



2020-2021 Annual Report

Presented November 24, 2021
72nd Annual General Meeting

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CIPHI Saskatchewan Branch Executive



President - Ryan Philipation
president@ciphi-sk.ca



Past President - Vacant
pastpresident@ciphi-sk.ca



Secretary - Hilary MacDonald
secretary@ciphi-sk.ca



Treasurer - Heather Henderson
treasurer@ciphi-sk.ca



Councilor - Kelsie Dale
councilor1@ciphi-sk.ca



Councilor - Michael McCann
councilor2@ciphi-sk.ca



Councilor - Ken Cross
councilor3@ciphi-sk.ca



Councilor - Michael Hayduk
councilor4@ciphi-sk.ca



CIPHI Saskatchewan Branch Standing Committees

Standing Committees

Education/Training

Kelsie Dale

Awards/Bursary

Mike McCann

FNUniv Correspondent

Ken Cross

Marketing

Michael McCann

Advocacy

Ken Cross

Website

Michael Hayduk

Other Committees

Corresponding Member to the Council of Professional Experience

Waheed Mehmood

Board of Certification Exam Coordinator

Nimone Campbell

Corresponding Member to the Board of Certification

George Koutsoulis

Retirees Advisory Committee Representative

Yvonne Graff

Historian

Ryan Philipation

Publications

Newsletter

Briana MacLean

Agenda

72nd ANNUAL GENERAL MEETING
CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS
SASKATCHEWAN BRANCH
November 24, 2021
Virtual Meeting - 12:00pm-1:00pm

Call to Order/Roll Call

- 1.0 Appointment of Officials
- 2.0 Approval of Agenda
- 3.0 Approval of Minutes 2020 AGM
- 4.0 Reports
 - 4.1 Presidents' Report – Ryan Philipation
 - 4.2 Committee Reports
 - Educational Chair – Kelsie Dale
 - Marketing/Merchandising Chair – Michael McCann
 - Awards/Bursary – Michael McCann
 - FNUniv Correspondent – Ken Cross
 - Advocacy Chair – Ken Cross
 - Treasurer – Heather Henderson
 - Website – Michael Hayduk
 - 4.3 Other Reports
 - CoPE – Waheed Mehmood
 - BOC Rep Report - George Koutsoulis
 - Retiree Advisory Committee Rep Report – Yvonne Graff
 - BOC Examiner Report – Nimone Campbell
 - Newsletter – Briana MacLean
 - Historian – Ryan Philipation
- 5.0 New Business
 - 5.1 Saskatchewan Public Health Association/Canadian Public Health Association Membership – Ryan Philipation
 - 5.2 Environmental Health Foundation of Canada Donation – Ryan Philipation
 - 5.3 Award Presentations - Michael McCann
 - 5.4 Honorariums - Ken Cross
 - 5.5 Elections - Ken Cross
- 6.0 Adjournment

Presidents' Report

Submitted by: Ryan Philipation

On behalf of the Saskatchewan Branch of the Canadian Institute of Public Health Inspectors, I submit the following report outlining the activities of the branch for the past year.

The SK Branch Executive continue to navigate through the pandemic. Since June, the SK Branch Executive have met virtually each month and work continues to ensure branch business is addressed. The current Branch Executive is focused on policy review and revision, education and professional development opportunities for members, fiscal review and member awards and recognition. A special thank-you to the current Executive for their commitment and work to keep pushing our branch forward.

The Executive was pleased to work with Briana MacLean, newsletter editor for the SK Branch CIPHI Observer. The fall edition was Briana's first edition in her position and the final product was excellent. Members can expect the next edition soon!

The SK Branch Executive made the difficult decision to not host a 2021 Professional Education and Development Seminar. As we all work through the pandemic and continue to evaluate the situation, it was decided in the best interest of members, sponsors and the executive that our next event will be planned in 2022.

SK Branch membership continues to remain strong. The Executive is always interested in member's ideas to improve branch projects.

Environmental Public Health Week (EPHW) took place September 20 - 26, 2021. Public Health Inspection work was celebrated virtually and members were recognized for the great work they do.

Nimone Campbell continued in her role as the Board of Certification (BOC) rep for SK Branch. Nimone is always looking for future BOC examiners and members are encouraged to reach out to Nimone for more information.

Thanks to George Koutsoulis, Provincial Corresponding Member to the Board of Certification, for his work representing our branch.

Waheed Mehmood is the Council of Professional Experience (CoPE) rep for the SK Branch. Waheed has taken over the role from Peter Ross. Thank you Peter for your time and work as the SK Branch rep.

