**88th Annual General Meeting**

**Minutes**

Monday, September 12th, 2022

**Ajax, Ontario**

| Agenda Item | Notes | Action |
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| 1. Call to Order | The notice of meeting was sent 60 days prior to the meeting and therefore Section 2.04 of By-Law No. 1 of the Canadian Institute of Public Health Inspectors, was met.  Meeting was called to order at 15:14EST |  |
| 1. Assessment of Quorum | 30 participants online  47 participants in the room  Quorum is met. |  |
| * 1. Parliamentarian | SPEAK:Ann Thomas *has volunteered to serve this AGM as parliamentarian. May I have a motion to appoint Ann Thomas as Parliamentarian?*  Motion: Gary Tam Seconded: Pamela Scharfe  All in favour. |  |
| * 1. Sargeant-at-Arms | SPEAK: John Canaan *has volunteered to serve this AGM as Sargeant at Arms. May I have a motion to appoint John Canaan as sergeant at arms?*  Motion: Peter Heywood Seconded: Danny Martin  All in favor. |  |
| * 1. Scrutineers | SPEAK: Gus Skinner, Ali Moore, Steven Hancock *have volunteered to serve this AGM as scrutineers. May I have a motion to appoint Gus Skinner and Ali Moore as scrutineers?*  Motion: Keara Shaw Seconded: Ray Ramdayal  All in favour |  |
| * 1. President-Elect | The National by-laws require that the election of a President Elect be held by selected ballot at the AGM when there is more than one candidate seeking election. In the case of only one qualifying candidate seeking election then they shall be declared elected by acclamation by the presiding officer.  That is the position we find ourselves in today. Natalie Lowdon, National Director of Advocacy has put her name forward as President Elect and is the sole candidate seeking election for this position.  Therefore I am pleased to declare Natalie Lowdon elected by acclamation as the new National President – Elect effective January 2019.  Please join me in welcoming Natalie to her new role. |  |
| 1. Introduction of Officers | National Executive Council members and the Chairs of CoPE, BOC, EHFC, and RAC were introduced to the membership. |  |
| 1. In Memoriam | A moment of silence was held for the members who passed away in 2022: James (Jamie) Adams; James (Jim) Brookes; Lloyd Dodgson; Murray Lewis; William (Bill) Lush; Alexander (Alex) Nilsson; Joseph O’Brian; Rodney Ramkissoon; Paul Stone |  |
| 1. Adoption of Agenda | The agenda for the meeting was circulated in advance  Is there any discussion regarding the proposed agenda?  Is there a motion to adopt the agenda?  Motion: Cameron Weighill  Seconder: Ralph Stanley  All in favour. |  |
| 1. Approval of Minutes from the 87th Annual General Meeting, | Pamela Scharfe on behalf of RAC has requested that the minutes include the name of those from the *in memoriam* section into the minutes  Motion : Pamela Scharfe Second: Karen Hann  All in favour.  Carried. |  |
| 1. **Officer Reports** |  |  |
| * 1. National Executive Council Report to Membership | President Kevin Kapell provided the report from the National Executive Council. |  |
| * 1. Board of Certification Report to Membership | BOC Chair Keara Shaw provided the report from the Board of Certification. It was noted that the Ontario October 2021 BOC exam was held virtually due to a flood in the hotel. Updates will be made to the report. |  |
| * 1. Council of Professional Experience Report to Membership | COPE Chair Cameron Weighill provided the report from the Council of Professional Experience. It was noted that the new MSC was launched in 2022, and not March 2002. Updates will be made to the report. |  |
| * 1. Environmental Health Foundation of Canada Report to Membership | EHFC Chair Pamela Scharfe provided a verbal report from the Environmental Health Foundation of Canada. Ralph Stanley was introduced to membership as the incoming EHFC Chair. The 2022 EHFC golf tournament raised $700 in general revenue for the organization. EHFC will be raising money through 50/50 ticket sales and silent auction at the 2022 AEC, with the benefit of the funds going to future students to attend the conference. |  |
| 1. **Special Reports** |  |  |
| 9.1  Environmental Health Review Report | The Chair introduced a report from Environmental Health Review Editor Andrew Papadopoulos. |  |
| 9.2  National Historian Report | The Chair introduced a report from National Historian Tim Roark |  |
| 9.3  Retiree Advisory Committee Report | RAC Chair Peter Rogers provided a verbal report on behalf of the Retirees Advisory Committee. Mr. Rogers thanked outgoing RAC Chair Pamela Scharfe for her years of hard work in that position. |  |
| **10 New Business** |  |  |
| 10.1  2022 Award Nominations | Kevin Kapell read nomination for 2022 Honorary Member Award for Michael Lowry and sought a motion from membership to approve the nomination.  Motion: John Cannan  Second: Erin Teare  Discussion: Pamela Scharfe requested that the result of the vote be kept confidential so it’s a surprise when the award is given at the luncheon  All in favour. Carried. |  |
