



Canadian Institute of Public Health Inspectors 90th Annual General Meeting

Monday, September 23rd, 2024
3:00pm – 5:00pm CST

Ramada Plaza by Wyndham
1818 Victoria Avenue,
Regina, Saskatchewan

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
Valerie Jackson - BC Branch President
Manny Ahmad - AB Branch President
Kelsie Dale - SK Branch President
Kiran Sidhu - 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
Karen Hann - CoPE Chair
Lena Parker - EHFC Chair
Peter Rogers - Retirees Committee Chair
Wendy Pons - 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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90th Annual General Meeting Agenda

Monday, September 23rd, 2024

3:00pm – 5:00pm CDT

Ramada Plaza by Wyndham
1818 Victoria Avenue,
Regina, Saskatchewan

- 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 89th 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. *2024 Award Nominations*
 - 10.2. *Approval of 2023 Financial Statements*
- 11. Motions**
 - 11.1. *Motion to Approve Bylaw Amendments*
- 12. Adjournment**

CIPHI NATIONAL 2024 AGM “IN MEMORIAM”

Prepared by CIPHI Retirees Advisory Committee

Carl Timothy (Tim) Bendig, CPHI(C) Retired, ON (1943 – 2023)

David (Dave) Michael Bennitz, CPHI(C) Retired, ON (1959 – 2024)

Marvin John Bugyik, CPHI(C) Retired, MB (1949 – 2023)

James (Jim) Ernest Debenham, CPHI(C) Retired, ON (2023)

Donald (Don) Ralph Doran, CPHI(C) Retired, NB (1942 – 2024)

James Leonard Ford, CPHI(C) Retired, ON (1939 – 2023)

Douglas (Doug) Ross Fralick, CPHI(C) Retired, ON (1929 – 2024)

Stéfane N.J. Gravelle, CPHI(C), MB (1979 – 2024)

Judith (Judy) Mrytle Hishon, CPHI(C) Retired, ON (1955 – 2024)

Donald (Don) Richard Hullah, CPHI(C) Retired, ON (1948 – 2024)

Richard Thorpe Lawrence, CPHI(C) Retired, BC (1953 – 2024)

Barbara (Barb) Jane Marshall, CPHI(C) Retired, ON (1953 – 2024)

Allan (Al) David McDougall, CPHI(C) Regular, ON (1952 – 2024)

David (Dave) Alexandar W. Stronach, CPHI(C) Retired, NS (1948 – 2023)

Ronald (Ron) Watkins, CPHI(C) Retired, BC (1943 – 2024)

89th Annual General Meeting Minutes

Monday, September 18th, 2023

Saint John, New Brunswick

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 15:10ADT	
2. Assessment of Quorum	38 participants online 47 participants in the room	
2.1. Parliamentarian	Gus Skinner has volunteered to serve this AGM as parliamentarian. Motion to appoint Gus SKinner as Parliamentarian Motion: Gary Tam Seconded: Ray Ramdayal All in favour. Opposed.	SLIDE #1
2.2. Sargeant-at-Arms	Cameron Weighill has volunteered to serve this AGM as Sergeant at Arms. Motion to appoint Cameron Weighill as Parliamentarian Motion: Karen Hahn Seconded: Ray Ramdayal All in favor. Opposed.	SLIDE #1
2.3. Scrutineers	Jennifer Guth and Jessica Crawley have volunteered to serve this AGM as scrutineers. Motion to appoint Jennifer Guth and Jessica Crawley as scrutineers. Motion: Cameron Weighill Seconded: Kari Engele-Carter All in favour	SLIDE #1

Agenda Item	Notes	Action
3. Introduction of Officers	<p>The Officers of the National Executive Council introduced themselves. Followed by introduction of:</p> <p><i>CoPE Chair - Cameron Weighill</i></p> <p><i>BOC Chair - Gary Tam</i></p> <p><i>Environmental Health Foundation of Canada - Ralph Stanley</i></p> <p><i>Retirees Advisory Committee - Peter Rogers, Pat Murray</i></p>	SLIDE #3-7
4. In Memoriam	<p>In Memoriam List shared on the screen.</p> <ul style="list-style-type: none"> • Arthur Augenas - ON Branch • Kenneth Blom - AB Branch • Daniela Cmiral - BC Branch • Alan de Rosario - BC Branch • Austin Estabrooks - NB Branch • Michael Gianfrancesco - ON Branch • Norman Giguere - ON Branch • Andrea Hall - BC Branch • Chris Lacovides - MB Branch • Ted King - ON Branch • Roger Mazerolle - NB Branch • Jim McCorry - NS Branch • John Mitchell - NS Branch • Peter Moccio - ON Branch • Christine Nagy - BC Branch • William Rogers - BC Branch • Frank Shimoda - ON Branch • Michael Smith - NB Branch • Clement Sten - ON Branch • Thomas Thomson - ON Branch • David White - ON Branch • Jim Ford - ON Branch • Marvin Bugyik - MB Branch • Bill Rogers - BC Branch • Harold Cawston - BC Branch 	SLIDE #8-10
5. Adoption of Agenda	<p>The agenda for the meeting was circulated in advance</p> <p>Motion to adopt the agenda</p> <p>Motion: Angela Whalen Seconder: Ralph Stanley</p> <p>All in favour. Opposed.</p>	

Agenda Item	Notes	Action
6. Approval of Minutes from the 88th Annual General Meeting,	<p>Correction - 7.4 Ralph as vice chair, Lena as chair of EHFC.</p> <p>Motion (for approval with correction): Kari EC Second: Ray Ramdayal</p> <p>All in favour. Opposed. Carried.</p>	#2
7. Officer Reports		
7.1. National Executive Council Report to Membership	<p>Casey Neathway (National President) spoke to the report.</p> <p>Question (Gary Tam) - As BC Branch Member, kudos for NEC and advocacy work. How are we going to ensure accountability from director to membership? Announcement of initial three directors, then recent advocacy director again. Feels membership is unclear on accountability and transparency on appointment/competition for director positions. How will NEC ensure this?</p> <p>Answer - Recruitment was shared via social media and listserv. Interview and rubric for each applicant. Assess involvement with CIPHI, Advocacy work, and general credentials. Open to thoughts on improvement as some members may have missed it.</p> <p>Announcement of moving away from ListServe to MaiChimp and process. Access for members, then call out for non-members. Rollout by January 1, 2024. Policy work to support this shift is underway.</p> <p>Comment - Cameron Weighill - should be using MSC as it covers members only, not listserv.</p>	#3
7.2. Board of Certification Report to Membership	<p>Gary Tam (BOC Chair) spoke to the report.</p> <p>No questions on report</p>	#4
7.3. Council of Professional Experience Report to Membership	<p>Camron Weighill (CoPE Chair) spoke to the report.</p> <p>Question - Would yoga count as a mental health activity?</p> <p>Answer (Cameron Weighill) - Yes, provided the description aligns with the requirement of the hours.</p>	#5
7.4. Environmental Health Foundation of Canada Report to Membership	<p>Ralph Stanley (EHFC vice-chair) spoke to the report.</p> <p>No questions on the report.</p>	#6

Agenda Item	Notes	Action
8. Special Reports		
9.1 Environmental Health Review Report	<p>Andrew Papadopolous was/was not available to answer questions, but members can submit questions to the CIPHI Office if they have any questions on the report.</p> <p>Noted that Andrew Papadopolous has indicated desire to resign. NEC has begun recruitment and has received two candidates. NEC will advise upon completion of recruitment process.</p>	
9.2 National Historian Report	Tim Roark was not available to answer questions, but members can submit questions to the CIPHI Office if they have any questions on the report	
9.3 Retiree Advisory Committee Report	<p>Peter Rogers (virtual) spoke to report.</p> <p>Peter advised that for the 2022 AGM meeting minutes required a correction in Sec 9.3. The report stated that he presented a verbal report. The correction is that he spoke to the written report that was presented,</p> <p>Question - Can retired members participate on the BOC panel? Answer - They may if they are maintaining their PDHs</p>	
10 New Business		
10.1 2023 Award Nominations	<p>Two awards this year. Will be presented at the President's Banquet.</p> <p>There were recipients of Honorary Membership this year.</p> <p>Reiteration of when call for nominations will go out and to encourage nominations.</p>	
10.2 Approval of 2022 Financial Statements	<p><i>Casey Neathway spoke to the CIPHI Budget & Finance report, noting an increase in expenditures, and a healthy reserve fund. CIPHI Core Business pillars of Certification, education, advocacy, and governance. Talked about the importance of investing into the complex work to make sure it's done properly, including moving towards French translations, and the demand from members for more advocacy and visibility for the profession. CIPHI website, advocacy campaigns, and education for members, as expenditures, towards the benefit of members.</i></p> <p><i>Is there a motion to accept the 2022 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated?</i></p>	#9

Agenda Item	Notes	Action
	<p>Moved: Gary Tam Seconded: Kari Engele-Carter</p> <p>All in favour: Opposed: none. Motion carried</p>	
<p>11. Motions</p>		
<p>11.1</p> <p>Motion to Approve Increase to Regular CIPHI Membership Dues</p>	<p>Casey Neathway read the text of Motion #1, as circulated in the AGM Binder.</p> <p><i>Moved by Casey Neathway, Seconded by: Kevin Kapell.</i></p> <p><i>Casey Neathway invited discussion on the Motion.</i></p> <p><i>Ray - Noted as \$200, but is different in each province, please explain Casey - Taxes and Branches ability to set their own</i></p> <p><i>Ray - Why has this come to the membership as a motion, when it is indicated we could increase without this?</i></p> <p><i>Casey - Our Bylaws are vague on who has the authority to change the assessment fees - NEC or embers. FOr transparency, we brought to the membership (alignment with sought legal opinion). Will be corrected in upcoming (previously planned) bylaw amendments.</i></p> <p><i>Member - Affects to other types of memberships?</i></p> <p><i>Casey - Only regular memberships affected at this time.</i></p> <p><i>Call the question: All in favor of motion as circulated</i></p> <p><i>All in Favour: 43 in room, 20 on zoom, 9 proxy = 72 total</i> <i>Opposed: 1 in room, 4 on zoom, 15 proxy = 20 total</i></p> <p><i>9 proxy votes were in favour to the Motion.</i> <i>15 proxy votes were opposed to the Motion.</i></p> <p><i>Motion carried.</i></p>	
<p>12. Adjournment</p>	<p>Casey Neathway requested any additional business or statements.</p> <p>Meeting was adjourned at 16:03ADT</p>	

GOVERNANCE REPORTS

Section 1: National Executive Council Report to Membership

Introduction:

The National Executive Council (NEC) is currently comprised of the elected Presidents of each CIPHI Branch, a National President, National President-Elect, and three National Directors (Policy & Governance, Education, and Advocacy). As of January 1, 2024, the one-year term of National Past-President Kevin Kapell was completed, and CIPHI thanks Kevin for his commitment to the organization throughout his five years as an Officer. Kevin will remain as the CIPHI representative on the National Collaborating Centre for Environmental Health (NCCEH) Board as well remaining the CIPHI liaison to the Environmental Health Foundation of Canada, until those terms expire in 2025.

