

# 82st Annual General Meeting

## DRAFT MINUTES

Monday, September 26, 2016

Chateau Lacombe Hotel  
 Edmonton, Alberta

Agenda Item	Notes	Action
1. Call to Order	<p>Meeting called to order at 1:55 pm</p> <p>Mountain Daylight Time by A. THOMAS (National President / Meeting Chair)</p> <p>As per Section 2.04 of By-Law No. 1 of the Canadian Institute of Public Health Inspectors, membership was given at least 21-35 day notice of the AGM.</p>	
2. Assessment of Quorum	<p>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.</p> <p>Based upon the number of members in attendance, D. Chen declared that quorum was established.</p> <p>See Appendix 1 for Attendance List</p>	
3. Appointment of Officials		
3.1. Parliamentarian	<p>Without objection, V. Mah was appointed to serve this AGM as parliamentarian.</p> <p>Moved by: K. Cordner      Seconded: K. Seeger</p> <p>None Opposed                                  Motion Carried</p>	
3.2. Sergeant-at-Arms	<p>Without objection, E. Teare was appointed to serve this AGM as Sergeant-at-Arms</p> <p>Moved by: K Anderson      Seconded: G. Gosselin</p> <p>None Opposed                                  Motion Carried</p>	
3.3. Scrutineers	<p>Without objection. Kascak and F. Ojo were appointed to serve this AGM as Scrutineers.</p>	

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	<p>Moved by: N. van der Pluijm      Seconded: T. Roark</p> <p>None opposed                                  Motion Carried.</p>	
<p>4. Introduction of Officers</p>	<p>Officers of the National Executive Council introduced themselves.</p> <p>Ann Thomas – National President            Matthew Glover – Newfoundland &amp; Labrador Branch Representative            Sean O’Toole – Nova Scotia and Prince Edward Island Branch President            Douglas Walker – New Brunswick Branch President            Raymond Ramdayal – Ontario Branch President Elect            Ali Rana – Manitoba Branch Vice-President            Kari Engele-Carter – Saskatchewan Branch President            Thomas Cheung – Alberta Branch President            Dale Chen – British Columbia Branch President</p> <p>Keir Cordner - CoPE Chair            Garth Gosselin - BOC Chair            Klaus Seeger- Vice chair Environmental Health Foundation of Canada and Retirees Advisory Committee</p>	
<p>5. In Memoriam</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>	
<p>6. Approval of Agenda</p>	<p>No corrections to the Agenda</p> <p>Motion to approve agenda.</p> <p>Moved by: D. Chrisp                                  Seconded: T. Roark</p> <p>None opposed.                                  Motion Carried</p>	
<p>7. Approval of Minutes from the 81<sup>th</sup> Annual General Meeting, September 14, 2015 (Ottawa Westin Hotel, Ottawa, ON)</p>	<p>Motion to approve the minutes of the 81<sup>st</sup> AGM as circulated</p> <p>Moved by: C. Kurzac                                  Seconded: V. Mah</p> <p>None opposed.      Motion Carried</p>	<p>Approved minutes to be posted on the National website (www.ciphi.ca)</p>

Agenda Item	Notes	Action
8. Governance Reports		
8.1. National Executive Council Report to Membership	<p>NEC Reports</p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>• Information about mandatory membership is mentioned in the report. Inquiries can be forwarded to the Branch presidents if there are any questions.</li> <li>• Website has been revamped. Thanks to M. LeBlanc (webmaster) who has been responsible for leading this project</li> <li>• Filled a Volunteer Recruitment Coordinator position. There will soon be opportunities posted on a volunteer section of the CIPHI website to encourage and facilitate members to volunteer in various CIPHI activities.</li> <li>• NEC agreed to support a survey of CIPHI members regarding the international relief opportunities.             <ul style="list-style-type: none"> <li>○ K. Seeger provided an update about the upcoming survey that is designed to gauge the interest of EPH professionals being linked to disaster relief organizations through the CIPHI website.</li> </ul> </li> <li>• Summary of the AEC 2015             <ul style="list-style-type: none"> <li>○ ON Branch (R. Ramdayal) provided a brief summary of the AEC 2015. \$16,000 profit from the conference is split 50-50 between ON Branch and the National BOC</li> </ul> </li> <li>• Membership numbers – 2015 Life and Honorary membership list was shown at the meeting as it was excluded from the Annual Report but it will be added and the final report will be posted on the website.</li> </ul> <p>Questions:</p> <p>Structure of the BOC indicates N. van der Pluijm as Past Chair which should be removed from the report.</p>	

