

## **ANNUAL GENERAL MEETING**

**Wednesday, December 11th, 2024  
10:00 HRS PST**

**In Person at Holiday Inn Vancouver-Centre (711 West Broadway, Vancouver, BC)**

**Zoom:** ([Register here](#))

Meeting ID: 616 3617 3893

### **AGENDA**

1. Appointments of Parliamentarian, Sergeant-at-Arms, and Scrutineers.
2. Introduction of Officers
3. In Memoriam
4. Approval of Agenda
5. Approval of Minutes – **December 15th, 2022**
6. Advocacy Update
7. Officer Reports:
  - a) President
  - b) Treasurer
  - c) BOC Rep.
  - d) CoPE Rep.
  - e) Historian Update
8. Auditors Review Report
9. Appointment of New Auditors
10. Motions and Resolutions
11. Honorariums – BC Page Editor & Webmaster
12. Awards
13. Election of Officers

## In Memoriam



**CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS CIPHI BC BRANCH**
**2023 Annual General Meeting MINUTES**
**Venue:**

 Online – Zoom - <https://fnha.zoom.us/j/7788753486?omn=68761252283>
**In Person at Holiday Inn Vancouver-Centre (711 West Broadway, Vancouver, BC)**
**Date & Time:**

Thursday, December 14, 2023 @ 10:00h PST

ITEM	DETAILS	NAME (S)
	<p>Meeting Called to Order: 10:18AM</p> <p>Members in Attendance:            14 voting members attended in person 14            members attended online via Zoom Proxy</p> <p>Ballots:            23 members required for quorum.</p> <p>Quorum was met.</p>	Valerie Jackson
1.00	<b>Approval of Sergeant-at-Arms, Scrutineers, and Parliamentarian</b>	
	<p><b>Sergeant-at-Arms: Motion:</b>            To appoint Dale Chen, as Sergeant at Arms for the 2023 BC Branch            Annual General Meeting.</p> <p>Claudia Kurzac motioned, Jessica Ip seconded. Carried</p>	Valerie Jackson

	<p style="text-align: center;"><b>Scrutineer:</b> <b>Motion:</b> <b>To appoint Gary Tam/Digital Process (Zoom), as Scrutineer for the 2023 BC Branch AGM.</b></p> <p><b>Jackie Chiu motioned, Jessica Ip seconded. Carried</b></p> <p style="text-align: center;"><b>Parliamentarian:</b> <b>Motion:</b> <b>To appoint Casey Neathway as Parliamentarian for the 2023 BC Branch AGM.</b></p> <p><b>Claudia Kurzac motioned, Ann Thomas seconded. Carried</b></p>	
<b>2.00</b>	<b>Introduction of Officers</b>	
<b>2.01</b>	The 2024 BC/YT Branch Executive Council members were introduced to the membership delegation in attendance at the 2023 AGM.	<b>Valerie Jackson</b>
<b>3.00</b>	<b>In Memoriam</b>	
<b>3.01</b>	<p><b>We will now have a moment of silence for the members who</b> passed away in the past year. Edna Christine Nagy Harold Cawston Alan de Roasario Daniela Cmiral Andrea Marie Cecilia Hall William Edgar Rogers</p>	<b>Valerie Jackson</b>
<b>4.00</b>	<b>Approval of Agenda</b>	
<b>4.01</b>	<p>The 2023 AGM Agenda was circulated electronically prior to the meeting. Amendments to the Agenda include (if any): a. None</p> <p><b>MOTION:</b></p>	<b>Valerie Jackson</b>

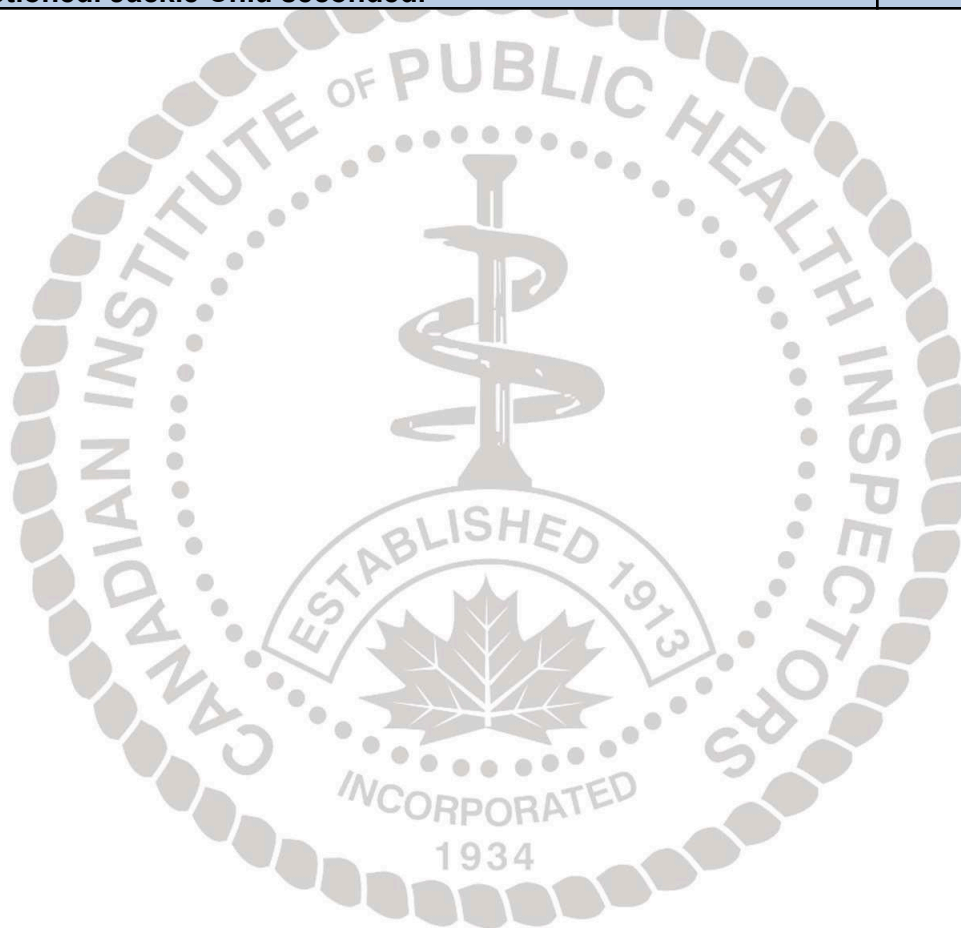
	<p><b>That the CIPHI BC/YT Branch 2023 AGM Agenda be approved as circulated.</b></p> <p>Claudia Kurzac motioned, Gary Tam seconded. Carried.</p>	
<b>5.00</b>	<b>Approval of Minutes – December 15, 2022</b>	
<b>5.01</b>	<p>The minutes from the 2022 AGM and its continuation were circulated electronically prior to the meeting.</p> <p><b>MOTION:</b> That the minutes from the BC Branch 2022 AGM be approved as circulated Jessica Ip motioned, Jackie Chiu seconded. Carried.</p>	<b>Valerie Jackson</b>
<b>6.00</b>	<b>Officers' Reports</b>	
<b>6.01</b>	<p><b>Advocacy</b></p> <ul style="list-style-type: none"> <li>• National advocacy presentation was presented to attendees by President Valerie Jackson.</li> </ul> <p><b>Presidents Report 2023:</b></p> <ul style="list-style-type: none"> <li>• Report written by President Valerie Jackson was circulated via email and made known to attendees during AGM.</li> </ul> <p><b>Treasurer's Report 2022/23:</b></p> <ul style="list-style-type: none"> <li>• Report written by Treasurer John Pickles was circulated via email and made known to attendees by Valerie Jackson during AGM.</li> </ul> <p><b>BC Branch BOC Rep Report 2023:</b></p> <ul style="list-style-type: none"> <li>• Report written by BOC Rep Angela Whalen was circulated via email and made known to attendees by Valerie Jackson during AGM.</li> </ul> <p><b>CoPE Rep. Report 2023:</b></p> <ul style="list-style-type: none"> <li>• Report written by CoPE Rep Stacey Sowa was circulated via email and made known to attendees by Valerie Jackson during AGM.</li> </ul>	<b>Valerie Jackson</b>