The NEC is responsible for the day-to-day operations of CIPHI as set forth in the Canadian Not-for-Profit Corporation Act and the CIPHI Bylaws, enacted pursuant to the Act. The NEC is responsible for identifying and pursuing initiatives that support the objectives of CIPHI. All CIPHI Boards and Committees named within the Bylaws, including the Board of Certification, Council of Professional Experience, and Retirees Advocacy Committee 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 receive, and appreciate the services of, National Webmaster Mike LeBlanc; Environmental Health Review Editor Wendy Pons; National Historian Tim Roark; Listserv Manager Peter Heywood; and Social Media Manager Vanessa Nickelo.

The business of the NEC is conducted via regularly scheduled monthly meetings, held virtually using the Google Meet platform. CIPHI utilizes additional software tools from Google for communications, document sharing and development, and collaborative practice, which are made freely available to the organization as a registered not-for-profit corporation. The NEC meets twice annually in-person in addition to these virtual monthly meetings, with the first of these in-person meetings occurring in Calgary, Alberta in January 2024 and the second to be held in Regina, Saskatchewan in September 2024. The CIPHI Annual Educational Conference will be held September 22 to September 25, 2024, in Regina, Saskatchewan.

The CIPHI President and President-Elect continue to meet monthly with the Chair and Vice Chair of the Board of Certification, the Chair and Audit Lead of the Council of Professional Experience and hold quarterly meetings with the President of the Environmental Health Foundation of Canada. Through work in collaboration with the Retirees Advocacy Committee, the NEC has finalized terms of reference and established quarterly meetings with this group, to advise, promote, and support retired environmental public health professionals.

CIPHI contracts administrative supports to the CIPHI Office, 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 the NEC and other CIPHI Committees to meet our operational needs. The NEC continues to identify ways to maximize the efficient use of these contracted services.

This report highlights the work conducted by CIPHI since the 2023 Annual General Meeting. Further details on large organizational initiatives are included in specific reports within this document.

Advocacy:

The CIPHI advocacy initiatives, led by National Advocacy Director Meaghen Allen, are focused on 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. The 2024 advocacy campaign is specifically focused on targeting young adults to attract new candidates into the profession. Launched on July 31, 2024, and running for six weeks, the campaign highlights the unique nature of the role of environmental public health professionals using the tagline “a career outside of the ordinary”. Advertisements were purchased on social media platforms as a means to raise awareness of environmental public health as an exciting and rewarding career path.

CIPHI’s 2023 advocacy campaign built on the success of the 2022 “Made Possible By ...” campaign to increase awareness of the field of environmental public health and highlight the complex work done by CIPHI members. Launched on August 22, 2023, the national campaign showed the breadth of facilities and services that CIPHI members interact with, and as with past campaigns utilized click through traffic to the CIPHI.ca website from digital advertisements as key performance indicators. During the six-week duration of the 2022 campaign, CIPHI saw nearly seven million impressions from our advertisements and nearly nine thousand visits to our website from those ads. For the 2023 Environmental Public Health Week, CIPHI highlighted member-submitted content outlining how members “support the health of all Canadians by ...”. We thank all CIPHI members who participated in the initiative and shared the unique and valuable work they do.

Education:

Under the leadership of National Education Director Kari Engele-Carter, CIPHI continues to provide educational offerings to environmental public health professionals through both virtual (webinar) options and the in-person Annual Education Conference. As in 2023, CIPHI has focused on providing educational sessions that supplement, and don’t replace, those which are provided by our partner organizations including NCCEH, Ontario Public Health, and others. Offerings in 2024 on leadership, conflict resolution, and personal wellness have reflected feedback from our membership on what would be most valuable to them, which are also reflected in the updated professional development model for the organization.

CIPHI will continue to offer these educational sessions to both members and non-member environmental public health professionals and look forward to continued input from our membership on the types of sessions that would be useful.

Policy and Governance:

CIPHI National Policy & Governance Director Ann Thomas has worked closely with our legal counsel in 2024 to both update our operating approaches to ensure compliance with all relevant statutes and laws, as well as to update our National Bylaws. It was recognized that our current bylaws contained sections that were not in compliance with the current national Not-For-Profit Corporations Act. Further, CIPHI's relationships with external organizations including CIPHI Branches who are registered entities within their own provinces and the Environmental Health Foundation of Canada were neither formalized nor appropriate within the context of the Act. A complete rewrite of the National Bylaws has been approved by the NEC and will be brought to membership at the 2024 Annual General Meeting for ratification. The NEC is pleased that these updates provide better clarity on the role and function of the organization, and more importantly ensure compliance with federal legislation.

National and International Relationships

CIPHI continued to build upon its participation in national work related to public health, with CIPHI BOC Chair Gary Tam participating on behalf of the organization in the updates to the Public Health Agency of Canada's Core Competencies. Having a CIPHI perspective in this work ensures that our certification and professional development programs, as well as CIPHI's instructional objectives, are aligned throughout the spectrum of an environmental public health professional's career. Additionally, CIPHI maintains a position on the NCCEH Advisory Board to effectively link the knowledge translation needs of CIPHI members to the outputs of the NCCEH. In 2024, the CIPHI President met with executive leadership of employers in Saskatchewan and British Columbia to highlight the importance of the profession and to identify opportunities for collaboration on recruitment, retention, and recognition of environmental public health professionals. The NEC looks forward to additional opportunities for collaboration at national, provincial/territorial, and local levels to advance the interests of the profession.

On the international stage, CIPHI has continued to play a more prominent role as a member organization of the International Federation of Environmental Health (IFEH), with President-Elect Natalie Lowdon attending the IFEH National Congress in Perth, Australia. The NEC has formalized a terms of reference document outlining the leadership role of CIPHI Officers in these international spaces and looks forward to continuing our partnership with the IFEH Americas Group, including member organizations such as The National Environmental Health Association (NEHA), Jamaican Association of Public Health Inspectors (JAPHI), and Haitian Institute of Health and Environment (HIHE).

CIPHI has also moved to formalize our working relationship and partnership with NEHA through a Memorandum of Understanding, which highlights the reciprocal agreement for Officers from each organization to attend Annual Education Conferences. In 2024, the CIPHI National President and National President-Elect attended the NEHA AEC in Pittsburgh, Pennsylvania to continue the collaboration between the organizations and look forward to welcoming the NEHA President and other representatives to the CIPHI AEC in Regina, Saskatchewan. Recognizing the international nature of many emerging and climate-driven environmental public health concerns, CIPHI will continue to build these partnerships to advocate for the field and support the professional development of our members.

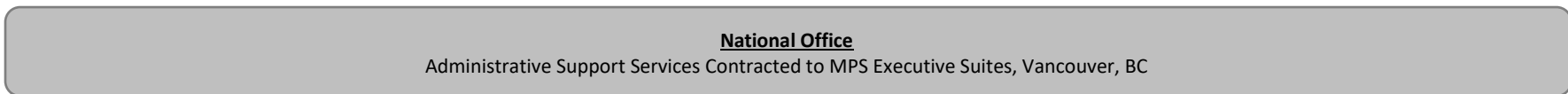
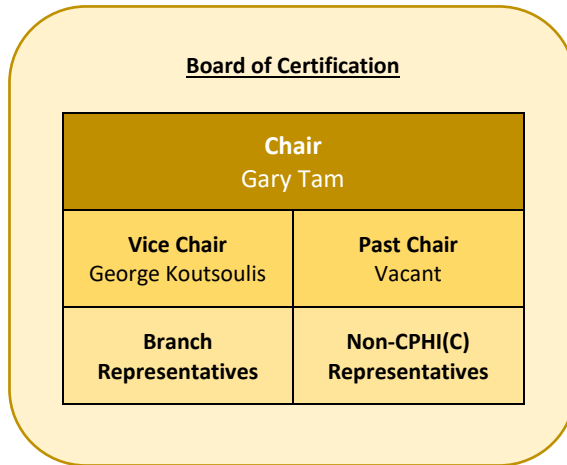
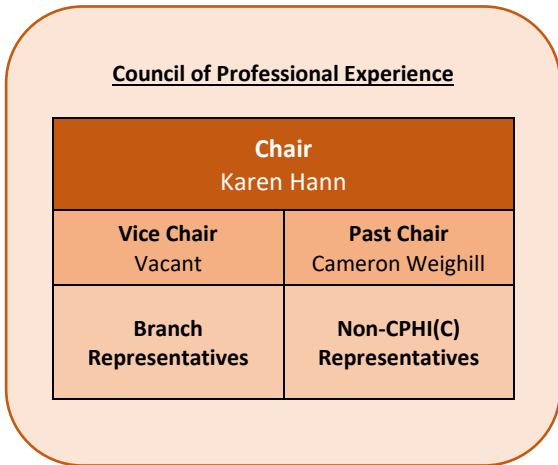
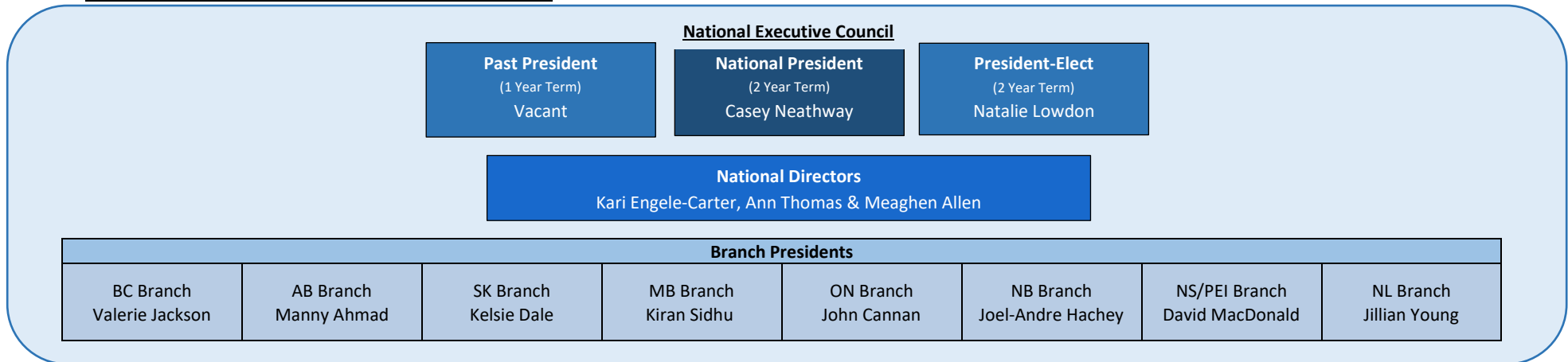
ICISP et Traduction

Continuing the work that was started in 2023, CIPHI continued the process of translating all appropriate operational documents into both official languages, including National Operating Policies and the professional development model. Additionally, just-in-time translation services ensure that BOC candidates can take their certification exams in either official language. For 2024, the introduction of an official ICISP website at ICISP.ca allows our French-speaking members to have equal and equitable access to organizational information.

Future Focus

The introduction of new CIPHI national bylaws sets a foundation for the organization to move into 2025 and beyond. While 2025 also marks the end of CIPHI's five-year strategy, focusing on the three pillars of advocacy, education, and policy and governance, the NEC anticipates these pillars will continue to be the organizational focus. We thank the dedicated volunteers and CIPHI members who commit their time and energy to advancing the profession and protecting the health of all Canadians.

