

79th Annual General Meeting MINUTES

Monday, June 24, 2013

Fort Garry Hotel
Winnipeg, Manitoba

Agenda Item	Notes	Action
1. Call to Order	<p>Meeting called to order at 2:30pm CT by PHAN (President/Meeting Chair)</p> <p>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.</p>	
2. Assessment of Quorum	<p>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.</p> <p>Based upon the number of members in attendance and by proxy R. PHILIPATION, Chair of the Constitution Committee, declared that quorum was established.</p>	
3. Appointment of Officials	<p>Motion that the Convention Meeting Standing Rules as provided be adopted. De BURGER / EGELER</p> <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p>	
3.1. Parliamentarian	Without objection, TIM ROARK was appointed to serve this AGM as parliamentarian.	
3.2. Sargeant-at-Arms	Without objection, RHEA LEFKO was appointed to serve this AGM as Sargeant-at-Arms	
3.3. Scrutineers	Without objection, KARI ENGLE-CARTER and CHELSEY BEDNARZ were appointed to serve this AGM as Scrutineers.	
4. Introduction of Officers	Officers of the National Executive Council introduced themselves	

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5. In Memoriam	<p>Chair directed members to the AGM package previously provided electronically and posted electronic display in the room. Complete list of names recognized in memoriam were</p> <p>ALLAN STIVER – ONTARIO BRANCH RON CZARNECKI – MANITOBA BRANCH WENDEL STROH – SASKATCHEWAN BRANCH GORDON ANDERSON – ONTARIO BRANCH RON CZARNECKI – MANITOBA BRANCH JOHN GRIFFIN – BRITISH COLUMBIA BRANCH CHARLES LOFTUS – ONTARIO BRANCH CORTLANDT (CORT) MACKENZIE – BRITISH COLUMBIA BRANCH GÉRARD RICHARD – NEW BRUNSWICK BRANCH WILLIAM (BILL) SAMPSON – NOVA SCOTIA / PRINCE EDWARD ISLAND BRANCH ALLAN STIVER – ONTARIO BRANCH KATHRYN WOOD – MANITOBA BRANCH</p> <p>A moment of silence was observed in memoriam.</p>	
6. Approval of Agenda	<p>Motion to approve agenda.</p> <p>KLAUS SEEGAR / DAN RICHEN</p> <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p>	
7. Approval of Minutes from the 78 th Annual General Meeting, September 17, 2012 (Blue Mountain Resort, ON)	<p>Motion to approve the minutes of the 78th AGM as circulated</p> <p>TIM ROARK / GARY TAM</p> <p>All in favour. None opposed. Carried.</p>	Approved minutes to be posted on the National website (www.ciphi.ca)
8. Officer Reports	<p>Comment: RON De BURGER asked at this time that NEC and other reports be reviewed for spelling and grammar.</p>	
8.1. National President	<p>PHI PHAN presented report with no additions or additional comments.</p>	
8.2. BC Branch President's Report	<p>GARY TAM made no additions or additional comments on his report.</p>	

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8.3. Alberta Branch President's Report	JASON MACDONALD made no additions or additional comments on his report.	
8.4. Saskatchewan Branch President's Report	RYAN PHILIPATION made no additions or additional comments on his report.	
8.5. Manitoba Branch President's Report	DARCY CHRISP made no additions or additional comments on his report.	
8.6. Ontario Branch President's Report	CAMERON WEIGHILL made no additions or additional comments on his report.	
8.7. Quebec Branch President's Report	No report submitted	
8.8. New Brunswick Branch President's Report	MARK ALLEN made no additions or additional comments on his report.	
8.9. Nova Scotia/Prince Edward Island Branch President's Report	DOREEN MACKLEY made no additions or additional comments on her report.	
8.10. Newfoundland and Labrador Branch President's Report	LAURIE HEARN made no additions or additional comments on report submitted by DARROCH VOKEY.	
9. Committee Reports		
9.1. Centenary Planning Committee (100 th Anniversary)	SARA TIMPA reported on projects made no additions or additional comments on report submitted	Place "R" in TAM's first name on Committee Report
9.2. Awards	DOREEN MACKLEY made no additions or additional comments on report submitted	
9.3. Advocacy and Translation	DARCY CHRISP made no additions or additional comments on report submitted	
9.4. Communication	PETER HEYWOOD (ON) made no additions or additional comments on report submitted	
9.5. Constitution and Bylaws	RYAN PHILIPATION made no additions or additional comments on report submitted	