	<p><b>Branch Historian Report 2023:</b></p> <ul style="list-style-type: none"> <li>Report was presented by BC Branch Historian Tim Roark</li> </ul> <p><b>MOTION:</b></p> <p>To approve the auditor's report as submitted by Auditors for the period January 1, 2022 to Dec 31, 2022 and half-year January 1, 2023 to June 30, 2023.</p> <p>Jessica Ip motioned, Claudia Kurzac seconded. Carried.</p>	
7.00	<b>Auditor's Review Report</b>	
7.01	<p><b>Auditor's Report:</b></p> <ul style="list-style-type: none"> <li>Auditors: Gurinder Saini Member-in-Good Standing, and Kuljeet Chattha Member-in-Good Standing</li> <li>Report was presented as submitted by Auditors</li> </ul> <p><b>MOTION:</b></p> <p>To approve the auditor's report as submitted by Auditors for the period January 1, 2022 to Dec 31, 2022 and half-year January 1, 2023 to June 30, 2023.</p> <p>Jessica Ip motioned, Claudia Kurzac seconded. Carried.</p>	<b>Valerie Jackson</b>
8.00	<b>Appointment of New Auditors</b>	
8.01	<p>No auditor candidates for the 2023 BC Branch financial statements at time of AGM.</p> <p>Call out for appointment of New Auditors was announced during AGM.</p>	<b>Valerie Jackson</b>
9.00	<b>Honorariums - BC Page Editor &amp; Webmaster</b>	
9.01	<p><b>Discussion:</b></p> <p>The precedent established in 2016 was to pay \$500.00 to both the appointed operational positions with branch, those being the BC Page Editor and Webmaster.</p>	<b>Valerie Jackson</b>



	<p><b>MOTION:</b></p> <p>To approve honorarium for the BC Branch Webmaster for the 2023 calendar year of \$500.00 and the BC Page Editors of \$500.00</p> <p>Nadia White motioned, Jackie Chiu seconded. Carried.</p>	
<b>10.00</b>	<b>Election of Officers</b>	
<b>10.01</b>	<p>Election of Officers Report presented as submitted, along with the new executive council nomination forms. List of existing Officers with standing nominations presented for discussion.</p> <p>No additional nomination received; all members elected by acclamation.</p> <p>Stacey Sowa will be stepping down as the BC Page Editor. Gethsemene Luttrell has been nominated for the position of BC Page Editor.</p> <p>Comment/Suggestion presented to council: Nomination forms presented at AGM does not include which role the individuals were being nominated for. Nominees should put down the name of the position of what the nominee is being nominated for on the nomination form.</p> <p><b>MOTION:</b></p> <p>To approve the Executive Council report including standing nominations and appoint the new councilors Nicole Pagoda and Kuljeet Chattha and president-elect Casey Neathway</p> <p>Gary Tam motioned, Dale Chen seconded. Carried.</p>	<b>Valerie Jackson</b>
<b>11.00</b>	<b>Awards</b>	
<b>11.1</b>	<p>One nomination received for the Member of the Year award (Ann Thomas), one nomination received for the Alex Nilsson award (Gary Tam), and one nomination received for Honorary Member award (Lydia Ma).</p> <p>Award recipient for Honorary Member award was presented by president-elect Casey Neathway and acclaimed by the Executive Council.</p> <p><b>MOTION:</b></p> <p>To approve the nomination of the Honorary Member award to Lydia Ma.</p>	<b>Valerie Jackson</b>

	<p>Jessica Ip motioned. Nadia White seconded. Carried Member of the Year award and the Alex Nilsson award were presented at the Christmas luncheon post AGM by Jessica Ip</p>	
<p><b>Adjournment:</b> <b>Meeting was adjourned at 11:13 HRS PST Celine Hsin motioned. Jackie Chiu seconded.</b></p>		





## **Canadian Institute of Public Health Inspectors – BC/YT Branch President's Report 2024**

### **Executive Council**

The Executive Council has seen the recruitment of two new members who bring a commitment to the vision and purpose of the Branch and provide new ideas and perspectives on our work. The Branch Executive currently has a multi-regional representation from each of the Health Authorities in the province with the exception of Northern Health. In 2024, we are pleased to welcome Christian Jefferson Valeroso as a counselor to the BC/YT CIPHI Branch. Transitioning into 2024, we are always looking to have more interested candidates join our team so please reach out if you are interested in volunteering for the CIPHI BC/YT Branch.

Moving forward into 2025 we are happy to have Gesthamane Luttrell taking on the work of the BC Page Editor. We look forward to seeing the continuation of our BC/YT Branch Page Newsletter. We also want to welcome Craig Nowakowski as the new BC COPE Rep, we are excited to have him on the team. We want to take a moment to give appreciation to Stacey Sowa and all the work she has contributed to this role in the past and CIPHI in general. Thank you Stacey for all you have done and continue to do for CIPHI and the field of environmental public health.

It is our hope that in 2025, we get an opportunity to engage more with our members, continue with advocacy initiatives and create awareness about CIPHI and what we do. We plan to maintain the momentum set by the National Advocacy Committee in continuing working towards recruitment and retention within our profession.

A big thank you goes out to Casey Neathway, President Elect in ensuring the work of CIPHI is always moving forward and being a major support to me in these last few months of my presidency. The CIPHI BC/YT Branch is in wonderful hands moving into 2025 with Casey as President. I hope to stay on and support the branch in any way I can.

### **Education**

Education is a pillar of CIPHI at the National level and the National education committee has continued to streamlining educational opportunities to our membership. For 2025, the CIPHI BC/YT Branch hopes to connect with the National Director to align strategies and continue the momentum set.

### **Finances**

The Branch continues to remain in a strong financial position. Our top revenue streams came

from an increase in membership and increase in FOODSAFE certificates

Our largest expenditure categories in 2024 were Promotions including; joining the national campaign, Environmental Public Health Week, awards, student prizes, honoraria and membership drive prizes. With the resumption of in-person meetings, BC/YT branch president traveled to Regina Saskatchewan for the CIPHI Annual Education Conference and AGM. The BC/YT branch heads into 2025 in a solid financial position and is well suited to make strong strides forward.

Moving into 2025 some BC policies will be updated and we are looking to offer some new bursaries to members to help facilitate Annual Education Conference attendance.

**Membership**

This past year the branch saw a continued growth in 2024 with increased membership in both regular and student membership categories. The increase in membership may be attributed to: Increased employment opportunities in the province, the requirement for mandatory membership after 2017, and/or the increase or ongoing support of employers to pay for membership. Whatever the reason, we hope for this upward trend to continue in future years, and for the advocacy work of CIPHI National to highlight the benefits of membership for the Branch.