CIPHI Organizational Chart – As at June 2024



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office@ciphi.ca www.ciphi.ca www.icisp.ca

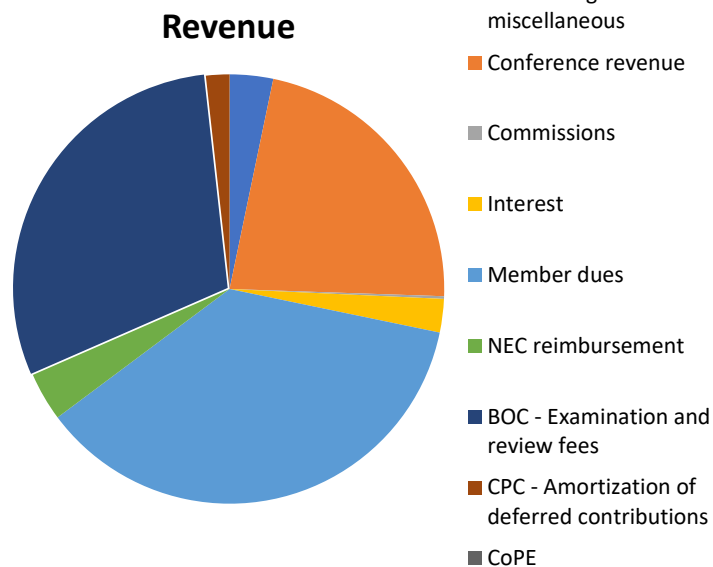
FINANCIAL SUMMARY

The financial status of the organization was overseen in 2023 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: 2023 Financial Summary of Revenue & Expenses

Revenue	Total
Advertising and miscellaneous	\$21,827.00
Conference revenue	\$148,671.00
Commissions	\$1,326.00
Interest	\$16,813.00
Member dues	\$243,918.00
NEC reimbursement	\$24,413.00
BOC - Examination and review fees	\$198,856.00
CPC - Amortization of deferred contributions	\$11,801.00
CoPE	\$0.00
Total Revenue	\$667,625.00



Expenses	Total
NEC Expenses	\$461,622.00
BOC Expenses	\$243,617.00
COPE Expenses	\$60,598.00
Conference Expense	\$122,041.00
Insurance	\$6,145.00
Depreciation	\$11,801.00
Total Expense	\$905,824.00
Profit (Deficit)	(\$ 238,199.00)

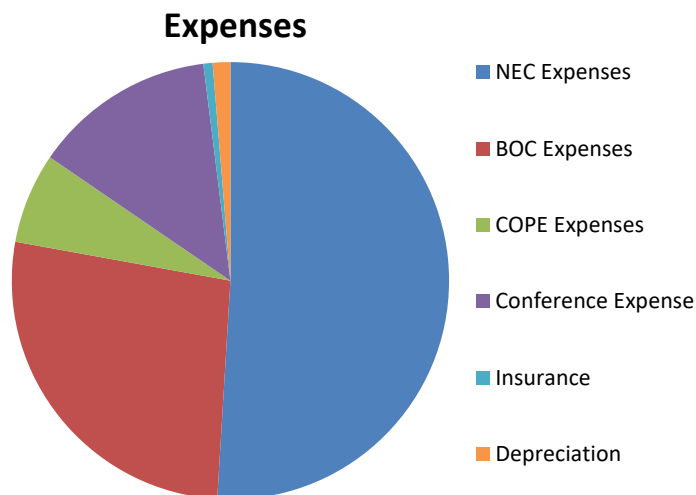


Table 1.2: 2023 Statement of Changes in Fund Balances

For the year beginning January 1, 2023	Total
Cash	\$102,403.00
Term Deposits	\$582,653.00
Total Cash & Cash Equivalents (For the year beginning January 1, 2023)	\$685,056.00
Changes during the year ending December 31, 2023	Total
Profit (Loss)	(\$238,199.00)
Capital Fund	\$0.00
Working Capital Accounts	\$72,646.00
Closing Balance for the year ended December 31, 2023	(\$165,553.00)
Total Cash	\$106,161.00
Term Deposits	\$413,342.00
Total Cash & Cash Equivalents (For the year ended December 31, 2023)	\$519,503.00

Table 1.3: 2023 Statement of Financial Position

Assets		Liabilities	
For the Year Ended on December 31, 2023		Current	
Cash and Cash Equivalents	\$519,503.00	Account Payable and Accruals	\$22,377.00
Accounts Receivable	\$37,250.00	Rebates Payable	\$668.00
HST Receivable	\$7,931.00	Deferred Revenue	\$104,305.00
Prepaid Expenses	\$25,370.00		\$127,350.00
	\$590,054.00	Other Liabilities	
Capital (Computer Equipment, Trademark & CPC Database)	\$59,571.00	Deferred Contributions Related to Capital Assets	\$59,571.00
Assets Balance	\$649,625.00	Fund Balances	
		Invested in Capital Assets (Capital Fund)	\$0.00
		Unrestricted (Operating Fund)	\$395,177.00
		Internally Restricted	\$67,527.00
			\$462,704.00
		Liability & Fund Balances	\$649,625.00

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, 2016-2023

Branch	2016	2017	2018	2019	2020	2021	2022	2023
Alberta (incl. NWT & Nunavut)	332	337	331	326	323	326	315	342
British Columbia (incl. Yukon)	126	157	151	132	164	164	184	197
Manitoba	58	55	63	62	62	59	61	59
New Brunswick (incl. Quebec)	47	50	51	55	41	37	47	38
Newfoundland & Labrador	17	17	21	21	17	17	14	12
Nova Scotia / Prince Edward Island	65	58	63	68	67	72	79	75
Ontario	528	493	540	539	481	497	549	547
Saskatchewan	95	99	98	100	99	89	95	88
Canada	1,268	1,266	1,318	1,303	1,254	1,261	1,344	1,358

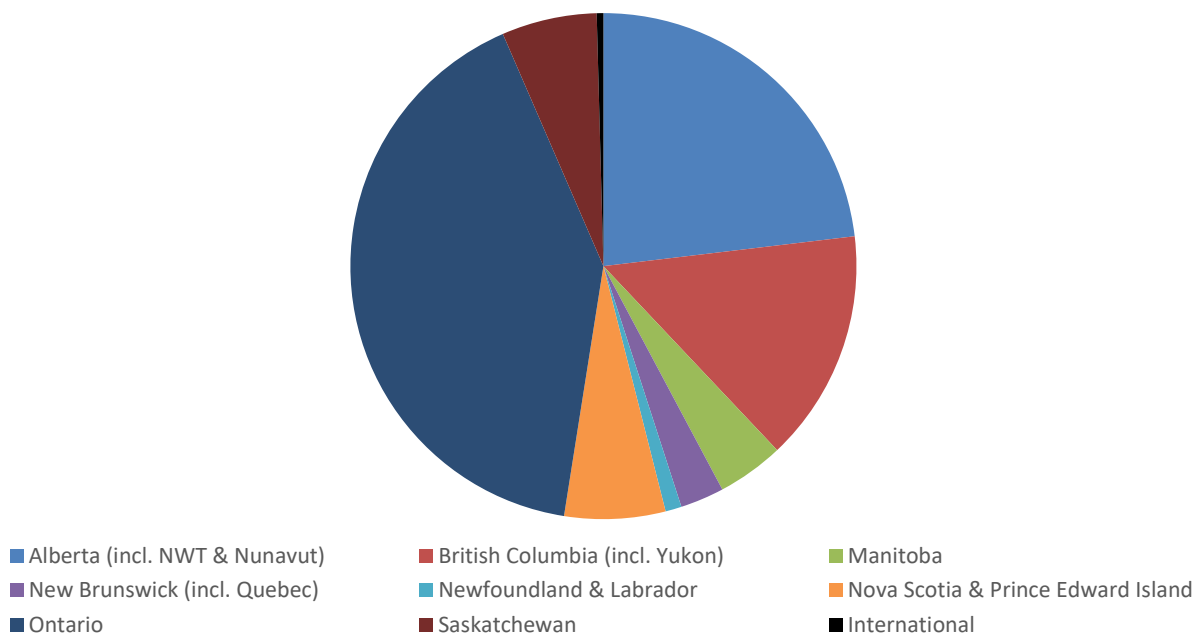
Table 1.5: 2023 Membership Type Distribution by Branch

Branch	Membership Type							Total
	Regular	Retired	Student	Fraternal	Life	Honorary	Int'l	
Alberta (incl. NWT & Nunavut)	342	7	19	0	3	8	1	380
British Columbia (incl. Yukon)	197	12	22	0	5	8	0	244
Manitoba	59	5	3	0	3	0	0	70
New Brunswick (incl. Quebec)	38	5	1	0	1	1	0	46
Newfoundland & Labrador	12	4	0	0	1	0	0	17
Nova Scotia / Prince Edward Island	75	5	21	0	2	3	0	106
Ontario	547	38	72	3	7	7	0	674
Saskatchewan	88	3	5	1	0	3	0	100
International	0	0	0	0	0	7	0	7
Canada	1,358	79	143	4	22	30	1	1,637

Table 1.6: 2023 Life and Honorary Membership by Branch

Branch	Life	Honorary	Total
Alberta (incl. NWT & Nunavut)	3	8	11
British Columbia (incl. Yukon)	5	8	13
Manitoba	3	0	3
New Brunswick (incl. Quebec)	1	1	2
Newfoundland & Labrador	1	0	1
Nova Scotia / Prince Edward Island	2	3	5
Ontario	7	7	14
Saskatchewan	3	0	3
International (Outside Canada)	0	7	7
Canada	22	37	59

Figure 1.1: 2023 Total Membership* Distribution by Branch



**All membership types are included.*

National Awards Committee Report for 2023

Contributed by John Cannan

This is my second year as the National Awards Committee Chair so this will be my final Awards report. There were several significant developments for the awards committee this year.

First, an agenda item to create a new “Charlie Young Memorial Award” for 2025 was presented by the Retirees Advisory Committee to the National Executive Council. This award will be to recognize a member who displays exceptional levels of mentorship. A motion was made by Casey Neathway and seconded by myself to create this National Award. This motion passed. Look forward to seeing this award presented next year.

There were two small amendments made to National Operating Procedure #1 “National Awards”. The changes prohibit standing members of any national board from being nominated for a national award, as well as excluding a NEC member from voting on an award if they have made a nomination.

Lastly, I created some procedures to assist the next Award Committee Chair when they order, present and tally votes for the national awards. The procedures work in conjunction with the NOP and were reviewed by David MacDonald and Ann Thomas for errors and omissions. Thank you to both for their assistance with this.

Every Year the following National Awards are offered 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 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.

Last year in 2023 there were again only two National awards presented at the conference in St. Johns, New Brunswick.

- Kevin Kapell from Saskatchewan received the Alex Cross Award and was nominated by Kelsie Dale and Natalie Lowden.
- Janice Gammie from Nova Scotia was presented with the President's Award. Janice was nominated by Keara Shaw, Lal Rishi and Heidi Darling.

A nomination for a Life Member was received last year but the application was not approved by the branch executive.

Lastly, Klaus Seeger, Jacques Nadeau, Michael Morrison from Ontario and Mark Allen from New Brunswick were awarded their 50 Year Member award. Well done gentlemen.

Please see the narrative and nomination letters for Kevin Kapell and Janice Gammie on the upcoming pages.