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<p>8.2. Board of Certification Report to Membership</p>	<ul style="list-style-type: none"> <li>• Invited G. Gosselin to provide a brief summary               <ul style="list-style-type: none"> <li>○ Assessment of the BOC practicum report requirements has been initiated. The entire practicum and BOC packages were also reviewed. Looked into computer-based testing. Early stages of the project and hope to have budget to continue studying new way to run BOC exams.</li> <li>○ Project to wrap up: 518 Instructional Objectives, added several competence objectives in the document                   <ul style="list-style-type: none"> <li>▪ To be sent out to all schools before the end of this year.</li> </ul> </li> <li>○ BOC fee has been raised to \$850 from \$750 to cover costs associated with holding the exams</li> <li>○ Financial well-being of the Board is now improved.</li> <li>○ Working on the Conflict of Interest policy for the Board</li> <li>○ Will now allow Retired members on the board subject to the discretion of the Board</li> <li>○ Will allow former BOC members to help reviewing schools across Canada.</li> <li>○ How many schools on EH in Canada: 7                   <ul style="list-style-type: none"> <li>▪ Board's mandate is in whether institutes are providing high quality education to people who are interested, and not to focus on the number of graduates there are from these schools every year.</li> </ul> </li> </ul> </li> </ul> <p>No questions</p>	
<p>8.3. Council of Professional Experience Report to Membership</p>	<ul style="list-style-type: none"> <li>• K. Corder to provide a brief summary               <ul style="list-style-type: none"> <li>○ Acknowledged H. Chong for his contribution in the Council for ON Branch</li> <li>○ NFL and MB Branch Reps are currently vacant</li> <li>○ Highlights – Professional Development module has been changed to make it more intuitive for members to enter PDHs and generate reports.</li> <li>○ 10% audit of the membership this year (minimum is 5%)</li> <li>○ Mandatory membership – 55% pass rate in the</li> </ul> </li> </ul>	

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	<p>audit. Need to promote the Council and the CPC Program. Need to train members on how to use the module so that the pass rate can be raised.</p> <ul style="list-style-type: none"> <li>○ BC Branch will hold a webinar to train EPHPs on logging hours.</li> <li>○ Shortcoming of the Professional Development module – some members who may be on maternity leave or other reasons, they can apply for the reduction of hours but the PD module was not able to reflect the change but this issue has been resolved.</li> </ul> <p>Questions:</p> <ul style="list-style-type: none"> <li>• N. van der Pluijm expressed that should learning modules for CPC be available nationally, and should they prove successful, CoPE should consider if translating the module would increase uptake.</li> </ul>	
<p>8.4 Environmental Health Foundation of Canada Report to Membership</p>	<ul style="list-style-type: none"> <li>• .K. Seeger presented the report on behalf of EHFC               <ul style="list-style-type: none"> <li>○ Lost Ron de Burger on the committee</li> <li>○ Challenges to get nominations for awards</li> <li>○ Sometimes all nominations came in at the last minute.</li> <li>○ Just to remind all members to nominate deserved individuals on these awards</li> <li>○ Introduced the new Award – Dr. Lowry Award (worth of \$2,500)</li> <li>○ Sponsoring students to AEC. Last year, EHFC sponsored 10 students to AEC 2015</li> <li>○ Dr. Butler-Jones – Chief MOH of Canada. Honorary Chair of EHFC</li> </ul> </li> </ul> <p>No questions</p>	

