

86th Annual General Meeting Agenda

Monday, November 16th 2020

10:00am to 11:00am Pacific Time

Adobe Connect Platform

Agenda Item	Notes	Action
1. Call to Order	<p>STAND</p> <p>SPEAK: The meeting will come to order</p> <p>Meeting called to order at 10:05pm</p> <p>by K. Engele-Carter (National President / Meeting Chair)</p> <p>K. Engele-Carter welcomed everyone to the 86th annual general meeting of the CIPHI.</p> <p>K. Engele-Carter indicated that 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.</p>	
2. Assessment of Quorum	<p><i>As per Section 27(B) of Bylaw No. 1 Section 5.05, fifty (50) members or 20% of the members-in-good-standing, whichever is less, constitute a quorum for a General Meeting of the Institute. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting. As per Section 5.05 of Bylaw No. 1, fifty (50) members or 20% of the members-in-good-standing, whichever is less, constitute a quorum for a General Meeting of the Institute.</i></p> <p>Based upon the number of members in attendance C. Neathway, declared that quorum was established.</p>	

	See Appendix 1 for Attendance List Therefore the meeting was duly convened.	
3. Appointment of Officials	K. Engele-Carter extended thanks to Casey Neathway, BC Branch President for managing the virtual AGM, including trouble shooting due to a regional ON Power outage this morning. K. Engele-Carter spoke to recognize the members for their significant contributions in time and knowledge across our nation to the COVID-19 pandemic. K Engele-Carter provided information on how the virtual meeting would be conducted. Voting was done by electronic poll either by voting no or abstain. If neither was chosen a vote in favor was recorded. Locations with one access line and multiple voters were entered into the chat feature and counted by Casey Neathway. Proxy holders were notified prior to the start of AGM and also used the chat feature.	
3.1. Parliamentarian	Ann Thomas has volunteered to serve this AGM as Parliamentarian. K. Engele-Carter requested a motion to appoint Ann Thomas as Parliamentarian Moved by Claudia Kurzac. Seconded by Ken Christian All in favour. Motion Carried Without objection, Ann Thomas was appointed to serve this AGM.	
3.2. Sergeant-at-Arms	Casey Neathway has volunteered to serve this AGM as Sergeant at Arms. K. Engele-Carter requested a motion to appoint Casey Neathway as sergeant at arms. Moved by Bradford Giesbrecht. Seconded by Ken Christian. All in favor. Motion carried. Without objection, Casey Neathway was appointed to serve this AGM as Sergeant-at-Arms	
3.3. Scrutineers	Casey Neathway and Kevin Kapell have volunteered to serve this AGM as scrutineers. K. Engele-Carter requested a motion to appoint Casey Neathway and Kevin Kapell as scrutineers	

	<p>Moved by Heather Henderson Seconded by Laurie Pike</p> <p>All in favour. Motion Carried</p> <p>Without objection, Casey Neathway and Kevin Kapell were appointed to serve this AGM as Scrutineers.</p>	
<p>4. Introduction of Officers</p>	<p>The Officers of the National Executive Council were introduced. Pictures were shown on presentation by K. Engele-Carter</p> <p>Officers of the National Executive Council introduced included:</p> <p>Kari Engele-Carter – National President Kevin Kapell – President Elect Casey Neathway – British Columbia Branch President Meaghen Allen – Alberta Branch President Bradford Giesbrecht– Saskatchewan Branch President Natalie Lowdon – Manitoba Branch President Lisa Fortuna– Ontario Branch President Shawn Crawley – New Brunswick Branch President Vanessa Nickelo – Nova Scotia and Prince Edward Island Branch President Tammy MacDonald – Newfoundland Labrador Branch President</p> <p>Other members were acknowledged including;</p> <p>Lorelle Pegus - CoPE Chair Ian Harrison - BOC Chair Pam Scharfe - Environmental Health Foundation of Canada and Retirees Advisory Committee Andrew Papadopolous - Environmental Health Review Editor Mike LeBlanc - CIPHI Webmaster Life Members were also acknowledged including: Tim Roark, Pam Scharfe, Ken Christian, Klaus Seager</p>	
<p>5. In Memoriam</p>	<p>K. Engele-Carter indicated names of members and friends who have passed will be read. Pictures and names of the In Memoriam list appeared on the screen.</p> <p>C. Neathway read the complete list of names with an addition of Kirt Sellers, BC. Members were asked to observe a minute of silence. K. Kapell, C. Neathway and K. Engele-Carter stood to observe a minute of silence.</p>	