Narrative of Janice Gammie for CIPHI President's Award 2023

Nominated by Keara Shaw (Alberta Branch member, current BOC Past-Chair)

Seconded by Lal Rishi (current BOC Ontario branch rep, current NEP Chair) and Heidi Darling (current BOC Nova Scotia / PEI Branch rep)

Keara, Lal, and Heidi enthusiastically nominate Janice Gammie for the 2023 CIPHI President's Award for her outstanding service and commitment to the Canadian Institute of Public Health Inspectors while she was in her positions with the Board of Certification and the National Exam Panel.

Janice certified with CIPHI in 1990 and has been active within the Institute over the course of her career.

Janice first joined the Board of Certification (BOC) in 2016 when she was appointed as the Nova Scotia / PEI branch representative. During her time on the BOC, she actively participated in school accreditation reviews; contributed to the development and implementation of the 2018 BOC Instructional Objectives; contributed to the development and implementation of the international candidate's equivalency exam; and, held the position of Chair for the National Exam Panel (NEP) from 2018 until the end of 2021. The BOC and NEP projects Janice worked on were no small tasks. Here is a more detailed list of her contributions to CIPHI while she was in office:

- She actively participated on multiple BOC school review panels: First Nations University of Canada (FNUC) review panel in June 2017, Concordia review panel in October 2017, Conestoga review panel (lead) in October 2018, FNUC review panel in May 2019.
- In her BOC role as the Nova Scotia / PEI Branch rep she established a good working relationship with her regional school's program coordinator and director (Cape Breton University) and was always timely in submitting their school reports to the BOC prior to the bi-annual meetings.
- She was an active member on the BOC practicum evaluation form and rubric review sub-committee, which resulted in a modernized form with an improved evaluation for the practicum students working towards their certification.
- She was an active member on the Instructional Objectives (IOs) review sub-committee. Changes to the IOs also resulted in the need to carry out a significant review and update of the BOC admin policies, which Janice actively contributed to, resulting in the successful implementation of the 2018 IOs we have today.
- She was an active member on the international candidates sub-committee and participated in the writing and validation of several multiple-choice questions for the international equivalency exam, and assisted with the policy development for the implementation of the new program and exam which came into effect April 2021.
- Janice was part of the contingency planning team that developed the guidelines and established the logistics to host an online certification exam in April 2021 due to the COVID-19 pandemic and the provincial restrictions that prevented certification exams from being done in-person.
- She was appointed as the back-up to the sitting NEP Chair in 2016, and became Chair of the NEP in 2018, and held that position until the end of 2021. She was involved in the NEP with the utmost passion to develop quality BOC exams during her tenure. She was instrumental in developing quality BOC exams embracing the topical issues facing public health embracing Covid

pandemic, built environment, and climate change. She coordinated the update of the BOC IOs through the NEP during her time as Chair. She worked tirelessly with other team members on the NEP and BOC to ensure the national exams were reflective of the changing expectations of the public health profession. She was an exceptional mentor to ensure the next BOC rep was ready to take on the challenge to lead the NEP group after her tenure as NEP chair.

- Also, during her time on the NEP, she re-organized the entire exam bank that had previously been held on a USB stick to a Dropbox account with an updated naming convention for better tracking, storage, and security of exam questions.
- Despite being a relatively new member to the BOC, she organized and hosted the BOC 2017 spring bi-annual meeting in Halifax. She coordinated the meeting space and extracurricular activities for visiting BOC members and did a tremendous job to make everyone's visit to Halifax an enjoyable one.
- For many years she was the lead on BOC training and document management. She updated and maintained the BOC presentations and presented examiner training and mentor training at several CIPHI Annual Educational Conferences and during other virtual opportunities.
- In addition to her tremendous contribution to the Board of Certification, Janice had volunteered for CIPHI in other capacities, such as conference planning for the 2019 Halifax CIPHI Annual Educational Conference, which was the year that we experienced the Halifax hurricane. She was a part of the organizing committee, and her primary role was registration, although she was always there for anything they needed.

Janice also volunteers outside of CIPHI. She belongs to a local paddling team. Volunteers at the local events at the club and their races and has provided public health education for their facilities so the local health inspector never had an issue. An advantage to add public health into her personal life, without compensation shows true dedication to profession to provide assistance outside of her scope of practice. Janice also attended the 13th Club Crew World Dragon Boat Championships in Sarasota, Fla., in July 2022. Her team captured six gold and three bronze medals over the week-long event.

Always the first one to raise her hand and eager to volunteer even when her plate was extremely full, and she showed no signs of burnout within her 6 years with the BOC with a full allotment of works on each committee for BOC and then NEP chair, outside of her full-time work. Janice completed her two term commitments with the Board of Certification and her Chair position on the NEP on December 31, 2021. Due to the volume of work Janice had been involved in, even when her BOC term came to an official end, she continued to support the new Chair of the NEP in their transition into 2022, and she continued to support the international candidate equivalency 2022 exam.

Janice is extremely deserving of the CIPHI president's award due to her passion and commitment to advancing our profession. We are so thankful for her amazing contributions!

Nomination of Janice Gammie for CIPHI President’s Award 2023 – short version (max 350 words)

Nominated by Keara Shaw (Alberta Branch member, current BOC Past-Chair)

Seconded by Lal Rishi (current BOC Ontario branch rep, current NEP Chair) and Heidi Darling (current BOC Nova Scotia / PEI Branch rep)

Keara, Lal, and Heidi enthusiastically nominate Janice Gammie for the 2023 CIPHI President’s Award for her outstanding service and commitment to the Canadian Institute of Public Health Inspectors while she was in her positions with the Board of Certification and the National Exam Panel.

Janice first joined the Board of Certification (BOC) in 2016 when she was appointed as the Nova Scotia / PEI branch representative. During her time on the BOC, she actively participated in school accreditation reviews; contributed to the development and implementation of the 2018 BOC Instructional Objectives (IOs); contributed to the development and implementation of the international candidate’s equivalency exam; and, held the position of Chair for the National Exam Panel (NEP) from 2018 until the end of 2021. The BOC and NEP projects Janice worked on were no small tasks.

Janice led the NEP with the utmost passion to develop quality BOC exams during her tenure. She was instrumental in developing quality BOC exams embracing the topical issues facing public health embracing Covid pandemic, built environment, and climate change. She worked tirelessly with other team members on the NEP and BOC to ensure the national exams were reflective of the changing expectations of the public health profession. She was an exceptional mentor to ensure the next BOC rep was ready to take on the challenge to lead the NEP group after her tenure as NEP chair.

Janice completed her two term commitments with the Board of Certification and her Chair position on the NEP on December 31, 2021. Due to the volume of work Janice had been involved in, even when her BOC term came to an official end, she continued to support the new Chair of the NEP in their transition into 2022, and she continued to support the international candidate equivalency 2022 exam.

Janice is extremely deserving of the CIPHI president’s award due to her passion and commitment to advancing our profession. We are so thankful for her amazing contributions!

Nomination Letter for Kevin Kapell for the Alex Cross Award

July 6, 2023
CIPHI Awards Committee
#720 – 999 West Broadway Ave
Vancouver, BC
V5Z 1K5

Dear CIPHI Awards Committee,

We are writing to nominate Kevin Kapell for the Alex Cross Award. We have had the pleasure of working with Kevin both professionally and through his work with CIPHI. Kevin has consistently shown exemplary leadership, professional integrity, and displayed the highest standards of professional practice during the past year and over several years.

Kevin inspires excellence and is continuously working to advance the field of Environmental Public Health. Professionally, he has demonstrated a commitment to leadership, trust, and courage in the field of public health through to his current role as Clinical Integration Manager with the Saskatchewan Health Authority. He works closely with supervisors and employees of various programs to ensure high quality services being delivered, working with other managers to provide consistent approaches throughout the province. Prior to this role, Kevin was the Primary Health Care Network Manager and was responsible for overseeing program delivery and staffing for public health nursing, public health inspection, population health promotion, and other client public health therapies and services. Kevin was also the Public Health Manager lead for the COVID-19 response in his region, bringing together interdisciplinary teams to respond to the public health intervention needs during the pandemic. Kevin has consistently worked to build partnerships with leaders in other areas of his organization and those outside of it to optimize service delivery. Kevin was the CIPHI Saskatchewan Branch President from 2017 to 2019, appointed National President-Elect on October 31, 2019, and became the CIPHI National President from January 1st, 2021 to January 1st, 2023.

In his CIPHI National President role, Kevin used his leadership, interpersonal, organizational and professional skills to navigate the national executive towards informed and responsible decision-making. Always the professional, Kevin worked with the council to set the standards for the CPHI(C) professionals in Environmental Public Health and for the profession across Canada by organizing, supporting and moving forward multiple initiatives. Kevin has the ability to bring people together towards a shared vision and goals, and during his term the three main pillars of focus for CIPHI were determined and the focus on these pillars resulted in the creation of national director positions to lead each of the areas into development and action. The development of the CIPHI website was the first step to have public facing content for the public to better understand the profession and the field of EPH. The addition of a policy director position was successful in advancing the policies to outline the progressive compliance cycle for mandatory membership in good standing and maintain PDHs as a mandatory standard for the profession.

The addition of an advocacy director position was successful in launching the first national advocacy campaign in 2022 to promote the institute, the field of Environmental Public Health and the profession to the public across Canada. The addition of an education director position was also successful in having a strategic approach to advancing the educational opportunities offered to members from national and assisting with national educational conference planning.

With his vast knowledge of CIPHI at branch and national level, Kevin was selected to serve as the EHFC liaison to the NEC. Kevin also has been appointed as the NEC representative to the NCCEH Advisory Board due to his in-depth environmental health expertise.

In addition to being a skilled problem solver, Kevin is deeply committed to fostering diversity and inclusivity both in the workplace and in his CIPHI volunteer work. He consistently promotes equity and equality in everything he does, creating an environment where everyone feels valued and respected.

Kevin is a true visionary, always thinking ahead and coming up with innovative solutions to complex problems. He inspires those around him with his passion, dedication, and positive attitude. His skills in these areas have also been reflected in his community involvement. He has been an active community member as a baseball and hockey coach over the years.

Overall, Kevin exemplifies what it means to be a transformational leader. His influence extends throughout all of his activities, positively impacting both his employer, public health, the community, CIPHI, and the field of environmental public health. It would be an honor to see Kevin recognized as a recipient of the Alex Cross Award, as he truly embodies the spirit of this prestigious accolade. Thank you for your consideration.