Thanks to Yvonne Graff for her work as the SK Branch rep to the Retirees Advisory Committee.



I participated at the National Executive Council (NEC) since June. It was catchup time for me, however I enjoyed digging into the great work that is happening at the National level. Members are encouraged to participate in the virtual education sessions being offered and be on the lookout for a new webpage.

Membership engagement is a priority at the branch level and I encourage all members to get involved with CIPHI.

Thanks for the continued support, stay healthy and log your PDHs!

Treasurer's Report

Submitted by: Heather Henderson

Taking over as the treasurer of CIPHI Saskatchewan Branch during the Covid 19 pandemic has had some unique challenges and I would like to thank Paul Ross for continuing to help me through the transition. Covid 19 continues to significantly decrease product sales due to in person courses not being offered.

The 2020-2021 fiscal year was successful in managing sales of online SK Branch educational and other supplies for the Saskatchewan Health Authority offices. I would like to thank Ryan Philipation and Alden Georget for their help with managing and shipping our books and supplies. The revenue from all sales go directly to the financial support of the annual PEDS conference.

The review of the 2019-2020 year has been completed and included in the AGM handout. The 2020-2021 financial review is underway and the reviewed financial statement should be completed before calendar year end.

Thank you to Saskatchewan Health Authority offices and PHI's for supporting SK Branch sales.

Council of Professional Experience Report

Submitted by: Waheed Mehmood

Background:

CoPE administers Canadian Institute of Public Health Inspectors (CIPHI's) Continuing Professional Competencies (CPC) program. CoPE provides structure and leadership for this program, and fosters accountability in Environmental Public Health Professionals across the country through auditing of members' professional development (PD) entries.

CoPE Membership:

CoPE has 12 members who have been appointed through consultation with CIPHI Branches and the National Executive Council (NEC). I have the honour to be appointed and represent the CIPHI Saskatchewan Branch as a CoPE member since March 2021.

Activities:

CoPE completed all required audits of 2020 PDH entries. I got auditors training as soon I took responsibilities to serve CIPHI SK branch as a CoPE representative and completed the assigned audits by the CoPE chair. Due to COVID-19, there are no face to face CoPE member meetings, but I am routinely attending monthly teleconferences. As a CoPE representative providing support to membership through responding to inquiries related to professional development (PDH) requirements. The Member Service Centre (MSC) is being redeveloped. OlaTech Corporation is currently building a new platform to enhance membership experience.

Education and Policy Report

Submitted by: Kelsie Dale

Hello Members, I am pleased to present the SK Branch Education Report and Policy Report report for the past year.

Unfortunately, as in 2020, due to the COVID-19 pandemic, all plans for education and inservices for the year were postponed. Planning will resume once timing permits, however plans are on hold for the foreseeable future.

As reported last year, policy work was paused due to the COVID-19 Pandemic in 2020. In early 2021, work resumed on updating the SK Branch Constitution and By-laws, though was paused on and off due to the COVID-19 pandemic response. Final drafts of the updated documents were provided for Executive review in September 2021. The goal of updating SK Branch Constitution and By-laws are so they better reflect our practice and to align with changes at the CIPHI National level. Major changes to the documents include removing items that are no longer in practice or are now covered by CIPHI National, and consideration for integrating the position of President-Elect into the Executive structure. Review by the Executive of these documents is ongoing and will not be ready in time for the 2021 AGM. We intend to bring all final changes to the 2022 AGM for members to vote on.

Once the Constitution and By-laws are approved, work will begin on the Branch policies. As the COVID-19 pandemic continues on this work may be interrupted over the next year but will continue to move forward in 2022.

Marketing Report

Submitted by: Michael McCann

Your branch continues to purchase and make available to members various pieces of merchandise and equipment. Available for purchase are CIPHI Insignia 3-inch stickers and CIPHI logoed golf balls. If members are interested in purchasing please contact Mike McCann to place an order.

This year we will again be asking members for merchandise ideas the branch could look into offering members. The executive has also considered clothing items such as jackets and hoodies. We would like to offer ThermoWorks Thermometers as well, ie: Dish Temps – Dishwashing thermometers, Food Safety Infrared Thermometers etc. Please contact Mike McCann to discuss and place an order.

CIPHI SK Branch would like to remind PHI Managers, Supervisors, Directors and Seniors that are responsible for ordering supplies that the branch has a variety of products PHI’s use regularly for purchase. This is a service that Branch provides to make ordering convenient for those responsible for ordering supplies. Proceeds from these sales assist the Branch to offer events such as PEDS at no cost to members and bursaries for members to attend the CIPHI AEC.