Agenda Item	Notes	Action
9. Special Reports		
9.1 Environmental Health Review Report	EHR Report stood as presented. No questions.	
9.2 Report of the National Historian	<ul style="list-style-type: none"> <li>• T. Roark provided a brief summary</li> <li>• Have reps from all provinces</li> <li>• Website is updated with lots of historical information</li> <li>• Encouraged members to send historical information or photos to the Branch Historians</li> </ul> <p>No questions</p>	
10. New Business		
10.1. 2016 Award Nominations	<p>Motion to award the 2015 CIPHI Honorary Membership Award to Dr. Warren Kindziarski</p> <p>Moved by: G. Tam                      Seconded: D. Langier-Blythe</p> <p>None opposed.                                      Motion Carried</p> <p><b>Motion to award the 2016 CIPHI Life Member Award to Mr. Nelson Fok.</b></p> <p>Moved by: C. Galbraith                      Seconded: J. Scorpino</p> <p>None opposed.                                      Motion Carried</p> <p>Nominations found in Appendix 2</p> <p>Two 50-year Membership Awards in Manitoba          Norbert (Bert) Bernard          Dean Sergeant</p>	
10.2. Approval of 2015 Financial Statements	<p>Motion to approve the 2015 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated.</p> <p>Moved by: G. Tam                                      Seconded: C. Kurzac</p> <p>A. Thomas went over the Financial Statements. Finance Committee has been under changes in the past year. Detailed Statement can be reviewed by sending requests to the Branch Presidents.</p>	

Agenda Item	Notes	Action
	No Questions  None opposed. <span style="float: right;">Motion Carried</span>	
11. Motions and Resolutions		
11.1. Notice of Motion – Additions, Changes, Corrections to National Bylaws	<ul style="list-style-type: none"> <li>• A. Thomas acknowledged the hard work L. Hearn (Former NFL Branch President) has done on reviewing the entire National By-laws.</li> </ul> <p>See attached for the Motion that was put forward:</p> <p>On March 18, 2016 the NEC passed a motion to amend the National By-Laws. See Appendix 3. A review of the current bylaw noted procedural changes, section additions and corrections were required. CIPHI National Bylaws require that the motion to change a bylaw be confirmed or rejected by the membership at the next AGM.</p> <p>Moved by: N. van der Pluijm <span style="float: right;">Seconded: C. Kurzac</span></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• T. Roark raised a concern about the wording of the motion. The new wording does not allow motions presented from the floor but can only be presented prior to the meeting. He suggested that the NEC should consider adjusting the wording of this motion so that members can present motions during the AGM.               <ul style="list-style-type: none"> <li>○ A. Thomas clarified that NEC has taken this issue to Industries Canada to confirm that the intent of this motion is aligned with the Canada Not-for-Profit Corporations Act. The advance notice of a motion being tabled at the AGM provides ALL members the opportunity to vote on it not just those in attendance at the meeting.</li> </ul> </li> <li>• K. Seeger echoed the concern T. Roark raised as some issues will not be added to the agenda if the AGM notice is sent to the members 60 days prior to the meeting.</li> <li>• N. van der Pluijm stated that this motion can increase the transparency of the Institute as members can have enough time to make decisions on the motion .</li> </ul>	

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	<ul style="list-style-type: none"> <li>A. Thomas further explained that AGM, held once per year, is not designed as the sole opportunity to have issues brought up for discussion by the membership. If members have issues that they wish to be raised with the NEC they can raise them to their branch presidents at any time during the year.</li> </ul> <p>50 in favour.</p> <p>1 Opposed.</p> <p>Proxy Votes In Favor: 10          Proxy Votes Opposed: 6          Motion Carried</p>	
<p>11.2. Notice of Motion – Definition Updates to National Bylaws</p>	<p>On March 18, 2016 the NEC passed a motion to amend the National By-Laws. See Appendix 4. A review of the current bylaw noted revisions to the Definition Section of the National Bylaw for completeness and clarity. CIPHI National Bylaws require that the motion to change a bylaw be confirmed or rejected by the membership at the next AGM.</p> <p>Moved by: C. Kurzac                      Secunder: S. O’Toole</p> <p>No Discussion</p> <p>Vote for In Favor: 51</p> <p>Opposed: None</p> <p>Proxy Votes In Favor: 16</p> <p>Proxy Votes Opposed: 0</p> <p>Motion Carried</p>	
<p>11.3. Notice of Motion – General Updates to National Bylaws</p>	<p>On March 18, 2016 the NEC passed a motion to amend the National By-Laws. See Appendix 5. A review of the current bylaw noted the requirement to make general updates to reflect actual practices and ensure accuracy and consistency within the National Bylaws. CIPHI National Bylaws require that the motion to change a bylaw be confirmed or rejected by the membership at the next AGM.</p> <p>Moved by: G. Tam                                      Secunder: G. Gosselin</p>	