Sincerely,
Kelsie Dale, Natalie Lowdon, Casey Neathway, and Ann Thomas

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 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	10	50%	17	9	53%	16	8	50%	10	6	60%
British Columbia	21	13	62%	19	12	63%	21	16	76%	3	2	67%
Manitoba	10	7	70%	10	7	70%	8	8	100%	2	1	50%
New Brunswick	4	3	75%	4	3	75%	4	4	100%	0	0	0%
Newfoundland	1	1	100%	1	1	100%	1	1	100%	0	0	0%
Nova Scotia	2	2	100%	2	2	100%	2	2	100%	0	0	0%
Ontario	70	25	36%	69	28	41%	67	49	73%	5	1	20%
Saskatchewan	3	1	33%	3	2	67%	3	2	67%	0	0	0%
TOTAL	131	62	47%	125	64	51%	122	90	74%	20	10	50%

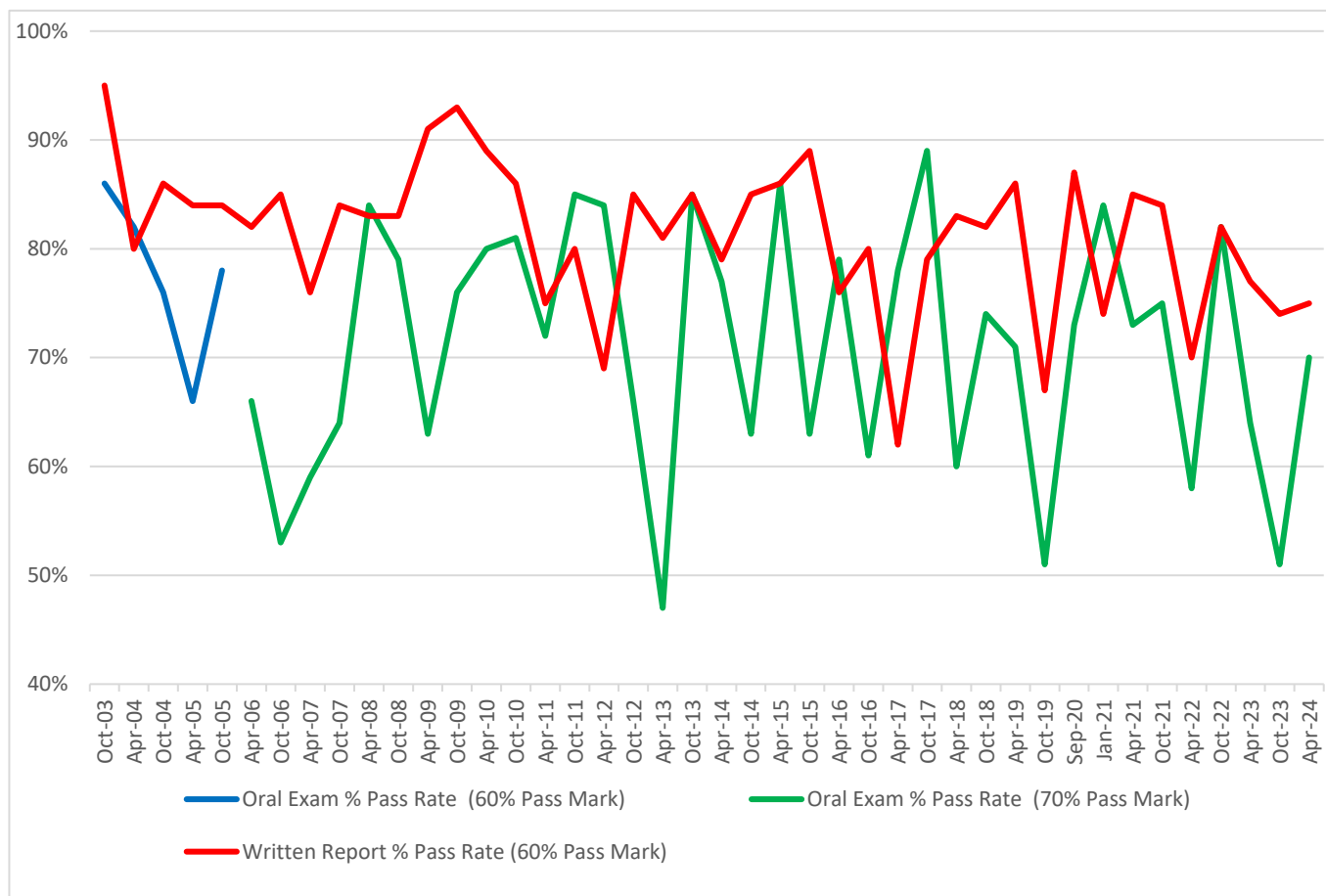
Table 2.2 April 2024 Exam Results

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	14	7	50%	12	6	50%	13	8	62%	3	3	100%
British Columbia	10	3	30%	10	5	50%	8	4	50%	6	2	33%
Manitoba	7	5	71%	7	6	86%	6	5	83%	1	1	100%
New Brunswick	3	3	100%	3	3	100%	2	2	100%	1	1	100%
Newfoundland	1	1	100%	1	1	100%	1	1	100%	0	0	0%
Nova Scotia	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Ontario	52	34	65%	51	38	75%	31	24	77%	36	27	75%
Saskatchewan	10	7	70%	9	6	67%	8	8	100%	6	4	67%
TOTAL	97	60	62%	93	65	70%	69	52	75%	53	38	72%

Table 2.3: Exam Pass Rates, October 2003 – April 2024

EXAM DATE	Oral Exam % Pass Rate (60% Pass Mark)	Oral Exam % Pass Rate (70% Pass Mark)	Written Report % Pass Rate (60% Pass Mark)
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%
October 2023		51%	74%
April 2024		70%	75%

Figure 2.1: Exam Pass Rates, October 2003 – April 2024



**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:

- George Koutsoulis appointed as Vice Chair of the Board of Certification in January 2024.
- Nimone Campbell joined the Board as SK Branch Representative in January 2024.
- Alexandre Tancrede joined the Boards as CAF Representative in January 2024.
- Julie Spurvey joined the Board as NB/QC Branch Representative in January 2024.
- Julie A. Swanlund joined the Board as Manitoba Branch Representative in March 2024.
- Heidi Darling decided to step down from the Board as NS/PEI Branch Representative in June 2024.

BOC MEMBERSHIP (as of June 2024)

Member Name	Position	Status	CPHI(C)/PDH
Gary Tam	Chair	Term expires Dec 31, 2024	Yes
Vacant	Past Chair	N/A	N/A
George Koutsoulis	Vice Chair	Term expires Dec 31, 2024	Yes
Angela Whalen	BC Branch	First term expires Dec 31, 2024	Yes
Daria Romanish	AB Branch	Second term expires Dec 31, 2025	Yes
Nimone Campbell	SK Branch	First term expires Dec 31, 2026	Yes
Julie Swanlund	MB Branch	First term expires Dec 31, 2026	Yes
Lal Rishi	ON Branch	Second term expires Dec 31, 2025	Yes
Alexandre Tancrede	CAF	First term expires Dec 31, 2026	Yes
Vacant	NS/PEI Branch	N/A	Yes
Julie Spurvey	NB/QC Branch	First term expires Dec 31, 2026	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 30, 2023 & April 24, 2024.
- 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 ten qualified foreign-trained candidates on April 24, 2024. Five candidates were successful on the exam.

Accredited Institutions

- Conestoga College Kitchener is the only school review conducted since the last National CIPHI Annual General Meeting. Below is the current schedule for school reviews:

School	Last Review	Next Review
CBU	October 2022	October 2027
Concordia	October 2022	October 2025
Conestoga	November 2023	November 2028
BCIT	October 2021	October 2024
Université de Montréal	March 2022	March 2026
TMU	April 2022	April 2027

Regulations & Policy Updates

- The BOC has been working on the modernization of the BOC Regulations to reflect the current practices of the Board. The proposed BOC Regulations are currently under review by the National Executive Council.

Portfolios

- Terms of Reference of all BOC portfolios are updated.
- A new portfolio, BOC Education & Advocacy, was created to improve the communication of the current BOC information with specific target audience, including students, schools, training agencies, and examiners.

Reformatting BOC Written Segment Project

- The project team has been working on fine-tuning the new marking rubric to improve inter-rater reliability that can yield consistent marks between examiners. Once this phase is complete, the project team will engage with stakeholders to introduce the reformatted written segment process and the new marking rubric.
- The new process is planned to be implemented in the April 2026 exam.

Section 3: Council of Professional Experience Report to Membership

Contributed by Karen Hann, Chair

The Council of Professional Experience (CoPE) oversees the administration of the Continuing Professional Competencies (CPC) program within CIPHI. CoPE provides 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 12 members, who have been appointed through consultation with CIPHI Branches and the National Executive Council (NEC).

Karen Hann - Chair	Debbie Hylton - ON
Cameron Weighill – Past Chair	Wendy Pons - ON
Stacey Sowa – BC	Khatija Essaji – NL
Jennifer Guth – AB/NU/NWT	Karen Edgar - NS/PEI
Alden George – SK	Jessica Crawley – NB/QC
Aman Singh – MB	Garth Gosselin - National

CoPE recruited both a Manitoba Branch Representative and a Saskatchewan Representative. It is of utmost importance that each province has representatives to assist with the audits.

Professional Development Model

Last year our team completed a review of professional development hours (PDHs) within the participation category submission for 2022. We identified confusion regarding the use of the subcategories Formal Mentoring and Job Shadowing. As well we have identified mental health and wellbeing as an important component of the practice of environmental public health.

We are pleased to announce that this has been incorporated into our professional development model for 2023. This went live when the MSC reopened for PD entries this past February.

New Member Service Centre

As with any new platform, the CIPHI office and CoPE have encountered several technical issues associated with the MSC in 2022, 2023 & 2024, 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 entering their PDHs.

We continued to work with the vendor and are very pleased to announce that the 2023 audits are complete. CoPE has spent many hours to achieve this, and I would like to acknowledge all of the hard work from the team. This would not be possible without the quick responses and last-minute meetings.

Audit Results

As previously noted, the technical issues with the MSC yielded no audit result data for the 2022 entry year. However, CoPE worked to resolve these issues promptly, and we are encouraged to provide results for the 2023 professional development entries.

CoPE conducted audits of 69 regular members, of which 43 members failed their audit in the previous audit, and 26 members were randomly selected. Out of this, 668 individual entries were audited. In some cases, our team looked at the entries 2 or 3 times for verification purposes. Of the members audited we are happy to report that the pass rate has increased dramatically, when comparing the data in previous years.

Table 1. Auto-fail and Audit Results for All Regular CIPHI Members 2023 submissions

All Regular CIPHI Members			
Number of Members	Auto-Fail – Submitted less than the required amount	Number of members audited	Number of members who passed the audit
1759	56 (3%)	69	66 (96%)

Table 2: Comparison of Audit Results 2016 - Present

Regular CIPHI Members who participated in CPC Program in 2023								
	2023	2022*	2021	2020**	2019	2018	2017	2016
PCC Members	150		223	207				
Auto Fails	56		121					
Auto Fails post 2017	13							
Regular Members (Randomly Selected for Audit)	69	N/A	147	101/119 = 85%				
Compliant	96%	N/A	82%	81%	91%	93%	76%	53%
Non-Compliant	4%	N/A	18%	19%	9%	7%	24%	47%

* Due to technical issues 2022 audits were not complete.
 **enforcement of mandatory membership.
 **These results do not include automatic fails or Appeal results.

In 2023, 1205 of 1759 regular certified members submitted at least 1 PDH, which means 69% of regular members participated. As a comparison, 60% of regular members participated in the CPC Program in 2020. Participation would include submitting PDHs equal to or greater than the required number of PDHs (30). We are striving to have the Technical Review of audits in place and completed in early fall 2024.

CoPE has been striving over the past few years to have more participation in the CPC program. It appears that the efforts are not in vain, the numbers indicate that the introduction of the new model and implementation of the new MSC has increased participation and compliance.

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 Garth Gosselin, our audit lead, for all his hard work and patience. Without having him on the team I believe that the Audits would not have been completed.

Last, but not least, I would like to acknowledge outgoing CoPE members Stacey Sowa and Debbie Hylton your passion, dedication, and background knowledge will be missed tremendously.