Items Available

Food Safe Student Workbooks
Swimming Pool Operator Manuals
CRFA Food Safety Code Books
Basics.fst Online Food Safety Training Course
Metal Stem Thermometers
Chlorine Test Strips
Quaternary Ammonium Test Strips
Iodine Test Strips
pH Test Strip Packets
Accelerated Hydrogen Peroxide Test Strips
Thermolabels

To order any of the merchandise, please contact Mike McCann at councilor2@ciphi-sk.ca

Thank you for your continued support of your CIPHI SK Branch.

Awards/Bursaries Report

Submitted by: Michael McCann

Member of the Year Award

In 2010 the Branch Executive adopted policy # 19 to initiate the annual presentation of an award to recognize and acknowledge the outstanding efforts, achievements and service by a Saskatchewan Branch member.

Each year a call is put out to membership to nominate a 'MEMBER OF THE YEAR' for this award.

We encourage all members to put forward another members' name that is deserving of this award. Submission forms are available from the branch executive.

Due to the pandemic the Member of the Year was not awarded this year. We look forward to your nominations for next year's recipient.

Student Membership Award

The Saskatchewan Branch believes that students enrolled in their final year of a program that will lead to them becoming public health inspectors should be assisted through membership. The Saskatchewan Branch will cover the cost of a CIPHI student membership for any qualified applicant who is in the final year of a Board of Certification accredited program.

In 2019, your CIPHI SK Branch revised the policy for this award.

In order to be eligible for consideration for the Award, a candidate must:

- Be a current student member of CIPHI Saskatchewan Branch
- Be within or entering the final year of a degree program or after degree program
- Submit proof of membership payment which will be reimbursed by the branch
- Have not received this award previously

Students meeting the policy criteria can apply for this award with the CIPHI SK Branch by contacting any executive member of the CIPHI Sask Branch.

25 Year Member Pin

Individuals who have been CIPHI members for 25 years are recognized with a 25 Year Pin. In 2021, there were two 25 year pin recipients. Congratulations to Jacqueline Treen and John Prince. Both Jacqueline and John have been CIPHI supporters and we look forward to their continued participation and contributions.



Bursaries

Due to the ongoing pandemic and no Annual Education Conference, no bursaries were awarded this year.

The branch executive is committed to assisting and recognizing the membership in our association towards their interests and causes that furthers our career recognition and development. CIPHI SK Branch executive plan to offer bursaries for upcoming educational conferences.



FNUniv Correspondent Report

Respectfully Submitted by: Ken Cross

Due to cancelation of the program there will be no report at this time.

Advocacy Report

Submitted by: Ken Cross

This year has been very demanding on all Members time and stress levels have been challenged by Covid 19. Advocacy for the SK Branch hasn't been like it has in the past years. SK Branch continues to do its best to engage Members with the Environmental Public Health Week, but student engagement, Bursaries and PEDS has been put on hold.

Environmental Public Health Week was September 20 – 26, 2021 and came and went without the normal formalities of Provincial Recognitions. Our President, Ryan Philipation sent out congratulations to Members and best wishes in celebrating the week. Unfortunately due to Covid 19 restrictions and gathering for shared cake by Saskatchewan Health Authority, there wasn't the usual celebrations this year.

The SK Branch executive will be planning for the return to in person PEDS in 2022. It will be a welcomed event for all Members old and new. Please stay tuned for updates.

A letter was sent out to all past and present Sponsors/Exhibitors thanking them for their support in the past and look forward to the future PEDS.

Please contact any of your SK Branch Executive Members if you have ideas for future advocacy events within the province.

Provincial Board of Certification Exam Coordinator Report

Submitted by: Nimone Campbell

2021 Exam Schedule

<u>January</u> (in person)	<u>April</u> (virtual)	<u>October</u> (virtual)
Number of sitting candidates: 3	Number of sitting candidates: 3	Number of sitting candidates: 3
Number of examiners: 11	Number of examiners: 15	Number of examiners: 11
	Number of standby examiners: 4	Number of standby examiner: 1

The COVID-19 pandemic continued to have a significant impact on the 2021 Board of Certification (BOC) examinations. Instead of the usual two exams per year, the BOCs held three exams in 2021 to make up for the missed exam in April 2020. BOC exams were scheduled on January 20, April 28 and October 27, 2021.