Year	Life	Regular	Retired	Student	Honorary		Int'l/Assoc	Fraternal	Total
					B C	Ntl.			
2016	4	125	14	39	2	6	1	0	199
2017	3	170	11	38	2	6	1	2	218
2018	4	150	14	36	2	6	0	1	213
2019	4	132	14	35	2	6	0	2	195
2020	4	161	18	36	2	6	0	0	227
2021	4	164	18	62	2	7	0	0	257
2022	4	206	15	35	1	7	1	0	269
2023	5	210	15	45	1	7	0	1	284
2024	6	227	17	43	1	8	0	2	304

Respectfully Submitted,



Valerie Jackson,  
CPHI(C) President, BC & YT Branch

**Canadian Institute of Public Health Inspectors, BC Branch**

**Treasurers Report to Members December 2024**

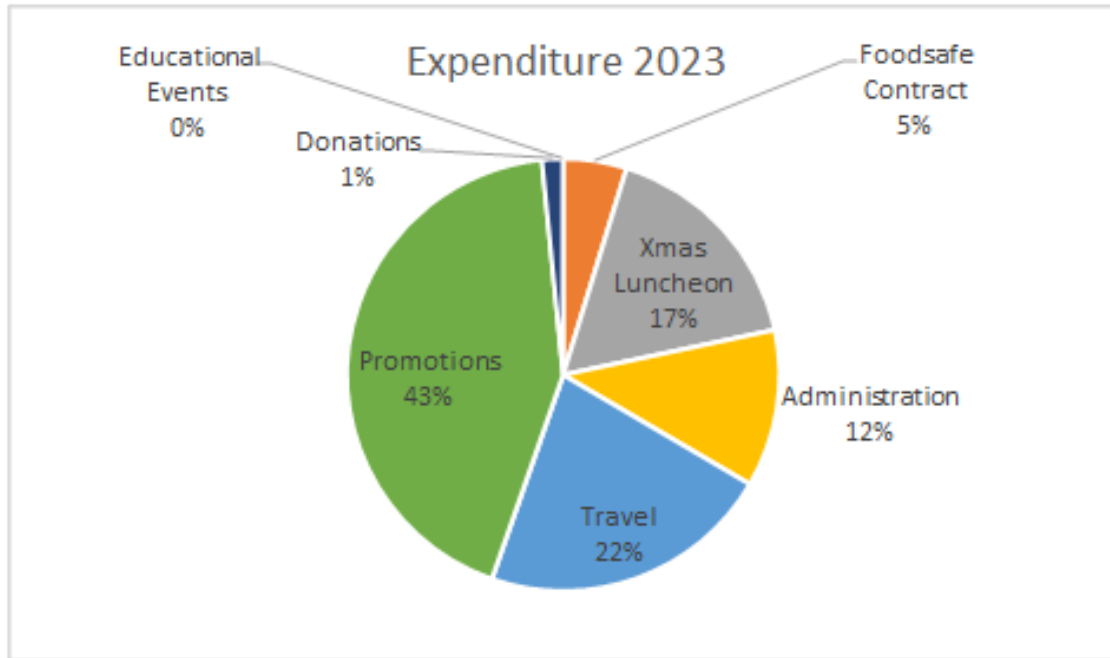
This report relates to two fiscal periods: January 1, 2023 to December 31, 2023 and January 1, 2024 to June 30, 2024; and proposes a draft 2025 budget for consideration.

The 2023 calendar year saw an increase in membership. The 2023 AGM was held in-person, with on-line option in December. CIPHI National is now providing educational webinars. See Appendix 1 for a review of the 2023 budget. The breakdown of revenue for 2023 by source is shown in the chart below:



The top revenue streams in 2023 were Membership Dues (64%), FOODSAFE Contract (20%) and Xmas Luncheon (9%). Together these represent 93% of total revenue.

The breakdown of expenditure is shown in the chart below. The largest expense for 2023 was Promotions at 43% of all expenditure. Promotion, includes joining the national campaign, Environmental Public Health Week, awards, student prizes, honoraria and membership drive prizes. Travel represented 22% of all expenditure. The Xmas luncheon represented 17% of total expenditure, but there is a charge to join the luncheon, the subsidy is on average 35%. Administration includes bank fees, insurance, storage unit rental, BC Society registration, postage, printing, teleconferencing and credit card processing fees, and represents 12% of expenditure. Expenditure on the FOODSAFE Contract accounted for 5% of expenditure. A donation to the 2023 National Conference represented 1% of expenditure.



The formal financial statements for 2023 are shown in Appendix 2. The Branch is in a strong financial position with an accumulated fund balance of \$91,114.23 at December 31, 2023.

Because of the requirements of the Society Act and Regulation, I have prepared supplementary statements for the period January 1, 2024 to June 30, 2024, ensuring the end of the period reported is no more than 6 months before the AGM. See Appendix 3. The position in June is typical, but not reflective of the year end, as revenue is stronger at the beginning of the year with membership renewal in January, and most expenditure occurring at the end of the year with the AGM/Social Event timing.

Finally in Appendix 4 there is a proposed 2025 Budget for consideration. The membership should spend some time considering the objects of the society and let the Executive Committee know what projects you would like them to consider in the next couple of years.

Respectfully submitted,



John Pickles CPHI(C)

Branch Treasurer

Appendix 1

Review of 2023 Budget

	<b>Budget 2023</b>		<b>As at Dec 31</b>		% of Budget
<b>Revenue</b>					
Membership Dues	\$ 8,000.00		\$ 9,270.50		116%
Sales: BC Page Advertising	\$ 100.00		\$ 75.00		75%
Sales: Educational Events	\$ 0.00		\$ 0.00		0%
Sales: FOODSAFE Certificates	\$ 3,000.00		\$ 2,990.00		100%
Sales: Xmas Luncheon/Social Events	\$ 0.00		\$ 1,250.00		
Sales: Promotional Merchandise	\$ 1,000.00		\$ 0.00		
Gifts/Sponsorship	\$ 3,500.00		\$ 660.00		19%
Other			\$ 231.91		
<b>Total</b>		<b>\$ 15,600.00</b>		<b>\$ 14,477.41</b>	
<b>Expenses</b>					
BC Page Newsletter	\$ 0.00		\$ 0.00		
Educational Events	\$ 1,600.00		\$ 0.00		0%
FOODSAFE Certificates	\$ 1,500.00		\$ 1,049.94		70%
Xmas Luncheon/Social Events	\$ 1,000.00		\$ 3,750.43		250%
Awards Committee	\$ 400.00		\$ 386.56		97%
Bank Fees	\$ 120.00		\$ 130.33		109%
BC Society Registry	\$ 100.00		\$ 40.00		40%
Branch Meetings	\$ 0.00		\$ 339.73		340%
Bursary	\$ 1,000.00		\$ 0.00		0%
Charity Donation	\$ 500.00		\$ 0.00		0%
EPH Week	\$ 100.00		\$ 0.00		0%
Historical Committee	\$ 1,400.00		\$ 1,163.84		83%
Honoraria	\$ 1,000.00		\$ 1,000.00		100%
Insurance	\$ 500.00		\$ 514.37		103%
Membership Committee	\$ 750.00		\$ 0.00		0%
Miscellaneous	\$ 0.00		\$ 202.33		200%
National Conference Donation	\$ 350.00		\$ 350.00		100%
Postage	\$ 50.00		\$ 9.66		19%
Printing & Stationary	\$ 0.00		\$ -		
Promotion & Advocacy Committee	\$ 3,000.00		\$ 8,155.00		272%
Teleconferences	\$ 0.00		\$ 0.00		0%
Travel - National NEC/BOC/COPE	\$ 4,000.00		\$ 4,836.56		121%
Travel - BC Branch related	\$ 4,000.00		\$ 19.35		1%
VISA Fees	\$ 300.00		\$ 209.57		70%
Website Committee	\$ 0.00		\$ -		
Bad debt write-off	\$ 0.00		\$ -		
<b>Total</b>		<b>\$ 21,670.00</b>		<b>\$22,157.67</b>	
<b>Net</b>		<b>-\$ 6,070.00</b>		<b>-\$ 7,680.26</b>	