Agenda Item	Notes	Action
	No Discussion  Vote for In Favor: 51  Opposed: 0  Abstention  Proxy Votes In Favor: 15  Proxy Votes Opposed: 1  Motion Carried	
11.4. Special Resolution – Membership Related Changes to National Bylaw	On March 18, 2016 the NEC passed a motion to amend the National By-Laws. See Appendix 6. A review of the current bylaw noted the requirement to make changes to sections related to membership. CIPHI National Bylaws require that a change to the bylaw relating to membership requires a special resolution to be confirmed or rejected by the membership at the next AGM.  Moved by: M. Glover                                      Seconder: P. Rioux  No discussion  Vote for In Favor: 51  Opposed: 0  Abstention  Proxy Votes In Favor: 16  Proxy Votes Opposed: 0  Motion Carried	
12. Adjournment	With there being no more business coming before this assembly the Annual General Meeting is adjourned at 3:17pm.	

## Appendix 1: Attendees

List is sorted alphabetically by Branch

Ahmad	Mansoor	AB	Swanlund	Julie	MB
Anderson	Koreen	AB	Bouchard	Eric	NB
Bauer	Kelly	AB	Gavin	Sonia	NB
Brooks	Andrew	AB	Rioux	Patricia	NB
Brown	David	AB	van der Pluijm	Nina	NB
Budgell	Scott	AB	Walker	Douglas	NB
Charest	Colin	AB	Glover	Matthew	NFL
Cheung	Thomas	AB	O'Toole	Sean	NS & PEI
Chrisp	Darcy	AB	Marcus	Michelle	ON
Galbraith	Cheryl	AB	Ramdayal	Raymond	ON
Gosselin	Garth	AB	Seeger	Klaus	ON
Harvey	Karah	AB	Engele-Carter	Kari	SK
Langier-Blythe	Debra	AB	Gadzella	Theresa	SK
Mah	Victor	AB	Gill	Harpreet	SK
McKenna	Erin	AB			
Nadeem	Athar	AB			
Ngo	Christina	AB			
Ojo	Folakemi	AB			
Parker	Lena	AB			
Phan	Phi	AB			
Simmons	Andrea	AB			
Stewart	Pamela	AB			
Teare	Erin	AB			
Tomko	Geoffrey	AB			
Vokey	Darroch	AB			
Ward	Gregory	AB			
Wonsiak	Kyle	AB			
Chen	Dale	BC			
Cordner	Keir	BC			
Kurzac	Claudia	BC			
Larson	Karen	BC			
Pickles	John	BC			
Roark	Timothy	BC			
Szeto	Jannie	BC			
Tam	Gary	BC			
Thomas	Ann	BC			
Rana	Ali	MB			

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## Appendix 2

### Nomination for CIPHI National Honourary Membership Award

We would like to nominate Dr. Warren Kindzierski for the CIPHI National Honourary Membership Award for supporting EPH programs and professionals for over 20 years.

Warren is an Associate Professor of Environmental Health Sciences in the School of Public Health and an Adjunct Professor of Environmental Engineering in the Department of Civil & Environmental Engineering at the University of Alberta. During his distinguished career, he has supervised over 40 graduate students, including many CIPHI members. Warren uses his knowledge and experience in civil and environmental engineering and public health to teach students, inform the public, and consult professionals on exposure and health risk assessment using a logical, thought provoking, evidence-based approach.

As a professor and prior Head of Chemical Risk Assessment for Alberta Health, Warren has served and acted as an academic expert and advisor for both public and private sector organizations across Canada. We have identified below is some of his more recent and internationally renowned research, including collaboration with public health students and practitioners.

- Community Sampling of Volatile Organic Compounds in the Capital Health Region
- Volatile Organic Compounds in Alberta, Canada Residences — Evidence from Community Surveys
- Fort MacKay Air Quality Study
- Indoor Air Quality in Schools, Edmonton, AB
- Air Pollution and Acute Myocardial Infarction Hospital Admission in Alberta, Canada: A Three-Step Procedure Case-Crossover Study
- Indoor and Outdoor Levels and Sources of Submicron Particles (PM 1) at Homes in Edmonton, Canada
- Source apportionment of indoor and outdoor volatile organic compounds at homes in Edmonton, Canada
- Fifteen-year trends in criteria air pollutants in oil sands communities of Alberta, Canada
- Residential infiltration of fine and ultrafine particles in Edmonton
- A wintertime investigation of atmospheric deposition of metals and polycyclic aromatic hydrocarbons in the Athabasca Oil Sands Region, Canada
- Alberta Public Health Information Network

