

APPROVED MINUTES
78th Annual General Meeting
September 17, 2012

BLUE MOUNTAIN RESORT
110 JOZO BWIDER BOULEVARD
THE BLUE MOUNTAINS, ONTARIO
L9Y 3Z2

Agenda Item	Notes	Action
1. Call to Order	Meeting called to order at 2:16pm AT by K. Diplock (Ontario Branch President and Chair) As per Section 33 of Bylaw No. 4 of the Canadian Institute of Public Health Inspectors, membership was given at least 10 days notice of the AGM.	
2. Assessment of Quorum	As per Section 27(B) of Bylaw No. 4, fifty (50) members or 20% of the members-in-good-standing, whichever is less, constitute a quorum for a General Meeting of the Institute. Based upon the number of members in attendance and by proxy K. Diplock, Chair of the Constitution Committee, declared that quorum was established.	
3. Appointment of Officials	Motion that the Convention Meeting Standing Rules as provided be adopted. J Cannan / K Seeger No discussion. All in favour. None opposed. Carried.	
3.1. Parliamentarian	Without objection, Peter Heywood was appointed to serve this AGM as parliamentarian.	
3.2. Sergeant-at-Arms	Without objection, Gary O'Toole was appointed to serve this AGM as Sergeant-at-Arms	
3.3. Scrutineers	Without objection, Caroline Kuate, John Yen, and Cate Beeth were appointed to serve this AGM as Scrutineers.	
4. Introduction of	Officers of the National Executive Council were introduced by K Diplock.	

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Officers		
5. In Memoriam	<p>Chair directed members to the AGM binder package and electronic display.</p> <p>Additional names were noted from members in attendance.</p> <p>Complete list of names recognized in memoriam were</p> <p>ANDY DUBCHAK – ONTARIO BRANCH EILDERT MEYER – ONTARIO BRANCH CHARLES LOFTUS – ONTARIO BRANCH NATHAN GOSSE – NEWFOUNDLAND & LABRADOR BRANCH JAMES HOSKINS – ALBERTA BRANCH WENDEL STROH – SASKATCHEWAN BRANCH TED ZOLTAN – BRITISH COLUMBIA BRANCH JIM DAVIS – BRITISH COLUMBIA BRANCH LINDSAY BURNS - ONTARIO BRANCH JOHN GRIFFIN – BRITISH COLUMBIA BRANCH CEDRIC MACDONALD – NOVA SCOTIA / PEI</p> <p>A moment of silence was observed in memoriam.</p>	
6. Approval of Agenda	<p>Additions:</p> <p>Motion to move Sections 14 & 15 from proposed agenda to become Sections 8 and 9 and have the remainder of the numbering follow as written from there. R. Neale / N Van Der Pluijm</p> <p>No discussion <i>All in favour. None opposed. Carried.</i></p> <p>Motion to approve the agenda as amended. T. Roark / L Gallant</p> <p>No discussion. <i>All in favour. None opposed. Carried.</i></p>	
7. Approval of Minutes from the 77 th Annual General Meeting, June 27, 2011	<p>Motion to approve the minutes of the 77th AGM as circulated with changes discussed. G O'Toole / R de burger</p> <p>Draft Minutes have been posted from the 77th AGM on the National website (www.ciphi.ca)</p>	

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(Halifax, NS)	<p>Change made to date in header from 2010 to 2011</p> <p>Remove the word “The” in front of Ryan Philipation’s name</p> <p>All in favour. None opposed. Carried.</p>	
8. Awards		
8.1. 2012 Award Nominations	<p>Motion to award the 2012 CIPHI Honourary Membership Award to Dr. David Butler-Jones. Doreen Mackley read the nomination for Dr. David Butler-Jones on behalf of the Awards Committee. Second R. Stanley All in favour. None opposed. Carried.</p> <p>Motion to award the 2012 CIPHI Life Member Award to Larry Lychowyd. J MacDonald read the nomination for Larry Lychowyd on behalf of the Awards Committee. Second J. Scarpino All in favour. None opposed. Carried.</p>	
9. Motions and Resolutions		
9.1. Motion 1: Modification of term of past President	<p>Because this motion amends the Bylaws of the Canadian Institute of Public Health Inspectors, a Notice of Motion was filed 90 days with the National Office before the meeting at which the amendment is proposed. Further, members received the proposed amendment 60 days prior to the Annual Meeting as required.</p> <p>Diplock reminded the members that in order for amendment to the Bylaws to pass, 75% of the votes must be in favour.</p> <p><i>Section 21 Election Procedures (EXISTING)</i> <i>F) The outgoing National President shall immediately become the Immediate Past President.</i></p> <p><i>Section 21 Election Procedures (PROPOSED)</i> <i>(F) The outgoing National President shall immediately become the Immediate Past President for a period not to exceed one year.</i></p>	PHAN to update bylaws