Appendix 2 Canadian Institute of Public Health Inspectors, BC Branch

Statement of Operations For the year ending December 31, 2023 comparative to 2022 and 2021

	2023		2022		2021	
<b>Revenue</b>						
Membership Dues		\$ 9,270.50		\$ 8,999.40		\$ 8,007.90
Sales: BC Page Advertising		\$ 75.00		\$ 0.00		\$ 75.00
Sales: Educational Events		\$ 0.00		\$ 0.00		\$ 0.00
Sales: FOODSAFE Certificates		\$ 2,990.00		\$ 3,110.00		\$ 3,010.00
Sales: Xmas Lunch/Social Events		\$ 1,250.00		\$ 1,198.00		\$ 1,458.00
Sales: Promotional Merchandise		\$ 0.00		\$ 60.00		\$ 40.00
Gifts & Sponsorship		\$ 660.00		\$ 0.00		\$ 0.00
Interest Earned GIC		\$ 231.91		\$ 30.89		\$ 229.95
Xmas Luncheon Collection		\$ 0.00		\$ 0.00		\$ 0.00
<b>Total</b>		<b>\$ 14,477.41</b>		<b>\$ 13,398.29</b>		<b>\$ 12,820.85</b>
<b>Expenses</b>						
BC Page	\$ 0.00		\$ 0.00		\$ 0.00	
Educational Events Expense	\$ 0.00		\$ 0.00		\$ 634.81	
FOODSAFE Certificates Expense	\$ 1,049.94		\$ 900.60		\$ 1,209.46	
Xmas Lunch/Social Events Expense	\$ 3,750.43		\$ 1,471.22		\$ 2,239.87	
Awards Committee	\$ 386.56		\$ 174.25		\$ 343.88	
Bank Fees	\$ 130.33		\$ 273.39		\$ 99.00	
BC Society Registry	\$ 40.00		\$ 40.00		\$ 40.00	
Branch Meetings	\$ 339.73		\$ 0.00		\$ 0.00	
Bursary	\$ 0.00		\$ 0.00		\$ 0.00	
Charity Donations	\$ 0.00		\$ 0.00		\$ 0.00	
EPH Week	\$ 0.00		\$ 0.00		\$ 0.00	
Historical Committee	\$ 1,163.84		\$ 1,090.27		\$ 1,128.19	
Honorariums	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	
Insurance	\$ 514.37		\$ 474.03		\$ 438.41	
Membership Committee	\$ 0.00		\$ 0.00		\$ 0.00	
Miscellaneous	\$ 202.33		\$ 0.00		\$ 0.00	
National Conference Donation	\$ 350.00		\$ 0.00		\$ 0.00	
Postage	\$ 9.66		\$ 0.00		\$ 0.00	
Printing and Stationary	\$ 0.00		\$ 0.00		\$ 0.00	
Promotion & Advocacy Committee	\$ 8,155.00		\$ 8,057.87		\$ 3,809.88	
Teleconferences	\$ 0.00		\$ 13.30		\$ 33.52	
Travel - National - NEC/BOC/COPE	\$ 4,836.56		\$ 5,202.70		\$ 616.25	
Travel - BC Branch Related	\$ 19.35		\$ 4,424.10		\$ 2,223.63	
VISA Fees	\$ 209.57		\$ 193.01		\$ 201.89	
Website Committee	\$ 0.00		\$ 0.00		\$ 0.00	
Bad Debt Write-off	\$ 0.00		\$ 0.00		\$ 0.00	
<b>Total</b>		<b>\$22,157.67</b>		<b>\$ 23,314.74</b>		<b>\$ 14,018.79</b>
<b>Excess/Deficit of revenue over expenditure</b>		<b><u>-\$ 7,680.26</u></b>		<b><u>-\$ 9,916.45</u></b>		<b><u>-\$ 9,916.45</u></b>



Canadian Institute of Public Health Inspectors, BC Branch  
Statement of Change  
For the year ending December 31, 2023

Accumulated Fund Balance January 1, 2023	<u>\$ 98,794.49</u>
Deficit of revenue over expenditure	<u>-\$ 7,680.26</u>
Accumulated Fund Balance December 31, 2023	<u>\$ 91,114.23</u>

Canadian Institute of Public Health Inspectors, BC Branch  
Statement of Financial Position  
As at December 31, 2023

	Assets	Liabilities and Fund Balance
Cash and Cash Equivalents	\$ 90,134.79	
Accounts Receivable	\$ 1,536.60	
Pre-paids	<u>\$ 841.79</u>	
Accrued Expenditure		\$ 1,398.95
Accumulated Fund Balance		<u>\$ 91,114.23</u>
	<u>\$ 92,513.18</u>	<u>\$ 92,513.18</u>



John Pickles CPHI(C)  
Treasurer

Valerie Jackson CPHI(C)  
President  
Dated: October 29, 2024

Appendix 3

Canadian Institute of Public Health Inspectors, BC Branch  
Statement of Operations  
For January 1, 2024 to June 30, 2024

Membership Dues		\$ 10,043.30
Sales: BC Page Adverts		\$ 0.00
Sales: Educational Events		\$ 0.00
Sales: FOODSAFE Certificates		\$ 0.00
Sales: Xmas Lunch/Social Events		\$ 0.00
Sales: Promotional Merchandise		\$ 0.00
Gifts/Sponsorship		\$ 0.00
Interest Earned GIC		\$ 545.17
Xmas Luncheon Collection Deposit		<u>\$ 0.00</u>
		\$ 10,588.47
BC Page Newsletter expenses	\$ 0.00	
Educational Events expenses	\$ 0.00	
FOODSAFE Certificates expenses	\$ 95.20	
Xmas Lunch/Social Events expenses	\$ 0.00	
Awards Committee	\$ 17.57	
Bank Fees	\$ 52.84	
BC Society Registry	\$ 0.00	
Branch Meetings	\$ 0.00	
Bursary	\$ 0.00	
Charity Donation	\$ 0.00	
EPH Week	\$ 0.00	
Historical Committee	\$ 543.62	
Honoraria	\$ 0.00	
Insurance	\$ 245.90	
Membership Committee	\$ 0.00	
Miscellaneous	\$ 0.00	
National Conference Donation	\$ 0.00	
Postage	\$ 0.00	
Printing Stationary	\$ 0.00	
Promotion & Advocacy Committee	\$ 0.00	
Teleconference	\$ 0.00	
Travel National NEC/BOC/COPE	\$ 696.99	
Travel BC Branch Related	\$ 0.00	
VISA Card Commission Fees	\$ 99.96	
Website Committee	\$ 0.00	
Bad Debt Write-off	<u>\$ 0.00</u>	
		\$ 1,752.08
Surplus of Revenue over Expenditure		<u>\$ 8,836.39</u>

Canadian Institute of Public Health Inspectors, BC Branch  
Statement of Change  
For January 1, 2024 to June 30, 2024

Accumulated Fund Balance January 1, 2024	\$ 91,114.23
Surplus of revenue over expenditure	<u>\$ 8,836.39</u>
Accumulated Fund Balance June 30, 2024	<u>\$ 99,950.62</u>

Canadian Institute of Public Health Inspectors, BC Branch  
Statement of Financial Position  
As at June 30, 2024

