

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## MINUTES OF EXECUTIVE COUNCIL, JANUARY 27-28, 1990, HALIFAX, N.S.

A fall meeting of the Executive Council took place Saturday and Sunday, January 27-28, 1990 at The Citadel Halifax, Halifax, N. S. The meeting was called to order at 0915 h. by President George Gregg.

Members	President	G. Gregg
Present	Past-President	M. Bragg
	Councillors	M. Allen
		R. Davies
		A. Ross
		K. Tompkins
	Vice-Presidents	
	Manitoba representative	D. Sargeant
	Ontario	K. Seeger
	Atlantic	M. Belliveau
	Nfld & Labrador	C. Morgan
	Executive Director	A. Atkinson
	Regrets	
	Councillor	R. Mazerolle
	British Columbia President	R. Bradbury
	Alberta President	D. Richen
	Saskatchewan President	B. Wright

### 1. MINUTES

Motion: M. Allen/A. Ross: That the minutes of the September 9-10 /89 Pre-Conference National Executive Council be adopted

Carried.

Motion: A. Ross / M. Belliveau: That the minutes of the September 15 /89 National Executive Council be adopted

Carried.

Note: Ryerson Advisory: J. Urquhart was appointed to it but she is unable to attend now that she lives in North Bay. President Gregg will, therefore, invite another member to fill the CIPHI slot on the committee.

## 2. BUSINESS ARISING

### a) NSF arrangements

President Gregg reported that there is no new information but it is not a dead issue.

### b) Newfoundland payment for study

A "proper invoice" is required to the attention of Dr. Kevin Hogan, Associate Deputy Minister, Community Health but the province intends to pay its share.

### c) Conference Guidelines

No report as yet. Council later was informed that the guidelines were sent to Ottawa but not received in time for the meeting.

### d) Development Committee

This will be deferred to committee reports.

### e) Records revisions

A resolution at the last annual meeting requires a record of employer for CIPHI members. ELAN has considered the problem and reported as follows:

- A new field for employer could be created on the computerized member record but it would be relatively expensive to go over each record to install the data.
- To be meaningful, the record of employer would need to be revised annually. This would mean an annual survey of members since many members no longer correspond directly with the national office because of payroll deduction, registration, branch choice.
- The purpose of the resolution is not understood. ELAN knows that there are only about 10 active members who do not work for the public service.

The council did not advise the executive directors to pursue the resolution.

### f) Fraternal credit cards

K. Tompkins presented a comprehensive report , minuted as Appendix 'A'.

Motion: M. Belliveau / R. Davies: That the Treasurer be complimented on the report and that no further action be taken on the matter.

Carried.

g) Study implications

Alan Ross has been appointed by President Gregg to take charge of co-ordinating branch comments on the study and to report to Council. He advised the Council that CIPHI now has three good documents to look at together - the Study, the report from Forum '89 and the brand-new Ontario Branch strategic plan. M. Ross is asking for branch responses to the study in April so that he can prepare an interim report for presentation to the end-April meeting of Council. An action plan will be prepared for the Thunder Bay meeting of Council at the end of July.

R. Davies stated that the Federal / Provincial Committee will place the study on its spring agenda as an information item.

**3. PRESIDENT'S REPORT**

Appendix "B"

**4. TREASURER'S REPORT (Financial Summary with budget)**

Appendix "C"

Motion: K. Tompkins / K. Seeger: That the 1990 budget be adopted.  
Carried.

Motion: M. Allen / K. Seeger: That E. H. F. expenses in the amount of \$74.91 be paid.  
Carried.

Motion: M. Belliveau / C. Morgan: That G. Gregg's expenses of \$599 in connection with work for Health and Welfare Canada which created a profit for CIPHI of \$400, be paid.  
Carried.

**5. EXECUTIVE DIRECTORS' REPORT**

a) Membership Applications

Appendix "D"

Motion: C. Morgan / A. Ross: That the applicants be accepted for membership.  
Carried.

b) Operational Report

Appendix "E"

Council decided that fees charged to members for searches, etc., should be examined by the Constitution Committee.

## 6. THE BOARD OF CERTIFICATION

No written report.

Treasurer Tompkins requested that the board's budget be examined by the board on an annual basis at its fall meeting.

Motion: K. Seeger / K. Tompkins: That the list of new certificants be circulated to branches as they become available.

Carried.

## 7. ENVIRONMENTAL HEALTH REVIEW

Appendix "F"

Council commented on the new policy for branch reports - that they be synopsized in "Inside our Institute" from time to time.

Members enquired about printing the EHR on recyclable paper.

## 8. COMMITTEE REPORTS

aa) Business Arising from Minutes: Development Committee

Appendix "G"

Chairman M. Bragg led the members of Council through the report.

Motion: R. Davies / M. Allen: That the report be adopted as amended.

Carried.

Motion: K. Tompkins / M. Belliveau: That the hiring committee for a new executive director be comprised of President G. Gregg, Past-President M. Bragg, M. Allen representing the Council and the Board of Certification, the Manitoba Branch and the Ontario Branch Presidents.

Carried.

a) Awards

no report

President Gregg will invite Canadian Living, winner of the 1989 EHR Award to accept the award at Thunder Bay during the 1990 annual conference.

b) BCIT Advisory

no report

c) Environmental Health Foundation

no report

d) Finance

no report

e) International Health

no report

f) Membership

Appendix "H"



g) Corporate and Affiliate Membership

Motion: R. Davies / M. Bragg: That a report submitted by R. Davie's be tabled.  
Carried.

h) NSF / CIPHI Joint Committee

Appendix "J"

i) Public Policy

no report

M. Allen / K. Tompkins: That the Institute sponsor G. Gregg and D. Sargeant for attendance at a Food Safety Conference at Toronto March 27 and 28th.

Carried.

j) Ryerson Advisory

no report

k) Constitution

no report

The meeting adjourned at 1725h.

The meeting reconvened Sunday, January 28, 1990 at 0900h.

l) 1989 Conference

Motion: M. Allen / A. Ross: That the Report of the 1989 Conference - Forum '89 - dated January 20, 1990, be tabled until the Ontario Branch has reviewed and discussed it at a branch executive meeting.  
Carried.

m) 1990 Conference

Appendix "K"

Council discussed the report at length. It reminds the organizers that annual reports should be bound and available to members at registration and also that the visibility of the national and branch executives should be heightened.

n) 1991 Conference

no report

o) 1992 Conference

Manitoba Chairman Dean Sargeant made a presentation to council on progress to date. The committee will be conferring with NEHA about the theme and is working on sponsorships. The Executive Directors are negotiating the financial terms with the NEHA Executive Director.

p) Membership continued

Motion: M. Allen / M. Bragg: That the Davies' report be lifted from the table for discussion.  
Carried.

R. Davies' report was withdrawn.

Neil Williams report will not be included in the minutes since the Membership Chairman intends to rewrite the solicitation package with assistance from N. Williams, M. Fulton, C. Latham and ELAN. Council thanked N. Williams for the information.

**9. VICE PRESIDENTS' REPORTS**

a) Newfoundland & Labrador

Appendix "L"

Council discussed the educational opportunity of the Cabot Institute and the issue of the degree requirement. Mark Allen will discuss institutional criteria with the Board of Certification. President Gregg will ask again for a response concerning the degree from the Chairman of the Board of Certification.

b) Atlantic

Appendix "M"

c) Ontario

Appendix "N"

Re membership in the Institute for new certificants: Council recommend that a welcome / congratulations / membership solicitation package be developed

Re members in "good standing" as board and committee members: Council recommended a 'wait and see' approach to policing this policy..

d) Manitoba

Appendix "O"

e) Saskatchewan

Appendix "P"

f) Alberta

no report

g) British Columbia

no report

**10. CORRESPONDENCE**

Appendix "Q"

## 11. NEW BUSINESS

### a) IFEH

President Gregg reported on the state of affairs of IFEH.

Motion: M. Bragg / K. Seeger: That CIPHI disassociate with IFEH by not renewing membership unless CIPHI can resolve its difficulties and, any action taken to be in consultation with NEHA.

Carried.

### b) O.P.H.A.

K. Seeger informed the Council that OPHA intends to develop inspection standards which the Ontario Branch thinks should be done by the Ontario Branch of CIPHI.

## 12. The next meeting may take place April 28 - 29 at Ottawa.

Motion: A. Ross: That the Executive Council adjourn. (1215h)

Carried.

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ELAN Associates, Secretary

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George Gregg, President

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

### MINUTES OF EXECUTIVE COUNCIL, APRIL 28 -29 /90, OTTAWA, ONTARIO

A spring meeting of the Executive Council took place Saturday and Sunday, April 28-29, 1990 at The Albert at Bay Suite Hotel, Ottawa, Ontario.. The meeting was called to order at 0915 hours by President George Gregg.

<u>Members</u>	President	G. Gregg
<u>Present</u>	Past-President	M. Bragg
	Councillors	M. Allen
		R. Davies
		R. Mazerolle
		A. Ross
		K. Tompkins
	Vice-Presidents	
	British Columbia	R. Bradbury
	Alberta representative	C. Adams
	Manitoba representative	D. Sargeant
	Ontario	K. Seeger
	Atlantic	M. Belliveau
	Nfld & Labrador	C. Morgan
	Executive Director	J. Edmison / A. Atkinson
	<u>Regrets</u>	Saskatchewan President B. Wright

#### 1. MINUTES

Motion: Allen/ Morgan: That the minutes of the January 27-28 /90 Executive Council be adopted  
Carried.

#### 2. Business Arising from these minutes

##### a) Executive Directorship

Motion: Sargeant/Belliveau: That this item be tabled to after lunch on Saturday.  
Carried.

##### b) Strategic Planning - A. Ross

Ross circulated a strategic planning document including a report, terms of reference and discussion.

Motion: Bragg/Bradbury: That Council receive the report and that input be sent to Ross as soon as possible so that the matter of a strategic plan may be further discussed at the 1990 Pre-Conference Council meeting.  
Carried.

c) Newfoundland payment for Study

The Executive Directors reported that Newfoundland's payment was received and thanks were expressed to the Newfoundland Branch for their efforts to obtain the payment.

d) Conference Guidelines

A report from Jane Urquhart can serve as the basis for a further report. Sargeant volunteered to compile guidelines in advance of the annual conference and to deal with the roles of national, the branches and the executive directors in the report.

Motion: Bradbury/Davies: That Sargeant be named Chairman of Conference Planning.  
Carried.

e) Food Safety Conference - Gregg and Sargeant

Sargeant reported that the area of food safety is an opportunity for CIPHI to demonstrate leadership. At the recent conference, Sargeant and Gregg met with government officials and made other valuable contacts.

f) IFEH - Gregg

Gregg reported that NEHA has not renewed its IFEH membership. Consequently, CIPHI's position is also not to renew. Furthermore, the 1992 joint CIPHI / NEHA conference will not be a "World Congress Meeting".

g) The Study

Comments on the study have been received only from the Ontario Branch and the President is expecting the others by July 1.

Motion: Allen/Bragg: That Branch Presidents be requested to copy the study's executive summary for circulation to their members and also to advise members that copies of the entire report are available from the national office at a price of \$50.(employers might wish to buy a copy).  
Carried.

**3. PRESIDENT'S REPORT**

**APPENDIX 'A'**

**4. TREASURER'S REPORT**

**APPENDIX 'B 1'**

b) Financial Summary to Mar. 30 /90

**APPENDIX 'B2'**

A budget for the Board of Certification has been prepared and is included for the first time. The minutes of the Board now direct that an annual budget be done for discussion at the fall meeting of the board.

Councillors requested that a third column of figures - projected to year end - be added after the changeover of executive directors.

The 1989 financial statements are finished and were circulated to Council.

**5. EXECUTIVE DIRECTORS' REPORT**

a) Operations

**APPENDIX 'C 1'**

Council requested that the Executive Directors obtain a letter from the authors of the study accepting the recent payment of \$2,000 as their final payment.

A discussion took place about binding the annual reports. Since Peter Moccio needs these by June 1st in order to make good on his offer to bind, other plans will have to be made for this year. Perhaps recyclable paper can be used?

b) Membership Applications

**APPENDIX 'C2'**

Motion: Allen/Ross: That the listed new members be accepted.

Carried.

The meeting broke for lunch at 1205 and reconvened at 1315 hours.

2. a) Executive Directorship

Motion: Sargeant/Belliveau: That the executive directorship be lifted from the table.

Carried.

Allen reported on the seven final interviews out of which two 'A' candidates and one 'B' candidate emerged. Handover to the new executive directors is expected between June 1 and June 15.

Motion: Mazerolle/Bradbury: That the hiring committee proceed with its hiring plans and enter into a contract with one of Corporate Identities / Skylary / Chrisdale Management.

Carried.

**6. THE BOARD OF CERTIFICATION**

**APPENDIX 'D'**

Motion: Allen.Bragg: That the report be accepted.

Carried.

Bradbury questioned the handling of the 1995 degree resolution on the basis that the resolution was amended on the floor of the annual meeting specifically so that it would be dealt with by the Board.

NOTE: The secretary examined the notes from the 1989 annual meeting and found the above to be correct. The draft minutes of the 1989 annual meeting have been revised to reflect this change with thanks to Bradbury.

Further discussion took place on this subject.

Motion: Bradbury/Ross: That President Gregg write a letter to the Board of Certification on the subject of the degree resolution giving background and direction from the Executive Council.  
Carried.

The letter from Dr. M. Loyer, part of the B. of C. report, was directed to Ross as part of strategic planning / Study of the Future Role consideration.

## **7. ENVIRONMENTAL HEALTH REVIEW**

## **APPENDIX 'E'**

## **8. COMMITTEE REPORTS**

### **a) Awards**

Ross reported that no nominees have yet been submitted. Consequently Council agreed to accept award applications under last year's rules of timing.

President Gregg will invite the winner of the 1989 E. H. R. Award, Canadian Living magazine, to accept the award at Thunder Bay.

### **b) B. C. I. T. Advisory**

## **APPENDIX 'F'**

Bradbury answered questions about BCIT programs.

### **c) Constitution - no report.**

### **d) Environmental Health Foundation - no report.**

### **e) Finance**

## **APPENDIX 'G'**

A discussion about the issues raised in the Finance Committee report included

- the candidates for executive director all raised questions about Institute funding
- student and retired dues need to be examined
- the dollar figure of membership dues needs to come out of the constitution.

The Treasurer intends to prepare a position paper on an increase to national dues which will be sent to the membership along with a proposed constitutional amendment to the dues bylaw.

Motion: Bradbury/Seeger: That the new Executive Director consider the implications of an Education Committee to explore educational programs as profit-making events for national.

Carried.

g) International Health

President Gregg met with Chairman Barton to discuss funding for the committee's work.

h) Membership

**APPENDIX 'H'**

Council examined and discussed the package of solicitation letters used by the Corporate and Affiliate Committee and the current arrangement of commissions for committee members.

Motion: Allen/Mazerolle: That Corporate and Affiliate Member solicitation be suspended until further review with the incoming executive director.

Nay votes: Davies, Bragg, Bradbury, Tompkins, Morgan, Adams.

Yea votes: Seeger, Mazerolle, Sargeant, Belliveau, Allen, Ross, Gregg.

Motion carried.

President Gregg directed Davies to participate with him and the new Executive Director in a review of Corporate and Affiliate Membership. Gregg also directed the members of the Corporate and Affiliate Membership Committee to do no further work and to forward their lists of solicitations to the national office.

h) NSF / CIPHI Joint Committee

Sargeant reported that a meeting would take place next week at Ann Arbor.

i) Public Policy - no report

j) Resolutions - no report

k) Ryerson Advisory

President Gregg advised that M. Gravelle has agreed to serve as the CIPHI representative and that a letter to this effect will be sent to Tim Sly.

l) 1989 Conference

Ontario Branch President Seeger reported that the books for the 1989 Conference are closed and that there was no loss. No further action is planned. For National, however, there is a loss of \$1,000 seed money.

Regarding the recommendations in the Forum '89 report, these will be reviewed and dealt with by the Conference Guidelines Committee.



m) 1990 Conference, Thunder Bay

Seeger reported that the registration forms would be out in two weeks and that Air Canada is the official carrier - members should take advantage of additional discounts through Air Canada's conference program.

n) 1991 Conference, Edmonton

Adams reported that all the plans are going forward smoothly.

o) 1992 Joint Conference

**APPENDIX 'J'**

Council adjourned for the day at 1700 hours.

Council reconvened at 0900 hours Sunday morning.

**9. VICE PRESIDENTS' REPORTS**

a) British Columbia

**APPENDIX 'K'**

Bradbury recommends the administration of student practicums as a good way of fundraising for the branch.

b) Alberta

Adams gave a verbal report.

The province is currently undergoing a complete review of its health care system. Nine autonomous areas are proposed within which all professions would work and all resources assigned. This will be difficult for public health inspectors who tend to be less in evidence than do other health professions.

The Branch has a new executive secretary.

c) Saskatchewan

**APPENDIX 'L'**

d) Manitoba

**APPENDIX 'M'**

Sargeant added that public health inspectors in Manitoba no longer report to a chief P. H. I. but to a regional director.

e) Ontario

**APPENDIX 'N'**

A discussion took place about p.h.i. manpower which resulted in a decision to make the Federal / Provincial Committee on Environment and Occupational Health aware of p.h.i. problems and to ask that committee for a reference to the Federal / Provincial Manpower Committee.

f) Quebec

There has been no activity reported. The office will furnish President Gregg with a list of Quebec members for possible liaison.

g) Atlantic

**APPENDIX 'O'**

Nova Scotia has undergone a review of its acute care health system which causes p.h.i.'s to wonder about their future. The new emphasis is on regional boards and on health promotion. The Atlantic Branch is meeting with the Minister to discuss their concerns.

h) Newfoundland

**APPENDIX 'P'**

Morgan stated that having President Gregg at the recent conference was very helpful.

10 **CORRESPONDENCE** - see list appended to President's Report, Appendix "A"

11. **NEW BUSINESS**

a) Ryerson Task Force on Foodhandler Education in Schools

A resolution passed at the 1988 O. P. H. A. resulted in the establishment of a task force co-ordinated through Marilyn Lee of Ryerson.

Motion: Allen/Belliveau: That Ontario Branch President Seeger correspond with Watt Jim Watt of Renfrew who is already a member of the committee, suggesting that he be a CIPHI representative to the task force and that President Gregg correspond with the task force about its direction.

Carried.

b) Ryerson Diploma

The letter from A. L. Kelly C. P. H. I. (C), P. O. Box 192 , Whitbourne NF A0B 3K0, describing the circumstances of no diploma being awarded to him will be sent to M. Gravelle for action through the Ryerson Advisory.

c) Resignation of M. Bragg as 1992 Conference Co-ordinator

Bragg spoke to the subject, citing lack of agreement between himself and President Gregg on the role of a national conference co-ordinator - there does not seem to be any need for a co-ordinator - as causing his resignation.

d) Section 4 (H) Constitution

B. C. President Bradbury stated that B. C. uses Section 14 (h) of Bylaw 4 as written in the 1986 amendments, p.3, motion #6.

e) CIPHI Incorporation

Seeger enquired about current status of CIPHI's incorporation. The national office is to ensure that it renews each year by payment of the annual incorporation fee.

f) Bonding

Seeger initiated a discussion about bonding and the necessity for it.

g) Minutes format

Bradbury suggested a new minutes format with an "Action".line. This will be addressed by the new executive director.

h) 1990 Conference complimentary registration

Motion: Allen/Davies: That CIPHI pay for early bird registration on behalf of George Kupfer and Harry Grenawitzke for the 1990 Conference at Thunder Bay.

Carried.

i) Orientation package for new members

Membership should develop a 'new member' package to be sent out to new certificants immediately following their successful examinations. The package could contain a letter from the CIPHI president, an Institute pamphlet and some information about membership and this material might be tied in with a mailing from the Board of Certification.

j) Malpractice Insurance

Morgan reported that his branch members are anxious about professional liability and that speech pathologists have been able to purchase such insurance at about \$100. Treasurer Tompkins will consult with insurance firms about the possibility for CIPHI members.

k) Dues Increase brief

Seeger asked for receipt of the brief as quickly as possible so that it could be discussed at the Ontario Branch meeting.

l) Article about new Executive Director

ELAN will plan on doing an article on the new staff for the Summer EHR or June Position Place.

m) Payment of bills

- Motion: Bradbury/Tompkins: That all bills be paid.

Carried.

## 12. NOTICE OF NEXT MEETING

Pre-Conference Meeting      Saturday, July 28 at 0900 hours  
and Sunday, July 29, 1990

Annual Meeting              Thursday, August 1, 1990 at 1400 hours

National should have 15 rooms blocked for Friday night at \$68 single / double.  
Council members are expected to book their own rooms.

Motion: Belliveau: That the meeting adjourn (at 1110 hours).

President Gregg concluded the gathering of Council with kind words about ELAN ASSOCIATES which were responded to by Anne Atkinson on behalf of her partner Judy Edmison and herself.

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ELAN Associates, Secretary

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George Gregg, President

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE PRE-CONFERENCE EXECUTIVE COUNCIL MEETING,  
JULY 28-29, 1990, THUNDER BAY, ONTARIO

The Pre-Conference Meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held on Saturday, July 28, and Sunday, July 29, 1990 at the Airline Motor Hotel, Thunder Bay, Ontario. The meeting was called to order at 0920 hrs by President George Gregg.

## MINUTES OF THE MEETING

ITEM	DESCRIPTION	ACTION
	<b>Roll Call</b>	
	Members present were:	
	President George Gregg	
	Past-President Michael Bragg (Sunday only)	
	Councillor Keiren Tompkins	
	Councillor Mark Allen	
	Councillor Richard Davies	
	Councillor Roger Mazerolle	
	Councillor Alan Ross	
	<b>Vice Presidents:</b>	
	B.C. Robert Bradbury	
	Ontario Klaus Seeger	
	Atlantic Mary Belliveau	
	NFLD & Lab. Calvin Morgan	
	<b>Executive Director</b> James Bradley	
	<b>Regrets:</b>	
	Manitoba Bernie Chrisp	
	Alberta Dan Richen	
	Saskatchewan Bill Wright	
	<b>Guests:</b>	
	Tony Almalfa	

1.0

**Minutes of the Executive Council meeting held April 28-29, 1990**

MOVED BY: Mark Allen  
SECONDED BY: Rob Bradbury

THAT the Minutes of the April 28-29 meeting be approved as circulated.

MOTION CARRIED.

2.0

**Business Arising from the Minutes**

2.1 - Executive Directorship

President Gregg introduced Jim Bradley, the new Executive Director.

2.2 - Strategic Plan

Alan Ross tabled *Terms of Reference*, a *Report* and *Discussion Paper* documents from the Strategic Planning Committee.

Members present discussed the implications of these documents.

MOVED BY: Rob Bradbury  
SECONDED BY: Mary Belliveau

THAT the *Report* and *Terms of Reference* of the Strategic Planning Committee be referred to the Post-Conference Executive Council meeting for consideration by the new Executive Council. These items to be attached as Appendix "C".

Executive Director

MOTION CARRIED.

2.3 - Future Role Study

The Executive Director was instructed to write to the authors of the Study, noting that their most recent correspondence did not acknowledge that the last payment forwarded to them was indeed the final payment. The purpose of this letter being to confirm for both parties that final payment has been made. This letter to be sent via registered mail.

Executive Director

2.4 - Conference Guidelines

No report was available and therefore no discussion took place on this item.

### 2.5 - CIPHI Corporation Renewal

The Executive Director reported that normal turnaround documents were received annually from Consumer and Corporate Affairs.

### 2.6 - Malpractice Insurance

Keiren Tompkins tabled a report on the investigation into malpractice insurance.

MOVED BY: Keiren Tompkins  
SECONDED BY: Cal Morgan

THAT the report of the Malpractice Insurance Committee be received and accepted, to be attached as Appendix "A".

MOTION CARRIED.

Mr. Tompkins also noted that the position paper on dues increase was prepared and distributed to the membership. This item to be attached to the minutes as Appendix "B".

3.0

### President's Report

The gavel was passed to Alan Ross.

MOVED BY: George Gregg  
SECONDED BY: Mark Allen

THAT the President's Report be received, exclusive of the attached recommendations. This item to be attached as Appendix "D".

### DISCUSSION

Keiren Tompkins asked, that, given the suggestion for new composition of the Executive Council, would the National Office be required to pay all travel costs. President Gregg replied that the issue would have to be studied but that the total cost might not exceed costs incurred under the present structure.

Mark Allen suggested that the recommendations are actually *in vires* the Annual General Meeting and that a motion should be made at that meeting to refer them to the Executive Council.

MOTION CARRIED.

Recess

MOVED BY: Richard Davies  
SECONDED BY: Roger Mazerolle

THAT the meeting recess for a short break.

MOTION CARRIED.

*The meeting recessed at 10:45.*

*The meeting was called to order again at 11:30*

MOVED BY: Klaus Seeger  
SECONDED BY: Keiren Tompkins

THAT the recommendations, attached to the President's Report, be received.

MOTION CARRIED.

4.0

#### **Treasurer's Report**

Keiren Tompkins presented an oral report, noting that the Institute had a cash account balance of approximately \$5,000 and term deposits amounting to \$15,000. He noted that significant bookkeeping problems had been encountered as a result of the change in Secretariat.

Mark Allen suggested that a year-end forecast column be added to financial statements.

Mary Belliveau asked that an "action" column be added to the minutes. The Executive Director indicated that this request was already being acted upon.

MOVED BY: Keiren Tompkins  
SECONDED BY: Rob Bradbury

THAT the Treasurer's report be received.

MOTION CARRIED.

5.0

#### **Executive Director's Report**

##### **5.1 - Membership Applications**

The Executive Director read the names of those persons applying for membership in the Institute:

Deborah J. Fleiszer  
Paul F. Imperiale  
Brent Kerstiens  
Mark Fehr



Lidia Stefaniw  
Janice S. Gammie  
Janice Juneman

Executive Director

MOVED BY: Mark Allen  
SECONDED BY: Mary Belliveau

THAT the membership applications be approved for regular membership in the Institute.

MOTION CARRIED.

5.2 - Operational Report

The Executive Director reviewed the highlights of his written report and asked permission of the Executive Council to sell the MacIntosh computer and purchase an IBM model.

Executive Director

MOVED BY: Michael Bragg  
SECONDED BY: Cal Morgan

THAT the report of the Executive Director be received.

MOTION CARRIED.

MOVED BY: Richard Davies  
SECONDED BY: Alan Ross

THAT the MacIntosh computer be sold and the resulting funds used to purchase and IBM-compatible computer.

MOTION CARRIED.

6.0

The Executive Council directed the Executive Director to advertise the MacIntosh computer in *Position Place* before advertising it for private sale.

**Board of Certification Report**

MOVED BY: Mark Allen  
SECONDED BY: Keiren Tompkins

THAT the Report of the Board of Certification be received and accepted.

MOTION CARRIED.

It was the consensus of the Council that a membership solicitation package be sent to each newly certified Public Health Inspector with a letter signed by the President.

Executive Director

7.0

**Environmental Health Review Report**

MOVED BY: Rob Bradbury  
SECONDED BY: Keiren Tompkins

THAT the *Environmental Health Review Report* be received.

MOTION CARRIED.

No report from the Publishing Board was available.

8.0

**Committee Reports**

8.1 - Awards Committee

Alan Ross reported that no nominations for awards had been received.

8.2 - B.C.I.T. Advisory Committee

MOVED BY: Rob Bradbury  
SECONDED BY: Alan Ross

THAT the report of the B.C.I.T. Advisory Committee be received.

MOTION CARRIED.

8.3 - Environmental Health Foundation

MOVED BY: Mark Allen  
SECONDED BY: Rob Bradbury

THAT the report of the Environmental Health Foundation be received.

MOTION CARRIED.

8.4 - Finance Committee

MOVED BY: Keiren Tompkins  
SECONDED BY: Mark Allen

THAT the report of the Finance Committee be received.

MOTION CARRIED.

8.5 - International Health Committee

MOVED BY: Alan Ross  
SECONDED BY: Cal Morgan

THAT the report of the International Health Committee be received.

MOTION CARRIED.

8.6 - Membership & Corp/Affiliate Membership Committee

MOVED BY: Richard Davies  
SECONDED BY: Roger Mazerolle

THAT the report of the Membership & Corp/Affiliate Membership Committee be received.

MOTION CARRIED.

Members of the Council discussed their concern with respect to the absence of communication with Mr. Neil Williams. President Gregg read his most recent letter to Mr. Williams.

It was decided informally that the matter be referred to the incoming Executive Council.

8.7 - NSF/CIPHI Joint Committee

MOVED BY: Alan Ross  
SECONDED BY: Keiren Tompkins

THAT the report of the NSF/CIPHI Joint Committee be received.

MOTION CARRIED.

8.8 - Public Policy Committee

MOVED BY: Mark Allen  
SECONDED BY: Rob Bradbury

THAT the report of the Public Policy Committee be received.

MOTION CARRIED.

Mark Allen distributed information on Pesticide Evaluation.

Keiren Tompkins suggested that the Strategic Planning Committee develop terms of reference for this committee.

8.9 - Resolutions Committee

MOVED BY: Roger Mazerolle  
SECONDED BY: Mary Belliveau

THAT the report of the Resolutions Committee be received.

MOTION CARRIED.

Roger Mazerolle noted that all resolutions to be presented to the Annual General Meeting must be written out and presented to him not later than 1:00 p.m. local time August 1, 1990.

8.10 - Ryerson Advisory Committee

No report was received.

8.11 - Conference 1991 (Edmonton, Alta.)

The Executive Director read a brief excerpt from Alberta Branch minutes. The Conference will be held July 31 - August 4, 1991 at the Fantasyland Hotel, Edmonton.

8.12 - Conference 1992 (Winnipeg, Man.)

No report was available.

8.13 - Conference 1993 (London, Ont.)

No report was available.

9.0

**Vice-Presidents' Reports**

9.1 - British Columbia

MOVED BY: Rob Bradbury  
SECONDED BY: Roger Mazerolle

THAT the British Columbia report be received.

MOTION CARRIED.

9.2 - Alberta

No report was available.

9.3 - Saskatchewan

MOVED BY: Roger Mazerolle  
SECONDED BY: Klaus Seeger

THAT the Saskatchewan Branch report be received.

MOTION CARRIED.

9.4 - Manitoba

MOVED BY: Peter Parys  
SECONDED BY: Cal Morgan

THAT the Manitoba Branch report be received.

MOTION CARRIED.

9.5 - Ontario

MOVED BY: Klaus Seeger  
SECONDED BY: Rob Bradbury

THAT the Ontario Branch report be received.

MOTION CARRIED.

The Council entered into discussion concerning the shortage of public health inspectors across Canada.

Richard Davies strongly encouraged the Council to develop a strong recruitment campaign, possibly using video technology.

9.6 - Quebec

No report was available.

9.7 - Atlantic

MOVED BY: Mary Belliveau  
SECONDED BY: Mark Allen

THAT the Atlantic Branch report be received.

MOTION CARRIED.

9.8 - Newfoundland and Labrador

MOVED BY: Cal Morgan  
SECONDED BY: Mark Allen

THAT the Newfoundland and Labrador Branch report be received.

MOTION CARRIED.

10.0 **Correspondence**

There was no new correspondence.

11.0 **New Business**

11.1 - New Conference Bids

Mary Belliveau said that Atlantic Branch wishes to bid for the 1994 Conference, to be held at a location to be decided. She will table a motion to this effect at the Annual General Meeting.

11.2 - 1990-91 Slate of Officers

President Gregg reported that only one slate of officers had been received:

President	Dean Sargeant
Councillor	Jim Drew
Councillor	Jack Mackinnon
Councillor	Len Schleining
Councillor	Peter Rogers

11.3 - Appointment of Credentials Committee

President Gregg appointed the following members to the Credentials Committee:

Rob Bradbury, Mary Belliveau and Jane Urqhart.

11.4 - Appointment of Sarjeant-at-Arms

President Gregg appointed Calvin Morgan as Sarjeant-at-Arms.

11.5 - Appointment of Parliamentarian

President Gregg appointed Mike Gravel as Parliamentarian.

11.6 - Life Memberships

MOVED BY: Rob Bradbury  
SECONDED BY: Klaus Seeger

THAT the Executive Council endorse the nomination of Len Hiebert for Life Membership in the Institute.

MOTION CARRIED.