The January exams were held in-person while the April and October exams were held virtually. For January's exams, COVID-19 protocols were followed including masking, physical distancing, enhanced disinfection and screening of both examiners and candidates. For the first time, April's BOCs was held virtually due to COVID-19 gathering restrictions. Extra precautions were taken to minimize security breaches and IT disruptions. October's BOCs were also held virtually due to the pandemic's fourth wave. Once again, security and IT precautions were taken as to not have a negative impact on the exam's outcome. I am pleased to report all three BOCs were held without any significant disruptions.

As noted in the above break down, many examiners are needed to pull off a successful BOC exam. If interested, I encourage all eligible persons to apply as a BOC examiner. To be eligible you must be a CIPHI member and have at least 5 years PHI work experience. Preference is given to those with adequate Professional Development Hours and have attended a BOC workshop training session. Application forms are typically emailed out in the beginning of the New Year. When applying please indicate your examiner preference (written, oral, both), preferred tentative exam date (April or October) and if you are interested in attending a BOC workshop training session.

I would like to take this time to thank CIPHI SK Branch and my employer/supervisor for allowing me to contribute back to my profession by being Saskatchewan's BOC Exam Coordinator. I would also like to recognize the candidates for their patience and perseverance while certifying during a pandemic. Finally, thank you to the BOC examiners who volunteered their time even with competing COVID-19 demands. As always, I appreciate your past and continued participation to ensure candidates have the opportunity to certify.

Provincial Corresponding Member to the Board of Certification Report

Submitted by: George Koutsoulis

I am pleased to provide you with an update regarding the current national Board of Certification activities. The Board of Certification continues to work at improving the CIPHI certification process. I am currently working on following policies/projects.

- Oral Exam Accommodation policy is being updated to clearly outline how candidates can request accommodation for the BOC Oral examination. This policy will be completed December 31, 2021 and be in place for the April 2022 Oral Exam session.
- National Exam Panel is working to improve and update the BOC Oral Exam questions.
- Policies and Regulations Review Committee, working to standardize existing BOC policies to ensure they are written in plain language and easy to understand.
- Environmental Public Health program school reviews. The BOC conducts reviews all approved EPH programs once every 5 years to ensure that they continue to meet CIPHI Certification requirements. I am assisting with the Ryerson University and Concordia University EPH program reviews in 2022.
- Practicum forms and document Review Committee, reviewing and updating policies that outline practicum requirements.
Note that the BOC is now reviewing candidate practicum hours to confirm that they have met minimum practicum hour requirements. PHI candidates must complete a minimum of 420-hours of supervised work directly related to the topic areas of the practicum evaluation to qualify to sit the BOC Oral Exam.
Although it is the candidate's responsibility to ensure that they have enough practicum hours, we would also ask the practicum coordinators also review and confirm that candidates have completed the minimum 420-hour practicum objective.

I would also like to say thank you to all of you for your hard work during this pandemic to keep our communities safe!

I wish you and your families all the best as we enter this holiday season.

Retiree Advisory Committee Report

Submitted by: Yvonne Graff

At the beginning of the pandemic RAC contacted retired Public Health Inspectors to let them know that if they were willing to help that they could register with the Federal Government. The committee also has members that are willing to take on projects to assist the National Executive.

Yvonne Graff, on behalf of RAC, sends out letters to congratulate PHIs who have recently retired and sends out letters of condolences.

Newsletter Report

Submitted by: Briana MacLean

It was a pleasure to serve as your newsletter editor for the past year. Even with member's busy schedules and workloads we were able to get a Fall Newsletter out in time for Environmental Public Health Week.

I would like to thank all of the members who took the time to submit articles to me. I look forward to producing more newsletters in the new year.

If you have anything you wish to see in the newsletter please forward it to newsletters@ciphi-sk.ca

Website Report

Submitted by: Michael Hayduk

SK Branch hosts the webpage at www.ciphi-sk.ca. In consultation with the National Executive Council, the branch webpage will be linked to the new CIPHI national webpage currently under development.

The new design will provide frequent updates, including announcements, the branch newsletter, and information on upcoming events such as Environmental Public Health Week, National Annual Education Conferences, SK Branch PEDS agendas and associated social nights, SK Branch Annual General Meeting notice, proxy and nomination forms. The new website should be operational by the end of 2021 with an announcement sent to members.

If you have comments or suggestions for the website, please contact any member of your Executive.

Historian Report

Submitted by: Ryan Philipation

Hello Members, I am pleased to present the SK Branch Historian report for the past year.

This past year has provided many challenges to find time for project work. However, our National Historian continues to collect and archive CIPHI history. At the national level, work is underway to identify EVERY CIPHI President from 1913 to the present. At the provincial level, work continues to sort and organize many documents and articles, compile membership information and house items of historical interest.