	Assets	Liabilities and Fund Balance
Cash and Cash Equivalents	\$ 99,898.35	
Accounts Receivable	\$ 0.00	
Pre-paid Insurance	\$ 52.27	
Accrued Expenditure		\$ 0.00
Accumulated Fund Balance		<u>\$ 99,950.62</u>
	<u>\$ 99,950.62</u>	<u>\$ 99,950.62</u>



John Pickles CPHI(C)  
Treasurer

Valerie Jackson CPHI(C)  
President  
Dated: October 29, 2024

### Review of 2024 Budget

	Budget 2024	As at June 30	% of Budget
<b>Revenue</b>			
Membership Dues	\$ 8,500.00	\$10,043.30	118%
Sales: BC Page Advertising	\$ 100.00	\$ 0.00	0%
Sales: Educational Events	\$ 0.00	\$ 0.00	0%
Sales: FOODSAFE Certificates	\$ 3,000.00	\$ 0.00	0%
Sales: Xmas Luncheon/Social Events	\$ 0.00	\$ 0.00	0%
Sales: Promotional Merchandise	\$ 1,000.00	\$ 0.00	0%
Gifts/Sponsorship	\$ 3,500.00	\$ 0.00	0%
Other – Interest Earned GIC		\$ 545.17	
<b>Total</b>	<b>\$16,100.00</b>	<b>\$10,588.47</b>	
<b>Expenses</b>			
BC Page Newsletter	\$ -		
Educational Events	\$ 1,600.00	\$ 0.00	0%
FOODSAFE Certificates	\$ 1,500.00	\$ 95.20	6%
Xmas Luncheon/Social Events	\$ 1,000.00	\$ 0.00	0%
Awards Committee	\$ 400.00	\$ 17.57	4%
Bank Fees	\$ 120.00	\$ 52.84	44%
BC Society Registry	\$ 100.00	\$ 0.00	0%
Branch Meetings	\$ -		
Bursary	\$ 1,000.00	\$ 0.00	0%
Charity Donation	\$ 500.00	\$ 0.00	0%
EPH Week	\$ 100.00	\$ 0.00	0%
Historical Committee	\$ 1,400.00	\$ 543.62	39%
Honoraria	\$ 1,000.00	\$ 0.00	0%
Insurance	\$ 500.00	\$ 245.90	49%
Membership Committee	\$ 750.00	\$ 0.00	0%
Miscellaneous	\$ -		
National Conference Donation	\$ 350.00	\$ 0.00	0%
Postage	\$ 50.00	\$ 0.00	0%
Printing & Stationary	\$ -		
Promotion & Advocacy Committee	\$ 5,000.00	\$ 0.00	0%
Teleconferences	\$ 0.00	\$ 0.00	
Travel - National NEC/BOC/COPE	\$ 4,000.00	\$ 969.99	24%
Travel - BC Branch related	\$ 4,000.00	\$ 0.00	0%
VISA Fees	\$ 300.00	\$ 99.96	33%
Website Committee	\$ -		
Bad debt write-off	\$ -		
<b>Total</b>	<b>\$23,670.00</b>	<b>\$ 1,752.08</b>	
<b>Net</b>	<b>-\$6,070.00</b>	<b>\$8,836.39</b>	

Appendix 4

Proposed 2025 Budget

	Budget 2025	
<b>Revenue</b>		
Membership Dues	\$ 8,500.00	
Sales: BC Page Advertising	\$ 100.00	
Sales: Educational Events	\$ 0.00	
Sales: FOODSAFE Certificates	\$ 3,000.00	
Sales: Xmas Luncheon/Social Events	\$ 0.00	
Sales: Promotional Merchandise	\$ 1,000.00	
Gifts/Sponsorship	\$ 3,500.00	
Other		
<b>Total</b>		<b>\$ 16,100.00</b>
<b>Expenses</b>		
BC Page Newsletter	\$ -	
Educational Events	\$ 1,600.00	
FOODSAFE Certificates	\$ 1,500.00	
Xmas Luncheon/Social Events	\$ 1,000.00	
Awards Committee	\$ 400.00	
Bank Fees	\$ 120.00	
BC Society Registry	\$ 100.00	
Branch Meetings	\$ -	
Bursary	\$ 1,000.00	
Charity Donation	\$ 500.00	
EPH Week	\$ 100.00	
Historical Committee	\$ 1,400.00	
Honoraria	\$ 1,000.00	
Insurance	\$ 500.00	
Membership Committee	\$ 750.00	
Miscellaneous	\$ -	
National Conference Donation	\$ 350.00	
Postage	\$ 50.00	
Printing & Stationary	\$ -	
Promotion & Advocacy Committee	\$ 5,000.00	
Teleconferences	\$ 0.00	
Travel - National NEC/BOC/COPE	\$ 4,000.00	
Travel - BC Branch related	\$ 4,000.00	
VISA Fees	\$ 300.00	
Website Committee	\$ -	
Bad debt write-off	\$ -	
<b>Total</b>		<b>\$ 23,670.00</b>
<b>Net</b>		<b><u>-\$ 7,570.00</u></b>
<b>Transfer money from Reserves</b>		<b>\$ 7,570.00</b>
<b>Balance</b>		<b>\$ 0.00</b>

## Board of Certification (BC Branch) Report to Membership

Contributed by Angela Whalen

BC Board of Certification Branch Representative

*This Annual Report was prepared for the 2024 Annual General Meeting of CIPHI (BC Branch) and satisfies 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%