	<p>Complete list of names recognized in memoriam were read by Chair NEC</p> <p>A moment of silence was observed in memoriam.</p>	
6. Approval of Agenda	K. Engele-Carter asked for discussion regarding errors or omission from the agenda. No discussion.	
7. Approval of Minutes from the 85th Annual General Meeting,	<p>K. Engele-Carter indicated that the minutes of the 2019 AGM were distributed with this year's AGM package. No corrections to the minutes were brought forward. Motion to approve the minutes of the 85th AGM as circulated</p> <p>Moved by Angela Whelan</p> <p>Seconded by Bradford Giesbrecht</p> <p>All in favour. Motion Carried</p>	Approved minutes to be posted on the National website (www.ciphi.ca)
8. Governance Reports	K. Engele-Carter indicated that the AGM report had been circulated to members and the governance reports are contained within.	
8.1. National Executive Council Report to Membership	<p>K. Engele-Carter called for questions regarding the NEC report.</p> <p>K. Engele-Carter indicated one error in the AGM report on page 20, table 1.4 where the stat numbers are flipped for NL and NS/PEI branches.</p> <p>No questions came forward.</p>	
8.2. Board of Certification Report to Membership	<p>Ian Harrison, Chair BOC, spoke briefly to the BOC report.</p> <p>K. Engele-Carter thanked Ian for the BOCs willingness to adjust as needed for exams during the pandemic. K. Engele-Carter called for questions regarding the BOC report.</p> <p>Questions:</p> <p>Don Corrigan, BC member, inquired as to whether the BOC had looked at the high failure rate for the BOC exam in BC.</p> <p>Ian Harrison, BOC Chair, indicated that the BOC does not</p>	

	look with a specific lens at the Branch specific stats but does review the exam and average marks for each exam question. The BOC provides recommendations to the National Exam Panel after each exam.	
8.3. Council of Professional Experience Report to Membership	Lorelle Pegus, Chair CoPE, spoke briefly to the CoPE report. K. Engele-Carter called for questions regarding the NEC report. No questions arose.	
8.4. Environmental Health Foundation of Canada Report to Membership	Pam Scharfe, Chair EHFC and Ralph Stanley, Vice Chair EHFC were on the call but not able to speak. K. Engele-Carter called for questions regarding the EHFC report. No questions arose.	
9. Special Reports		
9.1. 2019 AEC Final Report	Sara Baird, Co-Chair was available to speak to the report. K. Engele-Carter called for questions regarding the 2019 AEC report. No questions arose.	
9.2 Env Health Review	Andrew Papadopolous was not available at the AGM. K. Engele-Carter called for questions regarding the EHR report. No questions arose.	
9.3 National Historians Report	Tim Roark, National Historian, was on the call but not able to give an update. K. Engele-Carter called for questions regarding the National Historians report. No questions arose.	
9.4 Retirees Advisory Committee	Pam Scharfe, Chair RAC was on the call but not able to speak.	