Warren epitomizes the public health professional by applying rigorous academic research in a practical manner that ultimately improves our understanding of factors contributing to human exposure to environmental contaminants. Warren's expert counsel has informed industry, governments, the public and most importantly public health practitioners on a day to day basis. He is a very able and willing partner in all research initiatives that we may wish to engage him in. He always makes time for a phone consultation, and always with a helpful and pleasant demeanor. He has taught and supervised many CIPHI members as undergraduate and graduate students, and continues to demonstrate his commitment to the advancement of our field. For those of us that have had the pleasure to work with him or to be benefactors of his tutelage, we can attest to Warren's exemplary commitment to public health. For this reason, he is very deserving of the CIPHI National Honourary Membership Award.

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## Nomination for CIPHI Life Membership Award

What has made Nelson Fok so special to our profession over his 30-plus years in the field is not only his tireless contribution to the breadth and depth of our knowledge, but also his passion for sharing that knowledge across the world. Nelson has pioneered the use of various media tools, including forums, bulletins, publications and articles to tell the important stories of our work.

When asked for the most rewarding part of his job, Nelson confided that it is seeing an EHO thrive when given the opportunity to do so. Nelson was known as a capacity builder during his tenure with various health departments in Alberta and he continues to build that capacity today through his work at Concordia University of Edmonton and the NCCEH.

We find it a humbling challenge to describe the professional reputation that Nelson has earned. He has blazed a path that few, if any, CIPHI members have traveled before. His reach is far and his words are impactful. Perhaps what is most important in the context of the Life Member Award is that everywhere Nelson goes, he describes himself as a public health inspector. He reminds us all that our profession is second to none and that there are no glass ceilings or invisible boundaries around our potential.

Nelson's success is not limited to one single project or to work conducted within any specific health region. A few examples of the recognition Nelson has received for his efforts include:

- Two time winner of the CIPHI Alexander Officer Award.
- Two time winner of the CIPHI Alberta Branch L.E. Stewart Award. •
- Inaugural winner and namesake of the Alberta Health Services Nelson Fok Award.
- Recipient of the Capital Health "Reach" Award for outstanding contributions to public health.
- Recognition as one of CIPHI's 100 Members of Distinction during our centennial celebration.

CIPHI members have, and will continue to, benefit from his impact in our environmental public health approaches. As such, he deserves induction into our Institute's "Hall of Fame" and mention alongside the other giants of our profession, whose shoulders we stand on as we seek to enhance our professional profile. Fellow Life Members will welcome Nelson into this hallowed group with open arms - anxiously waiting to see what cartoon tie he chose to wear or what witty anecdote he will pass along.

Nelson is a lover of science fiction. Many of us refer to Nelson as the "Yoda" of our profession — a wise master who we know can impart great wisdom. When interviewed by the Alberta Branch Newsletter in 2013, Nelson confided that the Star Trek character that best represents him would be Spock because he prides himself in being logical and able to separate emotion from fact. To turn a phrase from that beloved science fiction character, our profession will continue to "live longer and prosper" because of his contributions. As such, we ask that the members of the Institute support our nomination for Mr. Nelson Fok as a Life Member Award recipient.