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 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 with 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:

- Support environmental public health research.
- Develop and distribute environmental public health materials and educational products.
- Acknowledge the outstanding work of CIPHI members through prestigious awards.
- Sponsor environmental public health professional development.
- Partner to support domestic and international aid projects.
- 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. 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), 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: purpose is to assist the Board in fulfilling its responsibilities relating to funding and external awareness, including providing advice on fundraising, securing individual and corporate donors, communications, and marketing.

Governance Committee: purpose is to ensure that the board fulfills its legal, ethical, and functional responsibilities through adequate governance policy development; Trustee recruitment strategies, training programs; monitoring of board activities; and evaluation of board members performance.



In December 2023, the Board bid farewell to Fatih Sekercioglu. Fatih brought a wealth of experience to the Board with a background in Chemical Engineering, and a graduate of Ryerson University (BAsc Public Health), University of Guelph (MSc Food Sciences), Willford Laurier University (MBA), and Western University (Doctor of Philosophy), 15 years as a Public Health Manager, and as a current Associate Professor TMU. Fatih was a valued member of the Board who was a member of the Advancement Committee who championed the creation of the Nelson Fok Research Grant.



Recruitment:

There are currently six 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. 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 3, 2022 (EHFC AGM), February 25, 2024, May 23, 2024, and upcoming meetings are planned for July 7, 2024, and September 8, 2024. The 2024 EHFC annual general meeting is planned for Sunday, December 1st. An AGM notice will be issued via the CIPHI Listserv, on the EHFC website (<https://www.ehfc.ca/>), and 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 2023/2024 Board work include:

- Creation of the Nelson Fok Research Grant in the annual amount of \$1,500 beginning in 2024.
- Established a partnership with Indigenous Services Canada in the creation of a four-year bursary program to provide financial support to Indigenous students pursuing an education in the field of Environmental Public Health at a program accredited by CIPHI.
- Continued to work on updating Board Policy and Procedures.
- Sponsored the CIPHI National & NB/QC Branch AEC, CIPHI AB and MB Branch AEC with delegate lanyards, webcam covers, bookmark, door prizes, and nutrition break funding.
- Black History Month nominations project.
- All the EHFC forms including award/bursary applications/nominations and donations have all been converted into online fillable forms using the Jotform software application.
- The award nominations have been expanded to include retirees who are still active in EPH work.

Future Board Initiatives:

- 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 annual financial report for the period January 1, 2023, to December 31, 2023, has been submitted to the Charities Directorate of Revenue Canada for review and approval. The financial resources of the Foundation on **December 31, 2023**, including investments totaled **\$183,649.23** which represents a **\$70.51 increase** in EHFC assets compared to the 2022 year-end. 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.

See the Financial Statement for the Period of January 1, 2023 to December 31, 2023 on the next page.

FINANCIAL STATEMENT
For the Period of January 1, 2023 to December 31, 2023

Expenses:

Administrative Expenses	\$ 1,055.58
Awards & Bursaries	\$ 12,157.50
Fundraising Expenses	\$ 4,167.00
Trustee Expense Claims	\$ 724.67
Finance Fees	\$ 312.80

Revenue:

Board Trustee Donations	\$ 700.00
Award Corporate Sponsorships	\$ 4,806.70
Individual Donations	\$ 7,792.27
Investment Income	\$ 1,042.74
Fundraising Revenue	\$ 2,287.66
Branch Donations	\$ 1,000.00
NEC Donation	\$ 1,000.00

Total Expenses	\$ 18,417.55	Total Revenue	\$ 18,629.37
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Assets as of December 31, 2022

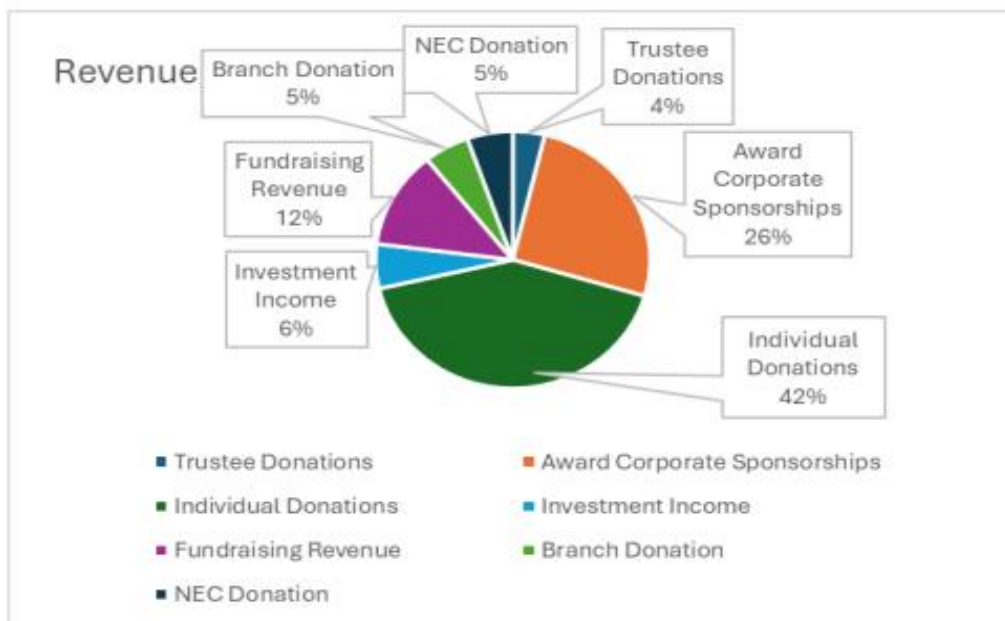
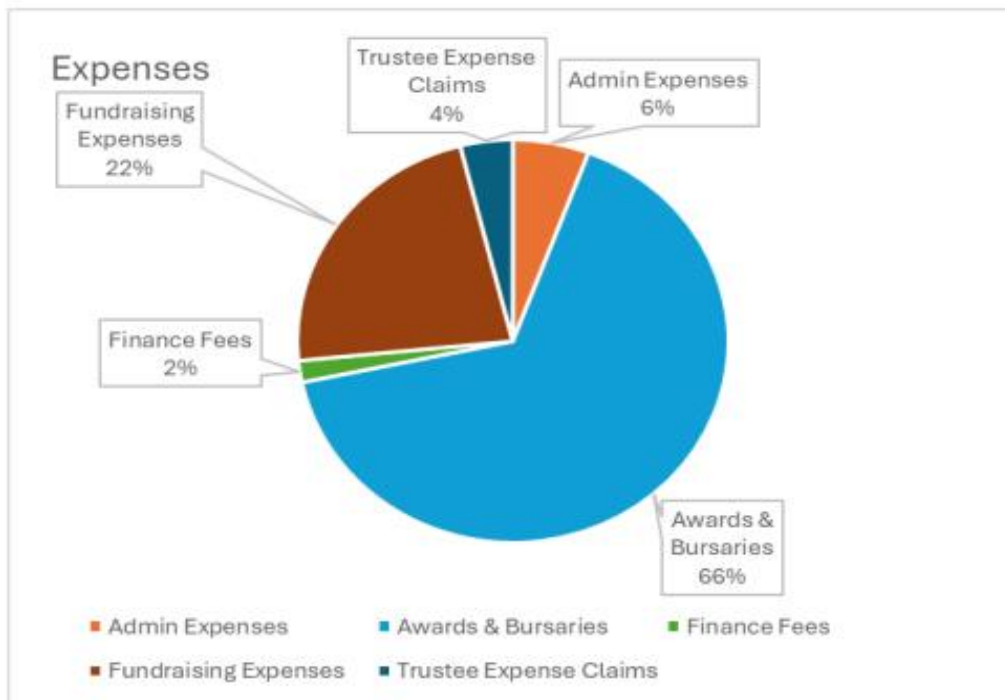
Chequing Account	\$ 8,323.24
Investments	\$ 175,396.50
	\$ 183,719.74

Assets as of December 31, 2023

Chequing Account	\$ 19,546.04
Investments	\$ 164,103.19
	\$ 183,649.23



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



Awards:

The Board of Trustees administers seven (7) 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 2023 award recipients and extends our thanks to their nominators for recognizing their contributions to our profession and their communities:

- Clifford E. Van Alstyne Communication Award:
 - Brenda Armstrong (ON)
- Dr. R. Neil Lowry Safe Recreational Water Award:
 - Bernard Mayer (ON)
- Hedgerow Software Ltd Leadership in Environmental Health Award:
 - Casey Neathway (BC)
- Lilli Ann Zahara Public Education Award:
 - Jacqueline Schnider (AB)
- NSF Food Safety Award:
 - Dale Nelson (AB)

There was no award nomination received for the T. Duncan Ellison Safe Water Award Sponsored by the Canadian Water and Wastewater Association.

Bursaries:

EHFC Continuing Education Bursary Award:

- Kuljeet Chattha (BC)

Student Bursary to Attend the CIPHI National Annual Education Conference (AEC):

Since 2010, the EHFC Board has sponsored 101 students to attend the National CIPHI AEC, totaling \$24,780 in financial support, thanks to our donors. The Board of Trustees approved a \$5,000 bursary in 2023 to financially support students or new graduates from the CIPHI accredited schools to attend the 87th CIPHI National AEC, Saint John, NB by covering the cost of their student conference registration fee.



Photo: EHFC Vice Chair Ralph Stanley (left) presented cheques to students from Cape Breton University, Toronto Metropolitan University and Conestoga College at the Saint John, NB CIPHI National AEC.

Aid Projects:

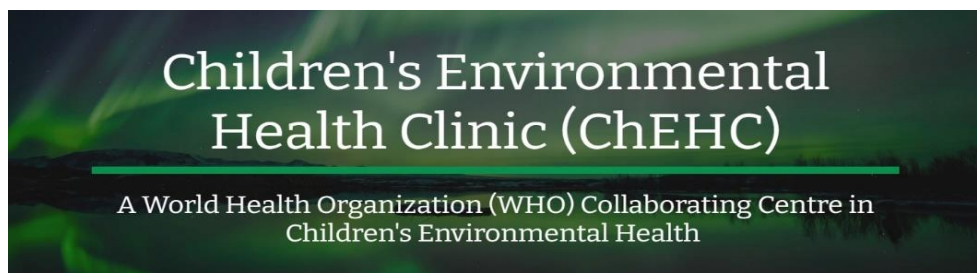


In 2023 the EHFC Board of Trustees raised \$3,000 for the Stratford Rotary Club Aquabox Project through the generosity of our individual donors and a \$1,000 donation from the CIPHI Ontario Branch. Disasters such as hurricanes, earthquakes, tsunamis, floods & fire seem to be increasing in frequency and severity around the world. They leave behind damaged infrastructure and contaminated water supplies. People resort to drinking any water they can find, usually from polluted sources. Those who drink this unsafe water are at increased risk from water-borne diseases such as cholera and typhoid. The elderly and very young are particularly vulnerable.

The EHFC Board of Trustees have chosen to partner again with the Rotary Club of Stratford (ON) in the production and distribution of AQUABOX which is a simple, low-cost filtration system that can provide purified drinking water to a family of five for up to a year. It uses silver-impregnated ceramic cartridges capable of filtering 15 litres of polluted water in each fill, trapping virtually 100% of harmful bacteria and protozoan cysts.

The AQUABOX is made from locally sourced components, and is assembled here in Stratford by dedicated volunteers, so there are NO administration costs. A basic hygiene kit is also packed in each unit. Global Medic, a non-profit disaster response organization of paramedics and first responder volunteers, distributes the AQUABOX units globally to those most in need, including disaster-stricken areas of Latin America, the Caribbean, and Southeast Asia.