	<p>K. Engele-Carter called for questions regarding the Retirees Advisory Committee report.</p> <p>No questions arose.</p>	
10. New Business		
10.1. 2020 Award Nominations	<p>Motion to award the 2020 CIPHI Honorary Member Award to Mr. Neil Grinwis.</p> <p>K. Engele-Carter read the nomination as submitted by Pamela Scharfe, ON Branch, and Lena Parker, AB Branch</p> <p>K. Engele-Carter requested a motion to award the 2018 CIPHI Honorary Member Award to Mr. Neil Grinwis.</p> <p>Moved by Ken Christian</p> <p>Seconded by Verna Law</p> <p>No discussion:</p> <p>All in favour. Motion Carried</p> <p>2020 CIPHI Life Member Award nomination, as nominated by Tim Roark and Charles Young, was read into the AGM minutes. 2020 CIPHI Life Member was awarded as voted by NEC to Ann Thomas, BC Branch.</p> <p>Nominations found in Appendix A</p>	
10.2. Acceptance of 2019 Financial Statements	<p>K. Engele-Carter requested motion to accept the 2019 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated.</p> <p>Moved by John Cannan</p> <p>Seconded Sean O'Toole</p> <p>1 not in Favor. 1 abstain. All others in favour.</p> <p>Motion Carried</p>	

<p>10.3. Election of National President Elect</p>	<p>The National by-laws require that the election of a President Elect be selected by ballot at the AGM when there is more than one candidate seeking election. In the case of only one qualifying candidate seeking election then they shall be declared elected by acclamation by the presiding officer. Mr. Casey Neathway, President of the BC Branch of CIPHI is the sole candidate seeking election for this position.</p> <p>K. Engele-Carter declared Casey Neathway elected as the new National President – Elect effective January 2021. K. Engele-Carter thanked Casey Neathway for taking on this important role. K. Engele-Carter recognized the work he has done over the past 2 years during his term on the NEC.</p>	
<p>11. Motions and Resolutions</p>		
<p>11.01 <i>Notice of Motion</i> <i>–Amendment to By-law #11 Section 4B- Update to CoPE member appointments</i></p>	<p>BE IT RESOLVED THAT: The following amendments to CIPHI National By-Law NO. 11, – The Council of Professional Experience, approved by the National Executive Council, be confirmed by the general membership by ordinary resolution at the CIPHI 2020 Annual General Meeting:</p> <p><i>By-Law No. 11 Section 4 B</i> be amended as highlighted</p> <p><i>NOTE: Highlighted text replaces the deleted wording of the bylaw which appears as struck through</i></p> <p>One member of the Council of Professional Experience may shall be an appointment from the Executive Council. The appointment shall be reviewed and confirmed annually.</p> <p>Moved by Kevin Kapell, CIPHI National President Elect Seconded by Casey Neathway, CIPHI BC Branch Date: September 15, 2020</p> <p>No Discussion brought forward</p> <p>K. Engele-Carter requested a mover for the motion.</p> <p>Moved by Karen Hann. Seconded by Sean O’Toole All in Favor. Motion carried</p>	
<p>11.2 <i>Notice of Motion</i> –</p>		

<p><i>Amendment to By-law #11 Section 4D- Update to CoPE Chairperson appointment term</i></p>	<p>BE IT RESOLVED THAT: The following amendments to CIPHI National By-Law NO. 11, approved by the National Executive Council, be confirmed by the general membership by ordinary resolution at the CIPHI 2019 Annual General Meeting:</p> <p>By-Law No. 11 Section 4 D</p> <p>Change to CIPHI National By-Law NO. 11 – The Council of Professional Experience</p> <p>NOTE: <i>Highlighted text replaces the deleted wording of the bylaw which appears as struck through.</i></p> <p>The Council shall elect a Chairperson for a 3 2-year term. The selection of the Chairperson shall be subject to confirmation by the Executive Council.</p> <p>Moved by Casey Neathway, CIPHI BC Branch Seconded by Kevin Kapell, CIPHI National President Elect Date: September 15, 2020</p> <p>No Discussion brought forward</p> <p>K. Engele-Carter requested a mover for the motion.</p> <p>Moved by Angela Whelan Seconded by Sean O’Toole All in Favor. Motion carried</p>	
<p><i>11.3. Notice of Motion – Amendment to By-law #1 - Inclusion of Code of Ethics</i></p>	<p>BE IT RESOLVED THAT: The following amendments to CIPHI National By-Law NO. 1, approved by the National Executive Council, be confirmed by the general membership by ordinary resolution at the CIPHI 2020 Annual General Meeting:</p> <p>By-law #1 Section 4.03(a)(i) be amended as highlighted:</p> <p>NOTE: <i>Highlighted text replaces the deleted wording of the bylaw which appears as struck through</i></p> <p>4.03 Discipline of Members (a) The board shall have authority to discipline any member of the Corporation for</p>	

