91st Annual General Meeting

Minutes

Monday, September 22, 2025

Kelowna, British Columbia

Agenda Item	Notes	Action
1. Call to Order	Meeting called to order at: 3:04 PST The notice of meeting was sent 21 days prior to the meeting and therefore Section 3.04 of By-Law No. 1 of the Canadian Institute of Public Health Inspectors, was met.	
2. Assessment of Quorum	Number of participants online: 32 Number of participants in the room: 43 Quorum is met.	
3. Appointment of Officials		
3.1. Parliamentarian	**SPEAK:** Kevin Kapell *has volunteered to serve this AGM as parliamentarian. May I have a motion to appoint ___Kevin Kapell_____ as Parliamentarian?* Motion: Erin Teare Seconded: Karen Hahn All in favour. Opposed - None Carried	
3.2. Sargeant-at-Arms	**SPEAK:** _Alden Georget__ *has volunteered to serve this AGM as Sergeant at Arms. May I have a motion to appoint _____Alden Georget_____ as sergeant at arms?* Motion: Julie Swanlund Seconded: Angela Whalen All in favor. Opposed - None Carried	
3.3. Scrutineers	**SPEAK:** Peter Heywood *has volunteered to serve this AGM as scrutineer. May I have a motion to appoint _____Peter Heywood_____ as scrutineer?* Motion: Gary Tam Seconded: Claudia Kurziac All in favour. Opposed - None Carried.	

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4. Introduction of Officers	*Board of Directors*; note - Daniel McGee NS/PEI Branch Director joined virtually *CoPE Chair - Karen Hann* *BOC Chair - George Koutsoulis* *Environmental Health Foundation of Canada Chair - Lena Parker* *Retirees Advisory Committee Chair- Munira Peermohamed for Peter Rogers*	
5. In Memoriam	*Jean Bailey (nee Hjelt), CPHI(C) Retired, AB (1971-2025)* *Doug Baxter, CPHI(C) Retired, ON (1931-2025)* *Richard Boehnke, CPHI(C) Retired, ON (1941-2025)* *Robert F. Carlson, CPHI(C), BC (1962-2024)* *Daniel (Dan) William Graham, CPHI(C) Retired, ON (1949-2025)* *Lewis (Lew) Audrey Goddard, CPHI(C) Retired, AB (1936-2024)* *Arvyn Murray Gray, CPHI(C) Retired, MB (1947-2025)* *Lorne Louis Legare, CPHI(C) Retired, AB (1951-2024)* *Lawrence (Larry) Adam Lychowyd, CPHI(C) Retired, ON Former National President (1936-2025)* *Howard Hugh Masters, CPHI(C) Retired, USA (1952-2024)* *Paul Allen McInnis, CPHI(C) Retired, ON (1952-2025)* *Eric Nesplick, CPHI(C) Retired, ON (1945 – 2024)* *Nana (Beauty) Yaa Serwaa Osei, CPHI(C), BC (1975-2025)* *Matthew Norman Roberts, CPHI(C), SK (1996-2024)* *Leonard (Len) Schleining, CPHI(C) Retired, MB (1929-2025)* *Richard (Dick) Tataryn, CPHI(C) Retired, SK (1931-2023)* *Timothy David Worton, CPHI(C) Retired, ON (1949-2024)*	
6. Adoption of Agenda	*Is there any discussion regarding the proposed agenda?* None *Is there a motion to adopt the agenda?* Motion: Alden Georget Seconder: Erin Lamey All in favour. Opposed. None Carried.	

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7. Approval of Minutes from the 90th Annual General Meeting,	*Are there any corrections to these minutes?* None *Is there a motion to accept the minutes as distributed/corrected?* Motion: Daria Romanish Second: George Kousoulis All in favour. Opposed. None Carried.	
8. Officer Reports	The reports were circulated prior to the meeting.	
8.1. National Board of Directors Report to Membership	*Are there any questions for the Board of Directors regarding the report*. Correction to CIPHI Organizational Chart - pg 16, lists BOC past chair, BOC current chair, and BOC vice chair positions; only two are filled concurrently. For 2025 should list BOC past chair and current chair, in 2026 will list current chair and vice chair. No questions	
8.2. Board of Certification Report to Membership	*Are there any questions from the membership regarding the report as circulated?* No questions	
8.3. Council of Professional Experience Report to Membership	*Are there any questions from the membership regarding the report as circulated?* Error to be corrected under Audit Results - reported 59 members audited, should be 86 members audited. Correction to CIPHI Organizational Chart - pg 16, lists COPE past chair, COPE current chair, and COPE vice chair positions; only two are filled concurrently. For 2025 should list COPE past chair and current chair, in 2026 will list current chair and vice chair. *No questions*	
8.4. Environmental Health Foundation of Canada Report to Membership	EHFC Chair Lena Parker thanked membership and BOD for their support. *Are there any questions from the membership regarding the report as circulated ?* No questions	
9. Special Reports		
9.1 Environmental Health Review Report	No questions	

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9.2 National Historian Report	No questions	
9.3 Retiree Advisory Committee Report	*Munira Peermohamed spoke on behalf of RAC Chair Peter Rogers* - noted strong support from BOD officers, four 2025 meetings together, acknowledged retiree members in attendance. 60 & 70 year pins, Charlie Young Award creation and was hoping for nomination; noted representation from all Branches is desired, noted current RAC vacancies, anyone within 2 years of retirement can join; reminder to keep RAC in touch about changes, events from individual members *Are there any questions from the membership regarding the report as circulated?* None	
10 New Business		
10.1 2025 Award Nominations	2025 CIPHI Awards are awarded as follows: • Alex Cross Award - Hilary Morin • Alexander Officer - Ottawa Public Health • Honourary Member - Dr. Gary Brown (as per motion below) • Life Member - Mike LeBlanc The nomination for the Honourary Member requires ratification by membership at the AGM. Motion to award Honourary Member Award to nominee - Dr. Gary Brown. Nominated by: Casey Neathway, Seconded by: Kelsie Dale All in favour. None opposed. Passed.	
10.2 Consideration of 2024 Financial Statements	*As presented in report and on slides*	

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10.3 Elections of Directors	This year marks the first election of directors pursuant to the adoption of our 2024 bylaws. In accordance with the bylaws, Class A members voted for two Director positions: • National Advocacy & Communications Director, and • BC/YK Branch Director. As presented by the Nominations Committee, two qualified candidates for Advocacy & Communications Director, and one candidate put forward by the BC Branch for election as Branch Director. Voting occurred in real time with the following results: • Kevin Kapell has been elected to the role of National Director, Advocacy and Communications • Casey Neathway has been elected to the role of BC Branch Director. Congratulations and thank you to all those who put their names forward. Thank you to the outgoing National Director, Meaghen Allen, for all her hard work over the past years in this portfolio.	
11. Adjournment	Peter Heywood provided kudos to the BoD and volunteer recognition. Meeting adjourned. 3:40pm	