11.7 - Branch Examiners

British Columbia Branch has appointed the following persons as Branch Examiners to the Board of Certification:

B. Bauman  
S. de la Rue Brouwn  
R. Bradbury  
K. Christian  
N. Lasito  
K. Louie  
M. Marchenski  
T. Roark

11.8 - Deceased Members

Carl Armstrong  
Bill Robinson  
N. Lewis  
T. Keirney  
S. Brown

11.9 - Donation from Alberta Branch

President Gregg reported that a donation of \$500 had been received from Alberta Branch to assist with National operations.

MOVED BY: Mike Bragg  
SECONDED BY: Richard Davies

THAT the gratitude of the National Executive be expressed to Alberta Branch.

12.0

**Adjournment**

MOVED BY: Roger Mazerolle  
SECONDED BY: Cal Morgan

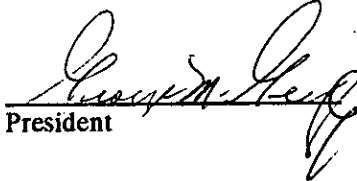
THAT the meeting be adjourned.

MOTION CARRIED.

Given under my hand, this \_\_\_\_\_ day of \_\_\_\_\_, 1990.

\_\_\_\_\_  
Executive Director

Given under my hand, this \_\_\_\_\_ day of \_\_\_\_\_, 1990.

  
\_\_\_\_\_  
President



## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## MINUTES OF 56TH ANNUAL MEETING, AUGUST 2, 1990, THUNDER BAY, ONTARIO

The 56th Annual Meeting of the Canadian Institute of Public Health Inspectors was held on Thursday, August 2, 1990 at the Airplane Motor Hotel, Thunder Bay, Ontario. The meeting was called to order at 1500 hrs by President George Gregg. There were 49 members in attendance.

## MINUTES OF THE MEETING

ITEM	DESCRIPTION	ACTION
	<p><b>Opening Remarks</b></p> <p>President Gregg opened the meeting by reminding members present that although the Environmental Health Review Award had been awarded to <i>Canadian Living Magazine</i> in 1989, it was not possible at the 55th Annual Meeting to present the Award to a representative of the publication.</p> <p>He reviewed the citation of the Award to <i>Canadian Living Magazine</i> and invited Bonnie Baker Cowan to accept the Award on behalf of the publication.</p> <p>Ms. Cowan thanked the Institute for the Award and said that the Institute shared the goals and values that are important to Canadians.</p> <p><b>Appointment of Parliamentarian</b></p> <p>President Gregg appointed Mike Gravel as Parliamentarian and reminded members present that Mr. Gravel's decision in matters of procedure and order shall be final.</p> <p><b>Changes to the Agenda</b></p> <p>President Gregg described several minor changes to the agenda and asked that a motion be put forward to accept these changes.</p> <p>MOVED BY: M. Bragg SECONDED BY: B. Chrapko</p> <p>THAT the Agenda be adopted, as revised.</p> <p>MOTION CARRIED.</p> <p><b>Roll Call</b></p> <p>Members present were:</p> <p>President                      George Gregg</p>	

Past President	Michael Bragg
Councillor	Mark Allen
Councillor	Richard Davies
Councillor	Roger Mazerolle
Councillor	Alan Ross
Councillor	Keiren Tompkins

**Vice Presidents:**

B.C.	Robert Bradbury
Manitoba	Peter Parys
Ontario	Klaus Seeger
Atlantic	Mary Belliveau
NFLD & Lab.	Calvin Morgan

Executive Director	James Bradley
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**Regrets:**

Alberta	D. Richen
Saskatchewan	W. Wright

**In Memorium**

A moment of silence was observed in respect of the following members:

Carl Armstrong  
Bill Robinson  
N. Lewis  
T. Keirney  
S. Brown

**1. Minutes**

MOVED BY: Mark Allen  
SECONDED BY: Cal Morgan

THAT the minutes of the 55th Annual Meeting be adopted as distributed.

MOTION CARRIED.

**2. Business Arising From The Minutes**

A member present asked President Gregg for a progress report on the resolutions passed at the 55th Annual Meeting.

President Gregg reported on the resolutions by number:

#1, respecting identification of employer on application forms, was in the process of being implemented;

#2, respecting amendments to the Constitution in regard to dues

payment, was defeated;

#3, respecting slate elections, is being implemented;

#4, respecting appointments of members, is a policy currently in effect;

#5, respecting the requirement of a degree before certification, a letter has been forwarded to the Board of Certification.

A member present noted that the reports of the committees and branches had not been made available to members in advance of this meeting, as per the expressed intent of the 55th meeting.

Executive Director

President Gregg explained that changes in the secretariat had made it impossible to provide reports in advance but that the reports would, henceforth, be distributed to members at the beginning of the conference.

3.

### **President's Report**

The gavel was passed to Past President Michael Bragg.

MOVED BY: Michael Gravel

SECONDED BY: Richard Davies

THAT the report of the President be received and accepted.

President Gregg reviewed the highlights of his report and provided members a few moments to review it.

### **MOTION CARRIED**

MOVED BY: George Gregg

SECONDED BY: Alan Ross

THAT the recommendations attached to the President's report be adopted.

### **MOTION CARRIED**

Executive Council

The gavel was returned to President Gregg.

4.

### **Treasurer's Report**

Treasurer Keiren Tompkins introduced his report.

MOVED BY: Keiren Tompkins

SECONDED BY: Michael Bragg

THAT the Treasurer's report be received and accepted.

Mr. Tompkins reviewed the financial statements, as of December 31, 1989, and invited questions.

Robert Bradbury asked if the Future Role Study had been paid in full. Mr. Tompkins replied that such was his impression but that confirmation would be obtained from the authors of the report.

Executive Director

A member present asked what portion of the reported income from Position Place was actually profit. Mr. Tompkins replied that in future financial reporting, expenses pertaining to this publication would be shown separately, in the interim, he expected that approximately half of the revenue figure shown could be considered profit.

Executive Director

Harry Jones asked what effect the GST would have on membership dues. The Executive Director replied that the Institute would likely find it most favourable to charge GST on membership dues in order to recoup its input tax credits, however, members would recover a portion of this tax when claiming their dues for income tax purposes.

#### **MOTION CARRIED**

#### **5. Executive Director's Report**

MOVED BY: Mark Allen

SECONDED BY: Roger Mazerolle

THAT the report of the Executive Director be received and accepted.

Executive Director James Bradley invited members present to review his report. He expressed his enthusiasm toward his new duties and said he looked forward to working with the members of the Institute.

#### **MOTION CARRIED**

#### **6. Report of the Board of Certification**

President Gregg announced that in the absence of Board of Certification Chairman Robert Carson, questions would be handled by members of the Board present.

MOVED BY: Ron de Burger

SECONDED BY: Mary Belliveau

THAT the report of the Board of Certification be received and accepted.

Mr. de Burger suggested that the initiative to have a degree become

a prerequisite for certification by 1995 required consultation with government agencies who employ PHIs. Considering that little consultation has taken place to day, the 1995 objective might be "ambitious".

MOTION CARRIED

7. **Report of the Editor, Environmental Health Review**

MOVED BY: Tony Amalfa  
SECONDED BY: John Orr

THAT the report of the Editor be received and accepted.

President Gregg commended Mr. Amalfa for his work as Editor and invited members present to show their appreciation with a round of applause.

MOTION CARRIED

**Report of the Publishing Board**

MOVED BY: Tony Amalfa  
SECONDED BY: Bill Chrapko

THAT the report of the Publishing Board be received and accepted.

President Gregg commended Publishing Board Chairman M. Huywan for his work.

MOTION CARRIED

8.01 **Branch Report: British Columbia**

MOVED BY: Robert Bradbury  
SECONDED BY: Ron de Burger

THAT the report of the B.C. Branch be received and accepted.

Mr. Bradbury noted that the B.C. branch has undertaken to provide administration for student employment contracts, for a fee, on behalf of the provincial government. This has provided additional non-dues income.

MOTION CARRIED

8.02 **Branch Report: Alberta**

President Gregg informed members present that no report had been received from Alberta Branch.

8.03 **Branch Report: Saskatchewan**

MOVED BY: Calvin Morgan  
SECONDED BY: Dean Sargeant

THAT the report of the Saskatchewan branch be received and accepted.

MOTION CARRIED

8.04 **Branch Report: Manitoba**

MOVED BY: Peter Parys  
SECONDED BY: Klaus Seeger

THAT the report of the Manitoba branch be received and accepted.

MOTION CARRIED

8.05 **Branch Report: Ontario**

MOVED BY: Jane Urqhart  
SECONDED BY: Klaus Seeger

THAT the report of the Ontario branch be received and accepted.

MOTION CARRIED

8.06 **Branch Report: Quebec**

President Gregg informed members present that no report had been received from Quebec Branch.

8.07 **Branch Report: Atlantic**

MOVED BY: Mary Belliveau  
SECONDED BY: Keiren Tompkins

THAT the report of the Atlantic branch be received and accepted.

MOTION CARRIED

8.08 **Branch Report: Newfoundland and Labrador**

MOVED BY: Calvin Morgan  
SECONDED BY: Martin Tonary

THAT the report of the Newfoundland and Labrador branch be received and accepted.

President Gregg congratulated the Newfoundland and Labrador branch for their enthusiasm and keenness.

MOTION CARRIED

9.01

**Committee Report: Awards**

President Gregg reported that, in the absence of any applications for awards, the committee had not met and therefore there was nothing to report.

9.02

**Committee Report: BCIT Advisory**

MOVED BY: Robert Bradbury  
SECONDED BY: Roger Mazerolle

THAT the report of the BCIT Advisory Committee be received and accepted.

MOTION CARRIED

9.03

**Committee Report: Conference Guidelines**

Dean Sargeant

Dean Sargeant reported that the committee had no formal report but that work was continuing toward the development of a planning timetable, content standards and clarification of responsibilities.

Michael Bragg asked for the names of committee members:

Dean Sargeant  
Alan Campbell  
Jane Urqhart  
Mark Allen  
George Gregg  
James Bradley (Executive Director)

Ron de Burger suggested that in future written promotions, the social component of the programme be detachable from the educational portion to assist PHIs in gaining funding support from their employers.

Dean Sargeant

9.04

**Committee Report: Environmental Health Foundation**

MOVED BY: Michael Bragg  
SECONDED BY: Bill Chrapko

THAT the report of the Environmental Health Foundation be received and accepted.

MOTION CARRIED

9.05

**Committee Report: Finance**

MOVED BY: Keiren Tompkins  
SECONDED BY: Mary Belliveau

THAT the report of the Finance Committee be received and

accepted.

Finance Committee Chairman Tompkins reviewed his report.

**MOTION CARRIED**

9.06

**Committee Report: International Health**

**MOVED BY:** Mark Allen

**SECONDED BY:** Peter Moccio

**THAT** the report of the International Health Committee be received and accepted.

**MOTION CARRIED**

**MOVED BY:** Michael Bragg

**SECONDED BY:** Jane Urqhart

**THAT** the recommendations of the International Health Committee as contained in its report be adopted.

**MOTION CARRIED**

Executive Council

9.07

**Committee Report: Membership and Sustaining Membership**

**MOVED BY:** Richard Davies

**SECONDED BY:** Keiren Tompkins

**THAT** the report of the Membership and Sustaining Membership Committee be received and accepted.

Mark Allen asked for membership totals. Mr. Davies replied that there were 908 members reported by the Institute's computer system, of which 844 were regular members. Mr. Davies also provided totals by province.

Mike Gravel asked, with respect to Recommendation #4 of the Committee's report, to wit, that Corporate and Sustaining membership should be administered by the National Office, why this change was necessary since Mr. Neil Williams was doing a good job of managing it.

Mr. Davies replied that the current arrangement created difficulties with respect to dues tracking information and there was some concern about members receiving on-going commissions from the promotion of membership in the Institute.

Michael Bragg noted that before rebates to members were introduced there was no revenue from sustaining membership.

Mr. Davies said that the proposed amendment to procedures would



return rebates to the Branches for use at their discretion.

Peter Moccio asked if any new categories of membership would include voting privileges. Mr. Davies replied that the issue had yet to be addressed.

**MOTION CARRIED**

**MOVED BY:** Richard Davies

**SECONDED BY:** Jack MacKinnon

**THAT** the recommendations of the Membership and Sustaining Membership Committee be adopted.

Robert Bradbury asked if the motion referred to the recommendations collectively or individually. Mr. Davies replied that the motion treated the recommendations collectively.

Peter Moccio asked if the Executive Council would be seeking direction from the membership before implementing the recommendations. President Gregg replied that by adopting the recommendations, the membership was allowing the Executive Council to proceed with implementation.

**MOTION DEFEATED**

**MOVED BY:** Michael Bragg

**SECONDED BY:** Wayne Button

**THAT** the recommendations of the Membership and Sustaining Membership Committee be referred to the new Executive Council for action.

Michael Bragg noted that the Executive Council would only be able to proceed with those recommendations which did not affect the Constitution. Matters affecting the Constitution must be approved by the membership at a General Meeting.

**MOTION CARRIED**

Executive Council

9.08

**Committee Report: National Sanitation Foundation / CIPHI Joint Committees**

**MOVED BY:** Cal Morgan

**SECONDED BY:** Dean Sargeant

THAT the report of the National Sanitation Foundation / CIPHI Joint Committees be received and accepted.

MOTION CARRIED

9.09 Committee Report: Public Policy

MOVED BY: Mark Allen

SECONDED BY: Richard Davies

THAT the report of the Public Policy Committee be received and accepted, with the correction of the date on the title page.

MOTION CARRIED

9.10 Committee Report: Resolutions

The gavel was passed to Roger Mazerolle, Chairman of the Resolutions Committee.

President Gregg appointed Calvin Morgan as Sargeant-at-Arms and Keiren Tompkins, Michael Bragg and Michael Gravel as Scrutineers.

President Gregg advised the members present that once a motion was introduced, no person may enter or leave the room.

Keiren Tompkins reported that, including proxy ballots, there were 273 votes present, including 49 members present, and that 181 votes would be required for a motion to pass.

Resolution #1

WHEREAS National dues has not been increased in five years, and

WHEREAS our National dues are very inexpensive in relation to other national associations, and

WHEREAS there are a number of programs and services that National provides to our members at increasing cost, and

WHEREAS a small deficit is proposed to finance these programs,

THEREFORE, BE IT RESOLVED that National dues be increased to \$65.00 per member.

Keiren Tompkins noted that the dues increase would provide an additional \$12,000 to the Institute. He encouraged members present to support the motion.

Peter Moccio asked if the word "annual" should be inserted into the motion. Michael Bragg replied that the Constitution already

contained this specifier.

**RESOLUTION PASSED**

**Resolution #2**

WHEREAS all members of the Canadian Institute of Public Health Inspectors should be familiar with the Constitution and By-laws of our organization, and

Executive Director

WHEREAS all new members should be informed about the operation and functions the Canadian Institute of Public Health Inspectors,

THEREFORE, BE IT RESOLVED that when a new member receives their orientation package an up to date Canadian Institute of Public Health Inspectors Constitution is included.

**RESOLUTION PASSED**

**Resolution #3**

WHEREAS the Constitution of the Canadian Institute of Public Health Inspectors is amended on a regular basis, and

WHEREAS to be properly informed about the function of the Institute a person needs to refer to an accurate constitution.

THEREFORE BE IT RESOLVED THAT the Constitution be consolidated a minimum of once every three years and be available upon request to any member in good standing.

Executive Director

Michael Bragg asked if there would be additional translation costs associated with this resolution.

Executive Director replied that there are subsidies available from the Secretary of State to assist with translation expenses. He also remarked that the Constitution would not be printed in bulk, but produced from the Institute's computer on an as-needed basis.

**RESOLUTION PASSED**

**Resolution #4**

WHEREAS there are numerous PHI vacancies in Canada, and

WHEREAS the two schools offering public health inspection training have a full complement of students, and

WHEREAS those staff shortages are resulting in substandard program delivery, and

WHEREAS there may be many reasons for the PHI shortage,

THEREFORE BE IT RESOLVED THAT the National Executive establish an ad hoc committee to develop a strategy in cooperation with the Branches and the Board of Certification to address this issue.

Executive Director

Klaus Seeger remarked that the PHI profession is in a crisis situation that public health may be affected by the shortage of qualified personnel.

Richard Davies noted that the Federal Provincial Manpower Advisory Committee was also studying the problem.

Mark Allen noted that it is import to keep the pressure on.

RESOLUTION PASSED

The gavel was passed to President Gregg.

Executive Council

9.11 **Committee Report: Ryerson Advisory**

President Gregg informed the meeting that no report had been received.

9.12 **Committee Report: 1991 Conference**

Bill Chrapko provided a oral report on the activities of the committee. A short written report will be attached to these minutes. He said that the 1991 Conference will be held at the Fantasyland Hotel at the West Edmonton Mall. The theme of the conference will be "Global Problems, Local Solutions".

MOVED BY: Bill Chrapko  
SECONDED BY: Dean Sargeant

THAT the oral report of the 1991 Conference Committee be received and accepted.

MOTION CARRIED

9.13 **Committee Report: Constitution**

Executive Council

The gavel was passed to Mike Bragg.

MOVED BY: George Gregg  
SECONDED BY: Ivan Gough

THAT the report of the Constitution Committee be received and accepted.

MOTION CARRIED

MOVED BY: George Gregg  
SECONDED BY: Alan Ross

THAT the recommendations of the Constitution Committee be adopted.

MOTION CARRIED

10.0 **National Conference 1990 Report**

The 1990 National Conference Report shall be attached to and form part of these minutes.

President Gregg led a round of applause for Co-chairmen Alan Campbell and Herb Mason for an excellent job done.

11.0 **Honours**

MOVED BY: Robert Bradbury  
SECONDED BY: Bill Chrapko

THAT the members ratify the decision of the Executive Council to award Life Membership to Len Heibert.

MOTION CARRIED

12.0 **New Business**

12.1 **Board of Certification - Appointments**

President Gregg said that appointments to the Board of Certification are matters of concern to the Branches and need not be discussed at this meeting.

12.2 **Bids For Future Conferences**

It was noted that the 1993 Conference will be held in London, Ontario.

MOVED BY: Mary Belliveau  
SECONDED BY: Keiren Tompkins

That the 1994 Educational Conference be held in Atlantic region, at a location to be determined.

MOTION CARRIED

The 1995 Conference will be held in Victoria.

12.03

Appointment of Auditors

MOVED BY: Michael Bragg

SECONDED BY: Roger Mazerolle

THAT M.V. Charbonneau & Associates be appointed Accountants of the Institute.

MOTION CARRIED

12.04

Slate of Officers, 1990-1991

President Gregg informed the members present that only one slate of officers had been received as of the 60 day deadline provided for in the Constitution and therefore the slate was acclaimed.

President	Dean Sargeant, Winnipeg
Councillor	Bert Berard, Winnipeg
Councillor	Jim Drew, Winnipeg
Councillor	Jack MacKinnon, Winnipeg
Councillor	Len Schleining, Winnipeg
Councillor	Peter Rogers, Winnipeg

12.05

New Business - Appreciation for out-going Executive

R. Bradbury led a round of applause and a standing ovation as an expression of appreciation to the retiring members of the Executive Council.

New Business - Honourary Membership

President-Elect Dean Sargeant presented a certificate of Honourary Membership to NEHA President George Kupfer.

Mr. Kupfer expressed his appreciation and thanks for the honour and said that NEHA desired closer cooperation and support among and between the memberships of CIPHI and NEHA.

Mr. Kupfer presented a pin signifying Honourary Membership in NEHA to President Dean Sargeant.

New Business - President's Remarks

President Dean Sargeant expressed, on behalf of the Institute, thanks to Past-President George Gregg and members of the

13.0

Executive Council for their hard work and extensive efforts on behalf of the Institute.

Motion to Adjourn

MOVED BY: R. Bradbury  
SECONDED BY: R. de Burger

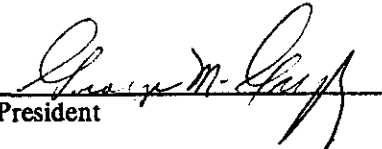
THAT the 56th Annual General Meeting of the Institute be adjourned.

MOTION CARRIED.

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
Executive Director

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

  
\_\_\_\_\_  
President

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE POST-CONFERENCE EXECUTIVE COUNCIL MEETING,  
AUGUST 3, 1990, THUNDER BAY, ONTARIO

The Post-Conference Meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held on Friday, August 3, 1990 at the Airline Motor Hotel, Thunder Bay, Ontario. The meeting was called to order at 0900 hrs by President Dean Sargeant.

## MINUTES OF THE MEETING

ITEM	DESCRIPTION	ACTION
1.0	<b>Opening Remarks</b>	
	President Sargeant opened the meeting by thanking members present for attending and noting that the meeting would be short due to flight reservations by some members.	
	<b>Roll Call</b>	
	Members present were:	
	President Dean Sargeant	
	Past-President George Gregg	
	Councillor Jack MacKinnon	
	Councillor Peter Rogers	
	Vice Presidents:	
	B.C. Robert Bradbury	
	Ontario Klaus Seeger	
	Atlantic Mary Belliveau	
	NFLD & Lab. Calvin Morgan	
	Executive Director James Bradley	
	Regrets:	
	Councillor Bert Berard	
	Councillor Jim Drew	
	Councillor Len Schleining	
	Manitoba Bernie Chrisp	
	Alberta Dan Richen	
	Saskatchewan Bill Wright	
	Guests:	
	Tony Almalfa	
	Keiren Tompkins	
	Richard Davies	
	Mark Allen	



2.0

**Adoption of Agenda**

MOVED BY: George Gregg  
SECONDED BY: Mary Belliveau

THAT the Agenda be adopted as distributed.

MOTION CARRIED.

3.0

**Minutes of the last meeting**

Minutes of the Executive Council Meeting held July 29-29, 1990 were not available.

Items to be brought forward from that meeting were incorporated into the Agenda.

4.0

**Business arising from the last meeting**

4.1 - Recommendations from the President's Report to the AGM

(Attached as Appendix "A")

President Sargeant noted that many of the recommendations were best handled by the Strategic Planning Committee. He asked that the Executive Director research the terms of reference of that and all committees.

Executive Director

With respect to Recommendation #4 (That the Executive Council devote at least one day to planning), President Sargeant suggested that the next Executive Council meeting convene on a Friday at 6 p.m. to consider: (i) education; (ii) public relations, and (iii) the *Healthy Environments* article which appeared recently in *Environmental Health Review*.

With respect to Recommendation #5 (That the incoming Executive develop a Policy and Procedures Manual) President Sargeant said that he would consult with Mr. Tim Roark to determine if Mr. Roark was in possession of materials pertinent to this task.

President Sargeant

4.2 - Corporate and Affiliate Membership

President Sargeant stated that he would call Mr. Neil Williams to discuss Corporate and Affiliate Membership matters.

President Sargeant

5.0

#### 4.3 - Solicitation of New Members

Members present requested the Executive Director to prepare a letter to be sent to all new certificate holders, inviting them to join the Institute. This letter to be sent after the Certificate is sent.

Executive Director

#### **Recommendations from the Annual General Meeting**

##### 5.1 - Degree as a requirement for certification

President Sargeant noted that a letter had been forward to Board of Certification Chairman Carson on this matter.

Mary Belliveau asked what input would the Institute have in the matter. President Sargeant noted that the Board of Certification was an autonomous body and therefore was not required to seek the views of the Institute.

Robert Bradbury noted that employers of PHIs are very interested in this issue.

President Sargeant said he would prepare documents on this issue to brief the Executive Council at their next meeting.

President Sargeant

##### 5.2 - Conference Guidelines

President Sargeant asked Robert Bradbury to replace him as Chairman of the Conference Guidelines Committee. The Executive Director will forward to Mr. Bradbury the interim report of the Committee.

Executive Director

##### 5.3 - Honourary Membership, Len Hiebert

The Executive Director will send Mr. Hiebert's certificate to Mr. Bradbury for presentation at a suitable occasion.

Executive Director

##### 5.4 - Appointments to Committees

President Sargeant made the following appointments to committee chairs:

Resolutions Committee

Peter Rogers

Finance Committee

Bert Berard

Membership Committee

Jack MacKinnon

Public Policy and Awards Committee

Jim Drew

6.0

**New Business**

**6.1 - Payment of Bills**

MOVED BY: George Gregg  
SECONDED BY: Calvin Morgan

THAT all outstanding bills be paid.

Executive Director

MOTION CARRIED

**6.2 - New Members**

The Executive Director read the names of the following candidates for Membership in the Institute:

Eric William Magill  
George Robert Reed  
John Robert Gibb  
Susan Elizabeth Davidson  
Luc Savard  
Blake M. Scott  
Andre Edouard Laflamme  
Craig R. Lawrie  
Bryan Smith  
Allan Paul Torng  
David Brown  
Randy Durance  
Tom Kavanaugh  
Jordan K. Lee  
Gregory McColl  
Gerald Pillon  
Elizabeth Durance  
William Ryan  
Martin Strong  
Michael Tudor  
Lisanne Tudor  
Robert Lyons  
Robert Franklin

**6.2 - 25 Year Pin Recipients**

It was suggested that each March, the Executive Director prepare a list of those members who are due to receive their pin in recognition of 25 years of continuous membership in the Institute and forward a copy of this list to each Branch. Each Branch may elect to present the pins at a Branch meeting or suitable occasion. A letter from the President is to accompany each pin sent.

Executive Director

### 6.3 - Other Pins

The Executive Director was asked to prepare a descriptive list of all pins available in the office and forward this to the Executive Council with the minutes.

Executive Director

In addition it was noted that red pins are required by:

Calvin Morgan  
Robert Bradbury  
Mary Belliveau

and that a gold pin is required by George Gregg.

The Executive director will research replacement costs and recommend prices.

Mary Belliveau advised the Executive Director that she requires one of the plaque medallions.

The Executive Director was advised that much of the work preparing pins was performed by Mr. Jim Stone.

### 6.4 - Display booth at Winnipeg Conference

Tony Amalfa noted that EHR intended on preparing a display booth for Conference '92 in Winnipeg. Pins could be sold from this location.

Mr. Amalfa asked members present to forward provincial lists of health units to the National Office. The Executive Director will copy them and forward originals to Mr. Amalfa.

Executive Council

Mr. Amalfa also noted that the next issue of EHR would feature profiles of the Executive Council members and the Executive Director in the *Inside the Institute* feature.

7.0

### **Next Meeting**

By common consent the next meeting of the Executive Council will be held October 26-28 in Winnipeg, convening Friday, October 26 at 6:00 p.m.

President Sargeant will make hotel arrangements and advise the Executive Director.

President Sargeant

8.0

**Adjournment**

MOVED BY: Calvin Morgan  
SECONDED BY: Mary Belliveau

THAT the meeting be adjourned at 10:45 a.m.

MOTION CARRIED.

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
Executive Director

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
President

**RECOMMENDATIONS**

1. That the incoming executive immediately study the criteria for active membership in the Institute and the feasibility of including other health and environmental professionals for active membership.
2. That the incoming executive consider expanding the membership categories if necessary to attract other professionals or organizations to become members of our Institute.
3. That the incoming executive initiate a study into changing the structure of the National Executive Council. It is suggested that the Council consist of Branch Presidents with a President and Vice-President chosen from the Council.
4. That at least one day of the first executive meeting following the Annual Meeting be devoted to future planning for the Institute.
5. That the incoming executive develop a Policy and Procedures Manual.

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE EXECUTIVE COUNCIL MEETING,  
OCTOBER 27-28, 1990, WINNIPEG, MANITOBA

The Fall Meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held on Saturday and Sunday, October 27 and 28, 1990 at the Hotel Fort Garry, Winnipeg, Manitoba. The meeting was called to order at 0910 hrs by President Dean Sargeant.

## MINUTES OF THE MEETING

ITEM	DESCRIPTION	ACTION
	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <p>President                Dean Sargeant  Past-President        George Gregg  Councillor            Jack MacKinnon  Councillor            Peter Rogers  Councillor            Bert Berard  Councillor            Jim Drew  Councillor            Len Schleining</p> <p>Vice Presidents:</p> <p>B.C.                    Robert Bradbury  Ontario                Klaus Seeger  Atlantic                Mary Belliveau  <del>NFLD &amp; Lab.</del>        <del>Calvin Morgan</del>  Alberta                Dan Richen  Saskatchewan        Bill Wright</p> <p>Executive Director    James Bradley</p> <p>Regrets:</p> <p>Manitoba              Bernie Chrisp</p>	
1.	<p>MINUTES OF THE MEETING HELD AUGUST 3, 1990</p> <p>MOVED BY: G. Gregg,  SECONDED BY: Klaus Seeger</p> <p>THAT the minutes of the meeting held August 3, 1990 be accepted.</p> <p>MOTION CARRIED</p>	

MINUTES OF THE MEETING HELD JULY 28-29, 1990

Bill Wright suggested that categories of membership be noted next to the names of applicants for membership.

Executive Director

MOVED BY: Peter Rogers  
SECONDED BY: Klaus Seeger

THAT the minutes of the meeting held July 28-29, 1990 be accepted.

It was noted that Jane Urquhart's name contained a spelling mistake.

Councillors requested that a full set of reports be enclosed with all minutes.

Delete the word "regular" on page 5, noted in motion.

CARRIED

2.

BUSINESS ARISING

a. Recommendations from the President's Report to the AGM

1. Criteria for Active membership - to be discussed under committee report
2. Solicitation of new members - under way
3. Degree as a requirement - to be discussed following consultation with the Board of Certification.
4. Future Planning - accomplished.
5. Policy and Procedures Manual - to be discussed.

3.

PRESIDENT'S REPORT

President Sargeant read his report and offered additional comments.

MOVED BY: D. Sargeant  
SECONDED BY: M. Belliveau

THAT the report of the President be accepted.

Klaus Seeger recommended that the five recommendations be published in national newsletter.

Executive Director

CARRIED



4.

#### TREASURER'S REPORT

Treasurer Bert Berard discussed the proposed budget. Several figures were changed with the agreement of those members present.

MOVED BY: Bert Berard

SECONDED BY: Peter Parys

THAT the budget be accepted as amended.

CARRIED

5.

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director read his report.

It was noted that Newfoundland had been accidentally omitted from the table of membership figures.

Executive Director

Klaus Seeger suggested that a separate membership application form be developed for student members.

Members present also discussed the problem of retired members who return to work and yet continue to pay dues at the "retired" rate.

Members discussed the overall dues structure, including the fact that retired and student member dues do not cover the cost of the services provided.

Klaus Seeger inquired if material could be forwarded to Student Councils for distribution locally.

Members present agree that there would be further discussion of these issues under the membership committee report.

Members present discussed the proposal of using a central travel bureau and a corporate credit card to save money and consolidate billing.

MOVED BY: Peter Rogers

SECONDED BY: Dan Richen

THAT application be made in the name of the Institute for an En Route Card, (cards for the President, Past President and Executive Director) and;

THAT travel arrangements be coordinated by a travel agency in Ottawa.

CARRIED

Members present discussed membership pins.

MOVED BY: Bill Wright

SECONDED BY: Peter Rogers

THAT new members pins and a 25 year pin be ordered.

Executive Director

CARRIED

The Executive Director will also enquire about rings and other jewellery that may be of interest to the members.

Executive Director

The Executive Director reported that Apple computer had been sold and that an IBM had been purchased. Net result was that Institute was ahead by \$500.

6.

#### THE BOARD OF CERTIFICATION

During lunch, members of the Board of Certification joined members of the Executive Council. It was suggested that joint meetings of the Board and the Executive Council be held. It was also suggested that the Chairman of each body attend meetings of the other. Rob Carson noted that an additional meeting may be necessary for this year due to the degree-as-a-requirement-of-certification issue.

Mr. Carson also noted that movement will take place on accreditation for institutions. A task force will be set up to investigate this project.

Members of the Board of Certification retired.

The Executive Director was requested to send each member of the Executive Council a copy of the Board of Certification Regulations.

Executive Director

Be it noted that the Executive Council appointments to the Board of Certification shall be held by Robert Carson and Bernard Chrisp.

7.

#### THE ENVIRONMENTAL HEALTH REVIEW

A written report submitted by Tony Amalfa was distributed.

MOVED BY: Mary Belliveau

SECONDED BY: Klaus Seeger

THAT the report of the Editor of the Environmental Health Review be accepted.

CARRIED

Members present discussed Mr. Amalfa's request for direction on the issue of recycled and recyclable papers. Mary Belliveau noted

that the use of either type of paper would be a positive statement for the environment but that the Review had a long life-span and the quality of the paper should be consistent with it.

George Gregg suggested that the matter be brought forward for review at the next AGM to allow members to comment.

MOVED BY: Bill Wright  
SECONDED BY: Mary Belliveau

THAT the Executive Director and the editor of the EHR do a further study on the use of recycled paper and report to the Executive Council and the AGM.