	<p>any one or more of the following grounds: (i) violating any provisions of the articles, by law, the Code of Ethics or written policies of the Corporation.</p> <p>Moved by: Ann Thomas – Past President Seconder: Casey Neathway – President CIPHI BC Branch Date: December 20, 2019</p> <p>No Discussion brought forward</p> <p>K. Engele-Carter requested a mover for the motion.</p> <p>Moved by Laurie Pike Seconded by Lorelle Pegus All in Favor. Motion carried</p>	
12. Adjournment	With there being no more business coming before this assembly the Annual General Meeting is adjourned at 10:52am PST	

Appendix 1: Award Nominations

2020 Nomination for CIPHI HONORARY MEMBER AWARD

We are pleased to nominate Neil Grinwis, President and CEO, Hedgerow Software Ltd for the 2020 CIPHI Honorary Member Award for his long-standing support and contribution to the Institute and Public Health Inspectors in Canada.

Hedgerow Software Ltd (Hedgerow) has been providing software solutions to agencies responsible for delivering environmental public health programs for over 26 years. Neil Grinwis is the chief architect and visionary behind the Hedgehog application suite. Neil graduated from BCIT’s Computer Information Systems program in 1987 and began his IT career in various health-related organizations.

In 1992 he left the temperate west coast climate and landed in Peace River in northern Alberta. It was here that he became aware of the environmental public health professions need for flexible, comprehensive software, and Neil began developing the first iteration of the Hedgehog Environmental System software suite.

Alberta's Chinook Health Region was the initial user of the Hedgehog Environmental System in 1995 and today there are well over 1,000 Hedgehog users in more than 50 health authorities and organizations across Canada and the United States.

Neil leads a diverse team of qualified professionals that are dedicated to serving the needs of their clients including understanding and meeting the changing needs of the environmental public health profession.

In September 2008, Hedgerow's contributions to Canadian environmental public health was recognized by the CIPHI Ontario Branch with an Award of Excellence.

Through Neil's supporting influence Hedgerow partnered with the charitable division of CIPHI, the Environmental Health Foundation of Canada in 2016 to create the Hedgerow Software Ltd Award for Leadership in Environmental Health. To date, five PHIs/EHOs have received this esteemed award.

Hedgerow Software Ltd is a CIPHI Corporate Member and since 2005 has been an exhibitor and sponsor of the national CIPHI Annual Education Conference (AEC) and several CIPHI Branch AEC and education days.

Neil has established long-standing and successful business relationships over his years working with the Institute and public health agencies and it is through those relationships that he has demonstrated he has always been a strong supporter and proponent of environmental public health in Canada.

Nominated by Pamela Scharfe and Lena Parker

2020 Nomination for LIFE MEMBERSHIP in CIPHI

We the undersigned nominate Ann Vanessa Thomas for Life Membership in CIPHI.

Ann graduated from BCIT in 1988 and received her CPHI(C) shortly thereafter. Although Ann started her career in Fort St. John BC to be followed by Hay River and Inuvik in the North West Territories, she was always very interested in the affairs of CIPHI. In the Spring of 1989 she took on the position as Editor of the BC Page and continued producing 4 high quality and thought-provoking issues for the next ten years until the end of 1998. During this period Ann was appointed the first female Chief Environmental Health Officer in BC. For her significant contribution to the BC Branch she was awarded the BC Branch Member of the Year Award in 1997.

