. FINANCIAL INSTRUMENTS

The Institute's financial instruments consist of cash, investments, accounts receivable, and accounts payable and accruals. Unless otherwise noted, it is management's opinion that the Institute is not exposed to significant interest, currency, or credit risks arising from these financial instruments.