Appendix 3

**Procedural Changes, Section Additions and Corrections**

Applicable Section (s)	Original Text	Proposed Change	Rationale
2.01 (iv)	Persons may be eligible for Regular Membership if they: a) Hold the Certificate in Sanitary Inspection (Canada), the Certificate in Public Health Inspection (Canada), or if they possess those qualifications acceptable to a three-fourths vote of the entire board or as determined by an Annual General Meeting	Persons may be eligible for Regular Membership if they: a) Hold the Certificate in Sanitary Inspection (Canada), the Certificate in Public Health Inspection (Canada), or if they possess those qualifications acceptable to a three-fourths vote of the entire board	Removal of allowance for AGM to decide whether a person who does not hold the CPHI(C) will ensure that anyone being considered for the credential is properly assessed.
2.02 (iv)(1)(a)	A student may be a member of any Branch of the Institute.	A student shall be a member of any Branch of the Corporation.	Reflects changes approved by BOC in 2015.
3.04 (c)	None	Pursuant to Section 163 (1-11) of the Act, a member entitled to vote at an annual meeting of members may: (i) submit to the Corporation notice of any matter that the member proposes to raise at the meeting, referred to in this section as a “proposal”; (ii) discuss at the meeting any matter with respect to which the member would have been entitled to submit a proposal; and (iii) the Corporation shall include the proposal in the notice of meeting required under section 162 of the Act.	Addition of this section to ensure compliance with Canada Not For Profit Corporations Act.
4.03	The board shall have authority to suspend or expel any member from the Corporation	The board shall have authority to discipline any member of the Corporation	Wording changed from ‘suspend or expel’ to ‘discipline’ to allow

			for a wider range of disciplinary outcomes.
6.02 (b)	None	The terms for President, President-Elect, and Secretary-Treasurer shall be determined by Section 8.	Addition of section for better clarity.
8.01 (a)	The affairs of the Institute shall be managed by the board whose officers shall consist of the National President, National President–Elect, and national Councilors.	The affairs of the Corporation shall be managed by the board whose officers shall consist of the National President, National President–Elect, National Past President, and directors.	Addition of National Past President to reflect actual practice.
8.01 (a) (iv)	None	The corporation shall at all times have a registered office in the province in Canada specified in its articles for the purpose described in Part 4 Section 20-21 Of the NFP Corporation Act.	Addition of this section to ensure compliance with Canada Not For Profit Corporations Act.

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Appendix 4

**Addition or Change of Definitions**

Applicable Section (s)	Original Text	Proposed Change	Rationale
1.01 (xi)	None	(x) "officer" means an individual appointed as an officer under section 142, the chairperson of the board of directors, the president, a president-elect, the secretary, the treasurer, the comptroller, the general counsel, the general manager or a managing director of a corporation, or any other individual who performs functions for a corporation similar to those normally performed by an individual occupying any of those offices.	Addition of definition as it was omitted from the original version.
1.01(iii)	(iii) "board" means the board of directors of the Corporation and "director" means a member of the board	(iii)"board" means the board of directors, the National Executive Council of the Corporation and (iv) "director" means a member of the board	Separation of terms for consistency with document format. Addition of NEC to definition for clarification.
1.01 (viii)	"proposal" means a proposal submitted by a member of the Corporation that meets the requirements of section 163 (Shareholder Proposals) of the Act	"proposal" means a notice of any matter that a member of the Corporation proposes to raise at a meeting that meets the requirements of section 163 (Shareholder Proposals) of the Act	Rewording to remove circular definition.
2.01 (v)(2)	Any member who has retired from active employment from one employing agency from which the member is receiving or is eligible to receive a pension, and who now is working as an employee or contractor for another agency where the pre-requisite for employment is the CPHI(C), shall not be considered for retired membership	Any retired member who becomes an employee or contractor for another agency where the pre-requisite for employment is the CPHI(C) shall not be considered for retired membership for the duration of their period of employment.	Reworded for clarity.

## Appendix 5

### Housekeeping Changes to Reflect Actual Practice and Ensure Accuracy & Consistency within Document

Applicable Section (s)	Original Text	Proposed Change	Rationale
Table of Contents Bylaw No. 1	Section IV Branch	Section IX Branch	Change to reflect proper numbering
2&3		Order of Sections 2 and 3 switched	Reversed order to ensure terms are defined prior to being used.
Entire Document	Canadian Institute of Public Health Inspectors, Institute	Corporation	Use of term 'Corporation' is already used in places throughout the document and will ensure consistency with the Canada Not For Profit Corporations Act.
Entire Document	National Executive Council, Executive Council	Board	Use of term 'board' is already used in places throughout the document and will ensure consistency with the Canada Not For Profit Corporations Act
2.01 (v)(1)	Any member who upon retirement from active employment through age, health or disability and is eligible for some form of pension, and wishes to continue membership in the Corporation may apply in writing to their Branch to continue such membership. The applicant shall advise the Branch and the National Office as to the effective date of retirement. A Retired Member shall have full voting	Any member who upon retirement from active employment through age, health or disability and is eligible for some form of pension, and wishes to continue membership in the Corporation may apply to the Corporation to continue such membership. The applicant shall advise the National Office as to the effective date of retirement. A Retired Member shall have full voting rights and the right to hold office.	Removal of the term 'in writing' reflects current practice.  Removal of the term 'the Branch' reflects current practice.