I continue to encourage all members to continue to submit their SK Branch 'finds' to the Executive.

A special thanks to all the members who continue to submit photos and other historical items to me for safe-keeping.

Minutes
71th ANNUAL GENERAL MEETING
CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS
SASKATCHEWAN BRANCH
December 4, 2020
Virtual Meeting
12:00pm-1:15pm

Call to order 12:05pm

1. Appointment of Officials
 1. Parliamentarian
 - Ian Harrison
 2. Sergeant at Arms
 - Kevin Kapell
 3. Scrutineer
 - Casey Neathway

4. Welcome and recognition:
 - Life members: Ken Cross, Gordon Button and Doug Terry
 - Thank you to Doug Terry who has stepped down as Retiree representative.
 - Welcome and recognition of: CoPE representative Peter Ross; SK BOC representative to National George Koutsoulis; National BOC chair
 - Recognition of retirees
 - Introduction of Saskatchewan Branch Executive: Paul Ross, treasurer; Kelsie Dale, Councilor; Bradford Giesbrecht, President; Kristin Waroma, Secretary; Michael Hayduk, Councilor; Heather Henderson, Councilor; Michael McCann
 - No names provided from the floor in memorium.

2. Approval of Agenda
 - Motion: Kelsie Dale; seconded: Ken Cross
 - No opposition; motion carried
3. Approval of Minutes 2019 AGM
 - Motion: Ken Cross; seconded: Jackie Treen
 - No opposition; motion carried
4. Reports
 0. Presidents' Report – Bradford Giesbrecht
 - Pandemic has caused changes to CIPHI operation. Met in person with NEC in January. Recognized Kari-Engel-Carter as national past president. Recognition of Kevin Kapell as National President. Recognized all public health inspectors for their roll in pandemic response.

1. Committee Reports
 - Educational Chair – Kelsie Dale
 - Marketing/Merchandising Chair – Michael McCann
 - Awards/Bursary – Michael McCann
 - FNUniv Correspondent – Heather Henderson
 - Advocacy Chair – Heather Henderson
 - Treasurer – Paul Ross
 - Website – Michael Hayduk
 2. Other Reports
 - CoPE – Peter Ross
 - BOC Rep Report- George Koutsoulis
 - Retiree Advisory Committee Rep Report
 - BOC Examiner Report – Nimone Campbell
 - Newsletter
 - Historian – Ryan Philipation
-
- Motion for approval of all reports as submitted: Heather Henderson;
Seconded: Kelsie Dale
 - No opposition; motion carried
-
5. New Business
 - 5.1 Saskatchewan Public Health Association/Canadian Public Health Association
Membership –Brad Giesbrecht
 - Motion: Jackie Treen; seconded: Paul Ross
 - No opposition; motion carried
 - **ACTION: Treasurer to apply for membership**
 - 5.2 Environmental Health Foundation of Canada Donation \$250 – Brad Giesbrecht
 - Motion (\$250): Russell Scott; seconded: Jackie Treen
 - No opposition; motion carried
 - **ACTION: Treasurer to send donation**
 - 5.4 Award Presentations- Michael McCann
 - Awards postponed to 2021 due to pandemic
 - 5.5 Honorariums- Kevin Kapell
 - President \$150
 - Secretary \$200
 - Treasurer \$200
 - Newsletter \$125

- Motion: Kelsie Dale; seconded: Heather Henderson
- No opposition; motion carried
- **ACTION: Treasurer to send honorariums**

5.6 Elections- Kevin Kapell

- Treasurer (2 year)
 - Heather Henderson nominated and let her name stand
 - Moved nominations close: Ken Cross
 - Heather Henderson
 - Recognition of Paul Ross as treasurer for many years of service.
- 2 councilor positions (2 year)
 - Michael Hayduk; let name stand
 - Nomination from the floor: Ian Harrison nominated Ken Cross who let his name stand
 - Moved nominations cease: Michael McCann; seconded Abimbola Olaobaju
 - 4 opposed; motion carried
 - Welcome back to Ken and Michael
- Newsletter (1 year)
 - Karli Loos- let name stand
 - Briana McLean- let her name stand
 - Vote: Briana elected
- Secretary (1 year)
 - Hilary McDonald; let name stand
 - Move nominations cease: Ken Cross 2nd: Jackie Treen
 - Congratulations Hillary

1. Motion Heather to be added to signing authority : move: Kari Engele-Carter 2nd: Jackie Treen

- No opposition; motion carried

2. Adjournment: Motion: Mike McCann; seconded: Ken Cross