The CIPHI ON Branch donated \$1,000 towards this project on behalf of its members. On May 2, 2024, Ralph Stanley, EHFC Vice-Chair and Pamela Scharfe, Past President presented a cheque for \$3,000 at the Stratford Rotary Club Spring lunch meetings. They also participated in the Stratford Rotary Club Aquabox assembly of 504 Aquaboxes put together in two hours by 40 local volunteers. The cost of each box is \$30 to produce so the \$3,000 donation resulted in the production of 100 of the 504 boxes through the generosity of our donors. To learn more about this terrific project visit: <https://rotarystratford.com/SitePage/aquabox>.



Department of Pediatrics, University of Alberta is recognized as a collaborating centre by the WHO. It is a unique program addressing the impacts on children's health from environmental exposures (chemical, biological, physical, and social). The program considers all environmental factors to assess exposures, by integrating clinical, research and educational components.

The clinic has partnered with the EHFC Board to conduct an indoor air pollution survey project, the first of its kind in Canada, and thanks to your 2023 individual donations and a \$1,000 donation from CIPHI National and the NB/QC Branch AEC Committee and \$1,350 Starbucks Foundation Neighbourhood Grant made it possible to raise the \$5,000 needed for the study.

Indoor air pollution has a critical influence on human health, however considerable knowledge gaps remain. Our unique and timely interdisciplinary collaboration will generate multifaceted data describing opportunities to provide feasible options to improve population health through simple strategies including identifying products and activities that impact air quality and builds future opportunities in this highly under-represented area of research.

This interdisciplinary collaborative pilot project proposes a descriptive analysis aligning detailed home information, including appliances, household characteristics, activities, and product use with high sensitivity chemical analyses of air samples taken from each home. There is an opportunity for Concordia students/practicum students to be involved in the project.

On May 1, 2024, EHFC Chair Lena Parker and Board Trustee Jamie Carbert presented Dr. Anne Hicks, MD MSc PhD FRCPC, the ChEHC Director & Clinical Lead a \$5,000 donation to fund the project. For more details go to www.EHFC.ca/fundraising-initiatives.

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 product 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.

Fundraising:

The Board's 2023 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, 2023, the Board exceeded its goal by raising \$10,644.



Fundraising activities in 2023 included:

- The EHFC was selected by the Starbucks Foundation to receive a \$1,350 grant as part of their Neighborhood Grants program. The EHFC was one of 1,900 non-profits nominated by one or more Starbucks employees based on the important work we are carrying out in Canada. The grant was put towards the indoor air pollution survey project between the EHFC and the Children's Environmental Health Clinic, Department of Pediatrics, University of Alberta.
- Birdy Coffee Fundraiser raised \$315 from sales and in celebration of EPH Week, we held a contest to give away free coffee to our hard-working EPH colleagues.
- A spring mailout to regular donors which included a thank you letter and our 2023 swag item of a drink coaster.
- Hosted the Ron de Burger Memorial Putting Contest along with Ron's son, grandson, and sister as part of the CIPHI ON Branch annual golf tournament which raised \$460.
- Giving Tuesday – November 28, 2023, fundraising included a letter to CIPHI members which included a letter from our National President Casey Neathway.

On behalf of the Board of Trustees I would like to acknowledge the generous donations in 2023 from:

- Individual CIPHI members,
- Friends of the Foundation,
- The EHFC Board of Trustees, and
- The CIPHI National and NB/QC Branch 2023 AEC Committee, CIPHI ON Branch, and CIPHI SK Branch.

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

2023 AEC Final Report

Contributed by Co-Chairs Kari Engele-Carter and Joël-André Hachey

CIPHI National Annual Education Conference 2023 was held downtown in Saint John, NB September 17th to 20th. 138 delegates attended in person from across Canada as well as 68 virtually through our event platform. The event was supported by eight sponsoring companies that also exhibited and an additional eight exhibiting companies. Notable speakers through the 2 ½ days of sessions included Chef Alain Bossé known as the “The Kilted Chef” with Peter Chapman of SKU Food, Atlantic First Nations Water Authority representatives, Storyteller Dave Smith, local historian Peter Ferguson and Matt Myers superintendent for the New Brunswick department of Justice and Public Safety. Aside from these notable speakers, additional speakers presented in three concurrent streams of sessions covering a wide range of environmental public health topics in lecture, workshop, and panel formats.

Arrivals into Saint John were marred by Hurricane Lee which was projected to arrive in Saint John on September 16th. On Thursday September 14th, downtown Saint John also experienced a container fire on the docks which evacuated a large population from the area and closed schools. The conference continued as planned with minimal upset to the agenda, the venue and the delegate and sponsor/exhibitor’s attendance.

The Monday evening social event was held at Woodchucks Ace Throwing in downtown Saint John, a short walk away from the venue. A meal was provided as well as opportunity to try your hand at throwing an axe. Attendees enjoyed the change of pace from education sessions and we can report that there were no axe injuries. The Tuesday evening President’s Banquet provided entertainment by a traditional Irish instrumental band ensemble “Craic at the Cask” as well as a session with comedian James Mullinger. The evening provided excellent entertainment and comedic relief.

Thank you to the Sponsors and Exhibitors for their ongoing support. The Planning Committee would like to acknowledge Canadian Food Safety Group as a GOLD sponsor, AstraZeneca Canada Inc., Hedgerow Software, Lowry & Associates and Groveware Technologies as SILVER sponsors.

Thank you to the employers, speakers and delegates who continue to support this event through their attendance. Thank you to all the volunteers who assisted with the organization of the successful event. A special shout out to Pamela Scharfe who has Co-Chaired the Sponsor-Exhibitor Committee for the National AEC for three years (2018, 2019, 2023).

The successful event resulted in a profit of \$38,785 that was split between CIPHI NB Branch and CIPHI National.

Environmental Health Review Report to Membership

Contributed by Wendy Pons, PhD, CPHI(C)

Environmental Health Review Report 2023-2024

Canadian Institute of Public Health Inspectors Annual General Meeting

A Summary of Activities (2024: V67 Issue 1 & 2)

- The new Editor, Dr. Wendy Pons, took over from Dr. Andrew Papadopoulos in January 2024. Andrew is thanked for his 13 years of successful service.
- 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 is another source of high-quality articles.
- Submissions from the National Collaborating Centre for Environmental Health (NCCEH) are in high demand and are amongst the most read sections of the journal. The NCCEH will start contributing articles again in issue #3 this year. They will also promote their articles by linking them to the EHR Journal through their website.
- 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, Issue #2 contained 2 Branch President reports (Ontario and Saskatchewan), but it is a challenge to get reports from all branches. 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.
- Promotion of journal issues through social media (LinkedIn and Instagram) has brought increased views to Issue #2 of this year. This also increases visibility to potential authors, which can encourage authors to submit. There is no cost for this.
- There was a new feature published in Issue #2 of this year, titled “Spotlight: A close up of student initiatives in public health”. This section aims to showcase the work undertaken by students from each of the six CIPHI-accredited schools in Canada, highlighting their innovative contributions to public health. In each issue, one school will share the work of its students. The first feature in this issue showcased Conestoga College. This initiative will hopefully strengthen the link between the CIPHI members, the EHR, and the accredited school across Canada.

Future Targets

- 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. We will explore the impacts of officially having an open-access Journal for 2025.
- Apply to have the EHR indexed in PubMed. This will bring increased visibility to the Journal and to the work of authors publishing in the EHR.
- Continue to promote article submissions from all CIPHI-accredited institutions (faculty and students), especially through the new Spotlight feature.
- Continue to promote case study submissions from CIPHI members across Canada, as this is a great source of content that is highly relevant and interesting to our members.
- Discuss with the NEC the continuation of the Branch Presidents' Report.
- Continued promotion of the Journal through social media

National Historian's Report 2024

Contributed by Tim Roark

Mr. President, please find my report for the past year. As stated in previous reports I am continuing to look for historical information and pictures regarding both our National organization and all our branches **past and present**. Unfortunately, it is becoming more difficult to locate information from across Canada since the majority of branches no longer have active Branch Historians. To resolve this important and continuing shortfall **I am recommending to the NEC that CIPHI implement a new policy that the Past Branch Presidents take on the roll as Branch Historian during their term as Past President**. There are several advantages to this proposal. First, Past Presidents are very familiar with recent happening across their branch and second, they have very few if any duties other than to act as Branch President in the absence of the President which seldom happens other short events such as vacations or illness. This would really help collecting and sharing local historical information and over time increase the number of branch members knowledgeable in branch historical matters. I request that this proposal be supported by the National Executive and implemented in the near future. The recent passing of Stefane Gravelle in Manitoba is a very sad event for many reasons and a real blow to the Historical Committee as he was most active in collecting historical information in Manitoba where the Institute formed, and he was our only committee member who could speak and read French which was very important when dealing with historical matters in Quebec.

I have almost completed the list of all Branch Presidents across Canada from the formation of each and including the former "Atlantic Branch". With an excellent tip from Peter Rogers in Winnipeg, I was able to meet with James Scyrup 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 still 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 Institute since it was formed back in 1918 and I now have photos or sketches of over 800 of these key individuals. **It is now time to create a Historical Section on our website and upload the photos and information which I have collected. At a minimum we should start with the photos and names of the National and Branch Presidents collected to date for members to view prior to the annual educational conference to be held in BC in 2025, the 100th Anniversary of the BC Branch.**

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.

CIPHI Branch Historians

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

Other Interested Members

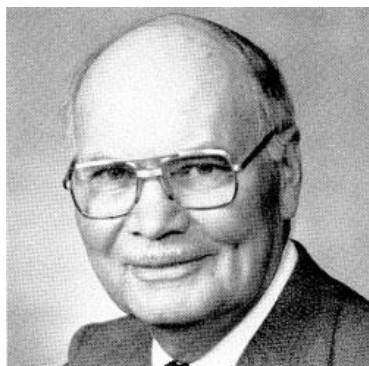
John Pickles - British Columbia
Klaus Seeger - Ontario
Len Gallant – Prince Edward Island
Oumar Ba - Quebec
Peter Rogers - Manitoba

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

FIRST BRANCH PRESIDENTS & KEY MEMBERS FROM OUR PAST



B.C. BRANCH
LAURENCE ROBERTSON



ALBERTA BRANCH
L.E. STEWART



SASKATCHEWAN BRANCH
MANSEL KENNEDY



MANITOBA BRANCH
WILLIAM WATT



ONTARIO BRANCH
DAVID MCKEE



ATLANTIC BRANCH
ALDORE LEBLANC



NOVA SCOTIA/PEI BRANCH
MARY BELLIVEAU



NEW BRUNSWICK BRANCH
DOUG MOULAND



NFLD/LABRADOR BRANCH
MARY CAHILL

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 2024

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.