In 2001 Ann was appointed as the BC Branch representative on the Board of Certification. Ann's hard work and contribution to the BOC significantly improved the standards for entry level PHIs in Canada. In 2004 she was elected as Chair of the BOC, a position she held until 2010 plus a further year as Past Chair in 2011. The vision of a standardized national examination process that was consistent and fair to all being examined was realized during her term as Chair. For her years of hard work, and dedication to the BOC, Ann was awarded the Alex Cross Award in 2012 for displaying the highest standards of professional practice. In CIPHI's 100 anniversary celebration in 2013 Ann was recognized as a Member of Distinction for "her influence in advancing the role of the P.H.I., the science of health protection, improving the Institute or a combination thereof".

Most members would consider this a good and sufficient contribution to their profession and let others continuing the work still needed to be done but not Ann. In the fall on 2014 Ann was appointed as the CHIPH National President-Elect and in January 2015 she was elected as the National President. Ann's steady hand at the helm ensured that the Institute moved forward on key initiatives such as the development and operation of the Council of Professional Experience (COPE), the Continuing Professional Competencies (CPC) Program, regaining ownership of the Certificate in Public Health Inspection (Canada) and mandatory membership as well as ensuring greater financial stability for the Institute. In 2017 Ann agreed to let her name stand for a second two-year term as National President and then concluded her term on the National Executive Council in 2020 as Past President.

Only a very few members of CIPHI have ever contributed so much at the branch and national levels over a period of in excess of 30 year and at the same time advance their career to be the Director of Environmental Health Protection for the Vancouver Island Health Authority and have an enjoyable family life as well.

In light of the above abbreviated outline of Ann's important contributions to CIPHI and Environmental Health Protection we are very pleased to be able to nominate her for **Life Membership** in the Institute.

Nominated by Tim Roark and Charles Young, July 18, 2020

Appendix 2: Attendees

List is sorted alphabetically by Branch

Alberta Branch

Balraj Deol
Chantale Wilson
Erin Teare
Mallory Hamid
Meaghan Allan*
Megan Borle
Remya Rex
Sukhman Grewal

BC Branch

Ann Thomas
Brian Guy Standing
Casey Neathway*
Claudia Kurzac
Gary Tam
Gordon Stewart
Jessica Ip
John Gibb
Keir Steffan Cordner
Stacey Sowa

Manitoba Branch

Bamidele Babatunde Oni

Hammad Shakeel

Kalie Apostle

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Lorelle Pegus

Mike LeBlanc

Natalie Lowden*

Nicole Lynn Lunsted

Shume Lee

Stephen Hancock

Steve Kamm

NB Branch

Janelle LeBlanc

Nina Van Der Pluijm

Shaun Crawley*

Tamela Carroll

Zhen Wang

NL Branch

Tammy McDonald*

NS/PEI Branch

Colin Poirier

Ellen Stewart

Erika Orquidia Thomas A.

Heidi Darling

Janine Strickland

Laurie Pike

Sara Rumbolt

Sean O'Toole

Vanessa Nickelo*

ON Branch

Bernard Mayer

Christopher Beveridge

Gillian Dilts

Jordan Michael Joseph

Cory Dickson

Joseph Fortuna

Kate Leonard

Klaus Seeger

Lauren Galek

Lisa Fortuna*

Raymond Ramdayal

Siobhan Kearns

Tonya Pugh

SK Branch

Brad Giesbrecht*

Heather Ann Henderson

Ian Harrison

Jennifer Reid

Kari Engele-Carter*

Ken Cross

Kevin Kapell*

Laurel Whitehead-Pauls

Michael Hayduk

Nimone Campbell

Nitin Koli

Ranwinderpal (Rittu) Gill

Ryan Philipation

Vanessa Amy



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Institut canadien des inspecteurs en santé publique

Verna Marie Law

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