Executive Director  
Tony Amalfa

CARRIED

8.

#### COMMITTEE REPORTS

##### a. Awards

Dan Richen noted that the Alberta Branch intends to nominate Sam Dymianiw as a Life Member.

George Gregg suggested that investigation be given to having an awards luncheon at the Conference, rather than present many awards at the Banquet evening.

President Sargeant suggested that such a luncheon be incorporated into the registration fee so that there will not be a financial penalty for attending.

Dan Richen will raise the issue with Conference 91 Chairman Susan Harley.

Dan Richen  
Susan Harley

Jim Drew suggested that a banquet was a more auspicious occasion at which to present an award.

George Gregg agreed with respect to life memberships or the EHR award but noted that too many awards at the banquet make the evening too long.

MOVED BY: Mary Belliveau  
SECONDED BY: Bill Wright

THAT the President write to the 1991 Conference Committee Chairman recommending that the awards given out at the President's banquet be restricted to national awards.

President Sargeant

CARRIED.

A copy of this letter will be forwarded to the Conference Guidelines Committee.

President Sargeant

The Executive Director will research the Alex Cross Award.

Executive Director

MOVED BY: Mary belliveau  
SECONDED BY: Bert Berard

That the Awards Committee Chairman, as soon as possible, appeal to the Branch Presidents to solicit nominations for the Alex Cross and EHR Awards.

Awards Chair

CARRIED

b. BCIT Advisory

No report.

c. Environmental Health Foundation

President Sargeant read a faxed report from Tim Roark concerning the meeting held by Teleconference. This report is attached to and forms part of these minutes.

First project will be the financial support of two aboriginal students to attend BCIT to study to become PHI's.

MOVED BY: George Gregg  
SECONDED BY: Jack Mackinnon

That the recent polling nominating the four representatives to the Board of trustees of the Environmental Health Foundation be approved.

CARRIED

MOVED BY: George Gregg  
SECONDED BY: Mary Belliveau

That the Institute pay expenses incurred to date by the Environmental Health Foundation.

CARRIED

e. International Health Committee

No report.

f. Membership & Corporate Affiliate Membership

Jack Mackinnon presented a verbal report. He asked if the Institute should open its membership to other professions. Another idea is to open another association of which CIPHI members would automatically become members.

Mr. Mackinnon said he was investigating a new car purchase plan that would allow a member to purchase a car at 10% above base price.

He indicated he would like to open discussions with the CPHA concerning where they are going with environmental health issues.

With respect to Corporate and Affiliate Membership, the Executive Director read a letter from Mr. Neil Williams. Members present discussed issues concerning payment to a member. There was also discussion of whether or not Corporate and Affiliate Member dues were ever acknowledged at an AGM.

MOVED BY: George Gregg

SECONDED BY: Jack Mackinnon

THAT Corporate and Affiliate membership solicitation and processing be handled in the following manner:

Executive Director

- All cheques or other instruments made in payment of such fees shall be made payable to the Canadian Institute of Public Health Inspectors

- The National Office shall return 25% of the fee to the branch in which the recruiting agent is domiciled. Such funds shall be disbursed at the discretion of the Branch.

- In each consecutive year that any Corporate or Affiliate member renews its membership, the National office shall return 10% of the fee to the branch in which the recruiting agent is domiciled. Such funds shall be disbursed at the discretion of the branch.

CARRIED

g. NSF / CIPHI Joint Committee

Report distributed by Dean Sargeant.

MOVED BY: Dan Richen

Second: Peter Parys

That the report be accepted.

CARRIED

h. Public Policy

No report.

Jim Drew asked that Branches submit issues for consideration by the Public Policy Committee to him in writing. Topic ideas are acceptable.

Branch Executives

George Gregg asked if Mr. Drew could help the Committee develop terms of reference?

Jim Drew

i. Ryerson Advisory

No report.

j. Constitution

Peter Rogers noted that the constitution has been keyed in WordPerfect and will be available to be mailed out to new members.

Regarding revision of CIPHI's structure, instead of slate elections, the Branch Presidents would elect a President and perform the duties currently carried out by councillors. This would call for 7 Branch Presidents, one President and a Past President. Including the Executive Director, the number of persons around the table would be reduced from 14 to 10. In such circumstances, National would pay a portion of Branch Presidents' travel expenses.

There are difficulties because Branch terms of office don't coincide with National's term of office. The composition of the national executive could change radically.

The Executive Director is requested to forward copies of constitution to all members of the Executive Council.

Executive Director

k. Resolutions

No report.

l. Conference Guidelines

Rob Bradbury reported that guidelines for protocol at opening and closing ceremonies are needed. He agreed that only national awards should be given at banquets.

He suggested that Conference fee for members of the National Executive be subsidized. A full report will be provided for the next meeting. Changes to the Conference Guidelines will not be effective for Conference '91. Final document target date is some time next year.

m. 1990 Conference

The Executive Director reported that National's share of the 1990 Conference profit is expected to be about \$12,000.

n. 1991 Conference

Dan Richen noted that the Conference planners want to have

presentations that will reflect a realistic and practical set of solutions to global concerns. Actual experience as opposed to theoretical knowledge will be stressed. Theme is Global Issues, Local Solutions.

The first day of the Conference will focus on water quality. The second day will address waste management including domestic and hazardous waste management. The third day will concentrate on risk assessment.

Mornings will be general sessions, afternoons will be concurrent sessions (break-outs). The Committee is looking for a keynote speaker. Ideas include David Suzuki, and/or representatives from Pollution Probe or Green Peace.

Alberta Branch Executive has requested that the Committee commence solicitation of sponsorship, financial support and exhibits. Expected attendance is 125. Expected registration fee will be \$225.

o. 1992 Conference

Report circulated.

p. 1993 Conference

No report.

9.

VICE PRESIDENT'S REPORTS

a. British columbia

Report distributed.

Members present discussed BC Branch's management of practicum monies paid to students employed by the Province.

MOVED BY: Rob Bradbury  
SECONDED BY: Peter Parys

THAT the report of the BC Branch be accepted.

CARRIED

b. Alberta

Dan Richen reported that the L. E. Stewart award will be presented to Jim Meagher. Elections are coming up soon with presidential candidates Jim Gifford, Brenda Young or Neil Williams. The Branch has been very active, involved with politics and health. Worked closely with Heath Units Association. of Alberta. Issues include lack of staff, poor funding and role of environmental issues

in health.

A written report was also distributed.

MOVED BY: Dan Richen

SECONDED BY: Jim Drew

THAT the report of the Alberta Branch be accepted.

CARRIED

c. Saskatchewan

Bill Wright reported that Saskatchewan Branch is developing a career night slide presentation. The Branch has also developed a tap water scalding pamphlet and careers in public health pamphlet. The Branch will be distributing National Sanitation Training Program booklets at a profit.

Foreign advertising for PHIs resulted in three persons being hired. There has been a high drop-out rate for these people, partly due to administration difficulties. Foreign applicants were supposed to have been accepted by the Board of Certification. There has been some procedural difficulties with this as well.

The 1991 Membership drive has started and a salary survey is under way.

MOVED BY: Bill Wright

SECONDED BY: Rob Bradbury

To accept the report of the Saskatchewan Branch.

CARRIED

d. Manitoba

Peter Parys read his report.

MOVED BY: Peter Parys

SECONDED BY: Mary Belliveau

To accept the report of the Manitoba Branch.

CARRIED

e. Ontario

Klaus Seeger read his report and discussed several points.

MOVED BY: Klaus

SECONDED BY: Rob Bradbury



That the membership application form be reviewed and enhanced to meet, as far as possible the needs of all branches.

Executive Director

CARRIED

Klaus distributed a draft document to assist in promoting the Institute and its members. It was noted that many practitioners are currently known as Environmental Health Officers.

MOVED BY: Klaus Seeger  
SECONDED BY: Peter Rogers

That the report be adopted.

CARRIED

f. Quebec

No report.

g. Atlantic

Mary Belliveau read her report and provided some background comments.

MOVED BY: Mary Belliveau  
SECONDED BY: George Gregg

That the report of the Atlantic Branch be accepted.

CARRIED

h. Newfoundland and Labrador

Written report was distributed.

MOVED BY: Rob Bradbury  
SECONDED BY: Bill Wright

That the report of the Newfoundland and Labrador Branch be accepted.

CARRIED

CORRESPONDENCE

President Dean reviewed the list of President's correspondence.

He commented on communications with IFEH. While that organization claims that changes will be made, no change in Institute policy will be made for the present time.

11.

NEW BUSINESS

a. Letter from Tim Roark

A letter has been received from Mr. Roark concerning provincial support of the Board of Certification. President Dean to forward documents pertaining to this issue.

b. Letter from CFG

Letter from the Canadian Federation of Independent grocers regarding recycling regulations in Ontario. The unsanitary condition of these containers may present a health hazard. CFG is requesting a letter from the Institute supporting the sanitary concern. President Dean to FAX a draft letter to all Branch Presidents for their input.

MOVED BY: George

Second: Peter

That the President prepare a draft letter to be forwarded ultimately to the CFG

c. List of new members

The list of persons applying for membership was read by the Executive Director. They are:

Brown, David  
LEAMINGTON, ON

Davidson, Susan  
MISSAUGA, ON

Durance, Elizabeth  
WINDSOR, ON

Durance, Randy  
WINDSOR, ON

Kavanaugh, Tom  
SARNIA, ON

Lee, Jordan  
WINDSOR, ON

Lyons, Robert  
WINDSOR, ON

McColl, Gregory  
WINDSOR, ON

Pillon, Gerald  
WINDSOR, ON

Strong, Martin  
ESSEX, ON

Torng, Allan  
TIMMINS, ON

Tudor, Lianne  
WINDSOR, ON

Purtell, William  
NEWCASTLE, NB

Sears, Carrie  
ANTIGONISH, NS

Ackerman, Chiara  
BRAMALEA, ON

Mowat, Robert  
EDMONTON, AB

Johnson, Darryl  
CORNER BROOK, NF

LEUNG, PING KWAN  
SCARBOROUGH, ON

Corrigal, Donald  
WESTBANK, BC

Hollohan, John  
TORONTO, ON

Wakelin, Craig  
BUNBURY, PE

MOVED BY: Mary Belliveau  
SECONDED BY: Jack Mackinnon

That the list of new members be approved as read by the Executive Director.

d. Guidelines for Day Care Centres

George Gregg has received copies of Guidelines for Day Care Centres from the Canadian Paediatric Association and requests that theses be reviewed by person(s) to be designated by the President.

e. Board of Certification Appointments

The Board of Certification has advised that Bob Carson has been appointed as a sitting member and has asked that Martin Tonary be appointed as a sitting member to fill the resulting vacancy. President will discuss the matter with Bob Carson and communicate with members of the council by telephone or letter before December 1st.

f. Payment of Bills

MOVED BY: Rob Bradbury  
SECONDED BY: George Gregg

That all bills be paid.

Executive Director

CARRIED

NEXT MEETING

The next meeting of the Executive Council will be held February 1, 2, and 3 at 3:00 in the afternoon of Friday, February 1.

ADJOURNMENT

MOVED BY: Rob Bradbury  
SECONDED BY: Bill Wright

THAT the meeting adjourn.

CARRIED.

The meeting adjourned at 12:30 p.m. October 29, 1990.

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
Executive Director

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

CDSargent  
President

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE EXECUTIVE COUNCIL MEETING,  
FEBRUARY 1-3, 1991, WINNIPEG, MANITOBA

The Winter Meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held on Saturday and Sunday, February 1, 2 and 3, 1991 at the Hotel Fort Garry, Winnipeg, Manitoba. The meeting was called to order at 2000 hrs by President Dean Sargeant.

## MINUTES OF THE MEETING

ITEM	DESCRIPTION	ACTION
	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <p>President Dean Sargeant  Past-President George Gregg  Councillor Jack MacKinnon  Councillor Peter Rogers  Councillor Bert Berard  Councillor Jim Drew</p> <p>Vice Presidents:</p> <p>B.C. Robert Bradbury  Ontario Klaus Seeger  Atlantic Mary Belliveau  NFLD &amp; Lab. Mary Cahill  Alberta Murray Lewis  Manitoba Peter Parys</p> <p>Executive Director James Bradley</p> <p>Guest Shendra Brisdon</p> <p>Regrets:</p> <p>Saskatchewan Bill Wright</p>	
1.	<p><b>MINUTES OF THE MEETING HELD OCTOBER 26-28, 1991</b></p> <p>MOVED BY: Rob Bradbury  SECONDED BY: George Gregg</p> <p>THAT the minutes of the meeting held October 26-28, 1991 be accepted.</p> <p>It was noted that Cal Morgan was listed as being present when in</p>	Executive Director

fact he was absent. The Executive Director will make this correction.

MOTION CARRIED

2.

**BUSINESS ARISING**

a. New membership application form: (Appendix "A")

It was observed that a salutation field should be added to the form.

Executive Director

Members present discussed the implication of National Office charging GST on dues for branches which may have elected not to charge GST.

MOVED BY: George Gregg

SECONDED BY: Mary Belliveau

THAT the Institute's GST policy be ratified.

CARRIED

AGAINST: Rob Bradbury

It was noted that the words "public health" should not be capitalized in some contexts.

Executive Director

It was suggested that the Institute's policy concerning the application of GST be included in the next newsletter.

Executive Director

MOVED BY: Jack MacKinnon

SECONDED BY: Rob Bradbury

THAT the membership application form be accepted as corrected.

CARRIED

b. Pins, rings and jewellery:

The Executive Director reported that no orders had been placed pending clarification of the Institute's finances.

c. Awards luncheon at Conference '91

Murray Lewis asked for clarification of the Executive Council's wishes. Dean Sargeant said that a luncheon was preferred and this feeling was reflected in a letter to Conference Chair Susan Harley in January.

d. Letter to '91 Conference Committee

Covered under item "c", above.

e. Research of Alex Cross Award

The Executive Director reported that it had not been possible for him to conduct any research.

f. Solicitation of Nominations for Alex Cross Award

To be covered under committee reports.

g. Issues for consideration by the Public Policy Committee

To be covered under committee reports.

h. Copies of the Constitution to all members of the Executive Council

The Executive Director reported that this item had been carried out.

(The meeting was suspended at 2100 hrs)  
(Called to order again at 0900)

3. **PRESIDENT'S REPORT** (Appendix "B")

President Sargeant read his report and offered additional comments.

MOVED BY: D. Sargeant  
SECONDED BY: Peter Parys

THAT the report of the President be accepted.

CARRIED

4. **TREASURER'S REPORT**

Members present directed the Executive Director to remove "TREASURER'S REPORT" from future agendas. Matters pertaining to finances will be covered under the Finance Committee report.

Executive Director

5. **EXECUTIVE DIRECTOR'S REPORT** (Appendix "C")

The Executive Director read his report.

Members of the council were asked to choose a corporate airline. After discussing various factors, Air Canada was selected. Members reported that arrangements through Admiral Travel were

working well.

MOVED BY: Rob Bradbury

SECONDED BY: Jim Drew

THAT the report of the Executive Director be approved.

CARRIED

6.

**THE BOARD OF CERTIFICATION**

No report.

President Sargeant reported that the Board of Certification has recommended that Martin Tonary be appointed as the Executive Council's representative to the Board.

Since this recommendation was received, Bernie Chrisp has resigned as Branch President for Manitoba. This results in no direct representation from the Executive Council to the Board of Certification.

President Sargeant said that in considering candidates for the position he took into consideration that British Columbia and Saskatchewan were not represented. Therefore Mr. Sargeant approached both Rob Bradbury and Bill Wright about accepting the position. Mr. Bradbury agreed.

MOVED BY: Klaus Seeger

SECONDED BY: Murray Lewis

THAT the Executive Council appoint Robert Bradbury as its representative to the Board of Certification.

Mary Belliveau inquired if there was a sitting member who was bilingual and if the requirement for a bilingual sitting member had an impact on the current decision.

Jack MacKinnon noted that responsibility for upholding the bilingual requirement laid with the Board.

CARRIED.

MOVED BY: Mary Belliveau

SECONDED BY: Rob Bradbury

THAT the President contact the Chairman of the Board of Certification to determine if the requirements of Section 4(6) have been satisfied, to wit: "at least one sitting member shall be bilingual".



CARRIED

7.

**THE ENVIRONMENTAL HEALTH REVIEW** (Appendix "D")

A written report submitted by Tony Amalfa was distributed.

MOVED BY: George Gregg

SECONDED BY: Mary Belliveau

THAT the Executive Council receive the report.

Jack MacKinnon noted that booths at trade shows should be marketed to other environmental health associations.

Members present discussed various aspects of Mr. Amalfa's report and elected to review his recommendations individually. Recommendations will be identified by occurrence on a page. Thus, Recommendation 1a would be the first recommendation occurring on page 1.

CARRIED

MOVED BY: Peter Rogers

SECONDED BY: George Gregg

That Recommendation 1a be accepted.

CARRIED.

MOVED BY: Bert Berard

SECONDED BY: Mary Belliveau.

THAT Recommendation 2A be accepted.

Members of the Executive Council considered increasing the Canadian subscription fee to \$30.

CARRIED

MOVED BY: Rob Bradbury

SECONDED BY: Murray Lewis

THAT Recommendation 2b be accepted.

AMENDMENT TO MOTION BY: Peter Rogers

SECONDED BY: Rob Bradbury

THAT the rates for current advertisers, all categories, over the next two years be graduated in equal steps from the current to the proposed figures.

Tony Amalfa  
Executive Director

AMENDMENT CARRIED

MOTION CARRIED.

MOVED BY: Peter Rogers  
SECONDED BY: Mary Belliveau

THAT Recommendation 4a be accepted.

AMENDMENT TO MOTION BY: Rob Bradbury  
SECONDED BY: Klaus Seeger

THAT the Recommendation be amended to read: "...advertise in the Review at the 50% discount of the rate in effect at the time of insertion."

Tony Amalfa

AMENDMENT CARRIED

MOTION CARRIED

MOVED BY: Rob Bradbury  
SECONDED BY: Klaus Seeger

THAT Recommendation 4b be accepted.

MOTION CARRIED.

MOVED BY: Klaus Seeger  
SECONDER: Bert Berard

That Recommendation 5a be accepted.

MOTION DEFEATED

MOVED BY: Jack MacKinnon  
SECONDED BY: M. Lewis

THAT the Executive Director work with the Editor of the EHR to develop a more comprehensive policy concerning finders' fees. Results to be reported at the next meeting of the Executive Council.

Executive Director  
Tony Amalfa

MOTION CARRIED.

MOVED BY: Murray Lewis  
SECONDED BY: Klaus Seeger

THAT Recommendation 5b be accepted.

George Gregg said that the last proposal for such a kit was very costly.

Members present discussed what work was discussed in the Recommendation.

MOTION TO DEFER: Rob Bradbury  
SECONDED BY: Peter Rogers

CARRIED

MOVED BY: Peter Parys  
SECONDED BY: Jim Drew

THAT motion 6a be accepted.

CARRIED.

8.

#### **COMMITTEE REPORTS**

##### a. Awards (Appendix "E")

Jim Drew has completed initial research on the Alex Cross award. He distributed a letter to Branch Presidents soliciting nominations for the EHR Award and the Alex Cross Award.

There is a policy that nominations must be submitted to the Executive Council not less than 30 days prior to the Spring Executive Council Meeting.

MOVED BY: Jim Drew  
SECONDED BY: Klaus Seeger

THAT the report of the Awards Committee be received.

Klaus Seeger said that Canadian Living Magazine ran an article on their receiving the EHR Award in the November or October edition.

MOTION TO AMEND: George Gregg  
SECONDED BY: Bert Berard

THAT the criteria for the EHR Award be amended to strike the reference to "writer broadcaster" and insert the phrase "candidate".

AMENDMENT CARRIED.

The Executive Director will forward a copy of the recipients names, as listed on the plaque, to the Awards Chairman

Executive Director

MOTION CARRIED

b. BCIT Advisory (Appendix "F")

Mr. Bradbury read his report.

MOVED BY: Rob Bradbury  
SECONDED BY: Murray Lewis

THAT the report of the BCIT Advisory Committee be received.

CARRIED

c. Environmental Health Foundation (Appendix "G")

President Sargeant read a faxed report from Tim Roark. This report is attached to and forms part of these minutes.

MOVED BY: Klaus Seeger  
SECONDED BY: Bert Berard

THAT the report of the Environmental Health Foundation be received.

Mr. Sargeant noted that discussions with the Manitoba Association of Indian Chiefs had commenced but that there were some issues to resolve.

CARRIED

d. Finance Committee

In future there will not be a Treasurer's report. All financial matters will be reported under Finance Committee.

Bert Berard reported verbally that our financial picture is not clear. Members equity is low while the Board of Certification account is very high. Changes to accounting practices have created confusion but the situation is being rectified.

It is too early to tell if we will benefit from our dues increase because we don't yet know how many members will renew.

Members of the Council are asked to be cautious about expenses until we have a more accurate picture.

MOVED BY: Bert Berard  
SECONDED BY: Peter Rogers

THAT the report of the Finance Committee be accepted.

CARRIED  
AGAINST: Jim Drew

e. International Health Committee

No report.

f. Membership & Corporate Affiliate Membership

Jack MacKinnon presented a verbal report. He indicated that he had more questions than answers. There has been no contact with Mr. Williams. Mr. MacKinnon did provide an article for the December edition of the newsletter.

Regarding Associate Membership category, why is there a restriction that members in this category be qualified but non-practising PHIs or EHOs? Mr. MacKinnon will research the question.

Mr. MacKinnon requests a list of the branch membership chairmen.

Executive Director

Mary Belliveau asked what progress had occurred with respect to Corporate and Affiliate membership. There should also be communication with members who are soliciting corporate and affiliate memberships to ensure that they are aware of the decisions made by the Executive Council.

Mr. MacKinnon suggested that a solicitation package be developed and issued under the President's signature.

MOVED BY: George Gregg  
SECONDED BY: Klaus Seeger

THAT National Office send out renewal invoices for corporate and affiliate memberships as soon as possible.

Executive Director

CARRIED

MOVED BY: Jack MacKinnon  
Seconded By: George Gregg

Membership Chairman Jack MacKinnon will contact Neil Williams and Miriam Fulton and discuss the present corporate membership solicitation system and explain the fee payment system adapted by the National Executive council. To be completed by February 26, 1991.

Jack MacKinnon

Mr. MacKinnon shall also send a letter to all branch membership chairpersons, communicating the National Executive policy on fee dispersement and directions for obtaining corporate and associate members.

CARRIED

Jack MacKinnon

g. NSF / CIPHI Joint Committee

No report.

h. Public Policy (Appendix "H")

Jim Drew presented revised terms of reference for the Public Policy Committee and proposals for the same committee. These documents are attached to and form part of these minutes.

Mr. Drew also presented a proposal for the formation of a registry of expertise.

Jim Drew

MOVED BY: Jim Drew

SECONDED BY: Klaus Seeger

That the report of the Public Policy Committee be received.

CARRIED.

i. Ryerson Advisory

No report.

j. Constitution (Appendix "I")

Peter Rogers introduced his proposals to revise the Constitution.

MOVED BY: Jack MacKinnon

SECONDED BY: Mary Belliveau

THAT the report of the Constitution Committee be received.

CARRIED

k. Resolutions

No report.

l. Conference Guidelines (Appendix "J")

Robert Bradbury read his report which is attached to and forms part of these minutes.

MOVED BY: Rob Bradbury

SECONDED BY: Peter Rogers

THAT the report of the Conference Guidelines Committee be received.

CARRIED

m. 1990 Conference (Appendix "K")

Klaus Seeger presented the financial report.

n. 1991 Conference

Murray Lewis reported that the Chair has an active committee. Letters have been received from interested speakers. Information package is to be mailed out in March. Institutions and affiliated organizations have received mail- outs.

Rob Bradbury suggested that CPHA be included in the mailings.

Mary Belliveau asked what list was being used. Mr. Lewis said a member list was being used.

Three speakers have been confirmed. The social committee are making preparations. The hotel will charge .90 per person for coffee breaks. A BBQ is being planned at Fort Edmonton at a cost of \$20 per person.

Conference cost will be about \$350.00 per person.

MOVED BY: Murray Lewis

SECONDED BY: Peter Rogers

THAT the report of the Conference 91 Committee be received.

CARRIED

o. 1992 Conference (Appendix "L")

A report was circulated. Dean Sargeant said that the project is 80% up and running.

A promotion sheet will be distributed to NEHA. The next step is a camera-ready insert for the newsletter or magazine.

MOVED BY: George Gregg

SECONDED BY: Bert Berard

THAT the report of the Conference '92 Committee be received.

CARRIED

p. 1993 Conference

No report.

9.

**VICE PRESIDENT'S REPORTS**

a. British Columbia (Appendix "M")

A report was distributed.

The Branch has started a drive for new members among the 22 PHIs that have been hired this year.

Revenue Canada - Customs and Excise claims that the Branch need not participate in GST but will not provide that information in writing.

The Branch is sponsoring a conference in September.

Branch administration of practicum monies resulted in \$6,200 benefit to the Branch.

MOVED BY: Rob Bradbury  
SECONDED BY: Klaus Seeger

THAT the report of the B.C. Branch be accepted.

CARRIED

b. Alberta (Appendix "N")

A written report was distributed. Murray Lewis provided comments on the highlights.

MOVED BY: Murray Lewis  
SECONDED BY: Mary Belliveau

THAT the report of the Alberta Branch be received.

CARRIED

c. Saskatchewan (Appendix "O")

A written report was distributed.

MOVED BY: Peter Parys  
SECONDED BY: Klaus Seeger

To accept the report of the Saskatchewan Branch.

CARRIED

d. Manitoba (Appendix "P")



Peter Parys read his report.

MOVED BY: Peter Parys  
SECONDED BY: Jack MacKinnon

To accept the report of the Manitoba Branch.

CARRIED

e. Ontario (Appendix "Q")

Klaus Seeger read his report and discussed several points.

MOVED BY: Klaus Seeger  
SECONDED BY: Mary Belliveau

THAT the report of the Ontario Branch be received.

CARRIED

f. Quebec

No report.

g. Atlantic (Appendix "R")

Mary Belliveau read her report and provided some background comments.

In a meeting with the Nova Scotia Minister of Health it was determined that there will be a task force on public health inspection in Nova Scotia in 1991. PHIs will be part of the committee.

The Atlantic Branch will send Sandy Morrison, its corresponding member, to the next Board of Certification meeting.

A small committee is looking into mandatory registration from a feasibility point of view.

MOVED BY: Mary Belliveau  
SECONDED BY: George Gregg

That the report of the Atlantic Branch be accepted.

CARRIED

Peter Parys suggested that a letter be sent from the Atlantic Branch to the appropriate Minister noting the concern that when the workload makes it impossible to maintain inspection frequencies that the blame should not rest on the shoulders of the

inspector.

h. Newfoundland and Labrador (Appendix "S")

Mary Cahill read her report

MOVED BY: Mary Cahill

SECONDED BY: Bert Berard

That the report of the Newfoundland and Labrador Branch be accepted.

CARRIED

10. **CORRESPONDENCE** (Appendix "T")

President Dean reviewed the list of President's correspondence.

Mary Belliveau discussed her correspondence regarding additional funding for the Board of Certification. She read a letter from the Government of New Brunswick.

11. **NEW BUSINESS**

a. Letter from Tim Roark (Appendix "U")

A letter has been received from Mr. Roark concerning a memorial article in EHR and possibly an annual memorial award at Ryerson.

Klaus Seeger said that the Ontario Branch had sent a sympathy card and a donation to the trauma foundation. He also noted that Ontario Branch has the James Powell Memorial Award, presented to a fourth year student at Ryerson. Awards can increase our visibility.

Members present felt there may be a precedent set and this should be considered.

b. Meeting with Director General

Dean Sargeant said he had met with Ross Elliot concerning our involvement with the federal food regulatory committee. Mr. Elliot was enthusiastic and an positive initial start was made. We have a good opportunity of getting in on the ground floor. The Federal Government has no ability to discuss these matters with the municipalities. We are advocating that our Institute represents a cross-section of health jurisdictions.

c. Len Hiébert

Rob Bradbury asked why he had not received the Honourary

Membership certificate for Len Heibert. The Executive Director replied that errors had occurred in the calligraphy and that the certificate would be processed again soon.

d. Duplication of reports in minutes.

Mary Belliveau expressed her concern regarding duplication of reports. It was decided to maintain the current practice of distributing written reports with the minutes and at the meetings.

Executive Director

e. Follow-up of resolutions.

Klaus Seeger noted that some AGM resolutions may not have been actioned. It was suggested that resolutions be kept separate from minutes so that they stand-out.

f. Conference '92 Seed money

MOVED BY: Rob Bradbury  
SECONDED BY: Klaus Seeger

THAT the Conference '92 Committee be given \$1,500 "seed" money:

Executive Director

CARRIED

g. New members (Appendix "V")

The list of persons applying for membership was read by the Executive Director. They are:

Executive Director

MOVED BY: Rob Bradbury  
SECONDED BY: George Gregg

That the list of new members be approved as read by the Executive Director.

h. Payment of Bills

MOVED BY: Rob Bradbury  
SECONDED BY: George Gregg

That all bills be paid.

Executive Director

CARRIED

NEXT MEETING

The next meeting of the Executive Council will be held May 9, 10, 11, 12th at 9:00 in the morning of Friday, May 10th.

ADJOURNMENT

MOVED BY: Peter Rogers  
SECONDED BY: Jim Drew

THAT the meeting adjourn.

CARRIED.

The meeting adjourned at 11:50 a.m. February 3, 1991.

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
Executive Director

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
President

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE EXECUTIVE COUNCIL MEETING,  
MAY 10-12, 1991, WINNIPEG, MANITOBA

The Spring Meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held on Friday, Saturday and Sunday, May 10, 11 and 12, 1991 at the Place Louis Riel Hotel, Winnipeg, Manitoba. The meeting was called to order at 0904 hrs by President Dean Sargeant.

## MINUTES OF THE MEETING

ITEM	DESCRIPTION	ACTION																												
	<div>ROLL CALL</div> <p>Members present were:</p> <table><tr><td>President</td><td>Dean Sargeant</td></tr><tr><td>Past-President</td><td>George Gregg</td></tr><tr><td>Councillor</td><td>Jack MacKinnon</td></tr><tr><td>Councillor</td><td>Peter Rogers</td></tr><tr><td>Councillor</td><td>Bert Berard</td></tr><tr><td>Councillor</td><td>Jim Drew</td></tr><tr><td>Councillor</td><td>Len Schleining</td></tr></table> <p>Vice Presidents:</p> <table><tr><td>B.C.</td><td>Robert Bradbury</td></tr><tr><td>Ontario</td><td>Klaus Seeger</td></tr><tr><td>Atlantic</td><td>Mary Belliveau</td></tr><tr><td>Alberta</td><td>Murray Lewis</td></tr><tr><td>Manitoba</td><td>Peter Parys</td></tr></table> <p>Executive Director    James Bradley</p> <p>Regrets:</p> <table><tr><td>NFLD &amp; Lab.</td><td>Mary Cahill</td></tr><tr><td>Saskatchewan</td><td>Bill Wright</td></tr></table>	President	Dean Sargeant	Past-President	George Gregg	Councillor	Jack MacKinnon	Councillor	Peter Rogers	Councillor	Bert Berard	Councillor	Jim Drew	Councillor	Len Schleining	B.C.	Robert Bradbury	Ontario	Klaus Seeger	Atlantic	Mary Belliveau	Alberta	Murray Lewis	Manitoba	Peter Parys	NFLD & Lab.	Mary Cahill	Saskatchewan	Bill Wright	
President	Dean Sargeant																													
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Manitoba	Peter Parys																													
NFLD & Lab.	Mary Cahill																													
Saskatchewan	Bill Wright																													
1.	<div>MINUTES:</div> <p>Executive Council, February 1-3, 1991</p> <p>It was noted that in future, if a report is not available, the minutes will be distributed without it.</p> <p>MOVED BY: B. Berard</p> <p>SECONDED BY: Peter Parys</p>																													

THAT the minutes be accepted as corrected.

It was noted that on page 12, #9, the figure 6,200 should be 5,000.

It was also noted that on page 9, bottom of the page, "associate" should be "affiliate".

Executive Director

It was also noted that on page 14, "honourary" should be "life".

Executive Director

CARRIED

2.

**BUSINESS ARISING**

a. GST in Newsletter

The Executive Director reported that an article on the GST appeared in the most recent edition of the "Canadian Environmental Health Official".

b. Research of Alex Cross Award

Jim Bradley gave an oral report.

c. President to Carson re bilingual requirement.