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	Excess of 75% of votes in attendance and by proxy in favour. None opposed. Carried.	
9.2. Motion 2: Updating acceptable methods for providing notice of the Annual General Meeting	<p>Existing Bylaw Provision: Section 33 Notice of Annual Meeting No public notice or advertisement of the National Annual General Meeting or any Meeting of Members shall be required, but notice of the time and place of such meeting shall be given by letter or mailed to each Member at his/her last known place of abode or address in the Members' Register at least ten (10) days before the holding of such Meeting. But the non-receipt of such notice shall not invalidate the proceedings at any Meetings. The notice calling the Meeting of Members need not specify the objects of such Meeting.</p> <p>Proposed Bylaw Provision: Section 33 Notice of Annual Meeting No public notice or advertisement of the National Annual General Meeting or any Meeting of Members shall be required, but notice of the time and place of such meeting shall be given by letter or mailed to each Member at his/her last known place of abode or address in the Members' Register the most expedient method available including but not limited to electronic means at least ten (10) days before the holding of such Meeting. If a member has indicated their desire to receive such notices via mail, such notices shall be given by mail at his/her address in the Members' Register. But However, the non-receipt of such notice in either case shall not invalidate the proceedings at of any Meetings. The notice calling the Meeting of Members need not specify the objects of such the Meeting.</p> <p>Excess of 75% of votes in attendance and by proxy in favour. None opposed. Carried.</p>	PHAN to update bylaws
10. Officer Reports		
10.1. National President	K Diplock presented report on behalf of P Phan with no additions or additional comments.	
10.2. BC Branch President's Report	G Tam made no additions to his report.	
10.3. Alberta Branch President's	J MacDonald made mention that Alberta branch bylaws now inform members of requirement to successfully participate in CPC	

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Report	program, as well as pay dues, to maintain Branch membership.	
10.4. Saskatchewan Branch President's Report	R Philipation shared the successful creation of Historian position within his Branch	
10.5. Manitoba Branch President's Report	D Chrisp made no additions to his report, sharing only that his Branch are honoured hosts of 2013 AEC	
10.6. Ontario Branch President's Report	K Diplock extended his thanks to the Simcoe Muskoka and Grey Bruce Health Regions for partnership in 2012 AEC. Ontario Branch conducting review of current bylaws governing Society.	
10.7. Quebec Branch President's Report	Report adopted as submitted	
10.8. New Brunswick Branch President's Report	M Allen mentioned creation of Federal and retired councilor positions into Branch Executive NB Branch Workshop focus will be on Healthy Built Environment	
10.9. Nova Scotia/Prince Edward Island Branch President's Report	D. Mackley made no additions to her report.	
10.10. Newfoundland and Labrador Branch President's Report	D. Vokey announced to attendees that the 2014 AEC will be in July in Newfoundland.	
11.		

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Committee Reports		
11.1. Centenary Planning Committee (100 th Anniversary)	G Tam reported on behalf of S Timpa that there are 3 projects underway. Centenary Calendar complete Centenary Pin complete Centenary Mosaic banner Project continues	
11.2. Awards	D. Mackley made no additions to her report.	
11.3. Advocacy and Translation	D Chrisp made no additions to his report. Tim Roark asked NEC to seek out input from membership on advocacy issues.	
11.4. Communications	P Heywood (ON) expressed gratitude for support and success of 2010 Sierra Leone Plan Canada project.	
11.5. Constitution and Bylaws	R Philipation made no additions to his report.	
11.6. Data Management	C Weighill indicated that community function on MSC has been suspended due to inactivity and cost. Contract with MSC vendor (C-factor) is up for review and negotiation is underway	
11.7. Environmental Public Health Week	J MacDonald expressed gratitude for partnership with 2012 AEC planners in adoption of their theme. Recognition of designer Brooke Tomsett Posters were displayed	
11.8. Finance	G Tam acknowledged fellow committee members and past chair K. Cordner. Comment from member that future reports should highlight overall balance for ease of review.	
11.9. International	No report submitted.	