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9.6. Data Management	CAMERON WEIGHILL indicated that BARB KRAR is the new chair of the committee RYAN PHILIPATION updated the negotiation with MSC vendor (C-factor).	
9.7. Environmental Public Health Week	JASON MACDONALD acknowledged the hard work of the Centenary Committee and made no additions or additional comments on report submitted	
9.8. Finance	GARY TAM made no additions or additional comments on report submitted. Also recognized the work of the Centenary Committee and 2012 AEC planning group.	
9.9. Membership	PHI PHAN made no additions or additional comments on report submitted	
9.10. Retirees Advisory Committee	MURRAY LEWIS (NB) on behalf of submission prepared by PAM SCHARFE (ON) made no additions or additional comments on report submitted.	
9.11. Website	Prepared by MIKE LEBLANC (MB) made no additions or additional comments on report submitted	
10. Report of the Board of Certification Chair	NINA VAN DER PLUIJM made no additions or additional comments on report submitted other than to note that names of successful candidates were not published as per policy due to an internal investigation over privacy issues.	
11. Report of the Council of Professional Experience Chair	GARY O'TOOLE on behalf of submission prepared by CRAIG NOWAKOWSKI (BC) made no additions or additional comments on report submitted.	
12. Report of the Environmental Health Foundation of Canada Chair	RON de BURGER made no additions or additional comments on report submitted but asked those in attendance to ensure that they nominate their peers for awards.	
13. Special Reports		
13.1. Report of the National Historian	TIM ROARK made no additions or additional comments on report submitted. He added that all editions of the Environmental Health Review (and the previous incarnations of the national newsletter) have been accounted for. He also shared CIPHI's oldest known document from 1922	

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13.2. Environmental Health Review	Prepared by A Papadopoulos (absent). No comments	
13.3. IFEH Report	ROBERT BRADBURY prepared report but was not present. No comments MR. MEL KNIGHT (President of the Americas Region of IFEH) was present and spoke of upcoming events in Las Vegas, Malawi and Portugal. Acknowledged the work of outgoing IFEH President BRADBURY.	
13.4. Report of the 2012 Annual Education Conference Chair(s) – Blue Mountain Resort, ON	Written report prepared and spoken to by CHRIS MUNN and TED DEVINE	
13.5. Report of the 2013 Annual Education Conference Chair(s) – Winnipeg, MB	Report spoken to by JULIE SCARPINO	
13.6. Report of the 2014 Annual Education Conference Chair(s) – St. Johns, NFLD	Report spoken to by LAURIE HEARN	
14. Awards		
14.1. 2013 Award Nominations	<p>Motion to award the 2013 CIPHI Honourary Membership Award to Dr. Lamont Sweet. (De BURGER / DURKEE) DOREEN MACKLEY read the nomination for Dr. Lamont Sweet on behalf of the Awards Committee. All in favour. None opposed. Carried.</p> <p>Motion to award the 2013 CIPHI Life Member Award to BERNARD J. CHRISP (SCARPINO / CROSS) JASON MACDONALD read the nomination for Bernie Chrisp on behalf of the Awards Committee. Note: Darcy Chrisp left prior to vote and nomination being read. All in favour. None opposed. Carried.</p>	

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15. New Business		
15.1. Appointment of NEC Representative(s) to the Board of Certification	<p>Motion to re-appoint ANTHONY MAK (AB) as the NEC representative the Board of Certification.</p> <p>(KURZAC / CARROLL).</p> <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p>	
15.2. Appointment of NEC Representative(s) to the Council of Professional Experience	<p>Motion to re-appoint Henry Chong as the NEC representative the Council of Professional Experience (SCARPINO / STANLEY)</p> <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p>	
15.3. Appointment of NEC Representative(s) to the Environmental Health Foundation of Canada	<p>Motion to re-appoint TIM ROARK as the NEC representative to the Environmental Health Foundation of Canada (SCHNIDER / TIMPA)</p> <p>No discussion</p> <p>All in favour. None opposed. Carried.</p>	
15.4. 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. (HOHN / KURZAC)</p> <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p>	
15.5. Approval of 2012 Financial Statements	<p>Motion to approve the 2012 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated. (TEARE / GORMAN)</p> <ul style="list-style-type: none"> No discussion. <p>All in favour. None opposed. Carried.</p>	

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16. Special Resolutions		
16.1. Motion to adopt bylaw amendments	<p>Motion to repeal the entirety of Bylaws 2, 3 and 4 that are currently in effect and adopt the entirety of proposed Bylaw 1 as provided to membership (VAN DER PLUIJM / O'BRIEN)</p> <p>Discussion: (PHAN & PHILIPATION) <i>The new Canada Not-for-profit Corporations Act (NFP Act) establishes a new set of rules for federally incorporated not-for-profit corporations in Canada, including CIPHI. these new rules will replace Part II of the Canada Corporations Act (old act), the law that has governed federal corporations for nearly a century. In order to transition to the NFP Act, CIPHI must replace its letters patent, supplementary letters patent (if any) and by-laws with new charter documents by submitting articles of continuance to obtain a Certificate of Continuance and creating and filing new by-laws. The articles and by-laws must comply with the NFP Act. These charter documents set out the primary rules governing the corporation. Members seeking more detail can see information provided to membership at http://www.ciphi.ca/pdf/2013AGMresolution.pdf</i></p> <p>Called to question: Greater than 75% of those in attendance/proxies were in favour. Carried.</p> <p>Motion to destroy proxy ballots (ALLEN / TAM)</p> <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p>	PHAN & PHILIPATION TO UPDATE BYLAWS
17. Adjournment	<p>PHAN 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, PHAN declared the meeting be adjourned without objection at 15:31EST</p>	