President Sargeant spoke to Chairman Carson. It was noted that Dr. Loyer, a sitting member, is bilingual.

d. Policy regarding EHR payment.

Tabled to next meeting.

e. EHR Award Recipients' Names to Chairman

f. Corporate and Affiliate members' invoices.

The Executive Director reported that these will be distributed by June 1. Draft copies will be forwarded to members of the Executive Council.

Executive Director

g. Membership Chairman to contact M. Fulton, N. Williams

Deferred to committee report.

h. Letter from Membership Chairman to Branch Executives.

Deferred to committee report.

i. Delivery of seed money to Conference '92

The Executive Director reported that a cheque had been forwarded to the Conference '92 committee.

3. **PRESIDENT'S REPORT** (Appendix "A")

President Sargeant distributed copies of his report.

MOVED BY: George Gregg

SECONDED BY: Rob Bradbury

THAT the report of the President be accepted.

The Degree-as-a-requirement issue continues to require the attention of the Executive.

CARRIED

4. **EXECUTIVE DIRECTOR'S REPORT** (Appendix "B")

MOVED BY: Rob Bradbury

SECONDED BY: Bert Berard

THAT the report of the Executive Director be received and accepted.

CARRIED

5. **BOARD OF CERTIFICATION**

Mr. Bradbury suggested that a report from the Chairman of the Board of Certification would be appropriate.

The last meeting of the Board of Certification was held March 16 in Ottawa. Most of the time was spent discussing examination marks.

Bernie Chrisp was absent on the last day of the meeting. Some persons on the Board do not support the need for registration and degree-as-a-requirement issues.

The Board has agreed to conduct a needs survey of employers to determine that group's opinion of the degree-as-a-requirement issue. The survey will be issued under the joint signatures of the President and the Chairman of the Board.

A letter from Klaus Seeger to the Board is attached as Appendix "C".

Mr. Gregg suggested that a strong letter be issued by the Executive Council.

President Sargeant will write Chairman Carson noting that the degree require issue is founded in a motion of the Annual General Meeting.

President Sargeant

Mr. Bradbury will prepare a written report.

Rob Bradbury

A document entitled "Entry Requirements" is attached as Appendix "D".

6. **ENVIRONMENTAL HEALTH REVIEW**

No report.

7. **COMMITTEE REPORTS**

a. Awards (Appendix "E")

Mr. Drew noted that the only nomination for the Alex Cross Award was James Robin (Rob) Elliot, Director, Environmental Health Services, Red Deer Regional Health Unit.

It was noted that the Executive Council merely recommends to the Annual General Meeting that the Award be presented to an individual. The Annual General Meeting must ratify all award decisions.

MOVED BY: Murray Lewis  
SECONDED BY: Mary Belliveau

THAT Rob Elliot's name be submitted to the Annual General Meeting as a candidate for the Alex Cross Award.

Jim Drew

**CARRIED**

Jim Drew proposed to adjust the terms of reference for the Awards Committee to the effect that the meeting of the Executive Council prior to the pre-conference meeting be the occasion when nominations are ratified (section 5.02). Mr. Drew will prepare new terms for ratification at the next meeting of the Council.

Jim Drew



Mr. Drew noted that two nominations for the EHR Award had been received: The Edmonton Board of Health; and the CBC television program "Land and Sea".

MOVED BY: Jim Drew  
SECONDED BY: Peter Rogers

THAT the report of the Awards Committee be received and accepted.

Rob Bradbury asked Murray Lewis if the Edmonton Board of Health had ceased routine restaurant inspections. Mr. Lewis replied that this was true; restaurant inspections are only carried out in reaction to a complaint.

CARRIED.

MOVED BY: George Gregg  
SECONDED BY: Klaus Seeger

THAT the citation for the CBC television program "Land And Sea" be approved by the Executive Council and therefore forwarded to the Annual General Meeting for presentation of the Award.

Jim Drew

MOVED BY: Rob Bradbury  
SECONDED BY: Peter Rogers

THAT the motion be tabled.

CARRIED.

MOVED BY: Jim Drew  
SECONDED BY: George Gregg

THAT Section 5.02 of the Terms of Reference of the Awards Committee be amended to read: "The committee will be responsible for circulating copies of the selection criteria and nomination forms 90 (ninety) days prior to the Executive Council Meeting which precedes the annual pre-conference meeting so that they may be returned to the Committee for consideration at that time."

Jim Drew

CARRIED.

MOVED BY: Jim Drew  
SECONDED BY: Rob Bradbury

THAT Section 5.04 of the Terms of Reference of the Awards Committee be amended to read: "The Chairman will present all nominations received to the Executive Council at the meeting which precedes the annual pre-conference meeting. The Executive Council will, by simple majority vote, determine the successful candidate(s). The candidate(s) names will be presented to the general membership at the Annual Meeting. The award(s) will be presented during the President's Banquet.

Jim Drew

CARRIED.

MOVED BY: George Gregg  
Seconded by: Klaus Seeger

THAT the motion previously made by them and tabled be brought forward to discussion.

CARRIED.

MOTION BY GREGG/SEEGER, discussion:

Mr. Bradbury expressed his concern that the Edmonton Board of Health had ceased spot inspections of food premises.

Mr. Lewis expressed his support of the Edmonton Board of Health and noted that they were faced with a broad mandate while supplied with limited financial resources.

Mr. Berard enquired if the runner(s)-up were made aware of their eligibility. Mr. Bradbury assured him this was the case.

Mr. Seeger suggested that as a matter of policy, a certificate of recognition be given to all unsuccessful nominees for the EHR Award.

CARRIED

Against: M. Lewis  
Abstained: R. Bradbury

MOVED BY: Klaus Seeger  
SECONDED BY: Murray Lewis

THAT the Terms of Reference of the Awards Committee be amended to provide that all unsuccessful nominations for the EHR Award, upon the recommendation of the Awards

Jim Drew

Committee, receive a certificate of recognition / appreciation.

CARRIED

MOVED BY: R. Bradbury

SECONDED BY:

THAT a Certificate of Recognition/Appreciation be awarded to the Edmonton Board of Health at the 1991 annual conference.

Jim Drew

Mr. Drew presented a nomination for Kenneth J. Blom as a Life Member of the Institute.

MOVED BY: Murray Lewis

SECONDED BY: Rob Bradbury

THAT Kenneth J. Blom be recommended to the membership at the next Annual Conference, as a candidate for Life Membership.

Jim Drew  
Executive Director

CARRIED

Mr. Drew read a letter from President Sargeant to Chairman Carson concerning an honorary certificate for Mrs. O'Hara. Mr. Drew suggested that a framed certificate of appreciation be considered.

MOVED BY: Rob Bradbury

SECONDED BY: Peter Rogers

THAT Mrs. A. S. O'Hara be presented to the members at the Annual General Meeting for consideration as an Honourary Member.

Jim Drew  
Executive Director

CARRIED

b. BCIT Advisory (Appendix "F")

Mr. Bradbury circulated his report.

MOVED BY: Rob Bradbury

SECONDED BY: Murray Lewis

THAT the report of the BCIT Advisory Committee be received and accepted.

CARRIED

c. Environmental Health Foundation (Appendix "G")  
President Sargeant read a FAXed report from Tim Roark.

MOVED BY: Rob Bradbury  
SECONDED BY: Peter Parys

THAT the report of the Environmental Health Foundation be received and accepted.

Some obstacles have been encountered in the Native/BCIT project.

The Foundation will be asking other foundations for financial assistance regarding student training.

CARRIED

d. Finance Committee (Appendix "H")

Bert Berard circulated copies of his report.

MOVED BY: Bert Berard  
SECONDED BY: Jim Drew

THAT the report of the Finance Committee be received and accepted.

Members of the Executive examined the financial statements and queried the President and the Executive Director on various points.

CARRIED

e. International Health

No report.

f. Membership & Corp./Affil. Membership (Appendix "I")

MOVED BY: Jack MacKinnon  
SECONDED BY: Rob Bradbury

THAT the report of the Membership and Corporate / Affiliate Membership Committee be received and accepted.

Jack MacKinnon read his report.

It was suggested that consideration be given to a category of membership that would allow a broader base of membership.

Jack MacKinnon

CARRIED

g. NSF/CIPHI JOINT COMMITTEE (Appendix "J")

MOVED BY: Murray Lewis

SECONDED BY: Mary Belliveau

THAT the report of the NSF/CIPHI Joint Committee be received and accepted.

President Sargeant circulated a report.

President Sargeant noted that NSF is attempting to duplicate actual use situations in its testing program.

CARRIED

h. Public Policy

Jim Drew said he was investigating the feasibility of a computerized registry of expertise.

i. Ryerson Advisory

No report.

Klaus Seeger distributed a promotion sheet produced by Ryerson. The sheet promoted a career in Environmental Health but did not mention Public Health Inspectors or the Institute.

j. Constitution

Members discussed changes to the Constitution and By-Laws. Peter Rogers will circulate a copy of the revisions to all members of the Council.

Peter Rogers

k. Resolutions

No report.

l. Conference Guidelines

No report.

m. 1990 Conference

No report.

n. 1991 Conference

Murray Lewis distributed his report.

MOVED BY: Murray Lewis  
SECONDED BY: Bert Berard

Peter Rogers asked about hotel locations. Mr. Lewis replied that some of the hotels were four blocks away from the Fantasyland Hotel.

CARRIED

o. 1992 Conference (Appendix "L")

President Sargeant circulated his report.

MOVED BY: Dean Sargeant  
SECONDED BY: Peter Rogers

THAT the report of the 1992 Conference Committee be received and accepted.

CARRIED

p. 1993 Conference

No report.

8.

**VICE PRESIDENTS' REPORTS**

a. British Columbia (Appendix "M")

MOVED BY: Rob Bradbury  
SECONDED BY: Murray Lewis

THAT the British Columbia Branch report be received and accepted.

CARRIED

b. Alberta (Appendix "N")

MOVED BY: Murray Lewis  
SECONDED BY: Klaus Seeger

THAT the Alberta Branch report be received and accepted.

CARRIED

c. Saskatchewan

No report.

d. Manitoba (Appendix "O")

Peter Parys circulated his report.

MOVED BY: Peter Parys  
SECONDED BY: Jim Drew

THAT the Manitoba Branch report be received and accepted.

CARRIED

e. Ontario (Appendix "P")

Klaus Seeger circulated copies of his report.

MOVED BY: Klaus Seeger  
SECONDED BY: Mary Belliveau

THAT the Ontario Branch report be received and accepted.

CARRIED

f. Quebec

No report.

g. Atlantic (Appendix "Q")

Mary Belliveau circulated copies of her report.

MOVED BY: Mary Belliveau  
SECONDED BY: George Gregg

THAT the Atlantic Branch report be received and accepted.

CARRIED

h. Newfoundland and Labrador (Appendix "R")

Copies of the report were circulated.

MOVED BY: Rob Bradbury

SECONDED BY: Jack MacKinnon

THAT the Newfoundland and Labrador Branch report be received and accepted.

CARRIED

9.

**CORRESPONDENCE**

President Sargeant reviewed the correspondence file.

MOVED BY:

SECONDED BY:

THAT the correspondence be approved.

CARRIED

10.

**NEW BUSINESS**

a. Strategic Planning Committee (Appendix "S")

President Sargeant noted that a Strategic Planning Committee had been activated under the chairmanship of Alan Ross. He noted that strategic planning was important to the Institute and should be an on-going activity.

MOVED BY: Len Schleining

SECONDED BY: George Gregg

THAT the Strategic Planning Committee be maintained as a regular committee of the Executive Council. The Chairman shall be Len Schleining.

CARRIED.

A Strategic Planning Committee Report was circulated.

MOVED BY: Len Schleining

SECONDED BY: Rob Bradbury



THAT the report of the Strategic Planning Committee be received and accepted.

CARRIED

b. Section 37 of the Constitution

Peter Rogers noted that Section 37 of the Constitution requires that reports presented to the Annual General Meeting be presented in both French and English. It was suggested that this clause be amended to include the word "may".

Peter Rogers

c. Student and Retired Dues

MOVED BY: Rob Bradbury  
SECONDED BY: Bert Berard

AGAINST: George Gregg

"WHEREAS the dues for retired and student members has not increased for several years, and,

WHEREAS the cost of operating the Institute has increased significantly and,

WHEREAS the membership services provided to these membership categories has also increased,

THEREFORE BE IT RESOLVED THAT By-Law #4, Section D, Sub-section 15 of the Constitution of the Institute be amended to provide that the dues for retired members shall be \$20.00 per year and that the dues for student members shall be \$20 per year."

Peter Rogers

CARRIED

d. Reports from Board of Certification

MOVED BY: Rob Bradbury  
SECONDED BY: George Gregg

THAT the President write the Chairman of the Board of Certification to ask that he provide a report of the activities of the Board to the Executive Council at each meeting of the Council.

President Sargeant

CARRIED

e. Status of Degree-as-a-Requirement

MOVED BY: George Gregg  
SECONDED BY: Klaus Seeger

THAT the President write to the Chairman of the Board of Certification to ask that the Chairman provide a report of the progress made on the degree-as-a-requirement issue.

President Sargeant

CARRIED

f. Banner

President Sargeant reported that Saskatchewan Branch had a banner made up that looked very well.

MOVED BY: Rob Bradbury  
SECONDED BY: Murray Lewis

THAT the Executive Director contact the Saskatchewan Branch regarding the purchase of a banner for use at the Annual Meetings.

Executive Director

CARRIED

g. Meeting Budget

Bert Berard noted that attendance at the Edmonton convention will be very expensive. He suggested that members of the Council stay at the Royal West Edmonton Inn 1-800-661-6933 at the rate of \$65. The Executive Director will make reservations on behalf of the council.

Executive Director

h. Mailing lists

Klaus Seeger suggested that each Branch forward a list of 25 year pin recipients and candidates. A letter will go out to potential recipients under the President's signature allowing the option of having the pin given at the Annual Conference, given at the Branch or mailed to the candidate directly.

Executive Director

i. By-back of lapsed membership years

MOVED BY: Rob Bradbury  
SECONDED BY: Mary Belliveau

THAT members who wish to purchase "lapsed" years be able to do so. There will be an opportunity to buy-back missed

Executive Director

years previous to 1991 at the rate of \$50 per year. After that, the current national dues rate would apply.

CARRIED

j. Nova Scotia Branch

Mary Belliveau said that Nova Scotia may apply for separate branch status. PEI may elect to become a chapter of the NS branch or it could apply for Branch status.

k. Northern opportunities

Jack MacKinnon noted that there are two good positions available in the North West Territories.

11. **NEW MEMBERS** (Appendix "T")

The Executive Director read the list of new member applications.

MOVED BY: Jack MacKinnon  
SECONDED BY: Peter Parys

THAT the applications for membership be approved.

CARRIED.

12. **PAYMENT OF BILLS**

MOVED BY: George Gregg  
SECONDED BY: Mary Belliveau

THAT all bills be paid.

Executive Director

CARRIED

NEXT MEETING

The next meeting of the Executive Council will be held July 28th, 1991 at the Fantasyland Hotel, Edmonton, at 9:00 a.m.

13.

**ADJOURNMENT**

MOVED BY: George Gregg  
SECONDED BY: Mary Belliveau

THAT the meeting adjourn.

CARRIED.

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord,  
\_\_\_\_\_

\_\_\_\_\_  
Executive Director

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord,  
\_\_\_\_\_

\_\_\_\_\_  
President

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE EXECUTIVE COUNCIL MEETING,  
July 28-29, 1991, Edmonton, Alberta

The Pre-Conference Meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held on Sunday and Monday, July 28 and 29, 1991 at the Royal West Edmonton Inn, Edmonton, Alberta. The meeting was called to order at 0900 hrs by President Dean Sargeant.

## MINUTES OF THE MEETING

ITEM	DESCRIPTION	ACTION																												
	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <table><tr><td>President</td><td>Dean Sargeant</td></tr><tr><td>Past-President</td><td>George Gregg</td></tr><tr><td>Councillor</td><td>Peter Rogers</td></tr><tr><td>Councillor</td><td>Bert Berard</td></tr><tr><td>Councillor</td><td>Jim Drew</td></tr><tr><td>Councillor</td><td>Len Schleining</td></tr></table> <p>Vice Presidents:</p> <table><tr><td>B.C.</td><td>Robert Bradbury</td></tr><tr><td>Ontario</td><td>Klaus Seeger</td></tr><tr><td>Atlantic</td><td>Mary Belliveau</td></tr><tr><td>Alberta</td><td>Murray Lewis</td></tr><tr><td>Manitoba</td><td>Peter Parys</td></tr><tr><td>NFLD &amp; Lab.</td><td>Mary Cahill</td></tr></table> <p>Executive Director James Bradley</p> <p>Guests:</p> <p>Tony Amalfa Tim Roark</p> <p>Regrets:</p> <table><tr><td>Councillor</td><td>Jack MacKinnon</td></tr><tr><td>Saskatchewan</td><td>Bill Wright</td></tr></table>	President	Dean Sargeant	Past-President	George Gregg	Councillor	Peter Rogers	Councillor	Bert Berard	Councillor	Jim Drew	Councillor	Len Schleining	B.C.	Robert Bradbury	Ontario	Klaus Seeger	Atlantic	Mary Belliveau	Alberta	Murray Lewis	Manitoba	Peter Parys	NFLD & Lab.	Mary Cahill	Councillor	Jack MacKinnon	Saskatchewan	Bill Wright	
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1.	<p><b>MINUTES:</b> Exccutive Council, May 10-12, 1991</p> <p>On page 3, references to Mr. Chrisp's name should be deleted. Page 7: add M. Lewis as the seconder for the motion</p>	Executive Director																												

regarding Certificates of Appreciation.

Page 13, R. Bradbury asked if the amendment regarding language production would be presented at the meeting. It was noted that the suggestion would be incorporated into a general constitutional reform document

P. Rogers

MOVED BY: R. Bradbury  
SECONDED BY: M. Lewis

THAT the minutes be accepted as corrected.

CARRIED

2.

**BUSINESS ARISING**

a. Corporate and Affiliate Members' invoices

It was suggested that corporate and affiliate members' names be published in the newsletter.

Executive Director

Tony Amalfa noted that a welcome message can be published in EHR.

b. President to write to Mr. Carson: degree requirement

President Sargeant wrote to Mr. Carson on May 31st. He read the letter to the meeting.

c. Nomination of Rob Elliot for Alex Cross Award

The Alex Cross Award plaque was circulated around the room.

d. Amendment of Sect. 5.02 of Awards Committee

Mr. Drew will send out copies of the revised terms of reference for the Awards Committee.

Jim Drew

e. Submission of "Land and Sea" for EHR Award

The plaque was circulated at the meeting.

f. Amendment of Sect. 5.04 of Awards Committee

Mr. Drew will send out copies of the revised terms of reference for the Awards Committee.

g. Amendment to Awards Committee re Certificates

Mr. Drew will send out copies of the revised terms of reference for the Awards Committee.

h. Nomination of K. Blom for Life Membership

The Executive Director gave the certificate to Awards Chairman Jim Drew.

i. Nomination of Mrs. O'Hara for Honourary Membership

The Executive Director gave the certificate to Awards Chairman Jim Drew.

j. New category of membership allowing broader base

In the absence of Mr. MacKinnon, no determination took place. Mr. Roark pointed out that the intention of the Affiliate membership category was to provide a category that anyone could join in.

Mr. Seeger read the definition of Affiliate Membership as noted in the minutes. It allows individuals or non-profit organizations to join but not to hold office.

It was suggested that Mr. MacKinnon be contacted to determine if there has been any progress on this issue.

President Sargeant

MOVED BY: M. Belliveau

SECONDED BY: R. Bradbury

THAT this item be tabled, pending contact with Mr. MacKinnon.

CARRIED

k. Proposed amendments to Constitution and By-laws

Mr. Rogers reported that he had prepared a document containing the proposed revisions made at the last meeting of the Council.

Mr. Bradbury suggested that the council review the proposals later in the meeting.

l. Amendment of Sect. 37 regarding bilingual services

Covered under item "k", above.

m. Amendment of Sect. 15 re student/retired dues

Notice of this motion was duly distributed via the newsletter.

MOVED BY: R. Bradbury

SECONDED BY: Murray Lewis

THAT proxies be distributed as an insert with the newsletter and that motions being given notice for shall be printed on the reverse.

Executive Director

CARRIED

n. President to write to Mr. Carson re reports

President Sargeant noted that this had been covered under Item "B" above.

o. President to write to Mr. Carson re Degrees

President Sargeant noted that this had been covered under Item "B" above.

p. Purchase of a banner for use at conference

It was noted that the banner had been purchased.

q. Hotel reservations for Council

r. List of candidates for 25 year pins

Branches are requested to forward to the office lists of members deserving their 25 year pins. National office will forward an appropriate quantity of pins to the Branch for presentation.

Executive Director

s. Publication of lapsed years buy-back policy

The Executive Director reported that no one had contacted him concerning this issue.

3.

**PRESIDENT'S REPORT** (Appendix "A")

President Sargeant distributed copies of his report.

Members present also reviewed his report to the Annual



General Meeting. (Appendix "X" - Pg 1)

MOVED BY: K. Seeger

SECONDED BY: M. Cahill

THAT the President's report to the AGM be received.

CARRIED

MOVED BY: K. Seeger

SECONDED BY: P. Rogers

THAT the report of the President be accepted.

CARRIED

4.

**EXECUTIVE DIRECTOR'S REPORT** (Appendix "B")

MOVED BY: R. Bradbury

SECONDED BY: M. Belliveau

THAT the report of the Executive Director be received and accepted.

B. Berard expressed his concern at the low membership level in Saskatchewan and that the Saskatchewan Branch President has not been able to attend the past two meetings of the Council.

President Sargeant said he would call Mr. Wright.

President Sargeant

CARRIED

Members present also reviewed the Executive Director's report to the Annual General Meeting (Appendix "X" - Pg 2) and noted that the reference to the "last Annual General Meeting" should be changed to "the 1989 Annual General Meeting".

MOVED BY: K. Seeger

SECONDED BY: R. Bradbury

THAT the report of the Executive Director to the AGM be received.

CARRIED

5.

**BOARD OF CERTIFICATION** (Appendix "C")

A written report from the Chairman of the Board of Certification was distributed.

It was noted that Mike McPhee is a sitting member but not noted as such in the report.

MOVED BY: R. Bradbury  
SECONDED BY: K. Seeger

THAT the report of the Board of Certification be tabled.

CARRIED.

6.

**ENVIRONMENTAL HEALTH REVIEW** (Appendix "X" - Pg 3)

Mr. Amalfa said he was looking forward to feed-back from members present.

Referring to his report to the October meeting, Mr. Amalfa discussed several points requiring clarification.

Rate increases: as of the Spring edition, 1992, advertising rates will increase to approximately half of the new proposed rates. There is some difficulty in determining the impact of rates on current advertisers.

Sales commissions: Mr. Amalfa suggested that any commissions earned by a practising member be paid out to the Publishing Board for distribution at its discretion, usually the person who sold the advertisement. A formal policy will be presented to the next meeting of the Council.

Tony Amalfa

It was noted that Publishing Board Chairman Michael Hujwan is not a member of the Institute. Members noted that it is a requirement of the Constitution that all Chairmen be members of the Institute. Members present suggested that Mr. Hujwan could apply for Associate Membership.

Booth in Winnipeg: At Convention '92 it is proposed that American visitors be offered a free copy of EHR via a coupon system. This and the other ideas are intended to be covered from the budget of the Publishing Board.

President Sargeant noted that there would be no charge for the booth.

Budget: Mr. Amalfa anticipates that approximately \$1,200

more revenue from advertising than was budgeted will be available.

Recycled/Recyclable paper: Mr. Amalfa said that he had been able to obtain recycled paper at the same price as the current paper. Changing the paper may not occur until the Spring issue, 1992.

It was noted that when a Corporate Member uses it's 15% corporate membership discount to purchase advertising, the commission will be rebated to the EHR account from the National account.

Executive Director

MOVED BY: K. Seeger  
SECONDED BY: M. Belliveau

THAT the EHR report be received and accepted.

CARRIED

7.

#### **COMMITTEE REPORTS**

a. Awards (Appendix "X" - Pg 4)

MOVED BY: Jim Drew  
SECONDED BY: Mary Cahill

THAT the report of the Awards Committee to the AGM be received.

CARRIED.

b. BCIT Advisory (Appendix "X" - Pg 4)

MOVED BY: R. Bradbury  
SECONDED BY: B. Berard

THAT the report of the BCIT Advisory Committee to the AGM be received.

CARRIED

c. Environmental Health Foundation (Appendix "X" - Pg 5)

MOVED BY: R. Bradbury  
SECONDED BY: P. Rogers

THAT the report of the Environmental Health Foundation to the AGM be received.

Mr. Rogers noted that research was being conducted into alternate sources of funding for the aboriginal student project.

Mr. Roark circulated copies of his report to the Foundation's Board of Trustees.

CARRIED

d. Finance Committee (Appendix "X" - Pg 7)

Bert Berard circulated copies of his report.

MOVED BY: B. Berard

SECONDED BY: R. Bradbury

THAT the report of the Finance Committee to the AGM be received.

Members of the Executive examined the financial statements and queried the Mr. Berard and the Executive Director on various points.

CARRIED

e. International Health

No report.

f. Membership & Corp./Affil. Membership (Appendix "X" - Pg 8)

MOVED BY: Jim Drew

SECONDED BY: K. Seeger

THAT the report of the Membership and Corporate / Affiliate Membership Committee to the AGM be received.

CARRIED

g. NSF/CIPHI JOINT COMMITTEE

No report.

h. Public Policy (Appendix "X" - Pg 9)

MOVED BY: J. Drew  
SECONDED BY: M. Lewis

THAT the report of the Public Policy committee to the AGM be received.

Members present discussed the possibility of increasing the Institute's public profile through press releases and media contact.

The Executive Director asked that every member of the Council provide contact information on local print media so that a press release database can be developed.

Mr. Drew will draw up terms of reference for this activity.

Jim Drew

CARRIED

i. Ryerson Advisory (Appendix "X" - Pg 10)

MOVED BY: R. Bradbury  
SECONDED BY: B. Berard

THAT the report of the Ryerson Advisory committee be received.

CARRIED

j. Constitution (Appendix "X" - Pg 11)

MOVED BY: P. Rogers  
SECONDED BY: J. Drew

THAT the report of the constitution committee be received.

CARRIED

k. Resolutions (Appendix "X" - Pg 13)

No report.

l. Conference Guidelines (Appendix "X" - Pg 13)

Mr. Bradbury reported that he is continuing to compile information about the mechanics of staging the Annual Educational Conference. He requested comments from members present.

In particular, Mr. Bradbury asked for direction on the issue of whether or not Councillors and Branch Presidents should pay full registration fees.

Some members present felt that this group should not pay full registration fees. Other members indicated that the perception of this group, from those who were not well informed about their activities, suggested it would not be prudent to waive fees.

Mr. Bradbury was urged to present his first draft at the earliest opportunity.

n. 1991 Conference (Appendix "D")

Murray Lewis distributed his report.

MOVED BY: M. Lewis  
SECONDED BY: M. Cahill

THAT the report of the Conference '91 Committee to the AGM be received.

CARRIED

o. 1992 Conference (Appendix "X" - Pg 13)

President Sargeant circulated his report.

MOVED BY: L. Schleining  
SECONDED BY: J. Drew

THAT the report of the 1992 Conference Committee to the AGM be received.

CARRIED

p. 1993 Conference

1993 will be the 200th Anniversary of the City of London and the city has indicated a willingness to participate. It will not be possible to use the new convention centre due to construction delays. Chairman is Jim Reffle.

q. Strategic Planning Committee (Appendix "E")

MOVED BY: L. Schleining  
SECONDED BY: J. Drew

THAT the report of the Strategic Planning Committee be received.

CARRIED

MOVED BY: L. Schleining  
SECONDED BY: M. Lewis

THAT the report of the Strategic Planning Committee be forwarded to the Branches and the Board of Certification for discussion, recommendations and consideration at the next Annual General Meeting.

CARRIED

8.

**VICE PRESIDENTS' REPORTS**

a. British Columbia (Appendix "X" - Pg 15)

MOVED BY: R. Bradbury  
SECONDED BY: M. Lewis

THAT the British Columbia Branch report be received.

CARRIED

b. Alberta (Appendix "X" - Pg 15)

MOVED BY: M. Lewis  
SECONDED BY: J. Drew

THAT the Alberta Branch report be received.

CARRIED

c. Saskatchewan (Appendix "X" - Pg 16)

MOVED BY: R. Bradbury  
SECONDED BY: G. Gregg

THAT the Saskatchewan Branch report be received.

CARRIED

d. Manitoba (Appendix "X" - Pg 17)

MOVED BY: P. Parys

SECONDED BY: R. Bradbury

THAT the Manitoba Branch report be received.

CARRIED

e. Ontario (Appendix "X" - Pg 18)

MOVED BY: K. Seeger

SECONDED BY: R. Bradbury

THAT the Ontario Branch report be received.

CARRIED

f. Quebec\*

No report.

g. Atlantic (Appendix "X" - Pg 20)

MOVED BY: M. Belliveau

SECONDED BY: M. Cahill

THAT the Atlantic Branch report be received.

CARRIED

h. Newfoundland and Labrador (Appendix "X" - Pg 21)

MOVED BY: M. Cahill

SECONDED BY: P. Rogers

THAT the Newfoundland and Labrador Branch report be received.

CARRIED

9.

#### **CORRESPONDENCE**

President Sargeant reviewed the correspondence file.

MOVED BY: R. Bradbury

SECONDED BY: M. Cahill

THAT the correspondence be approved.

CARRIED



10.

**NEW BUSINESS**

MOVED BY: R. Bradbury  
SECONDED BY: G. Gregg

THAT consideration of the new category of membership, as proposed by Mr. MacKinnon, be tabled until the Post-Conference meeting.

CARRIED

a. Board of Certification (previously tabled)

MOVED BY: G. Gregg  
SECONDED BY: M. Belliveau

THAT the report of the Board of Certification be lifted from the table.

CARRIED

MOVED BY: R. Bradbury  
SECONDED BY: M. Lewis

THAT the report of the Board of Certification be received.

Mr. Seeger inquired if it was the Board's intention to allow certification based on a degree, practicum and examination. It was the consensus of those present that this would not be an acceptable path to certification.

Mr. Bradbury requested that the motion from the 1989 Annual General Meeting be re-directed to the Board of Certification. That motion, as amended, read:

"Whereas the fields in which public health inspectors work continue to increase in complexity; and

Whereas there is a perceived need for increased educational preparedness of public health inspectors;

Therefore be it resolved that the Canadian Institute of Public Health Inspectors accept a Degree as a minimum level of education for certification by 1995 and that the Board of

Certification be requested to deal with the ramifications of this issue.

CARRIED"

Mr. Seeger suggested that a document, referring to the constitution, be prepared and delivered to the Board of Certification, demonstrating the relationship between the Board and the membership of the Institute.

Mr. Gregg suggested that a new resolution be passed at the forthcoming AGM, reiterating the need for action.

Ms. Belliveau asked if the survey of employers had commenced. Mr. Bradbury replied that he had seen no action. The Executive Director noted that the secretariat had received no instructions on this matter.

Mr. Bradbury asked that direction be given, to the two sitting members of the Board who represent the Institute, to the effect that they should support the degree-as-a-requirement

CARRIED

MOVED BY: M. Belliveau

SECONDED BY: G. Gregg

THAT CIPHI sitting members of the Board of Certification receive letters from this Council directing them to support, vote for, and otherwise encourage the matter of a degree as a requirement for certification at each and every meeting of the Board of Certification.

Executive Director

CARRIED

Abstention: R. Bradbury

It was noted that the report from the Board of Certification did not contain the names of all sitting and corresponding members.

MOVED BY: G. Gregg

SECONDED BY: P. Rogers

THAT a letter be sent to the Chairman of the Board of Certification, copied to the Secretary of the Board, which shall draw the Board's attention to By-Law Number 7, Sections 2b, 3a, 3b and 4b of the Constitution of the Canadian Institute of

Public Health Inspectors and quote therein the aforesaid sections of the By-Law.

**CARRIED**

**b. Constitution**

Peter Rogers noted that at the May meeting of the Council a number of changes to the proposal were made and these have been incorporated into the current version of the constitutional reform proposal.

Members present reviewed Mr. Roger's proposals and offered suggestions. Mr. Rogers will distribute a revised version of the proposals.