Roles and Responsibilities: *(from the new Terms of Reference)*

To advise, promote and support retired environmental public health professionals from all regions of Canada while supporting the pillars, vision, mission, and values of CIPHI:

- Networking with retired environmental public health professionals:
 - Identify retired CPHI(C)s (both CIPHI Retired Members and non-members) and maintain a voluntary contact list that includes relevant contact information and public health skillsets.
 - Send letters of congratulations to recently retired CPHI(C)s including a CIPHI membership form highlighting the benefits and current fee for retired members for their specific CIPHI Branch.
 - Carry out voluntary surveys of retired CPHI(C)s.
- Advocate on behalf of CIPHI Retiree Members:
 - Generate and distribute an annual update for retired members utilizing the Senators Forum newsletter.
 - Recognize retired members through the Senators Forum newsletter.
 - Create networking opportunities for CIPHI Retired Members.
- Liaise with the National Executive Council (NEC) on behalf of CIPHI Retired Members:
 - Participate in committee projects as directed by the NEC.
 - Prepare an annual work plan for review and discussion with the NEC to ensure that the committee's activities align with the CIPHI pillars, vision, mission, and values.
- Recognition of deceased CPHI(C)s:
 - Generate and send letters of condolence to the family of CPHI(C)s who have passed away.
 - Prepare the In Memoriam list for the CIPHI National Annual General Meeting Report.

- Ensure that all documents, reports, publications, and any other items generated because of the activities of the RAC follow the CIPHI National Operation Policy (NOP) 14 (Logo Use NOP) and all other relevant National Operating Policies and Code of Conduct.

Committee Representatives:

The following CIPHI Retired and Life members make up the committee as of June 2024:

Name	CIPHI Branch
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

Committee Update:

One of the initiatives undertaken by the RAC over the past two years has been the development of a Terms of Reference. I am pleased to announce that as of the spring of 2024, the NEC approved our submission. Of significance was a change in the membership requirements for the RAC. Previously only Retired and Life members could be on this committee. Effective immediately, Branches may now appoint Regular Members who are within two years of retirement and have a minimum of 20 years professional experience as a CPHI(C) to the Retirees Advisory Committee.

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 and Regular 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

Current Initiatives:

- **National Salary Survey:** The National Salary Survey was revised and updated in November 2023 and presented to the NEC at that time. Together, it was determined 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.
- **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 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 power point 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 honoured 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 ask 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
- **Senators Forum Annual Newsletter:** A 2023 year in review newsletter was released in June 2024. A new feature is for retirees to submit written updates with relevant photos on their retirement life. To receive the RAC annual newsletter and other information of interest to retirees please send your email to CiphiRetireesChair@gmail.com
- **Retirees E-News:** To provide information in a timely manner of relevance to retirees such as upcoming retirement celebrations and colleagues who have passed, the RAC will issue e-newsletters using the software MailChimp. Retirees who are non-members can submit their email to CiphiRetireesChair@gmail.com
- **Facebook Page:** The RAC created a Facebook group “CIPHI Retirees” for those retirees interested in networking with retired CPHI(C)s. 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.
- **RAC Meetings:** Since the last CIPHI National AGM the RAC has held virtual meetings on, October 29, 2023, January 21, 2024, March 17, 2024, and June 9, 2024. The meetings continue to be in a ZOOM format.
- **RAC - NEC Meetings:** Since the last CIPHI National AGM, the RAC met virtually on November 20, 2023, February 6, 2024, and April 16, 2024, with the CIPHI NEC President and President-Elect 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 [Our Committees – CIPHI Website](#)

- **Creation of a National Mentor Award:** The RAC proposed to the NEC the creation of a new national award to honour our former RAC member and colleague Charlie Young. In early 2024 the NEC approved the creation of this award. The RAC will now be collaborating with the NEC on establishing the criteria and eligibility for award recipients beginning in 2025.
- **Creation of a 100 Year Birthday Certificate:** The RAC proposed to the NEC the creation a certificate issued by the NEC to holders of CPHI(C) who reach their 100th Birthday. The RAC developed a draft certificate for review and approval by the NEC.
- **Committee Terms of Reference (TOR):** During the past year the RAC and the NEC collaborated on a review and updating of the committee's terms of reference. A copy of it may be found at [Our Committees – CIPHI Website](#)
- **Creation of 60-year (Diamond) and 70-year (Platinum) CIPHI Member Awards:** In addition to the 50-year CIPHI member recognition award, the RAC proposed to the NEC the creation of sixty- and seventy-year CIPHI membership awards. This initiative was approved by the NEC, and the RAC are compiling a list of current and upcoming sixty- and seventy-year memberships. As well the RAC have worked with a graphic artist to design lapel pins for sixty- and seventy-year membership for review by the NEC
- **Stories of Interest:** The RAC wants to highlight stories of interest to the membership by featuring notable PHIs. Our first story in 2024 was that of retired PHI, Dennis Alleyne who was the very first PHI to receive his certificate from the Canadian Institute of Public Health Inspectors in 1979, after the transfer of this function from the Canadian Public Health Association on July 1st of that year. If you have an idea for a story that may be of interest to your fellow PHIs, please submit it to CiphiRetireesChair@gmail.com

Future Initiatives:

- **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 CIPHI 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:** It is estimated that there are approximately 1,000 CPHI(C) retirees. As of March 31, 2024, there are 77 CIPHI retired members and 25 Life members for a total of 102 CIPHI members who are retired. As with most professional organizations, communication with members is primarily now done electronically. There are many ways that retired CPHI(C)s can stay connected with the profession. In March of this year CIPHI National moved over to MailChimp, a new email software. If you are a current member of CIPHI, your email would have been automatically moved over. Non-members are welcomed to sign up to receive national CIPHI news by going to the www.ciphi.ca home page and clicking on the “subscribe” button on the bottom of the page. CIPHI National www.ciphi.ca also has direct links to the CIPHI Branches. As well, 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. The RAC offered to organize with the BOC webinar training for those retirees who have not received the required examiner training.

In conclusion, I want to thank all of the members of the Retirees Advisory Committee for their dedication and assistance in the work we have undertaken during this past year. Your input, advice and guidance were instrumental in achieving a number of our objectives. I also want to thank the members of the National Executive Committee for their thoughtful insight, review and feedback on the work that the RAC has been doing on behalf of CIPHI. It has been greatly appreciated.

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

FINANCIAL STATEMENTS

December 31, 2023

(Unaudited)

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

INDEX TO THE FINANCIAL STATEMENTS

December 31, 2023

(Unaudited)

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INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Members of Canadian Institute of Public Health Inspectors

We have reviewed the accompanying financial statements of Canadian Institute of Public Health Inspectors, which comprise the statement of financial position as at December 31, 2023, 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, 2023, 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 17, 2024

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

STATEMENT OF FINANCIAL POSITION

December 31, 2023

(Unaudited)

	2023	2022
	\$	\$
ASSETS		
CURRENT ASSETS		
Cash	106,161	102,403
Accounts receivable	37,250	31,958
GST/HST receivable	7,931	17,090
Prepaid expenses	25,370	27,225
Conference receivable	-	57,527
	176,712	236,203
INVESTMENTS (Note 3)	413,342	582,653
TANGIBLE AND INTANGIBLE CAPITAL ASSETS (Note 4)	59,571	71,372
	649,625	890,228
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	22,377	29,950
Rebates payable	668	720
Deferred revenue (Note 6)	104,305	87,283
	127,350	117,953
LONG TERM LIABILITIES		
Deferred contributions relating to Intangible capital assets (Note 5)	59,571	71,372
	186,921	189,325
NET ASSETS		
General fund	395,177	588,615
Internally restricted - CoPE fund	17,350	17,350
Internally restricted - BoC fund	50,177	94,938
	462,704	700,903
	649,625	890,228

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, 2023

(Unaudited)

	Capital Fund 2023	General Fund 2023	Internally restricted CoPE 2023	Internally restricted BoC 2023	Total 2023	Total 2022
	\$	\$	\$	\$	\$	\$
REVENUE						
Member dues	-	243,918	-	-	243,918	234,653
Examination and review fees	-	-	-	198,856	198,856	228,700
Conference revenue	-	148,671	-	-	148,671	-
NEC reimbursement	-	24,413	-	-	24,413	26,061
Advertising and miscellaneous	-	21,827	-	-	21,827	33,084
Interest	-	16,813	-	-	16,813	5,929
Amortization of deferred contributions (Note 5)	11,801	-	-	-	11,801	11,801
Commissions	-	1,326	-	-	1,326	2,381
Special project (ISC)	-	-	-	-	-	18,999
Share of conference profit	-	-	-	-	-	55,887
	11,801	456,968	-	198,856	667,625	617,495
EXPENSES						
Amortization	11,801	-	-	-	11,801	11,864
Awards, promotions and bursaries	-	103,310	-	-	103,310	63,612
Bank charges and interest	-	12,562	-	6,825	19,387	18,987
Conference expense	-	122,041	-	-	122,041	-
Consulting fees	-	-	-	-	-	9,250
Contracted services	-	79,737	11,129	129,011	219,877	184,299
Honoraria	-	6,500	-	-	6,500	8,250
Insurance	-	6,145	1,169	1,242	8,556	7,921
Maintenance contract	-	71,130	-	-	71,130	78,733
Meetings and travel	-	91,342	47,488	79,542	218,372	189,336
Membership fees	-	-	-	-	-	1,474
National education committee	-	21,350	-	-	21,350	38,484
Office and miscellaneous	-	21,133	812	25,162	47,107	37,078
Printing and reproduction	-	623	-	1,527	2,150	3,552
Professional fees	-	29,591	-	-	29,591	8,266
Publications	-	6,801	-	-	6,801	19,620
Telephone	-	576	-	308	884	863
Website	-	16,967	-	-	16,967	11,561
	11,801	589,808	60,598	243,617	905,824	693,150

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

For the year ended December 31, 2023

(Unaudited)

	Capital Fund 2023	General Fund 2023	Internally restricted CoPE 2023	Internally restricted BoC 2023	Total 2023	Total 2022
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ -	\$ (132,840)	\$ (60,598)	\$ (44,761)	\$ (238,199)	\$ (75,655)
Balance, beginning of year	-	588,615	17,350	94,938	700,903	776,558
Interfund transfers	-	(60,598)	60,598	-	-	-
Balance, end of year	-	395,177	17,350	50,177	462,704	700,903

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

STATEMENT OF CASH FLOWS For the year ended December 31, 2023 (Unaudited)

	2023	2022
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Deficiency of revenues over expenses	(238,198)	(75,655)
Items not requiring the outlay of cash:		
Amortization of capital assets	11,801	11,864
Amortization of deferred contributions	(11,801)	(11,801)
Total adjustments	-	63
	(238,198)	(75,592)
Change in non-cash working capital items:		
Accounts receivable	(5,292)	(11,738)
GST/HST receivable	9,159	(14,571)
Prepaid expenses	1,855	(17,545)
Conference receivable	57,527	(17,527)
Accounts payable and accrued liabilities	(7,574)	(7,613)
Rebates payable	(52)	382
Deferred revenue	17,022	(7,135)
	72,645	(75,747)
	(165,553)	(151,339)
CASH FLOWS FROM INVESTING ACTIVITIES		
Redemption of investments	169,311	117,907
INCREASE (DECREASE) IN CASH	3,758	(33,432)
CASH, BEGINNING OF YEAR	102,403	135,835
CASH, END OF YEAR	106,161	102,403

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

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2023

(Unaudited)

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, 2023

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, 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, 2023

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

	2023 Cost	2023 Accumulated amortization	2023 Net	2022 Net
Computer equipment	\$ 2,719	\$ 2,719	\$ -	\$ -
CPC Database	236,027	176,456	59,571	71,372
Trademark	3,183	3,183	-	-
	241,929	182,358	59,571	71,372

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.