	rights and the right to hold office.		
5.05	Fifty (50) or 20% of the members-in-good-standing, whichever is less, shall form a quorum for a General Meeting or Special Meeting.	Fifty (50) or 20% of the membership, whichever is less, shall form a quorum for a General Meeting or Special Meeting.	Replaced 'members-in-good-standing' with 'membership' for consistency with wording elsewhere in the document.
6.02 (a)	The directors shall be elected to hold office for a term expiring not later than the close of the third annual meeting of members following the election	The directors shall be elected to hold office for a term determined by their Branch.	Wording changed to reflect actual practice.
8.01 (a)(vi)	Under the direction of the Board he/she shall receive and deposit moneys	Under the direction of the board he/she shall oversee the receipt and deposit of moneys	Changed wording of 'receive and deposit moneys' to 'oversee the receipt and deposit of moneys' to reflect actual practice.
8.02 (a)	The election of the National President-Elect shall be held every even year at the National Annual General Meeting.	The election of the National President-Elect shall be held at the National Annual General Meeting.	Removed 'every even year' to reflect actual practice.
8.03 (a)(vi)	In the event that a Branch President is unable to attend a National Executive Council Meeting, the Branch may, upon notification in writing, received by the Executive Secretary Treasurer/Executive Director prior to the meeting, appoint an official delegate replacing the Branch President for said Meeting.	In the event that a Branch President is unable to attend a board Meeting, the Branch may, upon notification in writing, to the chair of the board prior to the meeting, appoint an official delegate replacing the Branch President for said Meeting.	Reworded to reflect actual practice.
9.01 (b)	Each Branch shall appoint a National Councilor as a Director of the board for a term of no more than three years from the date of their appointment.	Each Branch shall appoint a Director of the board.	Reworded to remove redundant statement, addressed in Section 6.02(a). Removal of term 'National Councilor' as it is unnecessary.
9.02 (d)	Deal with suspension of Members made under Section 15, and report thereon to the National Executive Council.	Deal with suspension of Members made under Section 11, and report thereon to the board.	Section 15 no longer exists, replaced with Section 11.

9.02 (g)	Furnish the National Executive Council, at least one month before each Annual Meeting of the Institute, with a full report of all work done by the Branch during the year, together with a return membership.	Remove Section	Removal to reflect actual practice.
9.02 (h)	Provide facilities, where possible, for the study of Sanitation and the duties of Public Health Inspectors.	Remove Section	Removal to reflect actual practice.

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Appendix 6

**Changes Affecting Matters Related to Membership**

Applicable Section (s)	Original Text	Proposed Change	Rationale
3.02(a)	Every person or organization wishing to join the corporation must make application in writing on a form to be obtained from the corporation.	Every person or organization wishing to join the corporation must make application on a form to be obtained from the corporation.	Removal of term 'in writing' to reflect current practice.
3.02 (c), (d)(i), (d)(ii)	(c) Upon receipt of an application, the Executive Secretary Treasurer/Executive Director shall, within Thirty (30) days (i) notify the Branch in which the applicant resides; or (ii) where the applicant resides in the Yukon, Northwest Territories, Nunavut or any other territory within Canada or outside Canada, the Branch to which the applicant wishes to belong. (iii) Such notification shall include the name, address and certificate number of the applicant. (d) Within thirty (30) days of receipt of such notification, the Branch Secretary or Secretary-Treasurer shall have the right to file a written objection with the Executive Secretary Treasurer/Executive	Remove text	Removed to reflect current practice. This section implies that the office receives an application which is subject to a vetting process at the Branch level, but this doesn't happen in practice.

	<p>Director concerning possible approval of said application by the Executive Council.</p> <p>(i) Such written notice shall not be accepted as valid unless it includes the reasons for the Branch's objections.</p> <p>(ii) In the case where a valid written notice of objection has been received by the Executive Secretary Treasurer/Executive Director, approval of said application shall be held in abeyance.</p>		
<p>3.02 (d)(iii)</p>			<p>With above change, this section will become 3.02 (c).</p>