Peter Rogers

**c. Preparations for the AGM**

Credentials committee:

Mary Belliveau

Mary Cahill

Bert Berard

Sargeant-at-Arms:

Jim Drew

Resolutions Committee:

Peter Rogers

Peter Parys

It was agreed that all resolutions shall be received by 12:00 noon pacific daylight time, Wednesday, July 31, 1991.

It was agreed that all proxies shall be received by the Credentials Committee not later than 12:00 noon pacific daylight time, Wednesday, July 31, 1991.

The Parliamentarian shall be determined later.

**d. Appointment to International Health Committee**

R. Bradbury asked that the Chair consider a new appointment to the International Health Committee.

President Sargeant

11.

**NEW MEMBERS**

The Executive Director read the list of new member applications:

Taylor, Andrew STU  
TORONTO, ON

Cheong, Anne-Marie REG  
SCARBOROUGH, ON

Pascoe, Richard REG  
SUNDRIDGE, ON

Whittaker, Peter NEW  
PORT BURWELL, ON

Clark, Cameron REG  
HAGERSVILLE, ON

Tallidis, Mary REG  
SCARBOROUGH, ON

Cmiral, Daniela REG  
RICHMOND, BC

Kaiser, Tory STU  
WETASKIWIN, AB

Srebot, Susan STU  
RICHMOND HILL, ON

McMillan, Daniel REG  
ILDERTON, ON

Lundstrom, Kevin STU  
THUNDER BAY, ON

Butt, David REG  
STEPHENVILLE, NF

Alloway, Carol Anne REG  
ST. ALBERT, AB

Whitfield, Yvonne REG  
SIMCOE, ON

Wharton, Deborah REG  
TORONTO, ON

Lam, Mark REG  
FORT FRANCES, ON

Boris, Len REG  
REGINA, SK

Walsh, David REG  
STEINBACK, MB

Walpole, Beverley REG  
Wawa, ON

Aiello, Leo REG  
SCARBOROUGH ON

O'Donnel, William REG  
Sault Ste Marie, ON

MOVED BY: G. Gregg  
SECONDED BY: K. Seeger

THAT the applications for membership be approved.

CARRIED.

12.

**PAYMENT OF BILLS**

Deferred to post-conference meeting.

**NEXT MEETING**

The next meeting of the Executive Council will be held  
August 2, 1991 at the Royal West Edmonton Inn, at 8:00  
a.m.

13.

**ADJOURNMENT**

MOVED BY: B. Berard  
SECONDED BY: M. Cahill

THAT the meeting adjourn.

CARRIED.

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
Executive Director

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
President

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE 57th ANNUAL GENERAL MEETING  
AUGUST 1, 1991, EDMONTON, ALBERTA

The 57th Annual General Meeting of the Canadian Institute of Public Health Inspectors was held on Thursday, August 1, 1991 at the Fantasyland Hotel, Edmonton, Alberta. The meeting was called to order at 1340 hrs by President Dean Sargeant. There were 55 members present.

## MINUTES OF THE MEETING

*(Appendices for these minutes are contained in the attached document "Notes for the 57th Annual General Meeting". Appendix numbers refer to section numbers in that document.)*

ITEM	DESCRIPTION	ACTION
	<b>ROLL CALL</b>	
	Members present were:	
	President Dean Sargeant	
	Past-President George Gregg	
	Councillor Peter Rogers	
	Councillor Bert Berard	
	Councillor Jim Drew	
	Councillor Len Schleining	
	Vice Presidents:	
	B.C. Robert Bradbury	
	Ontario Klaus Seeger	
	Atlantic Mary Belliveau	
	Alberta Murray Lewis	
	Manitoba Peter Parys	
	NFLD & Lab. Mary Cahill	
	Executive Director James Bradley	
	Regrets:	
	Saskatchewan Bill Wright	
	Councillor Jack MacKinnon	
	<u>Adoption of the Agenda</u>	
	MOVED BY: George Gregg	
	SECONDED BY: Peter Rogers	

To adopt the Agenda.

CARRIED.  
In Memorium

George Booty  
Tom Elliot  
Bruce Bynski  
Lou Koloski  
William Spracklin  
Lloyd Flewelling  
Tom Cienary

1. **MINUTES:** 56th Annual General Meeting, August 2, 1991

MOVED BY: K. Seeger  
SECONDED BY: G. Gregg

THAT the minutes be accepted.

Mr. Bradbury noted that the 1989 AGM, direction was given to the Board of Certification regarding a degree requirement for certification. This information did not appear in last year's minutes.

CARRIED

2. **BUSINESS ARISING** (Appendix "2")

a. Distribution of AGM reports in advance of meeting

The President noted that this has been carried out. It appears a number of people picked up copies but did not attend the meeting.

Mr. Fortin suggested that more copies be made.

b. Implementation of recommendations

Mr. Sargeant read the recommendations. He noted that the recommendations would be addressed as the committee reports were brought to the table.

3. **PRESIDENT'S REPORT** (Appendix "3")

President Sargeant distributed copies of his report.



MOVED BY: Bert Berard  
SECONDED BY: M. Belliveau

THAT the report of the President be accepted.

Mr. Sargeant offered some comments to his report.

CARRIED

4. **EXECUTIVE DIRECTOR'S REPORT** (Appendix "4")

MOVED BY: G. Gregg  
SECONDED BY: R. Bradbury

THAT the report of the Executive Director be received and accepted.

Mr. Bradley offered some comments to his report

Mr. Bradbury noted that the degree as a requirement motion was passed in 1989, not 1990, as noted in the report.

A member present noted that 1995 was too early a deadline for implementation of the degree requirement.

Mr. Elliot commented, as a former member of the Board of Certification, that the Board felt the Institute should determine the philosophy concerning the certification process. The Board of Certification does not expect to determine the philosophy of the Institute.

CARRIED

5. **BOARD OF CERTIFICATION** (Appendix "5")

MOVED BY: P. Rogers  
SECONDED BY: M. Cahill

Mr. Sargeant read the report from the Board of Certification.

Mr. Tim Sly noted that the study on the future role of the public health inspector did not solicit information from BCIT. Mr. Sly said the schools are ready and willing to assist the Board of Certification with issues as complex as this.

CARRIED

6.

**ENVIRONMENTAL HEALTH REVIEW** (Appendix "6")

MOVED BY: Tony Amalfa  
SECONDED BY: Murray Lewis

THAT the report of the Environmental Health Review be received and accepted.

CARRIED

7.

**COMMITTEE REPORTS**

a. Awards (Appendix "7.1")

MOVED BY: J. Drew  
SECONDED BY: B. Berard

Mr. Drew thanked all those who had submitted nominations.

Mr. Sly asked if there was any possibility of developing a Major Alex O'Hara award. There is a trust fund available. Mr. Sly proposed that an award be created.

Mr. Drew reported that he will be making a proposal to the National Executive on this matter and an award could be in place by next year.

Mr. Bradbury asked in what format the award was being given at Ryerson.

Mr. Sly replied that currently the award is a Ryerson award because Major O'Hara established the environmental health program at Ryerson.

CARRIED

b. BCIT Advisory (Appendix "7.2")

MOVED BY: Rob Bradbury  
SECONDED BY: Murray Lewis

THAT the report of the BCIT Advisory Committee be received and accepted.

CARRIED

c. Environmental Health Foundation (Appendix "7.3")

MOVED BY: Tim Roark  
SECONDED BY: Peter Rogers

THAT the report of the Environmental Health Foundation be received and accepted.

Mr. Roark reported that the Foundation had received its registered charity number and that he now invited members to contribute to the Foundation through a variety of means.

The current priorities are seed money for basic supplies and the completion of the slate of trustees.

CARRIED

d. Finance Committee (Appendix "7.4")

MOVED BY: Bert Berard  
SECONDED BY: M. Lewis

THAT the report of the Finance Committee be received and accepted.

Mr. Berard noted that the budget had been based on a regular membership of 800 and that expectation appears to have been born out. The year-end surplus depends on the financial success of this conference and the costs associated with the event.

Meeting expenses continue to be a major drain; a proposed change to the constitution may alleviate the problem.

CARRIED

e. International Health (Appendix "7.5")

No report.

f. Membership & Corp./Affil. Membership (Appendix "7.6")

MOVED BY: K. Seeger  
SECONDED BY: P. Rogers

THAT the report of the Membership and Corporate / Affiliate Membership Committee be received and accepted.

Ms. Mooney asked if linking membership and registration was a deterrent to membership.

Mr. Roark replied that some persons were not favourably disposed toward the Institute.

CARRIED

g. NSF/CIPHI JOINT COMMITTEE (Appendix "7.7")

Mr. Sargeant noted that NSF and CIPHI share office space in Ottawa. This is an assistance to the Institute financially.

CARRIED

h. Public Policy (Appendix "7.8")

MOVED BY: J. Drew

SECONDED BY: T. Amalfa

THAT the report of the Public Policy Committee be received and accepted.

Mr. Drew commented that it took a year for new members of the council to become oriented.

CARRIED

i. Ryerson Advisory (Appendix "7.9")

MOVED BY: Tim Roark

SECONDED BY: R. Bradbury

THAT the report of the Ryerson Advisory Committee be accepted and received.

Mr. Sly reported that investigation has been made into the development of a professional diploma to assist persons who already possess a degree.

He also reported that students may be placed in health units as interns as a part of their programs.

Mr. Roark asked for clarification of the disparity between enrolment and graduation figures. Mr. Sly replied that many students leave the program at the end of year one as they determine their aptitude for the field.

A member present asked Mr. Sly about a quota system. Mr. Sly replied that a quota system would prevent the program from accepting qualified individuals. There are currently 88 students in the program at Ryerson.

Mr. Elliot noted that there are 30 students at BCIT.

CARRIED

j. Constitution (Appendix "7.10")

MOVED BY: P. Rogers

SECONDED BY: R. Bradbury

Mr. Rogers noted that the Executive Council was given direction to review the constitution. A summary of the recommendations for change is contained in his report. In addition, details of the actual changes are available in a separate summary. He noted that it will be brought to next year's Annual General Meeting for a vote.

CARRIED

k. Resolutions (Appendix "7.11")

Mr. Rogers reported that there were 5 resolutions to be put before the members.

Resolution #1:

MOVED BY: K. Seeger

SECONDED BY: P. Parys

WHEREAS, the Institute of Environmental Health, McMaster University, is proposing to add an environmental health component to their existing occupational health program, and

WHEREAS, the Canadian Institute of Public Health Inspectors recognizes the benefits of continuing education for its members, and

WHEREAS, it is necessary to ensure that the program content meets the expectations and needs of our members' field of endeavour,

THEREFORE, BE IT RESOLVED that the National Executive Council of the Canadian Institute of Public Health

Inspectors contact the Institute of Environmental Health, McMaster University, to request participation in the development of this proposed program.

**CARRIED**

Resolution #2:

**MOVED BY:** Tim Roark

**SECONDED BY:** Ken Christian

**WHEREAS**, the provision of safe drinking water for all Canadians is a basic tenant of our society, and

**WHEREAS**, in recent years citizens from all parts of Canada are becoming increasingly alarmed at reports and data indicating various types of biological and chemical contaminants in public and private drinking water supplies, some of which are now causing illness and disease, and

**WHEREAS**, the Government of Canada has announced a number of important initiatives in "Canada's Green Plan" to deal with this very important issue, including:

- a federal Drinking Water Safety Act to be introduced in Parliament in 1991,
- measures to provide greater protection for ground water,
- increased funding for water related science and technology, and
- proposals to encourage greater conservation of water,

**THEREFORE, BE IT RESOLVED** that the Canadian Institute of Public Health Inspectors notify the federal Ministers of Health and the Environment of our strong support for the proposals in Canada's Green Plan regarding protection of water quality in particular:

- the proposed Drinking Water Safety Act,
- measures to provide greater protection for ground water,
- increased funding for water related science and technology, and

- proposals to encourage greater conservation of water.

Mr. Roark noted that it was important to encourage the Government to proceed with its initiative.

Mr. Seeger suggested that the Institute issue a press release to inform the public of the Institute's position.

CARRIED

Resolution #3

MOVED BY: Tim Roark

SECONDED BY: Wayne Button

WHEREAS, each year the members of the Canadian Institute of Public Health Inspectors pay their respect to their colleagues who have passed away during the past year, and

WHEREAS, at present, the Canadian Institute of Public Health Inspectors nationally has no protocol or procedure to follow when a member of our profession is killed in the line of duty, and

WHEREAS, being killed while practising as a Public Health Inspector or Environmental Health Officer happens rarely but is the ultimate sacrifice to one's profession,

THEREFORE, BE IT RESOLVED that the Canadian Institute of Public Health Inspectors develop an appropriate protocol to be utilized when a colleague is killed during the performance of his or her duties to recognize this ultimate sacrifice to our profession.

CARRIED

Resolution #4

MOVED BY: Ken Ferguson

SECONDED BY: Mary Cahill

WHEREAS, Food Handler Education is recognized as an integral part of any good program to reduce food-borne illnesses, and

WHEREAS, a majority of public health agencies across Canada are involved in some form of food handler education, and

WHEREAS, it is desirous to have a uniform pool of questions for food handler training,

THEREFORE, BE IT RESOLVED that the Canadian Institute of Public Health Inspectors collect and collate a series of food handler training questions which will be made available for use by all interested health agencies in their food handler training program.

Mr. Sly requested that the Institute apply quality-control procedures before disseminating the questions.

Some members present expressed their concern about the time and resources it would take to implement the resolution.

MOVED BY: Tim Roark  
SECONDED BY: Ken Christian

THAT the resolution be tabled until the next Annual General Meeting.

CARRIED

Resolution #5

MOVED BY: T. Roark  
SECONDED BY: P. Parys

WHEREAS, at present, in Canada, there is no symbol or symbols to advise consumers which foods are perishable, and

WHEREAS, it would be beneficial to clearly indicate to both consumers and merchants which foods are perishable and must be kept either hot or cold and what temperature they must be kept at, and

WHEREAS, temperature abuse of perishable food is a major cause of food poisoning,

THEREFORE, BE IT RESOLVED that the Canadian Institute of Public Health Inspectors approach government agencies and industry to support the creation of a symbol or symbols to advise consumers and merchants which foods are perishable and at what temperatures they should be stored.



MOVED BY: T. Sly  
SECONDED BY: K. Seeger

THAT the word Perishable be replaced by "potentially hazardous"

CARRIED

Mr. Blom expressed his concern that the proposed symbols focused attention on the food, rather than the way it is handled.

CARRIED

Resolution #6

MOVED BY: G. Gregg  
SECONDED BY: B. Berard

WHEREAS, the dues for retired and student members has not increased for several years, and

WHEREAS, the cost of operating the Institute has increased significantly and

WHEREAS, the membership services provided to these membership categories has also increased,

THEREFORE BE IT RESOLVED that By-Law #4, Section D, Sub-section 15 of the Constitution of the Institute be amended to provide that the dues for retired members shall be \$20.00 per year and that the dues for student members shall be \$20 per year.

MOVED BY: Tim Roark  
SECONDED BY: Rob Elliot

THAT the resolution be amended to the effect of \$20.00 being replaced by \$15.00.

Mr. Roark felt it was important to encourage student membership.

Mr. Parys pointed out that even with the figure set at \$20 that costs were not covered.

Ms. Schlinder spoke, as a former student, that she felt it was

import to maintain the dues level at \$20.00.

DEFEATED

(# OF POSSIBLE VOTES WERE DETERMINED. MAIN  
RESOLUTION CALLED)

CARRIED 204-3

l. Conference Guidelines (Appendix "7.12")

No report.

m. 1991 Conference (Appendix "7.13")

No report.

MOVED BY: Murray Lewis  
SECONDED BY: Bert Berard

CARRIED

n. 1992 Conference (Appendix "7.14")

President Sargeant noted that 1000-1200 delegates are  
expected.

MOVED BY: G. Gregg  
SECONDED BY: K. Seeger

THAT the report of the 1992 Conference Committee be  
received and accepted.

CARRIED

o. Strategic Planning Committee (Appendix "7.15")

MOVED BY: L. Schleining  
SECONDED BY: B. Berard

THAT the report of the Strategic Planning Committee be  
received and accepted.

CARRIED

8.

**VICE PRESIDENTS' REPORTS**

a. British Columbia (Appendix "8.1")

MOVED BY: Rob Bradbury  
SECONDED BY: Len Schleining

THAT the British Columbia Branch report be received and accepted.

CARRIED

b. Alberta (Appendix "8.2")

MOVED BY: Murray Lewis  
SECONDED BY: R. Bradbury

THAT the Alberta Branch report be received and accepted.

CARRIED

c. Saskatchewan (Appendix "8.3")

MOVED BY: K. Seeger  
SECONDED BY: M. Belliveau

THAT the report of the Saskatchewan Branch be received and accepted.

It was noted that the Branch has been very active in defending the interests of its members.

CARRIED

d. Manitoba (Appendix "8.4")

MOVED BY: Peter Parys  
SECONDED BY: Peter Rogers

THAT the Manitoba Branch report be received and accepted.

CARRIED

e. Ontario (Appendix "8.5")

MOVED BY: Klaus Seeger  
SECONDED BY: George Gregg

THAT the Ontario Branch report be received and accepted.

CARRIED

f. Quebec

No report.

g. Atlantic (Appendix "8.6")

MOVED BY: Mary Belliveau

SECONDED BY: George Gregg

THAT the Atlantic Branch report be received and accepted.

CARRIED

h. Newfoundland and Labrador (Appendix "8.7")

MOVED BY: Mary Cahill

SECONDED BY: Peter Rogers

THAT the Newfoundland and Labrador Branch report be received and accepted.

CARRIED

9.

#### **CORRESPONDENCE**

President Sargeant reported that there had been no correspondence of interest to the meeting.

10.

#### **NEW BUSINESS**

a. Conference 1996 Bid (Chicago)

President Sargeant noted that NEHA was suggesting that the return invitation for Winnipeg was possibly a national conference in Chicago. Some members present expressed concern that some health units will not fund their staff to attend conferences outside of Canada.

b. Life Membership

MOVED BY: M. Lewis

SECONDED BY: G. Gregg

THAT Ken Blom be admitted as a Life Member of the

Peter Rogers

Institute.

CARRIED

Mr. Blom was given a standing ovation.

c. Information to Members

MOVED BY: George Gregg  
SECONDED BY: Bert Berard

THAT any motion proposing changes to the constitution  
accompany the proxies.

CARRIED

11.

**PAYMENT OF BILLS**

MOVED BY: George Gregg  
SECONDED BY: Mary Belliveau

THAT all bills be paid.

Executive Director

CARRIED

12.

**NEXT MEETING**

The next Annual General Meeting of the Institute will be held  
July 12th, 1992 at Winnipeg.

13.

**ADJOURNMENT**

MOVED BY: Peter Rogers  
SECONDED BY: George Gregg

THAT the meeting adjourn.

CARRIED.

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord,

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
President

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE EXECUTIVE COUNCIL MEETING,  
August 2, 1991, Edmonton, Alberta

The Post-Conference Meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held on Friday, August 2, 1991 at the Royal West Edmonton Inn, Edmonton, Alberta. The meeting was called to order at 0800 hrs by President Dean Sargeant.

## MINUTES OF THE MEETING

ITEM	DESCRIPTION	ACTION																												
	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <table><tr><td>President</td><td>Dean Sargeant</td></tr><tr><td>Past-President</td><td>George Gregg</td></tr><tr><td>Councillor</td><td>Peter Rogers</td></tr><tr><td>Councillor</td><td>Bert Berard</td></tr><tr><td>Councillor</td><td>Jim Drew</td></tr><tr><td>Councillor</td><td>Len Schleining</td></tr></table> <p>Vice Presidents:</p> <table><tr><td>B.C.</td><td>Robert Bradbury</td></tr><tr><td>Ontario</td><td>Klaus Seeger</td></tr><tr><td>Atlantic</td><td>Mary Belliveau</td></tr><tr><td>Alberta</td><td>Murray Lewis</td></tr><tr><td>Manitoba</td><td>Peter Parys</td></tr><tr><td>NFLD &amp; Lab.</td><td>Mary Cahill</td></tr></table> <p>Executive Director James Bradley</p> <p>Guests:</p> <p>Tony Amalfa Tim Roark Susan Harley</p> <p>Regrets:</p> <table><tr><td>Councillor</td><td>Jack MacKinnon</td></tr><tr><td>Saskatchewan</td><td>Bill Wright</td></tr></table> <p><b>Conference 91:</b></p> <p>Susan Harley distributed evaluations. She noted that there</p>	President	Dean Sargeant	Past-President	George Gregg	Councillor	Peter Rogers	Councillor	Bert Berard	Councillor	Jim Drew	Councillor	Len Schleining	B.C.	Robert Bradbury	Ontario	Klaus Seeger	Atlantic	Mary Belliveau	Alberta	Murray Lewis	Manitoba	Peter Parys	NFLD & Lab.	Mary Cahill	Councillor	Jack MacKinnon	Saskatchewan	Bill Wright	
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were 104 full registrations. There is every confidence that the conference will be "in the black".

Members present discussed various aspects of the Conference.

It was noted that there were 47 voting members at the Annual General Meeting, representing a very good turn-out.

2.

**New Business**

a. New Categories of Membership

The President was unable to contact Mr. MacKinnon.

b. Corporate and Affiliate Membership

The President noted that Neil Williams had tendered his resignation, as had Mrs. Fulton.

M. Belliveau suggested that the Council take immediate action to address the problem of Corporate and Affiliate Membership recruitment.

There was some discussion of whether recruitment activities should be coordinated from the National Council level or from the Branch level.

M. Lewis noted that Mr. Williams had received little communication from the Council and that he had also not been compensated for the last few companies he recruited.

G. Gregg noted that it was important to coordinate activities to ensure that no company is solicited twice and that solicitation styles are consistent. The National Office should coordinate all solicitations.

The President will call Mr. Williams concerning his resignation. At that time the President will determine if Mr. Williams will assist in the development of policy and procedures for the recruitment of corporate and affiliate members.

President Sargeant

G. Gregg suggested that Corporate and Affiliate membership was a large enough responsibility to be a separate committee.

G. Gregg,  
M. Belliveau  
P. Parys  
D. Sargeant

G. Gregg suggested that a task force be formed. It was agreed that the following members of the Council would be willing to serve on the task force:

G. Gregg, (Chairman)  
M. Belliveau  
P. Parys  
D. Sargeant  
and the Executive Director

It was noted by members present that it is important to have the expanded categories of membership ready for the next AGM in Winnipeg.

President Sargeant will contact Mr. MacKinnon concerning the Corporate and Affiliate Membership Task Force.

Task Force Chairman George Gregg will call Mr. Williams to ask for his input to the Task Force.

Jack MacKinnon

President Sargeant

George Gregg

c. Board of Certification

Mary Belliveau suggested that the Council communicate to the Board of Certification their exact expectations regarding the degree-as-a-requirement issue. This communication would serve to eliminate misconceptions about the degree-as-a-requirement issue and present the Council's philosophy regarding the issue.

The points to be included in this philosophy are:

- persons must enter the fast-track of the program with a related degree, or;
- persons enter on the ground level and acquire a science degree as part of the program.

Mary Cahill noted that Cal Morgan was still awaiting the Board's position on the degree issue. If this response is delayed excessively, the Province of Newfoundland may proceed to assemble an Environmental Health Technician training program and employ the graduates - who would not be certified.

Mary Belliveau noted that the graduates from such a program would enjoy excellent employment prospects throughout the maritimes.

Murray Lewis said that Lakeland College in Vermilion, Alberta indicated interest in becoming accredited by the Board of Certification. Mr. Lewis referred the matter to the Board of Certification.



d. Appointments

The Executive Director will make recommendation to the Council regarding auditors.

Executive Director

The President appointed Robert Bradbury and Bernie Chrisp as the Council's appointments to the Board of Certification.

It was suggested that Mike Bragg assume the chairmanship of the International Health Committee. Some members present asked if there were guidelines for that committee. President Sargeant will communicate the Council's decision to Mr. Barton.

President Sargeant

Klaus Seeger suggested that every committee chair be requested to provide a list of goals and objectives for the coming year.

Mr. Bradbury will continue to be appointed to the BCIT Advisory Committee and Mr. Gravel will continue to serve as the Institute's representative on the Ryerson Advisory Committee.

3.

**Next Meeting:**

The next meeting of the Executive Council will be held November 15-17 in Winnipeg. Members are requested to arrive on the Thursday evening in preparation for an early start on Friday.

4.

**International Conference**

President Sargeant said that, based on his conversation with Mr. Tiffany at the Portland Conference, he would like to suggest that the Council contribute \$1,000 toward sending the Executive Director to the IFEH Conference in the United Kingdom.

Based on a show of hands, the decision of the Council was to agree to the suggestion.

5.

**Payment of Bills**

MOVED BY: P. Rogers  
SECONDED BY: B. Berard

THAT all bills be paid.

Executive Director

6.

CARRIED

**Adjournment**

MOVED BY: Mary Belliveau  
SECONDED BY: Mary Cahill

THAT the meeting adjourn.

CARRIED

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
Executive Director

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
President

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE EXECUTIVE COUNCIL MEETING,  
November 15-17, 1991, Winnipeg Manitoba

The Fall Meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held on Friday, Saturday and Sunday, November 15, 16 and 17, 1991 at the Sheraton Winnipeg, Winnipeg, Manitoba. The meeting was called to order at 0900 hrs by President Dean Sargeant.

ITEM	DESCRIPTION	ACTION																										
	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <table><tr><td>President</td><td>Dean Sargeant</td></tr><tr><td>Past-President</td><td>George Gregg</td></tr><tr><td>Councillor</td><td>Peter Rogers</td></tr><tr><td>Councillor</td><td>Bert Berard</td></tr><tr><td>Councillor</td><td>Jim Drew</td></tr><tr><td>Councillor</td><td>Len Schleining</td></tr><tr><td>Councillor</td><td>Jack MacKinnon</td></tr></table> <p>Vice Presidents:</p> <table><tr><td>B.C.</td><td>Robert Bradbury</td></tr><tr><td>Ontario</td><td>Henry Chong</td></tr><tr><td>Atlantic</td><td>Mary Belliveau</td></tr><tr><td>Alberta</td><td>Murray Lewis</td></tr><tr><td>Manitoba</td><td>Peter Parys</td></tr><tr><td>Saskatchewan</td><td>Bill Wright</td></tr></table> <p>Executive Director    James Bradley</p> <p>Regrets: NFLD &amp; Lab.    Mary Cahill</p>	President	Dean Sargeant	Past-President	George Gregg	Councillor	Peter Rogers	Councillor	Bert Berard	Councillor	Jim Drew	Councillor	Len Schleining	Councillor	Jack MacKinnon	B.C.	Robert Bradbury	Ontario	Henry Chong	Atlantic	Mary Belliveau	Alberta	Murray Lewis	Manitoba	Peter Parys	Saskatchewan	Bill Wright	
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1.	<p><b>MINUTES:</b> Executive Council, July 28-29, 1991 Executive Council, August 2, 1991</p> <p>MOVED BY: G. Gregg SECONDED BY: P. Parys</p> <p>THAT the minutes of the Pre-Conference meeting be</p>																											

accepted.

CARRIED

MOVED BY: P. Parys

SECONDED BY: G. Gregg

THAT the minutes of the Post-Conference meeting be accepted.

CARRIED

2.

**BUSINESS ARISING**

a. President to contact Mr. Williams.

This has been done.

b. Task Force on Corporate and Affiliate Membership.

Mr. Gregg circulated copies of the Task Force report.  
(Appendix "A")

MOVED BY: G. Gregg

SECONDED BY: J. MacKinnon

THAT the report of the Task Force be accepted.

It was noted that a paragraph describing an Ontario Coordinator is required.

George Gregg

It was noted that a lapsed member who rejoins shall be considered a "new" member for finder's fee purposes if the membership had lapsed for more than two years.

CARRIED

c. New categories of membership.

To be reviewed under committee reports.

d. Appointment of Auditors.

Covered by the Annual General Meeting.

e. Correspondence with McMaster University.

President Sargeant will review Klaus Seeger's letter (written

as President of the Ontario Branch).

f. Council to contact the federal minister concerning the Green Plan.

No action taken to date.

President Sargeant

g. Development of a protocol for deceased members.

No action taken to date. Item referred to Public Policy Committee.

Jim Drew

h. Institute to approach government concerning food safety symbols.

President Sargeant will write to Ross Elliot to communicate the Institute's support for this programme.

President Sargeant

i. Language amendment to be incorporated into the Constitution.

Completed.

j. Corporate and Affiliate Members' names in newsletter.

Completed.

k. Revised terms of reference for Awards Committee

To be reviewed under committee reports.

l. Distribution of 25 year pins

In progress.

m. Revised terms of Reference for Public Policy Committee

To be reviewed under committee reports.

n. Distribution of Strategic Planning Committee report to branches.

Mr. Schleining distributed copies of his report and a questionnaire.(Appendix "B") Observations were made by members present. Mr. Schleining will report on the results of his questionnaire. A due date of January 15th will be suggested.

Len Schleining

o. Letters to CIPHI Sitting Members of BOC

Mr. Sargeant reported that he had communicated with the members on the matter of degree-as-a-requirement.

p. Distribution of revised constitutional proposals.

Completed.

3. **PRESIDENT'S REPORT** (Appendix "C")

President Sargeant distributed copies of his report.

MOVED BY: P. Rogers

SECONDED BY: B. Berard

THAT the President's report be accepted.

CARRIED

4. **EXECUTIVE DIRECTOR'S REPORT** (Appendix "D")

MOVED BY: R. Bradbury

SECONDED BY: M. Lewis

THAT the report of the Executive Director be received and accepted.

CARRIED

5. **BOARD OF CERTIFICATION** (Appendix "E")

A letter from the Chairman of the Board of Certification was distributed.

MOVED BY: G. Gregg

SECONDED BY: P. Rogers

THAT the report of the Board of Certification be received.

Members present discussed events occurring at the recent meeting of the Board of Certification.

Members present expressed their extreme disappointment and displeasure at the lack of progress made in the degree-as-a-requirement issue.

President Sargeant said he would respond to Mr. Carson's

President Sargeant

letter noting the urgent need to proceed quickly with the study mentioned by Mr. Carson. In addition, Mr. Sargeant will ask the Board to provide details on the role of the needs assessment. The branches will receive copies of this letter.

CARRIED

It was agreed that the branches will write to the Board of Certification to encourage the Board to proceed with all speed on the degree requirement issue.

Branch Executives

MOVED BY: G. Gregg  
SECONDED BY: M. Lewis

That the President write to the Chairman of the Board of Certification seeking clarification of the need for the fee increase.

President Sargeant

CARRIED.

MOVED BY: R. Bradbury  
SECONDED BY: P. Parys

THAT, background information concerning the proposed change to Policy #14 be obtained from the Board of certification, and

Board of Certification

WHEREAS it is desirable that a decision be made in this matter before the next meeting of the Board, and

WHEREAS there will not be a meeting of the Executive Council before the next meeting of the Board,

THEREFORE be it resolved that upon receipt of said information, the secretariat shall circulate it to all members of the Council who shall provide written evidence of their decision in this matter to the President forthwith. The change in policy shall be considered passed or failed at the discretion of the President based on his examination of the submissions received from members of the Council.

CARRIED

Against: G. Gregg

6.

**ENVIRONMENTAL HEALTH REVIEW** (Appendix "F")

Mr. Amalfa's report was circulated.

MOVED BY: J. MacKinnon  
SECONDED BY: G. Gregg

THAT the EHR report be received and accepted.

CARRIED

7.

**COMMITTEE REPORTS**

a. Awards (Appendix "G")

MOVED BY: Jim Drew  
SECONDED BY: George Gregg

THAT the report of the Awards Committee be received and accepted.

CARRIED.

b. BCIT Advisory (Appendix "H")

MOVED BY: R. Bradbury  
SECONDED BY: B. Berard

THAT the report of the BCIT Advisory Committee be received and accepted.

CARRIED

c. Environmental Health Foundation

No report was received.

President Sargeant noted that the project to sent native students to BCIT is still in progress.

d. Finance Committee (Appendix "I")

Bert Berard circulated copies of his report.

MOVED BY: B. Berard  
SECONDED BY: P. Rogers

THAT the report of the Finance Committee be received and accepted.

Members of the Executive examined the financial statements and queried the Mr. Berard and the Executive Director on



various points.

CARRIED

e. International Health

No report.

f. Membership & Corp./Affil. Membership (Appendix "J")

MOVED BY: Jack MacKinnon

SECONDED BY: B. Berard

THAT the report of the Membership and Corporate / Affiliate Membership Committee be received.