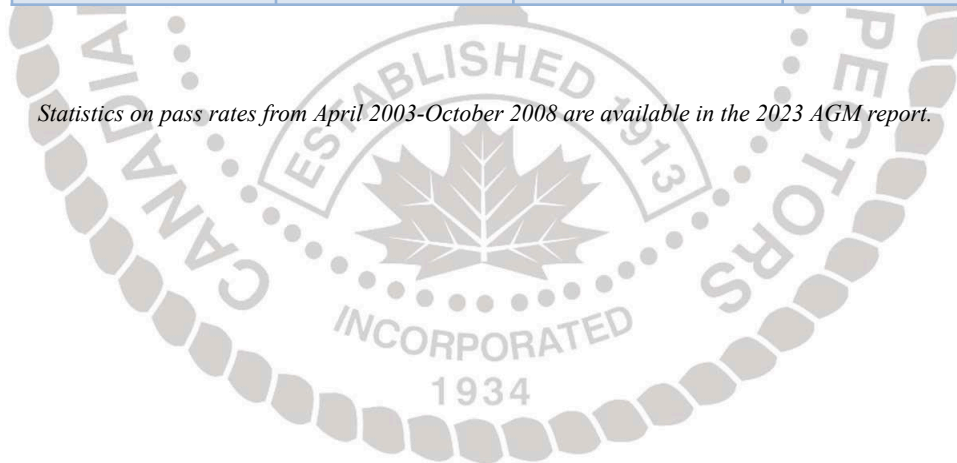


**Table 2.3: Exam Pass Rates, April 2009-April 2024**

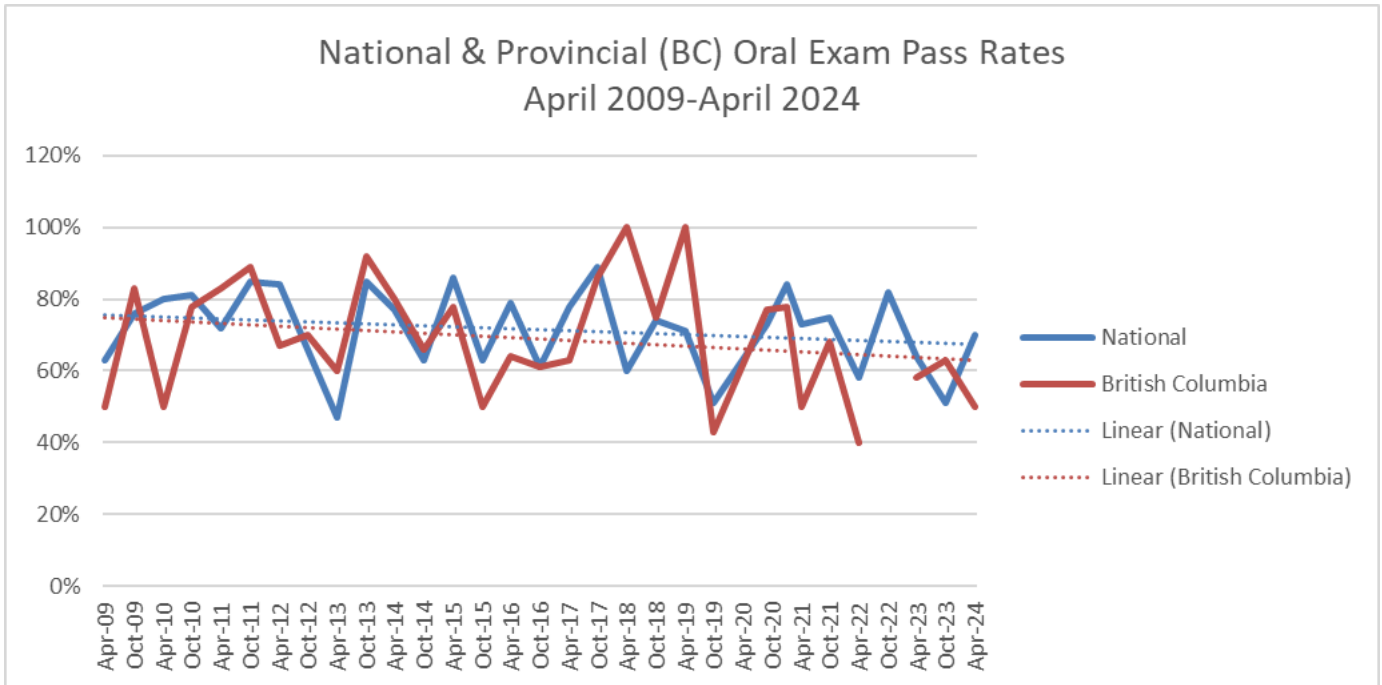
<i>EXAM DATE</i>	<i>National</i>	<i>BC</i>	<i>National</i>	<i>BC</i>
	<i>Oral Exam % Pass Rate (70% Pass Mark)</i>	<i>Oral Exam % Pass Rate (70% Pass Mark)</i>	<i>Written Report % Pass Rate (60% Pass Mark)</i>	<i>Written Report % Pass Rate (60% Pass Mark)</i>
<i>April 2009</i>	63%	50%	91%	100%
<i>October 2009</i>	76%	83%	93%	93%
<i>April 2010</i>	80%	50%	89%	83%
<i>October 2010</i>	81%	78%	86%	88%
<i>April 2011</i>	72%	83%	75%	67%
<i>October 2011</i>	85%	89%	80%	86%
<i>April 2012</i>	84%	67%	69%	63%
<i>October 2012</i>	66%	70%	85%	87%
<i>April 2013</i>	47%	60%	81%	67%
<i>October 2013</i>	85%	92%	85%	85%
<i>April 2014</i>	77%	80%	79%	75%
<i>October 2014</i>	63%	66%	85%	73%
<i>April 2015</i>	86%	78%	86%	100%
<i>October 2015</i>	63%	50%	89%	76%
<i>April 2016</i>	79%	64%	76%	91%
<i>October 2016</i>	61%	61%	80%	82%
<i>April 2017</i>	78%	63%	62%	60%
<i>October 2017</i>	89%	86%	79%	73%
<i>April 2018</i>	60%	100%	83%	75%

<i>October 2018</i>	74%	75%	82%	79%
<i>April 2019</i>	71%	100%	86%	100%
<i>October 2019</i>	51%	43%	67%	76%
<i>Sept 2020</i>	73%	77%	87%	71%
<i>January 2021</i>	84%	78%	74%	83%
<i>April 2021</i>	73%	50%	85%	75%
<i>October 2021</i>	75%	68%	84%	90%
<i>April 2022</i>	58%	40%	70%	83%
<i>October 2022</i>	82%	71%	82%	69%
<i>April 2023</i>	64%	58%	77%	69%
<i>October 2023</i>	51%	63%	74%	76%
<i>April 2024</i>	70%	50%	75%	50%

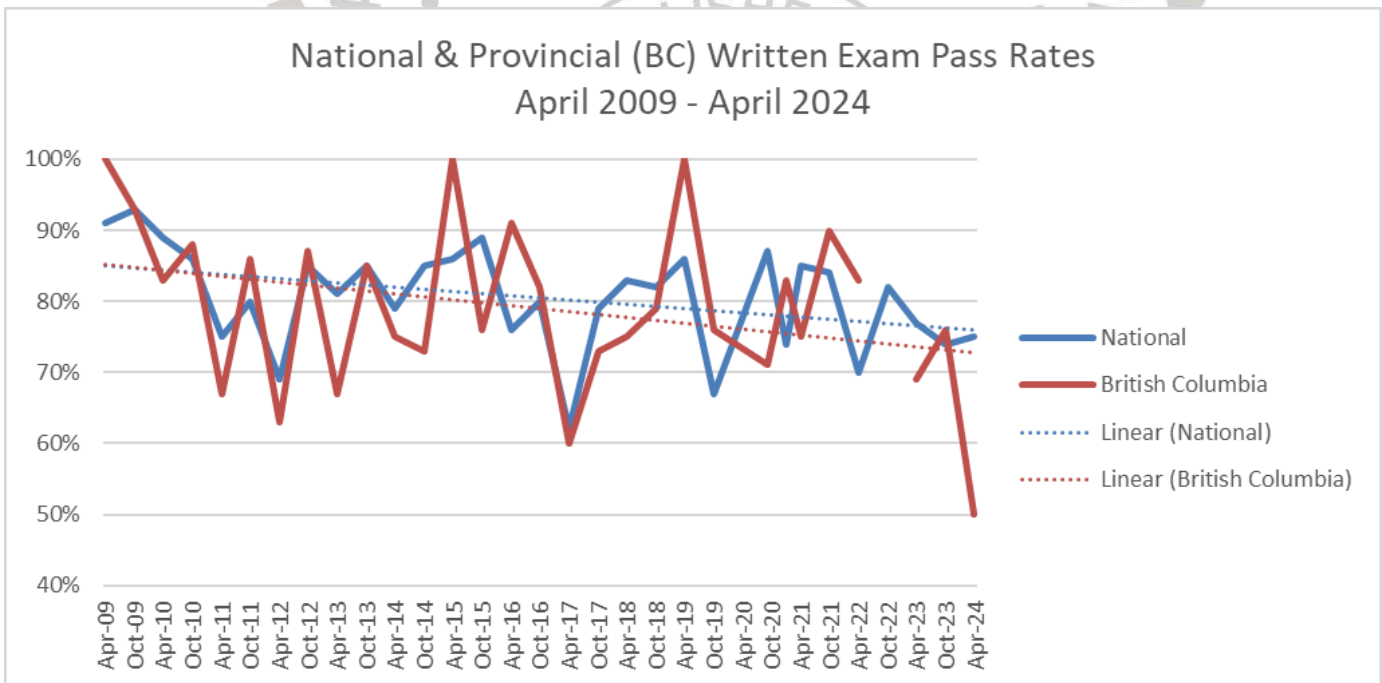
*Statistics on pass rates from April 2003-October 2008 are available in the 2023 AGM report.*



**Figure 2.1: National and Provincial (BC) Oral Exam Pass Rates, April 2009 – April 2024**



**Figure 2.2: National and Provincial (BC) Written Exam Pass Rates, April 2009 – April 2024**



## **Highlights of Board Activities**

### **1. BC Accredited Institution Review**

The BOC completed a school review of BCIT in October 2021 and issued a 2-year accreditation, with the potential for a one-year extension depending on BCIT's progress in meeting the requirements of the report. In September 2023, the BOC reviewed a progress report from BCIT and voted to extend the accreditation by one year. BCIT is currently undergoing another accreditation review by the BOC; results of the review will be available in 2025.