| 10.2  Approval of 2021 Financial Statements | Kevin Kapell spoke to the CIPHI Budget & Finance report, noting an increase in expenditures, and a healthy reserve fund. Mr. Kapell provided members with an overview of the CIPHI Core Business pillars of Certification, education, advocacy, and governance and discussed the importance of investing into the complex work to make sure it’s done properly, and the demand from members for more advocacy and visibility for the profession. Mr. Kapell noted that CIPHI has developed a new website as part of our advocacy plan, and has invested in a new Member Service Centre to support COPE & PDH program.  K. Kapell noted the increase in costs and importance of investment, and the potential need for increase in member dues in future years as the primary source of revenue for CIPHI.  *Is there a motion to accept the 2021 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated?*  Moved: Valerie Jackson  Seconded: Cameron Weighill  Discussion: Pamela Scharfe commended NEC on the money, time, and effort invested into increasing the profile of the profession. Asked about the investment structure of the organization in regards to the $1M in current holdings. Ann Thomas (on behalf of NEC) indicated that CIPHI works with the Office, but does not currently have a specific financial planner on retainer. There has been a past review of CIPHI’s financial investment plan, but did not have a specific date on when that occurred.  Peter Heywood expressed appreciation on good financial management by NEC, and on the work being done to advance the profession. Mr. Heywood asked whether there had been any thought given to hiring an Executive Director or similar position, given that CIPHI operates as a volunteer board and that can be challenging for continuity. K. Kapell noted that there has been discussion on this topic, but no official decision review conducted. Noted that office services are contracted out, and that it would take 2-3 employees to run our business as it currently stands. K. Kapell discussed the future of direction of the organization with regards to expectations of education/PDHs and mandatory membership.  Peter Heywood asked whether the work that Gary Tam did to support CIPHI’s governance work was public. G. Tam indicated that he would engage in further discussion about how to release that report. P. Heywood suggested that a membership dues increase and discussion on a pathway forward with staff would be timely.  All in favour.  Motion carried |  |
| 1. Motions |  |  |
| 11.1  Changes to National By-Law #7 RE: Appointments to BOC | K. Kapell read the text of Motion #1, as circulated in the AGM Binder.  *That the following amendments to CIPHI’s National By-Law #7, approved by the National Executive Council, be confirmed by the general membership by ordinary resolution at the CIPHI 2022 Annual General Meeting:* ***Section 3 (c) be DELETED*** *~~The National Executive Council shall appoint two sitting members to the Board and shall review and confirm these appointments annually.~~*  All in favour. Carried. |  |
| 11.2  Changes to National By-Law #7 re: Term of Chair of BOC | K. Kapell read the text of Motion #2, as circulated in the AGM Binder:  *That the following amendments to CIPHI’s National By-Law #7, approved by the National Executive Council, be confirmed by the general membership by ordinary resolution at the CIPHI 2022 Annual General Meeting:* ***Section 3 (b) be amended as follows:*** *The Board shall elect a chair for a ~~three-year~~ two-year term*  All in favour. Carried. |  |
| 11.3  Appointment of National Directors | K. Kapell read the text of Motion #2 as circulated in the AGM Binder.  *That the membership confirm the appointment of three (3) Independent Directors for a three-year term.*  Discussion:  C. Weighill indicated that section 6.02 required the election of Directors, so CIPHI cannot appoint Directors. C. Neathway read out the legal opinion received prior to proceeding with this appointment confirming the process. A. Thomas spoke to the Articles superseding the Bylaws where there is conflict, and the potential need for review.  G. Tam asked about about accountability to membership of Directors. C. Neathway indicated potential for AGM reports from these Directors in the future, and the ability for members to view Agenda & Minutes from all NEC meetings online.  In favour: 76 members. Opposed: 1 member.  Motion carried. |  |
| 1. Adjournment | K. Kapell requested any additional business or statements.  J.A. Hachey indicated an omission in the *in memoriam* section, and requested that an addition be added.  J. Canaan indicated the need for a Motion to destroy proxy ballots. Seconded by Valerie Jackson. Motion carried.  **Meeting was adjourned at 16:30EST** |  |