Mr. MacKinnon distributed a report and a summary of membership counts.

It was noted that there is one additional member in Saskatchewan not reported in the figures presented.

CARRIED

g. NSF/CIPHI JOINT COMMITTEE (Appendix "J")

MOVED BY: P. Parys

SECONDED BY: G. Gregg

THAT the report of the NSF/CIPHI Joint Committee be received and accepted.

CARRIED

h. Public Policy (Appendix "L")

MOVED BY: J. Drew

SECONDED BY: M. Lewis

THAT the report of the Public Policy Committee be received and accepted.

Mr. Drew circulated a draft questionnaire and a protocol for the submission of policy statements.

CARRIED

i. Ryerson Advisory

No report.

j. Constitution (Appendix "M")

The Council moved into Committee-of-the-whole to discuss proposals for constitutional revision. Mr. Rogers will distribute revised copies of the amendment proposals.

Peter Rogers

k. Resolutions

No report.

l. Conference Guidelines

No report.

n. 1991 Conference (Appendix "N")

Murray Lewis distributed his report.

MOVED BY: M. Lewis  
SECONDED BY: P. Rogers

THAT the report of the Conference '91 Committee be received and accepted.

Members present expressed their congratulations to the Alberta Branch and the Conference Team for their exceptional efforts.

CARRIED

o. 1992 Conference (Appendix "O")

President Sargeant circulated his report.

MOVED BY: J. MacKinnon  
SECONDED BY: P. Parys

THAT the report of the 1992 Conference Committee be received and accepted.

CARRIED

p. 1993 Conference (Appendix "P")

Henry Chong circulated his report. The conference will be held on the third or fourth week of July, 1993.

MOVED BY: H. Chong  
SECONDED BY: R. Bradbury

THAT the report of the 1993 Conference Committee be received and accepted.

CARRIED

g. Strategic Planning Committee

Covered under new business.

8.

**VICE PRESIDENTS' REPORTS**

a. British Columbia (Appendix "Q")

MOVED BY: R. Bradbury  
SECONDED BY: M. Lewis

THAT the British Columbia Branch report be received.

CARRIED

b. Alberta (Appendix "R")

MOVED BY: M. Lewis  
SECONDED BY: J. MacKinnon

THAT the Alberta Branch report be received.

CARRIED

c. Saskatchewan (Appendix "S")

MOVED BY: B. Wright  
SECONDED BY: R. Bradbury

THAT the Saskatchewan Branch report be received.

CARRIED

d. Manitoba (Appendix "T")

MOVED BY: P. Parys  
SECONDED BY: J. MacKinnon

THAT the Manitoba Branch report be received.

CARRIED

e. Ontario (Appendix "U")

MOVED BY: H. Chong  
SECONDED BY: M. Lewis

THAT the Ontario Branch report be received.

CARRIED

f. Quebec\*

No report.

g. Atlantic (Appendix "V")

MOVED BY: M. Belliveau  
SECONDED BY: G. Gregg

THAT the Atlantic Branch report be received..

CARRIED

h. Newfoundland and Labrador

No report.

9. **CORRESPONDENCE**

President Sargeant reviewed the correspondence file.

MOVED BY: R. Bradbury  
SECONDED BY: P. Rogers

THAT the correspondence be approved.

CARRIED

10. **NEW BUSINESS**

MOVED BY: G. Gregg  
SECONDED BY: H. Chong

THAT pins shall be priced at \$3.00 each but this charge shall apply for replacement pins only.

CARRIED

MOVED BY: R. Bradbury  
SECONDED BY: M. Belliveau

THAT a protocol be developed to recognize the contribution of members of the Council on the occasion of their departure from the Council.

Jim Drew

CARRIED

The Pre-conference meeting of the National Executive Council will be held July 10th-11, 1992. Members should plan to arrive July 9. the Post-conference meeting will be held on the morning of July 16, 1991.

Peter Parys is appointed as Co-ordinator of Corporate and Affiliate Membership.

11.

**NEW MEMBERS**

The Executive Director read the list of new member applications.

Susan M. Cook, Thompson, MB,	Reg
C. Douglas Beatty, Orleans, ON	Reg
Stephane J. Duguay, Tracadie, NB	Stu
Lucie Imbicuso, St.Thomas, ON	Stu
Robert Bartlett, Toronto, ON	Stu
Fatima Khan, Regina, SK	Reg
Grant Paulson, Shaunavon, SK	Reg
Sylvia Thompson, Gravenhurst, ON	Reg
Christine Purdy, Toronto, ON	Stu
Dwayne Cherlenko, Edmonton, AB	Reg

MOVED BY: J. MacKinnon  
SECONDED BY: L. Schleining

THAT the applications for membership be approved.

CARRIED.

12.

**PAYMENT OF BILLS**

MOVED BY: R. Bradbury  
SECONDED BY: B. Berard

That all bills be paid.

CARRIED

13. NEXT MEETING

The next meeting of the Executive Council will be held April 3-5, 1991 at the Westin Hotel, Winnipeg, at 9:00 a.m.

14. **ADJOURNMENT**

MOVED BY: B. Berard  
SECONDED BY: M. Belliveau

THAT the meeting adjourn.

CARRIED.

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord,  
\_\_\_\_\_

\_\_\_\_\_  
Executive Director

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord,  
\_\_\_\_\_

\_\_\_\_\_  
President

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

April 3 - 5, 1992

Westin Hotel, Winnipeg

## MINUTES OF THE MEETING

ITEM	DESCRIPTION	ACTION
	<p><b>PRESENT:</b></p> <p><b>Councillors:</b></p> <p>Dean Sargeant <span style="float: right;">President</span>  George Gregg <span style="float: right;">Past President</span>  Len Schleining  Peter Rogers  Bert Berard  Jim Drew  Jack MacKinnon</p> <p><b>Branch Presidents:</b></p> <p>Peter Parys <span style="float: right;">Manitoba</span>  Rob Bradbury <span style="float: right;">British Columbia</span>  Murray Lewis <span style="float: right;">Alberta</span>  Henry Chong <span style="float: right;">Ontario</span>  Mary Belliveau <span style="float: right;">Atlantic</span>  Mary Cahill (Absent) <span style="float: right;">Newfoundland &amp; Lab.</span>  Bill Wright (Absent) <span style="float: right;">Saskatchewan</span></p> <p><b>Guests:</b></p> <p>Bernie Chrisp <span style="float: right;">Chairman, BOC</span></p>	
1.	<p>The meeting was called to order at 9:10 a.m.</p> <p>Approval of the Minutes of November 15-17, 1992</p> <p>MOVED BY: G. Gregg  SECONDED BY: J. Drew</p> <p>THAT the minutes be accepted as distributed.</p> <p>CARRIED.</p>	
2.	<p>Business Arising from the Minutes</p> <p>a) Mention of Ontario Coordinator in Task Force Report</p> <p>Completed.</p> <p>b) Contact with Federal Minister re: Green Plan</p>	

President Sargeant reported that the Green Plan had been frozen but there will be cooperation with this federal initiative.

c) Protocol for deceased members (Appendix "A")

Jim Drew distributed copies of the protocol. Mr. Bradbury suggested that the NEC meeting minutes record the names of deceased members. Mr. Drew will add this aspect to the protocol.

It was suggested that an agenda item be created for the recognition of deceased members, to be placed at the earliest part of the agenda.

J. Drew

d) Letter to Ross Elliot, supporting program

President Sargeant reported that the food safety symbols are being rendered by an artist at the University of Winnipeg (Appendix "Y"). Health Protection Branch is very supportive of this initiative. It will likely be submitted to the Health & Welfare Canada Provincial and Territorial Food Safety Committee for approval.

Executive Director

e) Report on results of Strategic Planning questionnaire (Appendix "B")

Len Schleining noted that only a few responses were received but those were quite specific. He felt that further education was required before any consensus could be reached.

Mary Belliveau noted that those who seemed threatened were very afraid of changing the status quo. There was an assumption that the process would include re-sitting an oral examination etc. Persons expressing this opinion could not be easily swayed from it.

Members present discussed the benefits and potential obstacles to implementing such a system.

It was suggested that Mr. Schleining contact the BC Branch continuing education coordinator with a view to developing a model.

f) President's response to Mr. Carson re: survey

President Sargeant noted that it was agreed that the Institute would pay for the survey.

Mr. Chrisp noted that the BOC might hold a special meeting to review the survey. Such a meeting could be held in conjunction with the summer conference.

George Gregg asked that the survey report be circulated to



members of the Council.

A motion to pay for the survey will be brought up under New Business.

L. Schleining

g) Branches to write BOC supporting degree requirement

No action to date. Mr. Chrisp suggested that it might not be needed anymore.

h) President to write to BOC seeking details of fee increase

Investigation reveals that the reason for discussing a fee increase, payment for the survey, no longer exists as an issue.

i) Distribution of revised copies of constitutional proposals

Completed.

j) Protocol to recognize contributions of councillors (Appendix "C")

Executive Director

Mr. Drew circulated copies of the protocol.

MOVED BY: H. Chong

SECONDED BY: G. Gregg

THAT the protocol be adopted.

CARRIED

3. President's Report (Appendix "D")

President Sargeant circulated copies of his report.

MOVED BY: P. Parys

SECONDED BY: P. Rogers

THAT the President's report be received and accepted.

President Sargeant emphasized that communications was a very important issue that continues to require attention.

Members present discussed the recent attention paid by various organizations to the supposed shortage of public health inspectors.

It was also noted that some governments are either contemplating the use of non-certified personnel or have commenced the use of non-certified personnel for inspection duties.

CARRIED.

4. Executive Director's Report (Appendix "E")

The Executive Director circulated copies of his report.

MOVED BY: P. Rogers

SECONDED BY: B. Berard

THAT the Executive Director's report be received and accepted.

CARRIED.

5. The Board of Certification

Mr. Chrisp provided an oral report. He assumed the Chair of the Board of Certification at the Board's most recent meeting in late February. Current projects include a review of the examination kit under the supervision of John Pelton.

The Board is also reviewing the Administrative Policies with a view to determining the most accurate version and to incorporate recent changes such as those to Administrative Policy #4 which allows for supplemental examinations.

The degree requirement issue is of current concern and will be addressed next by reviewing the results of the survey.

A review of foreign applicant policies is planned.

The Board is concerned about the performance of Ryerson graduates especially with respect to the high failure rate of Ryerson candidates at the last certification examination.

The Board will next meet in Toronto at which time they will meet with Ryerson personnel.

Mr. Chrisp invited the Branch Presidents to forward concerns about the Board of Certification to himself or the National Office. Communications is a top priority for the Board of Certification.

Mr. Chrisp be asked that he be included on the mailing list of the BCIT Advisory Committee.

The Board is considering changing the February examination to April. This would allow six months between examinations consistently and eliminate supplemental date difficulties.

Mary Belliveau asked the Board to consider an audit process. Bernie Chrisp said the Board will consider it at its Fall meeting.

President Sargeant noted that a letter had been received from Alberta concerning the conduct of the February examinations in that province. A copy of the letter will be forwarded to Mr.

Chrisp.

Jack MacKinnon said that he felt the majority of difficulties appear to be on the road to resolution.

Mr. Chrisp asked the Branches to inform the Board of any changes in their designated Corresponding Member.

MOVED BY: G. Gregg

SECONDED BY: P. Rogers

THAT the appointment of Bernie Chrisp to the Chair of the Board of Certification be approved.

CARRIED

It was noted that Mr. Chrisp's appointment creates a vacancy on the Board of Certification.

6. Environmental Health Review (Appendix "F")

Copies of Mr. Amalfa's report were circulated.

MOVED BY: R. Bradbury

SECONDED BY: M. Lewis

THAT the Environmental Health Review report be received and accepted.

CARRIED

7. COMMITTEE REPORTS

a) Awards Committee

MOVED BY: J. Drew

SECONDED BY: B. Berard

THAT the Awards Committee report be received and accepted.

Mr. Drew distributed revised terms of reference for the Awards Committee (Appendix "G")

The nomination of Candidate #1 for the Alex Cross Award was distributed. (Appendix "H")

The nomination of Candidate #2 for the Alex Cross Award was distributed. (Appendix "I")

CARRIED

MOVED BY: G. Gregg

BCIT Advisory  
Committee

President Sargeant

SECONDED BY: P. Parys

THAT Candidate #1 be given the Alex Cross Award.

Mr. Gregg noted that both candidates were well qualified for the award.

CARRIED

Abstentions: J. MacKinnon

It was the direction of the Council that Appendices "H" and "I" not be distributed with the minutes.

Robert Bradbury provided a nomination for the British Columbia Ministry of Health for the EHR Award in recognition of that province's Food Safe Program. (Appendix "J")

MOVED BY: R. Bradbury

SECONDED BY: P. Parys

THAT the BC Minister of Health, on behalf of the BC Food Safe Program, be awarded the EHR Award.

CARRIED

A Life Member nomination for (Al) Frederick Atamanchuk (Appendix "K") was circulated.

MOVED BY: J. Drew

SECONDED BY: B. Berard

THAT (Al) Frederick Atamanchuk be nominated to the AGM for a Life Membership in the Institute.

Mary Belliveau felt that additional information should be supplied to the AGM when this recommendation is presented.

George Gregg felt that a strong nomination should be submitted for review by the Council.

MOTION WITHDRAWN

Mr. Drew noted that at the last meeting he had been directed to develop a protocol for the recognition of environmental health organizations. He circulated a draft of the protocol (Appendix "L").

MOVED BY: J. Drew

SECONDED BY: B. Berard

THAT the Protocol for the Recognition of Environmental Health

Organizations be adopted.

CARRIED

b) B.C.I.T. Advisory Committee

Murray Lewis and Rob Bradbury provided an oral report.

Murray Lewis said some members of the committee felt that 3 months of practicum was sufficient for direct entry applicants.

It appears that BCIT will obtain degree granting status in the very near future.

c) Environmental Health Foundation

No report. A bill has been received from Tim Roark

d) Finance Committee

Bert Berard distributed copies of the audited financial statements (Appendix "P") and the budget (Appendix "Q").

MOVED BY: B. Berard

SECONDED BY: R. Bradbury

THAT the report of the Finance Committee be received and accepted.

CARRIED

e) International Health Committee

No report.

f) Membership and Corporate/Affiliate Membership

Current membership figures were circulated (Appendix "M")

A Corporate and Affiliate membership report was circulated (Appendix "N")

MOVED BY: P. Parys

SECONDED BY: B. Berard

THAT the Corporate and Affiliate Membership Committee report be received and accepted.

CARRIED

MOVED BY: P. Parys

SECONDED BY: J. Drew

THAT the sum of \$3,500 be allocated for the development of a generic folder.

CARRIED

g) NSF/CIPHI Joint Committee

No report.

h) Public Policy

Mr. Drew presented an oral report. He reminded Branch presidents to forward media contact information to the national office.

Members present were asked to encourage their members to send in the membership surveys.

He recommended that each holder of a portfolio position prepare a manual to assist the new incumbents of their positions.

Committee Chairmen

i) Ryerson Advisory Committee

No report. President Sargeant noted that Mike Gravel was ordered by his employer to tender his resignation.

Henry Chong was asked to seek out a replacement for Mr. Gravel. President Sargeant will confirm the appointment.

H. Chong

j) Constitution Committee

MOVED BY: P. Rogers  
SECONDED BY: G. Gregg

THAT the report of the Constitution Committee, together with all changes made this date, be received and accepted.

Members present reviewed the proposed changes to the Constitution.

The definitions of Membership contained in Appendix "O" shall be included in the revised constitution.

P. Rogers

CARRIED.

k) Resolutions Committee

No report.

l) Conference Guidelines

No report. Mr. Bradbury noted that a lot of information had

been lost due to a computer failure. A complete package should be available for the pre-conference meeting.

m) 1992 Conference

President Sargeant circulated the most recent edition of the conference promotion package.

A booth and representative was sent to Globe '92 at very little cost.

n) 1993 Conference

A letter has been received from Mr. James Reffle, the Conference Chairman. President Sargeant has responded.

8.

Vice Presidents' Reports

a) British Columbia (Appendix "R")

MOVED BY: R. Bradbury  
SECONDED BY: B. Berard

THAT the British Columbia branch report be accepted and received.

CARRIED

b) Alberta (Appendix "S")

MOVED BY:  
SECONDED BY:

THAT the Alberta Branch report be accepted and received.

CARRIED

President Sargeant will write Conference Chair Susan Harley to thank her and her team for their efforts. A cheque in the amount of \$9,191.00 was presented to Treasurer Bert Berard.

President Sargeant

c) Saskatchewan

(Received by mail and distributed with these minutes)

d) Manitoba (Appendix "T")

MOVED BY: P. Parys  
SECONDED BY: M. Lewis

THAT the Manitoba Branch report be received and accepted.

CARRIED

e) Ontario (Appendix "U")

MOVED BY: H. Chong  
SECONDED BY: J. MacKinnon

THAT the Ontario Branch report be received and accepted.

Mr. Chong reported that the individual who falsified an inspection report has been reinstated by the Ottawa health unit, to the dismay of the Ontario Branch.

CARRIED

f) Quebec

No report.

g) Atlantic (Appendix "W")

MOVED BY: M. Belliveau  
SECONDED BY: P. Parys

THAT the Atlantic Branch report be received and accepted.

CARRIED

h) Newfoundland and Labrador

A report from Mary Cahill was circulated.

MOVED BY: J. MacKinnon  
SECONDED BY: R. Bradbury

THAT the Newfoundland and Labrador Branch report be received and accepted.

CARRIED

George Gregg noted that there is provision in the constitution to provide financing to branches and that it might be appropriate to provide finances for Mary Cahill to attend the National Annual General Meeting in July.

MOVED BY: G. Gregg  
SECONDED BY: R. Bradbury

THAT National Council provide funds for air fare for Mary Cahill to attend the National Annual General meetings in Winnipeg in July of 1992.

CARRIED



9.

Correspondence

President Sargeant reviewed recent correspondence. Specific correspondence was as follows:

- a) Letter requesting funding for thesis

Referred to Ontario Branch

- b) Letter re new academic journal

The Executive Director read the letter from the University of Alberta.

- c) Letter re task force on trihalomethanes

President Sargeant asked the Branches to identify water quality experts within their memberships who could assist with the study

10.

New Business

a) Payment of bills

MOVED BY: B. Berard

SECONDED BY: P. Parys

THAT all bills be paid.

CARRIED

b) Payment of Survey costs

MOVED BY: P. Parys

SECONDED BY: P. Rogers

THAT a negotiating committee of President Sargeant and Treasurer Bert Berard be formed to negotiate with BC Branch concerning possible funding arrangements for the study.

CARRIED

c) Board of Certification Vacancy

Jack MacKinnon was appointed to the Board of Certification on an interim basis.

d) CPHA Survey

Mr. Bradbury received a letter from CPHA concerning a survey. He suggested that CIPHI write to CPHA suggesting that we would be prepared to cooperate with CPHA but for a fee.

President Sargeant

President Sargeant suggested that National respond and point out to Employment and Immigration that CIPHI is capable of representing the health inspection community.

President Sargeant

MOVED BY: M. Belliveau  
SECONDED BY: R. Bradbury

THAT the President write to CPHA to open discussion concerning remuneration for work performed by our members in carrying out the survey.

CARRIED

e) Letter to New Brunswick

Mary Belliveau asked that President Sargeant write to the government of New Brunswick concerning the use of technicians for inspections duties.

f) Life Membership

MOVED BY: J. MacKinnon  
SECONDED BY: P. Rogers

THAT (Al) Frederick Atamanchuk be nominated to the AGM for a Life Membership in the Institute.

CARRIED

g) New Slate

Rob Bradbury announced that BC Branch will put forward the following slate at the next AGM.

President: Charlie Young  
John Gibb  
Les Potter  
Shawn Mitton  
Rob Bradbury  
Greta Koss

h) Historical Documents

Rob Bradbury gave President Sargeant archival material. Mr. Rogers will key this material in. He requires listings from 1954 (#916) sent.

i) New Members

The Executive Director read the list of new members:

Arnold, Gregory VANCOUVER, BC	STU
Boudreau, Joanne MONCTON, NB	STU
Brown, Rosalie BURNABY, BC	STU
Charest, Colin BURNABY, BC	STU
Chin, Joanne MARKHAM, ON	STU
Chong, Steve COQUITLAM, BC	STU
Connor, Jack AJAX, ON	REG
Cook, Susan THOMPSON, MB	REG
Cragg, Sheila ORILLIA, ON	STU
Dawson, George WEST LORNE, ON	REG
Dhillon, Darshan BURNABY, BC	STU
Eaton, Chris SCARBOROUGH, ON	STU
Ekkert, Judi PORT COQUITLAM, BC	STU
Estabrooks, Austin OROMOCTO, NB	REG
Galye, Karen BURNABY, BC	STU
Garg, Amit BURNABY, BC	STU
Gibson, Claire EGANVILLE, ON	REG
Guarda, Brenda	REG

NEWMARKET, ON

Haycock, Russ                      STU  
LANGLEY, BC

Holmes, Carmen                    REG  
BARRIE, ON

Home-Douglas, Chris            REG  
FREDERICTON, NB

Imbiscuso, Lucie                STU  
BRAMPTON, ON

Jantzen, David                  STU  
REGINA, SK

Kelso, Bradley                  REG  
BRANDON, MB

Larson, Karen                  STU  
WHITEROCK, BC

Li, Lawrence                    STU  
VANCOUVER, BC

Lucko, Jill                      STU  
LANGLEY, BC

Mackie, Michael                REG  
DRYDEN, ON

Marsh, Gregory                REG  
Winnipeg, MB

Mak, Susan                      STU  
BURNABY, BC

McElhone, Bridget            REG  
FERGUS, ON

McGillion, S.                  REG  
LINDSAY, ON

Medeiros, Paul                STU  
MISSISSAUGA, ON

Pacifico, Tony                STU  
THUNDER BAY, ON

Phillips, Sarah                STU  
SMITHVILLE, ON

Pidhorney, Curtis BURNABY, BC	STU
Prince, John BURNABY, BC	STU
Rein, Sharon BURNABY, BC	STU
Roberts, Anthony MOUNT PEARL, NF	REG
Robinson, Patricia PICKERING, ON	REG
Sandu, Jagtar Vancouver, BC	STU
Semail, Denis BURNABY, BC	STU
Sharpe, Floyd STEPHENVILLE, NF	STU
Simone, Nick VANCOUVER, BC	STU
Stone, Jason PORT HARDY, BC	STU
Thériault, Pierre BURNABY, BC	STU
Trerise, Steven NORTH VANCOUVER, BC	STU
Velve, Rene BURNABY, BC	STU
Whelan, Marina BARRIE, ON	REG
Wilson, Carla BURNABY, BC	STU
Ziegler, Brenda LLOYDMINSTER, SK	REG

Corporate and Affiliate Members

Lowry & Associates	Corporate
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MOVED BY: B. Berard  
SECONDED BY: P. Parys

THAT the members be accepted.

CARRIED

11. Next Meeting

The next meeting of the National Executive Council will be held  
Friday, July 10, 1992 in Winnipeg.

12. Adjournment

MOVED BY: P. Parys  
SECONDED BY: H. Chong

THAT the meeting adjourn.

CARRIED.

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President

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Executive Director

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE EXECUTIVE COUNCIL MEETING,  
July 10-11, 1992, Winnipeg, Manitoba

The Pre-Conference Meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held on Friday and Saturday, July 10 and 11, 1992 at the Sheraton Hotel, Winnipeg, Manitoba. The meeting was called to order at 0853 hrs by President Dean Sargeant.

## MINUTES OF THE MEETING

ITEM	DESCRIPTION	ACTION
	<b>ROLL CALL</b>	
	Members present were:	
	President Dean Sargeant	
	Past-President George Gregg	
	Councillor Jack MacKinnon	
	Councillor Peter Rogers	
	Councillor Jim Drew	
	Councillor Len Schleining	
	Vice Presidents:	
	B.C. Richard Taki	
	Ontario Henry Chong	
	Atlantic Mary Belliveau	
	NFLD & Lab. Mary Cahill	
	Alberta Murray Lewis	
	Manitoba Peter Parys	
	Executive Director James Bradley	
	EHR Editor Tony Amalfa	
	B.C. (Past Pres.) Rob Bradbury	
	[Sunday only]	
	Regrets:	
	Saskatchewan Bill Wright	
	Councillor Bert Berard	
1.	MINUTES OF THE MEETING HELD APRIL 3-5, 1992	
	MOVED BY: G. Gregg	
	SECONDED BY: M. Belliveau	
	THAT acceptance of the minutes of the meeting held April 3, 1992 be deferred.	

CARRIED

The minutes were duplicated and distributed to those members who had not received them.

MOVED BY: Henry Chong

SECONDED BY: Murray Lewis

THAT The minutes be accepted.

It was noted that for the Alberta Report the names of the mover (M. Lewis) and seconder (M. Belliveau) were omitted.

CARRIED

2.

BUSINESS ARISING

a. Vacancy on BOC due to Mr. Chrisp's Appointment as Chairman

Jack MacKinnon will be attending the BOC meeting on Sunday morning. A permanent replacement will be selected by the incoming slate.

b. Committee Chairs to prepare manuals for new slate

In progress.

George Gregg inquired about the progress of the Conference Guidelines. President Sargeant said his most recent information was that Rob Bradbury was attempting to correct data errors in his computer.

c. New Chair for Ryerson Advisory Committee

To be addressed under committee reports.

d. Inclusion of revised definitions of membership in Constitution

Completed.

e. Correspondence to S. Harley re: Conference '91

Completed.

f. Letter to CPHA concerning survey (Appendix "A")

President Sargeant circulated copies of his letter. Murray Lewis asked if other Branches had replied to CPHA. Henry Chong said that the data had been collected and would be dispersed according to the wishes of the Council.



g. Letter to the Minister of Health of New Brunswick (Appendix "B")

President Sargeant read the response received from the Minister of Health for the Province of New Brunswick.

A copy of the Minister's letter will be appended to the minutes.

3. PRESIDENT'S REPORT

President Sargeant read his report and offered additional comments. (See AGM Notes, page 17)

MOVED BY: G. Gregg  
SECONDED BY: J. Drew

THAT the report of the President be accepted.

CARRIED

4. TREASURER'S REPORT (Appendix "C")

MOVED BY: B. Berard  
SECONDED BY: M. Lewis

THAT the finance report be accepted as distributed.

CARRIED

5. EXECUTIVE DIRECTOR'S REPORT (See AGM Notes, page 18)

The Executive Director read his report.

MOVED BY: J. Drew  
SECONDED BY: Peter Rogers

THAT the report of the Executive Director be received.

CARRIED.

6. THE BOARD OF CERTIFICATION (See AGM Notes, page 19)

President Sargeant read Mr. Chrisp's report to the AGM.

MOVED BY: G. Gregg  
SECONDED BY: M. Belliveau

THAT the report of the Board of Certification be received and accepted.

CARRIED.

7. THE ENVIRONMENTAL HEALTH REVIEW (See AGM Notes, page 20)

Tony Amalfa addressed several current issues, including the need to revise sorting arrangements. Advertising continues to improve although some firms have indicated that the low circulation and poor response rate are obstacles.

He distributed the most recent edition of the magazine and pointed out that a readership survey has been inserted. Future plans call for a special convention issue.

Mr. Amalfa asked for direction on the role of the Inside the Institute column in the EHR. Mr. Gregg suggested that the Executive Director was the most appropriate author. Mr. Bradley suggested that Committee Chairs might write columns as guests.

It was agreed that the Past President would coordinate the content of the column.

Members present congratulated Mr. Amalfa on the continuing improvement in the publication.

MOVED BY: G. Gregg  
SECONDED BY: J. Drew

Past President

THAT the oral report of the editor of the EHR be received and accepted.

CARRIED.

MOVED BY: G. Gregg  
SECONDED BY: M. Belliveau

THAT the Council express its thanks to Mr. Amalfa for his continuing efforts on behalf of the Institute and the magazine.

CARRIED.

8. COMMITTEE REPORTS

a. Awards(Appendix "D")

Mr. Drew distributed copies of his report.

MOVED BY: J. Drew  
SECONDED BY: M. Belliveau

THAT the report of the Awards Committee be received and accepted.

CARRIED.

Mr. Gregg asked if the master version of the Alex Cross Award had been located. It appears that it may have been lost.

Mr. Drew pointed out that Branch Presidents were requested to report deceased members at NEC meetings so that steps might be taken to stop mail.

Mary Belliveau reported that Leo Skerry had recently passed away.

Henry Chong reported that Al Chiasson had passed away.

Murray Lewis reported that Jack Hehr had passed away.

Mr. Drew suggested that if the late Mr. Tompkins in Nova Scotia had been a Health Inspector, it might be appropriate to mention his passing as well.

b. BCIT Advisory(Appendix "E")

MOVED BY: Richard Taki

SECONDED BY: Mary Belliveau

THAT the report of the BCIT Advisory Committee be received and accepted.

BCIT is still waiting for the accreditation review report from the Board of Certification.

CARRIED

c. Environmental Health Foundation

No report.

Peter Rogers reported that he and President Sargeant met yesterday with representatives of the federal government and native communities to discuss the native student inspectors programme.

e. International Health Committee (Appendix "F")

President Sargeant read Mike Bragg's report.

MOVED BY: George Gregg

SECONDED BY: Peter Rogers

THAT the report of the International Health Committee be received and accepted.

CARRIED.

f. Membership (Appendix "G")

Jack Mackinnon presented a verbal report and distributed membership statistics.

g. Corporate & Affiliate Membership

Peter Parys reported that there had been some work on the presentation folders.

g. NSF / CIPHI Joint Committee

No report. It was noted that the written contract between CIPHI and NSF International for the provision of office services has expired. George Kupfer is expected to attend the conference and President Sargeant will be meeting with him.

h. Public Policy (Appendix "H")

Jim Drew circulated copies of his report. He asked all members of the council to encourage members to complete the membership survey.

President Sargeant reported that Consumer and Corporate Affairs have recommended that the Institute copywrite the symbols. This government department has expressed its interest in the symbols.

MOVED BY: Jim Drew

SECONDED BY: Murray Lewis

THAT the report of the Public Policy committee be received and accepted.

CARRIED

i. Ryerson Advisory (Appendix "I")

Henry Chong read his report. He attended a meeting on June 3. There were many issues raised. There are 47 students scheduled to graduate this year.

Ryerson is hoping to achieve degree granting status later this year. There is also planning for a fast-track option

Pat Robinson will be replacing Tim Sly as Director of the Environmental Health Program.

MOVED BY: H. Chong

SECONDED BY: M. Belliveau

THAT the report of the Ryerson Advisory Committee be received and accepted.

CARRIED.

j. Constitution (See AGM Notes, Appendix I)

Members present discussed various facets of the proposed changes to the constitution.

MOVED BY: Peter Rogers

SECONDED BY: Jack MacKinnon

THAT the oral report of the Constitution committee be received and accepted.

CARRIED

k. Resolutions

Covered under constitution.

l. Conference Guidelines

It was agreed that a conference should offer a minimum of three educational tracks. The recommended length of a conference is four days. Mr. Bradbury will circulate his current material. It is anticipated that a full day will be required to review the documentation.

Rob Bradbury

m. 1992 Conference

President Sargeant reported that about 800 persons would be attending the conference, about 500 of whom are paying delegates.

MOVED BY: George Gregg

SECONDED BY: Mary Cahill

THAT CIPHI member volunteers be admitted to the barbecue without charge, even if it is necessary to pay for the tickets from general funds.

Conference '92 Chair

CARRIED

MOVED BY: Peter Rogers

SECONDED BY: Jack MacKinnon

THAT any CIPHI member volunteer who is not fully registered be admitted to the banquet without charge, even if it is necessary to pay for the tickets from general funds.

Conference '92 Chair

CARRIED

n. 1993 Conference

No report.

9.

VICE PRESIDENT'S REPORTS

a. British columbia (See AGM Notes, page 24)

MOVED BY: Richard Taki

SECONDED BY: Jack MacKinnon

THAT the report of the BC Branch be accepted.

CARRIED

b. Alberta (See AGM Notes, page 27)

MOVED BY: Murray Lewis

SECONDED BY: Henry Chong

THAT the report of the Alberta Branch be accepted.

CARRIED

c. Saskatchewan (See AGM Notes, page 28)

MOVED BY: Henry Chong

SECONDED BY: Richard Taki

To accept the report of the Saskatchewan Branch.

CARRIED

d. Manitoba (See AGM Notes, page 29)

MOVED BY: Peter Parys

SECONDED BY: Mary Belliveau

To accept the report of the Manitoba Branch.