### **2. International Candidates**

The BOC held its third international candidate's exam on April 24, 2024. Five candidates successfully passed the exam.

### **3. Policy and Regulation Updates**

- i. The review and modernization of administrative policies and supporting documents is ongoing. BOC policies and documents are available for viewing on the CIPHI website.
- ii. The BOC has now completed a full update of all Terms of Reference for each portfolio.
- iii. The BOC created a new portfolio position: Education & Advocacy. Goals for this position are to improve communication about BOC information with all stakeholders including students, schools, training agencies and examiners.

### **4. BOC Written Segment – Project 13**

The project committee has been revising the new exam assessment rubric to improve inter-rater reliability and ensure greater consistency in evaluations. The committee would like to extend a special thank you to the volunteers who helped mark sample reports—your contributions have been essential in this process. Soon the BOC will be inviting a selection of volunteers to participate in focus groups to gather more feedback. We encourage you to participate and share your insights to help us make further improvements. Simultaneously, a broad stakeholder consultation about the planned new written exam process will begin in early 2025. The anticipated launch date for the new written exam is April 2026.

### **5. Changes to Board of Certification Membership**

In January 2024, the BOC appointed George Koutsoulis to the position of Vice Chair. George will assume the role of National BOC Chair as of January 1, 2025, at which point Gary Tam will move into the position of Past Chair. In 2024 the BOC also welcomed four new members as follows: Nimone Campbell (Saskatchewan), Julie (Young) Spurvey (New Brunswick/Quebec), Julie Swanlund (Manitoba) and Alexandre Tancrede (Canadian Armed Forces). There are two vacant positions on the board: Nova Scotia/PEI and Newfoundland and Labrador.

### **6. BC Exam Coordinator**

Laura Chow will be finishing a 3-year term as BC's BOC Exam Coordinator on December 31, 2024. The BOC will be collecting expressions of interest for a replacement in the coming weeks.

The Board would like to extend its gratitude for the tireless effort and dedication Laura invested in coordinating the BOC exams over the past three years. Behind every exam cycle, there are countless hours of planning, problem-solving, and collaboration to ensure everything runs smoothly. This challenging work not only contributes to the success of the exams, but also helps countless individuals on their journey to certification.

Thank you, Laura, for all your contributions to support the exam process in BC.

Respectfully submitted,



Angela Whalen, BTech, CPHI(C)

BOC Representative – BC Branch



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

Contributed by Karen Hann, Chair and modified by Stacey Sowa, BC Branch CoPE Rep

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	Chantal Stevens - 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 an Ontario Branch Representative, 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 & Upcoming Changes**

A big thank you to 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 of his hard work and patience. Without having him on the team the Audits would not have been completed.

Another well earned thank you to Debbie Hylton who wrapped up her term in September 2024 and Cameron Weighill who's positions wraps up at the end of December. Your passion, dedication, and knowledge will be missed tremendously.

In January 2025, the CoPE team will welcome Craig Nowakowski as the BC Representative. Craig arrives with an abundance of experience with CIPHI, BOC, and CoPE. In addition, Stacey Sowa will be shifting into the Vice Chair position bringing with her six years of CoPE experience.



December 3, 2024

BC Branch CIPHI  
1200 – 601 West Broadway  
Vancouver, BC, V5Z 4C2

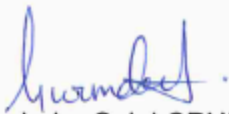
Attention: Branch Executives

Re: Member Scrutiny of Financial Statements for 2023 and half-year 2024

As members accepted by the Branch Executive to scrutinize the financial statements on behalf of the Branch, we have looked the statement of operations, statement of change, statement of financial position and related records of the BC Branch CIPHI for the period January 1, 2023 to December 31, 2023 and half-year January 1, 2024 to June 30, 2024.

We are pleased to confirm that the attached statements appear to fairly represent the financial position of the BC Branch during this period.

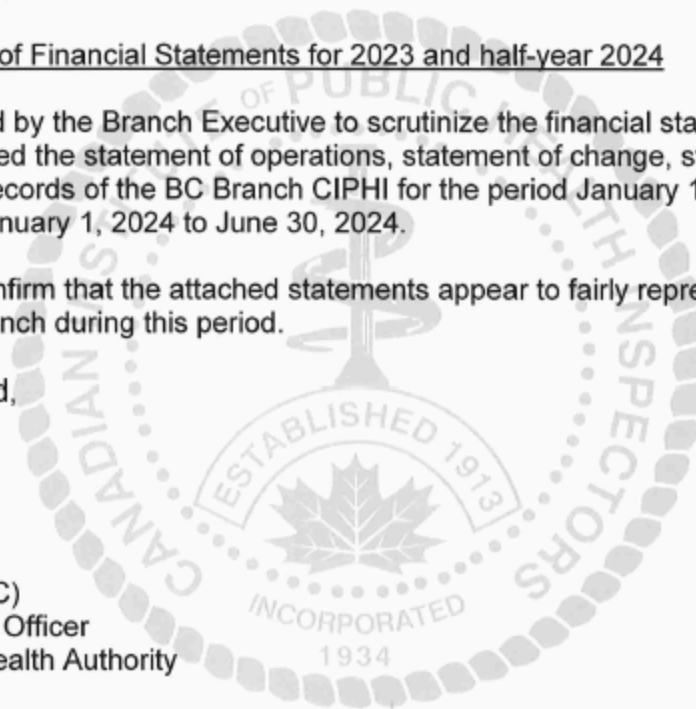
Respectfully submitted,



Gurinder Saini CPHI(C)  
Environmental Health Officer  
Vancouver Coastal Health Authority



Nadia White  
Tracie Cheung CPHI(C)  
Environmental Health Officer  
Vancouver Coastal Health Authority



## NOTICE OF MOTION OF THE CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS (CIPHI) B.C. Branch

November 22, 2024

### Adoption of Revised Bylaws

**WHEREAS** CIPHI BC Branch is committed to maintaining governance practices that are transparent, effective, and aligned with the needs of its membership and;

**WHEREAS** CIPHI (National) adopted revised Bylaws reflecting governance changes at their 2024 Annual General Meeting and;

**WHEREAS** the revised CIPHI BC Branch Bylaws have been duly reviewed, discussed, and agreed upon by the Branch Executive;

**NOW, THEREFORE, BE IT RESOLVED** that the membership of CIPHI BC Branch confirm the adoption of the revised bylaw, attached hereto as *Appendix A*.

**Moved by:** Casey Neathway, CPHI(C)

**Seconded by:** Valerie Jackson, CPHI(C)

## Summary of bylaw amendments for membership approval

### Introduction

The Canadian Institute of Public Health Inspectors B.C. Branch (CIPHI BC) is committed to frequent and ongoing reviews of our guiding documents to ensure ongoing compliance with applicable legislation and conformity with CIPHI National policies and procedures. With the CIPHI National bylaws being updated through an approved membership resolution at the 2024 Annual General Meeting, CIPHI BC identified a need to align the language of our Branch bylaws with the most current version of CIPHI Bylaw 1. Additionally, these changes ensure clarity, grammatical correctness, and compliance with the BC Societies Act and reflect best practices and current operational realities of the organization.