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Federation of Environmental Health		
11.10. Membership	<p>K Diplock noted slight increases in some Branches and decreases in others</p> <p>Membership levels are highest in history nationally, especially in regular and corporate membership</p> <p>Question from Ron de Burger on solid baseline data on entire membership base (speculated as 800 missing)</p> <p>Retired members may decrease given cost of membership at \$50. Over 1000 retired inspectors in Canada so opportunity possibly being missed. Roark indicated that \$20 may be more lucrative. NEC to take under advisement for strategic planning.</p> <p>Gallant challenged Branch presidents to create outreach strategies for retired members as in NB.</p>	
11.11. Senators (Retirees Advisory Committee)	L Gallant had nothing to add to his report and reminded NEC that deceased member submissions are important.	
11.12. Website	Prepared by M Leblanc (MB).	
12. Report of the Board of Certification Chair	<p>G Stewart revised report to indicate mentorship training sessions are available to Branches but will not be happening at 2012 AEC.</p> <p>Recent resignation has happened from non-practicing PHI rep, so position is available on BOC.</p>	
13. Report of the Council of Professional Experience Chair	<p>J Scarpino reported on behalf of submission prepared by C Nowakowski (BC).</p> <p>2011 saw 63 audits (5% of membership) with 37 passing</p> <p>Members are reminded that more detail is</p>	

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	<p>better for professional development hour tracking</p> <p>Council would like to encourage the resurrection of the PD champion program</p>	
14. Report of the Environmental Health Foundation of Canada Chair	<p>R de Burger indicated that EHFC is undertaking strategic planning process.</p> <p>Sustainability continues to be a struggle yet importance of EHFC has been shown.</p>	
15. Special Reports		
15.1. Report of the National Historian	<p>T Roark added that EHR collection project continues. Only missing 12 editions at this time.</p> <p>Introduced special guest Stan Cowan, member of first graduating class of health inspectors in 1953.</p>	
15.2. Environmental Health Review	Prepared by A Papadopoulos	
15.3. Report of the 2011 Annual Education Conference Chair(s) – Halifax, NS	<p>Written report prepared by O'Toole and Mackley</p> <p>Event was successful on many levels including financially.</p>	
15.4. Report of the 2012 Annual Education Conference Chair(s) – The Blue Mountains, ON	<p>T Devine and C Munn had nothing to add to their report.</p> <p>330 paid registrants to date (400 total in attendance)</p>	
15.5. Report of the 2013 Annual Education Conference Chair(s) –	<p>J Scarpino added that every effort is being made to ensure that registration costs are below \$500 to help with travel issues experienced nationally.</p> <p>Merchandise sales go to Conference funds</p>	

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Winnipeg, MB		
16. New Business		
16.1. Appointment of NEC Representative(s) to the Board of Certification	<p>Motion to appoint Anthony Mak as the NEC representative the Board of Certification. P. Scharfe / G Gosselin.</p> <p>No discussion. All in favour. None opposed. Carried.</p>	
16.2. Appointment of NEC Representative(s) to the Council of Professional Experience	<p>Henry Chong put his name forward for appointment</p> <p>Motion to appoint Henry Chong as the NEC representative the Council of Professional Experience C. Weighill / K. Gorman</p> <p>No discussion. All in favour. None opposed. Carried.</p>	
16.3. Appointment of NEC Representative(s) to the Environmental Health Foundation of Canada	<p>Tim Roark wishes continues as the NEC representative to the Environmental Health Foundation of Canada</p> <p>Motion to acclaim Tim RoarkL Gallant / R De burger.</p> <p>All in favour. None opposed. Carried.</p>	
16.4. Appointment of Auditor(s)	<p>Motion that NEC appoint auditors for the Association for the 2012 fiscal year and that the NEC be authorized to fix the remuneration for these services.</p> <p>C. Munn / J. Cannan</p> <ul style="list-style-type: none"> • No discussion. <p>All in favour. None opposed. Carried.</p>	
16.5. Approval of 2011 Financial Statements	<p>Motion to approve the 2011 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated. G. O Toole / G. Stewart</p>	

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	<ul style="list-style-type: none"> No discussion. <p style="color: green;">All in favour. None opposed. Carried.</p>	
17. Motion to destroy proxy ballots	<p style="color: green;">Motion to destroy proxies</p> <p>J Cannan / R de Burger</p> <ul style="list-style-type: none"> No discussion. <p style="color: green;">All in favour. None opposed. Carried.</p>	
18. Adjournment	<p>Diplock thanked everyone that assisted with organization and preparation of the AGM and thanked the members for their attendance and cooperation.</p> <p>With there being no more business coming before this assembly, Diplock declared the meeting be adjourned without objection at 15:31EST</p>	