CARRIED

e. Ontario (See AGM Notes, page 29)

MOVED BY: Henry Chong

SECONDED BY: Murray Lewis

THAT the Ontario Branch report be accepted.

Mr. Chong commented that all of the projects identified in his report have been completed

CARRIED

f. Quebec

No report.

g. Atlantic (See AGM Notes, page 30)

MOVED BY: Mary Belliveau

SECONDED BY: George Gregg

That the report of the Atlantic Branch be accepted.

It was noted that PEI members are part of Nova Scotia Branch.

At present there are 35 members in New Brunswick.

CARRIED

h. Newfoundland and Labrador (See AGM Notes, page 31)

MOVED BY: Mary Cahill

SECONDED BY: Jack MacKinnon

That the report of the Newfoundland and Labrador Branch be accepted.

CARRIED

10. CORRESPONDENCE

President Sargeant reviewed the list of President's correspondence.

11. NEW BUSINESS

a. Appointment of Resolutions Committee

Peter Rogers and Jack MacKinnon

b. Appointment of Credentials Committee

Mary Cahill and Mary Belliveau

c. Appointment of Parliamentarian

Brian Hatton or Mike Bragg

d. Appointment of Sergeant at Arms

Mike Gravel

e. New Members

The list of persons applying for membership was read by the Executive Director. They are:

Susan Anderson Sarnia, Ont.	Reg.
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Kathy Braet Petrolia, Ont.	Reg.
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Jennifer Bricker Nepean, Ont.	Reg.
----------------------------------	------

Marguerit Campbell Halifax, N.S.	Reg.
-------------------------------------	------

Robert Carlson Winnipeg, Man.	Reg.
----------------------------------	------

Nancy Carpenter Gananoque, Ont.	Reg.
------------------------------------	------

Yam Yin Chan Markham, Ont.	Stu.
-------------------------------	------

Laura Farrell Clinton, Ont.	Reg.
--------------------------------	------

Robert Feeney Toronto, Ont.	Stu.
--------------------------------	------

Wayne Furukawa Etobicoke, Ont.	Reg.
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Michael Gariepy Corunna, Ont.	Reg.
----------------------------------	------

Mark Green Mallorytown, Ont.	Reg.
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Geraldine Grigg Edmonton, Alta.	Reg.
------------------------------------	------

Reid Harris Dartmouth, N.S.	Reg.
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George Leeds Weston, Ont.	Reg.
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Roger Levesque Iroquois, Ont.	Reg.
Derek Lue Toronto, Ont.	Reg.
John MacKenzie Athens, Ont.	Reg.
Stephen Pope Kelowna, B.C.	Reg.
Terence Tombs Courtney, B.C.	Reg.
David Vervoon Burlington, Ont.	Reg.
Gundie Volk Kelowna, B.C.	Reg.
Eric Webb Richmond, B.C.	Stu.
George Wu Mississauga, Ont.	Reg.

MOVED BY: Mary Belliveau  
SECONDED BY: Jack Mackinnon

That the list of new members be approved as read by the  
Executive Director.

CARRIED

f. Formation of New Brunswick Branch

MOVED BY: Mary Belliveau  
SECONDED BY: Mary Cahill

WHEREAS members in New Brunswick and Nova Scotia have  
distinct needs and aspirations, and

WHEREAS the formation of a New Brunswick Branch would  
allow members in New Brunswick to develop educational  
opportunities, lobby governments etc., and

WHEREAS the proposal to form a New Brunswick Branch is at  
the express request of New Brunswick and Nova Scotia members

THEREFORE be it resolved that a Branch of the Institute be formed and be known as the New Brunswick Branch and that those members living in the Province of New Brunswick be deemed to be members of the New Brunswick Branch as of the moment of its creation.

AND THEREFORE be it resolved that the Atlantic Branch, being now composed solely of members who reside in the Provinces of Nova and P.E.I. be renamed the Nova Scotia Branch.

Henry Chong asked what would happen if any of the eastern provinces became financially insolvent. Would National be required to support the branch financially.

Mary Belliveau replied that it was anticipated that a collective Atlantic provinces branch might be reformed.

Peter Rogers inquired if the new Branch would be seeking financial assistance.

Mary Belliveau and George Gregg said a request for funding was unlikely.

CARRIED (Unanimously)

g. Request for funds for Conference 1993

It was decided to defer consideration of the request until the Post-Conference Meeting of the N.E.C.

MOVED BY: Jack MacKinnon  
SECONDED BY: Peter Rogers

THAT the matter be deferred until a request is made by the Branch and accompanied by a progress report.

CARRIED (Ontario abstaining)

Henry Chong reported that the Conference Committee has selected the Sheraton Armouries Hotel and requires a deposit of \$500 to secure the dates of July 20-23, 1993. In addition the conference committee requests the customary seed money.

MOVED BY: Henry Chong  
SECONDED BY: Jim Drew

THAT the National Executive Council provide seed money in the sum of \$1,500 to the 1993 Conference Committee.

CARRIED

Executive Director

h. National Sanitation Training Program (Appendix "J")

President Sargeant circulated a membership list and correspondence from the Canadian Restaurant and Foodservice Association concerning the NSTP.

Henry Chong said he was quite interested in the subject.

MOVED BY: Jack MacKinnon  
SECONDED BY: Murray Lewis

THAT Henry Chong represent the Institute at the NSTP committee.

It was agreed that Mr. Chong's attendance does not represent an endorsement of the NSTP program by the Institute.

President Sargeant will reply to the letter of invitation.

D. Sargeant

CARRIED

i. Payment of Bills

MOVED BY: Jack MacKinnon  
SECONDED BY: Peter Rogers

That all bills be paid.

CARRIED

NEXT MEETING

The next meeting of the Executive Council will be held July 16, 1992 at 9:00 in room 2106 of the Sheraton Hotel, Winnipeg, Manitoba.

ADJOURNMENT

MOVED BY: Peter Parys  
SECONDED BY: Peter Rogers

THAT the meeting adjourn.

CARRIED.

The meeting adjourned at 11:57 a.m.

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
Executive Director

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
President

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE ANNUAL GENERAL MEETING,  
July 14, 1992, Winnipeg, Manitoba

The 58th Annual General Meeting of the Canadian Institute of Public Health Inspectors was held on Tuesday, July 14, 1992 at the Winnipeg Convention Centre, Winnipeg, Manitoba. The meeting was called to order at 1329 hrs by President Dean Sargeant.

## MINUTES OF THE MEETING

ITEM	DESCRIPTION	ACTION
	<b>ROLL CALL</b>	
	138 Voting Members were present. The following executive officers were also present:	
	President Dean Sargeant	
	Past-President George Gregg	
	Councillor Jack MacKinnon	
	Councillor Peter Rogers	
	Councillor Jim Drew	
	Councillor Len Schleining	
	Councillor Bert Berard	
	Vice Presidents:	
	B.C. Richard Taki	
	Ontario Henry Chong	
	Nova Scotia Mary Belliveau	
	NFLD & Lab. Mary Cahill	
	Alberta Murray Lewis	
	New Brunswick Jean-Marc Dufour	
	Executive Director James Bradley	
	EHR Editor Tony Amalfa	
	Regrets:	
	Saskatchewan Bill Wright	
	<b>APPOINTMENT OF OFFICIALS</b>	
	Parliamentarian - Brian Hatton	
	Sergeant at Arms - Mike Gravel	
	Scrutineers - Mary Belliveau, Mary Cahill	
	<b>IN MEMORIUM</b>	
	Leo Skerry	

Al Chiasson  
Jack Hehr  
Gerome Tompkins  
Tom Moore  
Roy Bergrenn  
Elwood Gropp

President Sargeant asked for a moment of silence.

1. MINUTES OF THE 57TH ANNUAL MEETING HELD  
AUGUST 1, 1991

MOVED BY: B. Chrapko  
SECONDED BY: A. Amalfa

THAT the minutes of the 57th Annual General Meeting be  
accepted as distributed.

CARRIED

2. BUSINESS ARISING

a. Drinking water quality committee

President Sargeant reported that the Institute has established a  
drinking water committee.

b. Handling symbols for food products packaging

In progress.

3. PRESIDENT'S REPORT

President Sargeant read his report and offered additional  
comments. (See AGM Notes, page 17)

MOVED BY: G. Gregg  
SECONDED BY: J. Drew

THAT the report of the President be accepted.

CARRIED

4. EXECUTIVE DIRECTOR'S REPORT (See AGM Notes, page  
18)

The Executive Director read his report.

MOVED BY: J. Drew  
SECONDED BY: Peter Rogers

THAT the report of the Executive Director be received.

CARRIED.

5. THE BOARD OF CERTIFICATION (See AGM Notes, page 19)

MOVED BY: B. Chrisp  
SECONDED BY: R. Bradbury

THAT the report of the Board of Certification be received and accepted.

Members present asked Mr. Chrisp for a status report on the degree-as-a-requirement issue and as to the whereabouts of the BCIT accreditation report.

Mr. Chrisp said that the degree issue would be settled within a year and that the BCIT report would be issued next week.

CARRIED.

6. THE ENVIRONMENTAL HEALTH REVIEW (See AGM Notes, page 20)

MOVED BY: A. Amalfa  
SECONDED BY: M. Belliveau

THAT the EHR report be received and accepted.

Members present congratulated Mr. Amalfa on the continuing improvement in the publication.

CARRIED

7. COMMITTEE REPORTS

7.1 Awards(Appendix "D")

MOVED BY: J. Drew  
SECONDED BY: M. Belliveau

THAT the report of the Awards Committee be received and accepted.

CARRIED

7.2 BCIT Advisory(Appendix "E")

MOVED BY: Robert Bradbury  
SECONDED BY: Mary Belliveau

THAT the report of the BCIT Advisory Committee be received

and accepted.

Mr. Bradbury presented an oral summary of his report.

CARRIED

7.3 Environmental Health Foundation

MOVED BY: Tim Roark

SECONDED BY: George Gregg

THAT the report of the EHF be received and accepted.

Mr. Roark noted that a project to assist native students was in progress at the planning stage.

CARRIED

7.4 Finance Committee

MOVED BY: Bert Berard

SECONDED BY: Jean-Marc Dufour

THAT the report of the Finance Committee be received and accepted.

Mr. Berard circulated his narrative report.

Mr. Dufour asked if the Institute's financial picture was expected to continue to improve over the next two years.

Mr. Berard replied that there were many positive indicators and that the Institute should enjoy financial health.

7.5 International Health Committee

MOVED BY: Mike Bragg

SECONDED BY: Wayne Button

THAT the report of the International Health Committee be received and accepted.

Mr. Bragg reported that the committee had been relatively inactive but it would continue its efforts to locate an appropriate project.

CARRIED

7.6 Membership (See AGM Notes, page 22)

MOVED BY: Jack MacKinnon

SECONDED BY: Henry Chong



THAT the membership report be received and accepted.

Mike Bragg asked what percentage of all PHI's were members of the Institute. Mr. MacKinnon replied that it was less than 50%.

CARRIED

7.7 NSF/CIPHI Joint Committee

No report.

7.8 Public Policy (See AGM Notes, page 22)

Jim Drew asked all members present to complete the membership survey.

MOVED BY: Jim Drew

SECONDED BY: Murray Lewis

THAT the report of the Public Policy committee be received and accepted.

CARRIED

7.9 Ryerson Advisory

Henry Chong provided a verbal report. He attended a meeting on June 3. There were many issues raised. There are currently 230 environment health students at Ryerson of which 47 students are scheduled to graduate this year.

Only four off-shore students are enrolled in programme.

Ryerson is hoping to achieve degree granting status later this year. There is also planning for a fast-track option

Pat Robinson will be replacing Tim Sly as Director of the Environmental Health Program.

7.10 Constitution (See AGM Notes, Appendix I)

Peter Rogers discussed various facets of the proposed changes to the constitution.

7.11 Resolutions

Resolution #1

MOVED BY: Peter Rogers

SECONDED BY: George Gregg

**Whereas** the Institute membership is currently limited to certified Public Health Inspection; and

**Whereas** the current Associate Membership category is for all intents and purposes not used; and

**Whereas** non-certified people have expressed a desire to join our Institute;

**Whereas** our membership has shown very little growth; and

**Whereas** the Institute's goals and image have not projected beyond our own membership

**Therefore** it be resolved that the Associate Membership category be deleted and replaced with the Fraternal and International Membership categories; and

**Be it further resolved** that sections 2, 11 and 15 of the Constitution be amended to reflect these new membership categories.

Members present discussed the resolution.

**CARRIED**

**Resolution #2**

**MOVED BY:** Peter Rogers

**SECONDED BY:** George Gregg

**Whereas** current pension plans allow for early retirement; and

**Whereas** individuals can retire from one health agency and be reemployed at another health agency; and

**Whereas** these individuals are gainfully employed while being considered as retired members;

**Therefore** be it resolved that section 7 of the Constitution be amended to preclude the deliberate circumvention of the Regular Membership category in the Institute.

**CARRIED**

**Resolution #3**

**MOVED BY:** Peter Rogers

**SECONDED BY:** George Gregg

**Whereas** the current make-up of the National Executive Council

consists of 15 persons; and

**Whereas** the Institute's National budget is stressed by the size of the National Executive Council and;

**Whereas** the Institute's Branch's budgets are stressed by travel expenses incurred to fully participate in the National Executive Council meetings; and

**Whereas** a number of Branches are unable to have their Branch President attend the National Executive Council meetings due to limited budgets and rising travel costs; and

**Whereas** specific "housekeeping" changes are required to reflect the Institute's present situation and to maintain consistency of phraseology

**Therefore be it resolved that**  
6,10,12,15,16,19,20,21,22,23,24,25,26,27,28,29,30,31,32,37,38,39,40,41,42 and 43 of the Constitution be amended as follows:

[resolution continues in AGM Notes, Appendix I]

**CARRIED**

**MOVED BY:** Tim Roark  
**SECONDED BY:** Greta Kos

**THAT** CIPHI rejoin the International Federation of Environmental Health Officers.

**MOVED BY:** Charles Shaw  
**SECONDED BY:** Carmen Caswell

**THAT** the motion be tabled.

**DEFEATED**

**ORIGINAL MOTION CARRIED**

**7.12 Conference Guidelines**

Mr. Bradbury reported that time lines have been completed and work is progressing on the text portion.

**7.13 1992 Conference**

President Sargeant reported that about 800 persons are attending the conference.

7.14 1993 Conference

Mr. Reffle presented a short oral report. The Conference is slated for July 20-23, 1993.

7.15 Strategic Planning

MOVED BY: L. Schleining

SECONDED BY: G. Gregg

THAT the report of the Strategic Planning Committee be received and accepted.

CARRIED

9. VICE PRESIDENT'S REPORTS

8.1 British columbia (See AGM Notes, page 24)

MOVED BY: Richard Taki

SECONDED BY: Jack MacKinnon

THAT the report of the BC Branch be accepted.

CARRIED

8.2 Alberta (See AGM Notes, page 27)

MOVED BY: Murray Lewis

SECONDED BY: Henry Chong

THAT the report of the Alberta Branch be accepted.

CARRIED

8.3 Saskatchewan (See AGM Notes, page 28)

MOVED BY: Henry Chong

SECONDED BY: Richard Taki

To accept the report of the Saskatchewan Branch.

CARRIED

8.4 Manitoba (See AGM Notes, page 29)

MOVED BY: Peter Parys

SECONDED BY: Mary Belliveau

To accept the report of the Manitoba Branch.

CARRIED

8.5 Ontario (See AGM Notes, page 29)

MOVED BY: Henry Chong  
SECONDED BY: Murray Lewis

THAT the Ontario Branch report be accepted.

Mr. Chong commented that all of the projects identified in his report have been completed

CARRIED

8.6 Atlantic (See AGM Notes, page 30)

MOVED BY: Mary Belliveau  
SECONDED BY: Jean-Marc Dufour

That the report of the Atlantic Branch be accepted.

CARRIED

8.7 Newfoundland and Labrador (See AGM Notes, page 31)

MOVED BY: Mary Cahill  
SECONDED BY: Jack MacKinnon

That the report of the Newfoundland and Labrador Branch be accepted.

CARRIED

10. CORRESPONDENCE

President Sargeant reviewed the list of President's correspondence.

11. NEW BUSINESS

a. Election of New Slate

President Sargeant asked each slate to stand and introduce themselves.

The British Columbia slate was elected by secret ballot.

11. NEXT MEETING

The next meeting of the Executive Council will be held July 16, 1992 at 9:00 in room 2106 of the Sheraton Hotel, Winnipeg, Manitoba.

ADJOURNMENT

MOVED BY: Peter Parys  
SECONDED BY: Peter Rogers

THAT the meeting adjourn.

CARRIED.

The meeting adjourned at 4:11 p.m.

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
Executive Director

Given under my hand, this \_\_\_\_\_ of \_\_\_\_\_ in the Year of Our Lord, \_\_\_\_\_

\_\_\_\_\_  
President

**CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS  
POST-CONFERENCE MEETING  
SHERATON HOTEL, WINNIPEG, MB, JULY 16, 1992**

The Post-Conference Meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held on Thursday, July 16, 1992 at the Sheraton Hotel, Winnipeg, Manitoba. The meeting was called to order at 0800 hrs by President Charles Young.

**MINUTES OF THE MEETING**

ITEM	DESCRIPTION	ACTION
	8:00 a.m. Call to Order	
	ROLL CALL	
	President C. Young	
	Past President D. Sargeant	
	Councillor R. Bradbury	
	Councillor J. Gibb	
	Councillor G. Kos	
	Vice Presidents:	
	B.C. Richard Taki	
	Ontario Henry Chong	
	Nova Scotia Mary Belliveau	
	NFLD & Lab. Mary Cahill	
	Alberta Murray Lewis	
	Manitoba Peter Parys	
	New Brunswick Jean-Marc Dufour	
	Exec. Director James Bradley	
	EHR Editor Tony Amalfa	
	Guests	
	Eric Foskett IFEHO	
	George Gregg	
	Tim Roark Chairman, EHF	
1.	Approval of minutes from July 10-11, 1992	
	MOVED BY: G. Kos	
	SECONDED BY: R. Bradbury	
	THAT the minutes be adopted	

## CARRIED

2.

Business arising from these minutes:

a. Appointment to Board of Certification

President Young suggested that the Council await the recommendation of BOC Chairman Bernie Chrisp regarding the vacancy. In the interim, Mr. MacKinnon will continue to serve.

b. Preparation of manuals for Committee Chair positions

Former Committee Chairs

Chairman Young encouraged all former committee chairs to prepare briefing papers. This item to be brought forward at the next meeting of the Council.

c. Past President to coordinate "Inside the Institute"

Mr. Amalfa relayed the background behind this item.

d. Status of contract between CPHI and NSF International for provision of offices

Past President Sargeant said that it is likely that NSF will be expanding their presence in Canada. Former President Gregg will be visiting the National Office and will report to the Council.

G. Gregg

e. Registration of copywrite for safe handling symbols

Past President Sargeant provided some background information on the food handling symbols.

Mr. Roark reported that he had had productive conversations with American regulatory authorities.

Mr. Bradbury suggested that an ad hoc committee be formed to pursue this project.

President Young noted that funds will be required to obtain the copywrite. Mr. Roark said the range of \$500-1,000 has been suggested. He suggested that each branch make a contribution of \$100 to



the EHF to allow it to cover these costs.

MOVED BY: R. Bradbury

SECONDED BY: H. Chong

THAT a committee be formed, comprised of R. Bradbury and D. Sargeant, to investigate the copywrite issue.

R. Bradbury,  
D. Sargeant

CARRIED

It was decided to defer consideration of the financing issue until the ad hoc committee has an opportunity to investigate it.

f. Appointment new chair for Ryerson Advisory Committee

Mr. Chong had been appointed to the chair by the previous Council and would like to continue in that role.

MOVED BY: R. Taki

SECONDED BY: G. Kos

THAT Henry Chong be appointed to the Chairmanship of the Ryerson Advisory Committee.

H. Chong

CARRIED

g. Letter to NSTP

Past President Sargeant reported that the CRFA was concerned at not being invited to the conference and that the NSTP program is not well received in western Canada. Mr. Sargeant commented that the Institute was concerned that the program was taught by anyone anywhere.

h. 1992 Conference

Bert Berard reported that a grand total of 942 persons attended the conference, of which approximately 600 were registrants. Insufficient data is available to predict the financial outcome.

It was noted that despite rumours to the contrary, no firm commitment to a cooperative conference with NEHA in 1996 has been made.

i. Admission of CIPHI volunteers to barbecue and banquet

To be covered in the Conference report.

j. Note of thanks

BC President Richard Taki expressed the appreciation of his branch to the Manitoba branch for their hospitality and tremendous efforts on behalf of the conference.

k. Environmental Health Foundation

Mr. Roark reported that the native student project is continuing. A proposal to create a financial aspect to the Robert Herbison award is also in progress. At the Foundations' most recent Annual General Meeting it became aware of a proposal from Health & Welfare to develop workshops and public forums concerning hazardous chemicals in consumer products.

Mr. Roark suggested that this was an opportunity for the Institute to improve its visibility, earn some money and enter the consultation field. President Young asked all members of the Council to provide recommendations concerning whether or not the Institute should make a submission, how that submission should be made and how the project would be carried out, if handled. Council members are asked to provide their comments to the President within 15 days of receipt of minutes.

Council Members

3. Appointment of Signing Officers

MOVED BY: H. Chong

SECONDED BY: J. Dufour

THAT John Gibb be appointed treasurer.

CARRIED

The Executive Director was asked to develop and circulate an expenses protocol.

Executive Director

MOVED BY: M. Belliveau

SECONDED BY: D. Sargeant

THAT the President, Treasurer and Executive Director be named as signing officers.

CARRIED

4. New Brunswick / Nova Scotia Branch membership composition

Governed by province of residence/employment.

5. Business arising from the Annual General Meeting

There was no business arising.

6. Correspondence

There was no correspondence.

7. New Business

7.1 Mr. Foscett, IEHFO

Mr. Eric Foscett gave a short presentation concerning CIPHI's decision to rejoin his organization.

8. Next meeting

November 6-8 in Vancouver. Hotel to be selected by Greta Kos. Executive Director to circulate a note requesting attendance intentions to be addressed to her.

Greta Kos  
Executive Director

9. Adjournment

MOVED BY: H. Chong  
SECONDED BY: P. Parys

THAT the meeting adjourn.

CARRIED

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE EXECUTIVE COUNCIL MEETING,  
November 6-8, 1992, Vancouver, British Columbia

The fall meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held at the Pacific Pallisades Hotel. The meeting was called to order at 1345 hrs by President Charles Young.

## MINUTES OF THE MEETING

No.	DESCRIPTION	ACTION																																		
1.	<p>ROLL CALL</p> <p>Members present were:</p> <table><tr><td>President</td><td>Charles Young</td></tr><tr><td>Past-President</td><td>Dean Sargeant</td></tr><tr><td>Councillor</td><td>Shawn Mitton</td></tr><tr><td>Councillor</td><td>Greta Kos</td></tr><tr><td>Councillor</td><td>John Gibb</td></tr><tr><td>Councillor</td><td>Rob Bradbury</td></tr><tr><td>Councillor</td><td>Les Potter</td></tr></table> <p>Vice Presidents:</p> <table><tr><td>B.C.</td><td>Richard Taki</td></tr><tr><td>Ontario</td><td>Henry Chong</td></tr><tr><td>Nova Scotia</td><td>Mary Belliveau</td></tr><tr><td>Alberta</td><td>Peer Mikkleson</td></tr><tr><td>Manitoba</td><td>Peter Parys</td></tr><tr><td>New Brunswick</td><td>Jean-Marc Dufour</td></tr></table> <table><tr><td>Executive Director</td><td>James Bradley</td></tr><tr><td>BOC Chairman</td><td>Bernie Chrisp</td></tr></table> <p>Regrets:</p> <table><tr><td>NFLD &amp; Lab.</td><td>Sharon Williams</td></tr><tr><td>Saskatchewan</td><td>Bill Wright</td></tr></table>	President	Charles Young	Past-President	Dean Sargeant	Councillor	Shawn Mitton	Councillor	Greta Kos	Councillor	John Gibb	Councillor	Rob Bradbury	Councillor	Les Potter	B.C.	Richard Taki	Ontario	Henry Chong	Nova Scotia	Mary Belliveau	Alberta	Peer Mikkleson	Manitoba	Peter Parys	New Brunswick	Jean-Marc Dufour	Executive Director	James Bradley	BOC Chairman	Bernie Chrisp	NFLD & Lab.	Sharon Williams	Saskatchewan	Bill Wright	
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Saskatchewan	Bill Wright																																			
2.	<p>CONSIDERATION OF THE AGENDA FOR ACCEPTANCE</p> <p>The agenda was adopted by unanimous vote.</p>																																			
3.	<p>MINUTES OF THE MEETING HELD JULY 16, 1992</p> <p>MOVED BY: G. Kos, SECONDED BY: R. Bradbury</p>																																			

THAT the minutes of the meeting held July 16, 1992 be accepted.

Several typographical errors were identified.

Executive Director

CARRIED

4. BUSINESS ARISING

a. Appointments to committees

MOVED BY: M. Belliveau

SECONDED BY: J-M Dufour

THAT the appointments be adopted.

CARRIED

b. Terms of Reference / Job Descriptions  
(manuals) for all portfolios - update and  
need (R. Bradbury)

It was agreed that Rob Bradbury will coordinate the development of these documents. Henry Chong will contact Brian Hatton to determine if he has any old files which might be of assistance.

R. Bradbury /  
H. Chong

c. Executive Director Review

Rob Bradbury distributed copies of a review document for use in evaluating the position of the Executive Director.

It was agreed that suggestions for revisions and distribution protocols will be discussed later in the meeting.

◆ **Evaluation plus Time on Task Update**

The President reported that a time on task system was in place for statistical purposes with the monthly reports coming to the President only.

◆ **CIPHI and Skylark Technical Resources**

Members present reviewed the job description for the Executive Director's position as prepared by the Executive Director. It will be reviewed again later in the meeting.

d. National Office and Services

(i) Gregg Report

Dean Sargeant recounted the circumstances pertaining to Mr. Gregg's report, which was reviewed.

(ii) NSF and CIPHI Joint Committee Report

MOVED BY: D. Sargeant  
SECONDED BY: R. Taki

THAT the NSF and CIPHI Joint Committee Report be received.

CARRIED

Mr. Sargeant provided some comments to accompany the printed report.

Members present discussed the current relationship between CIPHI and NSF International. It was agreed that the chairman of this committee will commence the development of a presentation to NSF International. Consultation will be made with Branch Presidents. This matter is considered to be urgent in nature.

D. Sargeant

It was noted that the agreement concerning office rental space and a presence in Canada between NSF International and CIPHI has lapsed. D. Sargeant is to include this in his presentation to NSF International.

Members present discussed the potential of NSF International providing seminars to branches. They indicated a desire for more details before the issue could be discussed effectively.

e. 1992 Conference Report

MOVED BY: S. Mitton  
SECONDED BY: L. Potter

THAT the 1992 Conference Report be received.

CARRIED

Members present discussed the current financial position of the conference and the potential for resolving it. D. Sargeant will keep the Council informed of developments.

f. BCIT

MOVED BY: D. Sargeant  
SECONDED BY: J. Gibb

THAT the purchase of the Wilson-Banwell report received by CIPHI for the Board of Certification's consideration be finalized. It was noted that all corresponding members of the Board of Certification will receive a copy of the report. This copy may be accessible to Branches. A copy of summary page will be included with these minutes.

Executive Director

(Appendix "A")

CARRIED

5. REPORTS

a. Branch Reports

MOVED BY: R. Taki  
SECONDED BY: L. Potter

THAT the B.C. Branch report be received.

CARRIED.

MOVED BY: P. Mikkleson  
SECONDED BY: S. Mitton

THAT the Alberta Branch report be received.

CARRIED.

MOVED BY: R. Bradbury  
SECONDED BY: H. Chong

THAT the Saskatchewan Branch report be received.

(Appendix "B")

CARRIED.

MOVED BY: J-M. Dufour  
SECONDED BY: H. Chong

THAT the Manitoba Branch report be received.

CARRIED.

MOVED BY: H. Chong  
SECONDED BY: G. Kos

THAT the Ontario Branch report be received.

CARRIED.

MOVED BY: J-M. Dufour

SECONDED BY: R. Bradbury

THAT the New Brunswick Branch report be received.

CARRIED.

MOVED BY: M. Belliveau

SECONDED BY: G. Kos

THAT the Nova Scotia Branch report be received.

CARRIED.

MOVED BY: J. Gibb

SECONDED BY: L. Potter

THAT the Newfoundland and Labrador Branch report be received.

CARRIED.

b. Standing Committee Reports

◆ **BCIT Advisory Committee**

Richard Taki reported on recent developments at the BCIT Advisory Committee.

◆ **Board of Certification**

Bernie Chrisp reported on recent developments within the Board of Certification. It was noted that the examination dates have been changed back to the first Tuesday in October, the second Tuesday in February and the first Tuesday in June. The latter date is meant to handle supplemental and special case exams only.

The exam fee has been increased from \$375 to \$400 effective for the February, 1993 examination.

Recent opportunities to meet with students at both BCIT and Ryerson have yielded valuable communication dividends.



Mary Belliveau reported that a special committee of the Board had been struck to examine and make a recommendation concerning the recommendations in the Wilson-Banwell report.

Chairman Chrisp noted that the Board is examining the fees charged to foreign students. Members present were generally in agreement with a fee increase.

MOVED BY: B. Chrisp

SECONDED BY: M. Belliveau

THAT the examination fee schedule be increased from \$375 to \$400.

Executive Director

CARRIED

MOVED BY: B. Chrisp

SECONDED BY: J-M. Dufour

THAT the appointments of Al Raven and Susan Wasmund to the Board of Certification be ratified.

CARRIED

◆ Finance Committee

John Gibb provided an oral assessment of the current financial situation.

He outlined a five point plan that would form the basis of a more extensive five year plan for the Institute:

1. Beginning in 1993 an annual dues increase at a rate slightly less than the rate of inflation, to provide for the on-going financial health of the Institute;
2. The publishing of a major article on the profession of Public Health Inspector / Environmental Health Officer in a major newspaper or magazine.
3. The development of a group of people to approach government and other bodies on behalf of the Institute.
4. To adjust the rates for Position Place

5. To support the Board of Certification's initiative with respect to fees charged to foreign applicants.

Members present discussed these points and provided feedback to the Treasurer.

Richard Taki expressed some concerns about the taxation status of branches that have large reserve funds.

Members present examined the proposed budget and queried the Finance Committee on various points.

MOVED BY: G. Kos

SECONDED BY: P. Parys

THAT \$5,000 be included in the expenses section of the budget to support the Ah Hoc Committee on Membership Promotion.

CARRIED

MOVED BY: L. Potter

SECONDED BY: J. Gibb

THAT an equipment replacement expense category be created with an opening balance of \$100.

CARRIED

MOVED BY: J. Gibb

SECONDED BY: L. Potter

THAT the budget be adopted subject to finalization of negotiations with the contractor.

Negotiating  
Committee  
(Appendix "C")

CARRIED

◆ **Constitution & By-Laws**

The Executive Director will send copies of the revised constitution and by-laws to all members of the Council.

◆ **Environmental Health Foundation**

Dean Sargeant reported that the food handling symbols are now ready for registration. NSF International has also expressed interest in this

Executive Director

project.

It was suggested that the EHF Chairman write a description of the organization for publication in the EHR or the EHO.

T. Roark

The native student training initiative is proceeding with some minor hitches.

◆ **Environmental Health Review**

The Chair offered his congratulations to Mr. Amalfa on the excellent quality of the recent edition.

◆ **International Health**

MOVED BY: R. Bradbury

SECONDED BY: M. Belliveau

THAT the report of the International Health Committee be received.

CARRIED

MOVED BY: R. Bradbury

SECONDED BY: G. Kos

THAT Mr. Bragg's resignation be accepted with regret and that the President express his thanks and appreciation to Mr. Bragg for his efforts.

President

CARRIED

MOVED BY: R. Bradbury

SECONDED BY: P. Parys

THAT the International Health Committee be dissolved and its mandate transferred to the Environmental Health Foundation.

T. Roark

Shawn Mitton noted that he had some contact information which may be of assistance to the EHF in pursuing this new mandate.