### Key amendments

- 1. Removal of possessive apostrophe in “EHO’s”**
  - **Change:** corrected grammar to remove apostrophes in all instances (i.e., “EHO’s” becomes “EHOs”).
  - **Reasoning:** ensures grammatical accuracy.
- 2. Section 2(d)(ii) – Removal of society role in appointing representatives to the board of certification (BOC)**
  - **Change:** deleted the Branch’s role in appointing representatives to the BOC
  - **Reasoning:** updates to BOC bylaws and regulations place this responsibility with the BOC itself, not individual Branches.
- 3. Section 2.2 – Removal of fraternal membership and voting rights**
  - **Change:** removed references to “fraternal” membership and clarified non-voting status of “affiliate members”.
  - **Reasoning:** CIPHI National bylaws have eliminated fraternal membership, reclassifying them as affiliate members without voting rights
- 4. Section 2.2(ii) – Clarification of non-voting members**
  - **Change:** added “affiliate members” to the definition of non-voting members.
  - **Reasoning:** reflect changes in CIPHI National bylaws.
- 5. Section 2.4 – Clarification of membership dues**
  - **Change:** removed “branch assessment” consideration and clarified that membership dues are paid to CIPHI National
  - **Reasoning:** ensures consistency and compliance with *BC Societies Act*, affirming Branches cannot charge additional dues



**6. Section 2.9 – Removal of residency requirement**

- **Change:** deleted requirement for members to reside in BC/Yukon to maintain membership.
- **Reasoning:** reflects current practice; members retain membership until the next renewal period, regardless of relocation.

**7. Section 3.2 – Removal of “adoption of rules of order” as AGM business**

- **Change:** deleted from ordinary business at AGMs.
- **Reasoning:** already addressed in section 8.5, where Robert’s Rules of Order are specified.

**8. Section 3.17 – Addition of electronic or telephone voting**

- **Change:** included wording permitting electronic or telephone voting
- **Reasoning:** aligns with CIPHI national bylaws and modern voting practices.

**9. Section 3.34 – Electronic participation in general meetings**

- **Change:** added provisions for electronic participation in meetings.
- **Reasoning:** updates for compliance with the *BC Societies Act* and current hybrid meeting practices.

**Conclusion**

These bylaw amendments are designed to modernize and align Branch bylaws with CIPHI National updates, operational practices, and legal requirements. Members are encouraged to review these changes in advance of the AGM.

Appended to this Notice of Motion are three versions of the bylaws; Appendix A shows the final version of the Bylaws to be voted on by membership at the 2024 BC Branch AGM; Appendix B shows all changes to the 2018 Bylaws to create the 2024 version; and Appendix C shows the original 2018 CIPHI BC Branch Bylaws.



#### **14. Honorariums – BC Page Editor & Webmaster**

Motion - To approve honoraria for the 2025 calendar year of \$500 each for the BC Branch Webmaster and the BC Page Editor.

Moved by -

Seconded by -

#### **15. Awards**

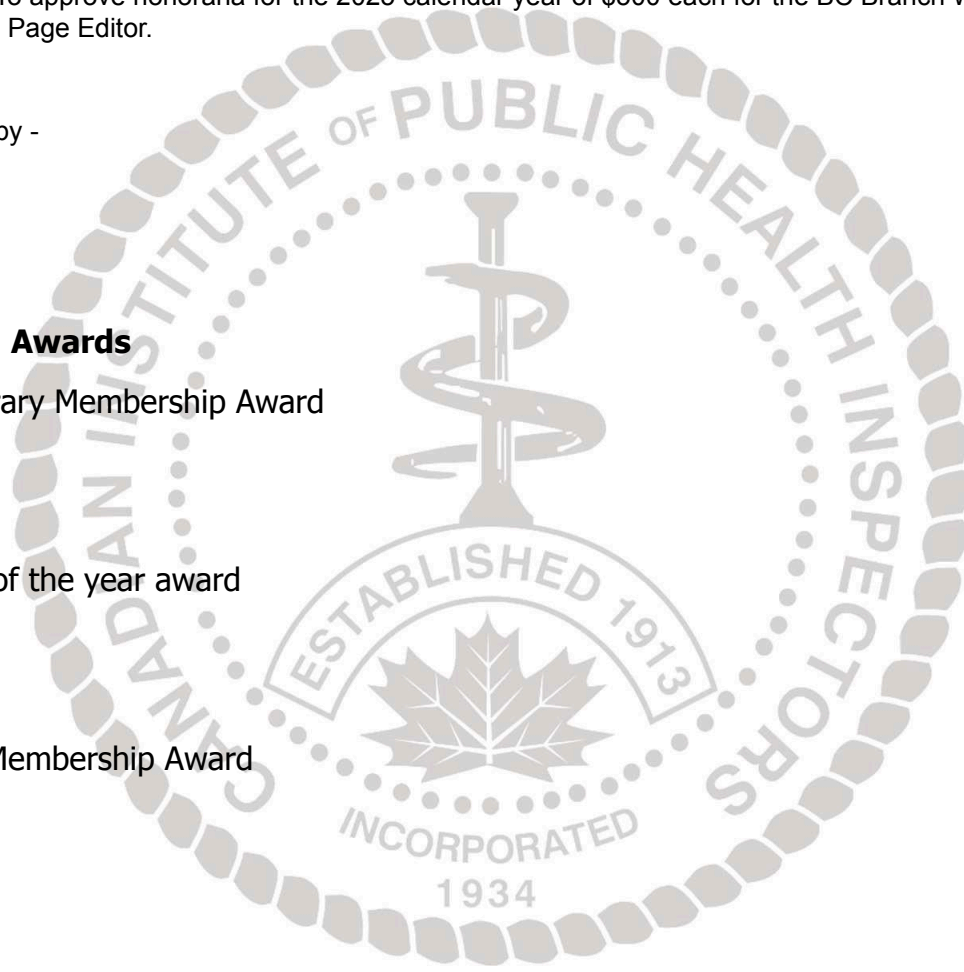
BC Honorary Membership Award

Motion -

Member of the year award

Motion -

50 Year Membership Award



## BC & Yukon Branch Executive Council Nominees for 2024/2025 Elections of Officers Report

Officers	Designation	Standing Nomination
Casey Neathway	President	Yes
	President-Elect	
Valerie Jackson	Past President	Term Expires 2025 AGM
John Pickles	Treasurer	Yes
Celine Hsing	Executive Secretary	Yes
Executive Members	Designation	Standing Nomination
Jessica Ip	Councilor	Yes
Jacqueline Chiu	Councilor	Yes
Tegbir Gill	Councilor	Yes
Timothy Millard	Councilor	Yes
Nicole Pogoda	Councilor	Yes
Kuljeet Chatta	Councilor	Yes
	Councilor	
	Councilor	
	Councilor	
	Councilor	

Nomination Forms



Canadian Institute of Public Health Inspectors  
BC Branch

Executive Nomination Form

Nominee: <u>Christian Jefferson Valeroso</u>		Address: Gateway Village Health Unit, 771 Vernon Ave, Victoria, BC V8X 5A7	
Phone: (778)960-0029		Position: Councillor	
Name of Nominator: Valerie Jackson	Date: January 30, 2024	Name of Seconder: Jessica Ip	Date: January 30, 2024



Signature of Nominee

By signing above, you agree to let your name stand for election and confirm that you are a member in good standing.