S. Mitton

CARRIED

◆ **Membership**

Rob Bradbury reviewed the list of Corporate and Affiliate Members:

Abell Pest Control/Guardex Chemicals (CORP)  
Barons-Eureka-Warner H.U. (Aff)  
Browning-Ferris Industries (Corp)  
City of Lethbridge H.U. (Aff)  
Compass Flooring (Aff)  
Cumberland Board of Health (Aff)  
Deb Swarfega Inc (Corp)  
Effem Foods Ltd (Corp)  
Fort McMurray & Dist. H. U. (Aff)  
Lowry & Associates (Corp)  
Mackenzie Regional Health Serv. (Aff)  
PCO Services Inc. (Corp)  
PMI Food Equip. Group Canada (Aff)  
Poulin's Exterminators (Aff)  
Sudbury & District H.U. (Aff)  
Systems Plus (Aff)  
Town of Springhill (Aff)  
Wedco, Div. of Union Carbide (Aff)

MOVED BY: D. Sargeant  
SECONDED BY: H. Chong

THAT an ad hoc committee, the Membership Promotions Committee, be formed to foster and promote corporate and affiliate membership in the Institute.

CARRIED

Members present conducted an in depth discussion of membership recruitment ideas and formulated goals for this committee to achieve.

MOVED BY: R. Bradbury  
SECONDED BY: G. Kos

THAT the letter from Mr. Fabian be referred to the Membership Promotions committee.

CARRIED

◆ **NEC Meeting Arrangements**

Members present expressed their appreciation to Ms. Kos for her efforts in arranging the meeting.

◆ **NSF International**

MOVED BY: S. Mitton  
SECONDED BY: R. Bradbury

THAT the report of the NSF Plastic Pipe

subcommittee be received.

CARRIED

MOVED BY: R. Bradbury

SECONDED BY: G. Kos

THAT Shawn Mitton be appointed to the NSF Plastic Pipe subcommittee.

CARRIED

MOVED BY: R. Bradbury

SECONDED BY: P. Parys

THAT Richard Davies be appointed to the NSF Waste Water subcommittee, subject to his acceptance.

President

CARRIED

MOVED BY: G. Kos

SECONDED BY: R. Bradbury

THAT an award to be known as the Eb Officer award to honour a health unit or agency for exceptional work be created. The name of the award to be verified by G. Kos. A suitable plaque will be commissioned.

G. Kos

CARRIED

◆ Ryerson Advisory Committee

Henry Chong reported that there had been no activity.

◆ Signing Officers

John Gibb reported that it is within the Constitution and may be appropriate to add the name of Les Potter, as a member of the Finance Committee to the list of signing officers.

MOVED BY: J. Gibb

SECONDED BY: R. Taki

THAT Les Potter be appointed as a signing officer of the Institute, bringing the total number of such officers to four.

Executive Director

CARRIED

Members present discussed signing procedures for cheques.

MOVED BY: R. Bradbury  
SECONDED BY: L. Potter

THAT the Institute pay the contractor on a monthly basis via electronic mail effective January 1, 1993. The process is to be finalized by the Treasurer.

CARRIED

The Finance Committee will discuss instituting reporting arrangements for monthly statements with the Executive Director.

MOVED BY: H. Chong  
SECONDED BY: L. Potter

THAT the Executive Director be bonded.

J. Gibb

MOTION WITHDRAWN

It was noted that this is already a requirement of the Constitution and By-Laws.

The Finance Committee will address the matter of bonding the Executive Director.

◆ **Strategic and Long Range Planning**

President Young reported that the table officers had commenced the initial stages of a long-range plan. He asked for comments and input from the members present.

It was noted that the table officers would strive to present a seed document for strategic planning to be presented at the next meeting. It was also noted that Branch Presidents are requested to provide input to this process through preparation for the next meeting and/or written submissions to the President.

Table Officers

c. Ad Hoc Committee Reports

◆ **BCIT Advisory**

Completed.

◆ **Conference Guidelines**

Tabled until the next meeting. R. Bradbury will open discussion with Ontario Branch.

R. Bradbury

◆ CRFA

Henry Chong provided a verbal report. There are on-going efforts to ensure that only CPHI(C) holders teach the course. An alternative would be to have the our members locally approve course teachers or possibly CIPHI could commission an instructional video.

◆ Inside the Institute

Dean Sargeant will report on Executive Council meetings in a column in the EHR.

◆ International Federation of Environmental Health

It was agreed that the Institute would pay dues for this organization to be calculated based on regular members of CIPHI only.

◆ Negotiating Committee

President Young provided a brief oral report on discussions with Skylark Technical Resources.

◆ NEHA Liaison Committee

Discussions are continuing.

◆ Safe Packaged Food Handling - Temperature Symbols

Handled earlier

◆ Trihalomethanes in Drinking Water

A letter from Greg Marsh was circulated. The work of this committee is complete.

(Appendix "B")

◆ Committee Considerations for officials at AGMs.

These positions are appointed by the NEC.

d. Board of Certification

Completed earlier.

e. Executive Director

The Executive Director provided a verbal report.

f. Consumer Hazardous Products Liaison  
Committee (CHPLC)

Shawn Mitton reported on the progress with the Health & Welfare contract.

6. ♦ New Business

MOVED BY: S. Mitton  
SECONDED BY: R. Bradbury

THAT the evaluation document and position description for the position of Executive Director be lifted from the table.

(Appendix "E")

CARRIED

MOVED BY: L. Potter  
SECONDED BY: J. Gibb

THAT the document be accepted as corrected.

CARRIED

MOVED BY: S. Mitton  
SECONDED BY: J-M. Dufour

THAT the document be circulated by the President to all members of the Executive Council and the Chairman of the Board of Certification, and to be compiled by the negotiating committee.

President

CARRIED

♦ Chief Staff Officer position description

MOVED BY: S. Mitton  
SECONDED BY: L. Potter

THAT the position document be adopted and formalized with the addition of signature blocks for the President and Contractor.

Executive Director  
(Appendix "F")

CARRIED

a. New Members

Members present reviewed the list of new members.



MOVED BY: H. Chong  
SECONDED BY: R. Taki

THAT the applications for membership be approved.

CARRIED

b. (i) Update on 1993 Conference

Henry Chong gave a verbal report. Dean Sargeant will forward the seal to London.

c. (i) Conference 1994 - Halifax

Mary Belliveau gave a verbal report. The event will take place July 10-14, 1994.

c. (ii) Conference 1995 - Victoria

Rob Bradbury presented a short verbal report. The conference will likely be held in September.

d. Joint Conference in Chicago with NEHA - 1996

It was decided to keep this option open.

e. Deceased members.

Branch presidents were requested to bring the names of deceased members to the attention of the NEC.

Greta Kos will investigate the criteria used to determine if a name should be formally recognized.

G. Kos

f. Availability of Reports for Members at AGM

It was suggested that the proxy ballots contain a tear-off form which a member would use to order a set of materials. The Executive Director will investigate cost and feasibility.

Executive Director

g. New Designations and Conventional Memberships

Covered.

h. Publishing proceedings of annual conferences.

Members present discussed the advisability and

feasibility of publishing the proceedings of annual conferences and elected not to do so at the present time.

i. Implications for branches due to constitutional changes.

It was noted that the Branches will be making some internal changes to adapt to the new structure of the organization.

j. Awards

The Executive Director reported that the Alex Cross Award had been located.

The Awards Chair will investigate obtaining an improved quality Past-President's Pin.

G. Kos

k. BCIT Class Size

It was noted that discussions are on-going concerning expanding the number of persons in the Environmental Health programme at BCIT. Richard Taki will represent the concerns of the Institute.

l. Environmental Technicians in New Brunswick

Jean-Marc Dufour distributed course descriptions for two technician courses being offered in New Brunswick. He expressed his concern about the possible erosion of the role of the certified public health inspector in his province. Mr. Dufour will advise the President if the situation deteriorates.

(Appendix "G")

m. Directions to Negotiations Committee

The President solicited direction from the Council. There was none.

n. Need for insurance

MOVED BY: D. Sargeant  
SECONDED BY: S. Mitton

THAT this item be tabled.

(Appendix "H")

CARRIED

o. Directions to Budget Committee

Redundant

p. Auditors

It was noted that Charbonneau & Associates has presented a quote of \$1,400. It was agreed to proceed with this arrangement.

Executive Director

q. Listing of physical resources

It was agreed that the treasurer will maintain this document and assign values as appropriate.

Treasurer

r. Protocol and procedure for payment

Completed.

s. Expense guidelines

It was noted that a mileage equivalent to airfare clause should be inserted.

Executive Director

MOVED BY: J. Gibb

SECONDED BY: S. Mitton

THAT the guidelines be adopted with the inclusion of the equivalency clause.

CARRIED

MOVED BY: P. Parys

SECONDED BY: L. Potter

THAT the NEC cover the costs of Branch Presidents for one dinner during NEC meetings.

CARRIED

t. Ontario Branch Job Profile and similar documents for National consideration

Members present reviewed the documents in the meeting kit. Dean Sargeant circulated a "nationalized" version of the Ontario document.

(Appendix "J")

MOVED BY: S. Mitton

SECONDED BY: D. Sargeant

THAT this matter be tabled. The public policy committee under Greta Kos will coordinate branch input in the interim.

CARRIED

v. Request for closer cooperation with CPHA

Information. No immediate action necessary.

w. Nova Scotia Branch

It was noted that the proper name of this branch is the Nova Scotia Branch.

x. NEHA - GATT and NAFTA

Information

y. National Registration of Environmental Health Officer title

MOVED BY: D. Sargeant  
SECONDED BY: H. Chong

THAT this item be tabled.

CARRIED

z. Sargeant and Bragg to attend CDC Meeting

Dean Sargeant reported that he had received an invitation to attend the CDC meeting. He and Mr. Bragg will attend on behalf of the Institute at no cost.

aa. EHR request for financial assistance from branches.

Mr. Chong solicited the opinions of other branches.

bb. Membership

Richard Taki will provide a report for the next meeting

cc. Payment of bills

MOVED BY: D. Sargeant  
SECONDED BY: H. Chong

THAT all bills be paid.

CARRIED.

dd. Next Meeting

MOVED BY: G. Kos

(Appendix "K")

R. Taki

Page 18

SECONDED BY: R. Taki

THAT the next meeting be held March 26-28,  
1992 in Vancouver. G. Kos will make hotel G. Kos  
arrangements.

CARRIED

MOVED BY: S. Mitton

SECONDED BY: R. Bradbury

THAT the meeting adjourn.

CARRIED

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE EXECUTIVE COUNCIL MEETING,  
March 26-28, 1993, Vancouver, British Columbia

The spring meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held at the Pacific Palisades Hotel. The meeting was called to order at 1000 hrs by President Charles Young.

## MINUTES OF THE MEETING

No.	DESCRIPTION	ACTION																														
1.	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <table><tr><td>President</td><td>Charles Young</td></tr><tr><td>Past-President</td><td>Dean Sargeant</td></tr><tr><td>Councillor</td><td>Shawn Mitton</td></tr><tr><td>Councillor</td><td>Greta Kos</td></tr><tr><td>Councillor</td><td>John Gibb</td></tr><tr><td>Councillor</td><td>Rob Bradbury</td></tr><tr><td>Councillor</td><td>Les Potter</td></tr></table> <p>Vice Presidents:</p> <table><tr><td>B.C.</td><td>Richard Taki</td></tr><tr><td>Ontario</td><td>Henry Chong</td></tr><tr><td>Alberta</td><td>Peer Mikkleson</td></tr><tr><td>Saskatchewan</td><td>Terry Gibson (representing W. Wright)</td></tr><tr><td>Manitoba</td><td>Peter Parys</td></tr><tr><td>New Brunswick</td><td>Jean-Marc Dufour</td></tr></table> <p>Executive Director      James Bradley</p> <p>EHF Chairman      Tim Roark (Sat. &amp; Sun. only)</p> <p>Regrets:</p> <table><tr><td>NFLD &amp; Lab.</td><td>Sharon Williams</td></tr><tr><td>Nova Scotia</td><td>Mary Belliveau</td></tr></table>	President	Charles Young	Past-President	Dean Sargeant	Councillor	Shawn Mitton	Councillor	Greta Kos	Councillor	John Gibb	Councillor	Rob Bradbury	Councillor	Les Potter	B.C.	Richard Taki	Ontario	Henry Chong	Alberta	Peer Mikkleson	Saskatchewan	Terry Gibson (representing W. Wright)	Manitoba	Peter Parys	New Brunswick	Jean-Marc Dufour	NFLD & Lab.	Sharon Williams	Nova Scotia	Mary Belliveau	
President	Charles Young																															
Past-President	Dean Sargeant																															
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New Brunswick	Jean-Marc Dufour																															
NFLD & Lab.	Sharon Williams																															
Nova Scotia	Mary Belliveau																															
2.	<p><b>CONSIDERATION OF THE AGENDA FOR ACCEPTANCE</b></p> <p>The agenda was adopted by unanimous vote.</p>																															
3.	<p><b>MINUTES OF THE MEETING HELD NOVEMBER 6-8,</b></p>																															

1992

MOVED BY: D. Sargeant  
SECONDED BY: P. Parys

THAT the minutes of the meeting held  
November 6-8, 1992 be accepted.

CARRIED

4. BUSINESS ARISING

a. NSF International - Status of Space Lease

D. Sargeant reported no activity. The Executive  
Director reported that NSF had contacted the office  
regarding hosting a biohazard cabinetry exam.

MOVED BY: S. Mitton  
SECONDED BY: H. Chong

THAT D. Sargeant approach NSF to formalize a lease  
arrangement for sharing office space.

D. Sargeant

CARRIED

b. Availability of Reports for Members at AGM

The Executive Director suggested that a post card  
be included with the proxies that would allow  
members to order a copy of the AGM materials in  
advance of the meeting.

Executive Director

c. Deceased Members

G. Kos distributed the protocol for recognition of  
deceased members (Appendix "A").

J. Dufour asked what would be the case for lapsed  
members. R. Bradbury reported that BC Branch  
forwarded such names.

It was suggested that the document be modified to  
note that current membership status is not a  
prerequisite to membership. G. Kos will correct the  
document and forward a new draft to the Executive  
Director for inclusion with the minutes.

G. Kos

It was suggested that the list of deceased members  
be included in the AGM notes after being circulated  
to the branches.

Executive Director

d. CDC Meeting Attendance

D. Sargeant reported that he attended a meeting of the CDC and provided a display of household hazardous waste information resources.

5. STANDING COMMITTEE REPORTS

a. BCIT Advisory

R. Taki reported that the size of the committee has been questioned and a proposal made to reduce its numbers.

R. Bradbury pointed out that the CIPHI representative proposed for the new structure should not necessarily be restricted to a western Canada resident, that this person is a CIPHI appointment and therefore may be from anywhere.

It was the consensus of the meeting that R. Taki request that the western Canada residency qualifier on CIPHI's appointment be dropped.

R. Taki

R. Taki noted that the BCIT curriculum review document was in circulation. Members present expressed concern at the lack of CIPHI members serving on the review committee.

R. Taki reported that BCIT will obtain degree granting privileges shortly.

T. Gibson noted that maintaining the diploma program would assist Saskatchewan by allowing degree holders to enter the field after only two years of study. C. Young said this wasn't likely.

S. Mitton suggested that R. Taki carry the concern over the preservation of degree-plus-two-years programs to the advisory committee.

R. Bradbury suggested that the needs of the employers regarding the ability to process candidates within a two year time frame be expressed to the advisory committee.

C. Young noted that this was a complicated issue that required close monitoring.

b. Board of Certification

Members present reviewed the report submitted by



the Board of Certification.

MOVED BY: R. Bradbury

SECONDED BY: T. Gibson

THAT the BOC report be received.

It was noted that the "evaluation fee" mentioned is actually to read "administrative processing fee".

R. Bradbury reported that the new version of the candidate kits will be distributed directly through the national office rather than via the schools or health units.

H. Chong pointed out that employers need to see the revised contact hours topics and numbers.

P. Parys said that oral examiners require direction, perhaps contact with oral examiners in other provinces would assist with consistency in approach and questioning.

R. Bradbury replied that the Board was reluctant to establish a bank of questions. Examination coordinators should be giving guidance to panel members. He suggested that if branches have concerns about the oral component they should approach the Board through their corresponding members.

R. Taki asked if there was any feedback to health units about the performance of the candidates they trained.

R. Bradbury said that the Board is reviewing the entire examination process. The Board is aware of the difficulties of the current system and is reviewing some options.

P. Mikkelsen suggested that the corresponding members write to the health units in their areas to advise them of the changes to the forms.

T. Gibson suggested that a standardized list of topics/concepts be developed to assist oral examiners.

R. Bradbury will suggest to the BOC a slight change of wording of the degree motion.

R. Bradbury

S. Mitton noted that his may well have an impact

on the entrance requirements of the schools.

R. Bradbury will determine if there is a BOC requirement for a candidate to present him/herself for certification within a certain period of time following completion of academic training.

R. Bradbury

P. Mikkleson and D. Sargeant suggested that the Board review the 52 week practicum requirement for foreign applicants.

C. Young suggested that the Board may wish to ask the schools if they wish to administer the practicum.

CARRIED

MOVED BY: R. Bradbury  
SECONDED BY: L. Potter

THAT the increase in the Foreign Applicant administrative processing fee to \$500 be ratified.

CARRIED

MOVED BY: D. Sargeant  
SECONDED BY: S. Mitton

THAT the Board's motion concerning degree as a requirement be ratified and that the Board and its Chairman be congratulated.

CARRIED.

President Young distributed copies of correspondence between Dr. Ian Johnson and BOC Chairman Bernie Chrisp. (Appendix "B")

R. Bradbury provided some background comments regarding the Board's meeting with Dr. Johnson and his colleagues.

MOVED BY: S. Mitton  
SECONDED BY: R. Bradbury

THAT the President respond to Dr. Johnson.

President Young

CARRIED

c. Finance and Budget

The budget item "Corporate Promotion" should read

Executive Director

"Membership Promotion".

MOVED BY: J. Gibb

SECONDED BY: L. Potter

THAT the financial report be adopted.

CARRIED

d. Constitution & Bylaws

MOVED BY: L. Potter

SECONDED BY: S. Mitton

THAT the Constitution & Bylaws Committee report be received.

L. Potter will review Section 15 respecting branch affiliation of students and Section 11 concerning the rights and privileges of Fraternal and Associate members and present any proposed changes within the time frame required for the AGM. (Appendix "M")

L. Potter

Branch executives are reminded to check their bylaws and constitution to ensure that Fraternal members' voting rights are managed appropriately.

Branch Executives

CARRIED

e. Environmental Health Foundation

T. Roark circulated copies of recent correspondence concerning the aboriginal students program (Appendix "C") at BCIT and reviewed his report.

It was noted that the emergency fund for the students, if not used, will remain with the Foundation and therefore over the two year period the Foundation could earn \$9400 dollars.

Correspondence regarding safe temperature symbols was distributed (Appendix "D"). Copyright and trademark issues in the United States appear to be minor.

There is a possibility that users of the symbols would be required to attribute them to the Institute or the Foundation, thus gaining recognition for the Institute.

With respect to the Herbison Bursary, the

Foundation has agreed to assist in the development of financial resources.

S. Mitton suggested that it would be appropriate for the Branches to support the Foundation through donations where possible.

Mr. Roark was persuaded to delay his resignation as Chairman for a year, with the support and appreciation of the Council.

MOVED BY: R. Bradbury  
SECONDED BY: T. Gibson

THAT the report of the Environmental Health Foundation be received.

CARRIED

f. Environmental Health Review

MOVED BY: H. Chong  
SECONDED BY: R. Bradbury

THAT the EHR report be received.

H. Chong narrated the EHR report.

CARRIED

MOVED BY: S. Mitton  
SECONDED BY: G. Kos

THAT the Branch President of the home province of the editor of the EHR serve as liaison between the NEC and the editor whenever the editor is not able to attend an NEC meeting.

CARRIED

g. Membership

MOVED BY: R. Bradbury  
SECONDED BY: L. Potter

THAT the membership report be received.

CARRIED

New Members:

Agyapong, Nana

STU

Albert, Reginald	NEW
Almeida, Roberto	REG
Azzara, Maria	REG
Bishop, Stan	REG
Bodani, Shilpa	STU
Borden, Joney	STU
Brown, Rosalie	REG
Carr, Douglas	REG
Carroll, Tamela	STU
Carvalho, Licinio	STU
Celestin Welch, Marlene	STU
Choremiotis, Pantells	STU
Chung, Robert	STU
Cleaves, Sherri	REG
Corvino, Maddalena	STU
Crane, Eugene	REG
Davies, Gordon	REG
Dyback, Peter	STU
Dyment, Kathy	REG
Fortuna, Dominic	STU
Gaveronski, Nancy	STU
Giesbrecht, Martha	REG
Goral, Anna	STU
Gravelle, Stéfane	REG
Ha, Sharon	STU
Hatton, Alexander	REG
Hayden, Kelly	REG
Herle, Keith	STU
Hester, Rebecca	REG
Hubert, Paul	NEW
Johnston, William	REG
Kahbra, Harjit	STU
Kandathil, Emmanuel	STU
Kermet, Ladislav	STU
Klepachek, Kim	STU
Kou, William	REG
Kwan, Desmond	STU
Kwong, Kam	STU
Laughlin, Chris	REG
Lee, Christie	STU
Lee, David	REG
Lee, Vivian	STU
Legare, Lorne	REG
Levesque, Diane	STU
Little, Scott	REG
Lowey, Jacqueline	REG
Lue, Derek	REG
Mattes, Neal	STU
McLaughlin, Jamie	REG
Mellet, Robert	STU
Millard, Timothy	STU
Moffatt, Tracy	NEW

Morrison, Sean	REG
Nedelkou, Gary	STU
Ng, Art	STU
O'Shaughnessy, Anna	REG
Papadopoulos, Andrew	REG
Parsonage, Roger	STU
Pash, Darrell	FRA
Pham, Khoa	STU
Piatt, Roger	STU
Pillidge, Ron	REG
Rippin, Robert	STU
Roche, Andrew	NEW
Rositano, Bruce	STU
Soforek, Elizabeth	STU
Stetsko, Shelly	STU
Thomas, Samuel	REG
Tresp, Peter	STU
Tsang, Peter	STU
Valcourt, Lance	STU
Walsh, Steven	REG
Watt, David	STU
Winsor, Lynnette	REG
Wong, Edward	STU
Yee, Barbara	STU
Yelle, Pauline	STU
Yu, Pamela	STU

MOVED BY: R. Bradbury

SECONDED BY: H. Chong

THAT the new member applications be approved.

CARRIED

h. NEC Meeting Arrangements

Members present discussed the meeting arrangements.

i. Public Policy & Awards

Members present reviewed the item from News Canada.

The Executive Director will send the die masters for pins to G. Kos.

Executive Director

H. Chong will investigate the cost of name plates for NEC members and include a circular with the briefing notes for the next meeting.

H. Chong

G. Kos reported on correspondence with E. B.

Officer regarding an award to be named after him. Mr. Officer has indicated he would prefer to see such an award named after his father, Alexander Officer.

MOVED BY: G. Kos  
SECONDED BY: S. Mitton

THAT the name of the proposed award be The Alexander Officer Award.

The criteria for the award was circulated. (Appendix "G").

CARRIED

G. Kos will develop new designs for the EHR, Alex Cross and Alexander Officer Awards for 1994. Existing supplies of medallions will be used for 1993.

G. Kos

j. Ryerson Advisory

H. Chong provided a verbal report.

President Young will write to Pat Robinson expressing the Council's concern about the lack of advisory committee meetings.

President Young

6. Ad Hoc Committee Reports

a. Conference Guidelines and Chronological Listing of Items for AGM, e.g.

R. Bradbury reported that he and D. Sargeant will be completing the development process shortly. Implementation is expected for the 1995 conference. A draft or overview of the guidelines is requested for the next meeting of the Council.

R. Bradbury /  
D. Sargeant

MOVED BY: S. Mitton  
SECONDED BY: L. Potter

THAT D. Sargeant be appointed to the Conference Guidelines committee.

CARRIED

b. CHPLC

S. Mitton provided a brief oral report on the upcoming Consumer Chemicals Workshop.

It was suggested that the contact list of branch presidents be included in the hand out materials for the workshop.

Executive Director

c. CRFA

H. Chong reported no contact has been received. He noted that CRFA is aggressively pursuing a higher profile with respect to food safety.

H. Chong

It was the consensus of those present that an assertive response be made by our representative as to our members' roles in food handler education.

d. Inside the Institute

D. Sargeant reported that he has provided to the EHR highlights of recent developments within the NEC and EHF.

e. IFEH

Correspondence from this organization was reviewed. The President will respond.

President Young

f. Membership Promotion

R. Bradbury circulated a report on using VISA for dues payments (Appendix "E"), noting that the BC Branch has employed this method of payment for some time.

MOVED BY: R. Bradbury  
SECONDED BY: R. Taki

THAT the NEC approve VISA as an acceptable method of payment for all membership categories and that any associated commission be absorbed by National, and not the Branches.

Executive Director

CARRIED

R. Bradbury circulated a report on the publishing of members' names in the EHR (Appendix "F"). He noted that the membership committee and the EHR will work together to develop promotion strategies that include advertising in the EHR.

MOVED BY: R. Bradbury  
SECONDED BY: D. Sargeant

THAT the membership promotion committee continue

Membership



to explore benefits to both the Institute and the Environmental Health Review, through the development and promotion of the Corporate/Affiliate package

Promotion  
Committee

CARRIED

Regarding membership application forms, Mr. Bradbury reported that two forms will likely be necessary: one for domestic regular membership and another for Fraternal and International Members. The committee asked for direction based on its findings and it was the consensus of those present to proceed with the initiatives the committee has identified.

Investigation into membership arrangements with NEHA have noted the possibility of many benefits. After research the committee has determined that cooperative-type of membership with NEHA might be priced at \$50 CDN.

The committee will negotiate an arrangement with NEHA using a percentage formula based on the current rate for the International Membership.

MOVED BY: S. Mitton  
SECONDED BY: R. Taki

THAT the committee should proceed with negotiations and that the NEC will communicate the results to the branches before ratification of an agreement via an NEC meeting.

Membership  
Promotion  
Committee

CARRIED

g. NSF & CIPHI

D. Sargeant will obtain a list of training opportunities from NSF and distribute this information to the branches.

D. Sargeant

President Young reported on the response from members regarding participation in NSF standing committees. Resumes will be requested from persons who have indicated an interest but who have yet to furnish them. President Young will present the list of interested persons and their interest areas to NSF with copies to the appropriate branch presidents.

President Young

h. NEHA Liaison

There has been no further correspondence with NEHA concerning the implications of NAFTA or GATT.

MOVED BY: L. Potter  
SECONDED BY: J. Gibb

THAT President Young attend the NEHA conference in Florida.

CARRIED

i. Job Descriptions, Terms of Reference,

R. Bradbury reported that as yet it has not been possible to locate the job descriptions for NEC and committee chairs but he will continue the search.

R. Bradbury

j. Negotiations Report

President Young reported on the conclusion of negotiations with Skylark Technical Resources.

A lease with Auriga Corporate Centre has been signed for a two year period providing for a 0% increase this year and a 5% increase next year.

The evaluation process has been completed and a summary report presented to Skylark Technical Resources.

It was suggested that, through H. Chong, a profile article be developed on the Executive Director for publication in the EHR.

H. Chong

k. Safe Packaged Food Handling (Temperature Symbols)

Covered under the Environmental Health Foundation report.

l. Conference Reports

Conference '92:

D. Sargeant provided a verbal report and will provide a written and financial report for inclusion in the briefing notes for the next meeting.

D. Sargeant

Conference '93:

MOVED BY: H. Chong

SECONDED BY: R. Bradbury

THAT the report of the 1993 Conference Committee be received.

CARRIED

It was agreed that members of the NEC will make their own travel and accommodation arrangements.

Conference '94:

MOVED BY: R. Bradbury

SECONDED BY: D. Sargeant

THAT the Conference '94 report be received.

CARRIED

Conference '95:

R. Bradbury presented an oral report.

It was agreed that S. Mitton will obtain and distribute information from the BC Ministry of Health concerning plans for the regulation of the sewage disposal issue in Victoria .

S. Mitton

President Young will reply to Mr. Rapinchuk once this information is received.

President Young

Note was made that the concept of registration at our conferences would be best handled by our National Office. Efforts to this end will be investigated for the 1994 Conference.

7. Branch Reports

a) Newfoundland & Labrador

MOVED BY: D. Sargeant

SECONDED BY: T. Gibson

THAT the Newfoundland & Labrador Branch report be received.

CARRIED

b) Nova Scotia

MOVED BY: T. Gibson

SECONDED BY: G. Kos

THAT the Nova Scotia Branch report be received.

CARRIED

c) New Brunswick

MOVED BY: J. Dufour  
SECONDED BY: D. Sargeant

THAT the New Brunswick Branch report be received.

CARRIED

d) Ontario

Henry Chong distributed copies of his report  
(Appendix "I")

MOVED BY: H. Chong  
SECONDED BY: G. Kos

THAT the Ontario Branch report be received.

CARRIED

e) Manitoba

MOVED BY: P. Parys  
SECONDED BY: R. Taki

THAT the Manitoba Branch report be received.

CARRIED

f) Saskatchewan

MOVED BY: T. Gibson  
SECONDED BY: P. Mikkelsen

THAT the Saskatchewan Branch report be received.

CARRIED

g) Alberta

MOVED BY: P. Mikkelsen  
SECONDED BY: R. Bradbury

THAT the Alberta Branch report be received.

CARRIED

h) British Columbia

R. Taki distributed copies of his report (Appendix "J").

MOVED BY: R. Taki  
SECONDED BY: G. Kos

THAT the British Columbia Branch report be received.

CARRIED

8. Table Officer Reports

a) Treasurer

J. Gibb reported that financial reports were being received regularly and reviewed. The bonding of the Executive Director issue and fire insurance on our office and its contents remain to be resolved. The Treasurer will investigate these issues and report at the next meeting.

J. Gibb

Members present reviewed the current financial status and a listing of physical assets.

Signing officers have been finalized to include L. Potter. It was noted that the Treasurer has an "emergency" supply of cheques on-hand in B.C. in case of need.

The matter of a dues increase was discussed and it was decided to delay consideration of a dues increase for this AGM.

MOVED BY: J. Gibb  
SECONDED BY: R. Bradbury

THAT the financial statements be received.

CARRIED

b) Chief Staff Officer

MOVED BY: R. Bradbury  
SECONDED BY: D. Sargeant

THAT the report of the Executive Director be received.

CARRIED

c) Any other

9. New Business

a) Strategic and Long Range Plan

Members present discussed the strategic planning process document (Appendix "H") prepared by the Table Officers. It was agreed that all members of the council would provide feedback to the President within 30 days on the material reviewed.

All Members

b) Need for Liability Insurance coverage together with an Indemnification and Save Harmless Clause

MOVED BY: R. Bradbury  
SECONDED BY: J. Gibb

THAT the matter be lifted from the table.

CARRIED

MOVED BY: R. Bradbury  
SECONDED BY: J. Gibb

THAT the Institute purchase liability insurance.

J. Gibb

CARRIED

c) Job Profile (Ontario) and other publications for National consideration and "ownership"

MOVED BY: G. Kos  
SECONDED BY: H. Chong

THAT the matter be lifted from the table.

CARRIED

MOVED BY: R. Bradbury  
SECONDED BY: P. Mikkelsen

THAT the Public Policy Committee commence development of a profile document with a final draft presented for the next meeting of the Council.

G. Kos

CARRIED

G. Kos will write to Ontario Branch to formally ask for permission to use their profile document.

G. Kos

d) National Registration of EHO title

MOVED BY: D. Sargeant  
SECONDED BY: R. Bradbury

THAT the matter be lifted from the table.

CARRIED

D. Sargeant noted that many agencies are changing job titles to Environmental Health Officer.

MOVED BY: D. Sargeant  
SECONDED BY: R. Bradbury

THAT the Executive Director investigate the national protection of the Environmental Health Officer title/name, noting that BC Branch has had some contact with legal counsel. A budget of \$500 is established.

Executive Director

CARRIED

The branches are requested to investigate the same issue within their jurisdictions.

Branches

e) Renewal, Dues Billing Process and its Administration

The Executive Director will prepare a document outlining the dues invoicing and payment process for dues, to be attached to the minutes as Appendix " ". Feedback is requested to the Executive Director as this will be finalized at our next meeting.

Executive Director

f) Memberships (New) Notification to Home Branch

The Executive Director reported that all new member applications are copied to the Branch as they are received at the national office.

It was noted that both the database software and the programs developed with it are now the property of the Institute.

g) Chicago 1996 with NEHA or not?

D. Sargeant suggested that the Institute approach a possible joint conference with attention to detail regarding financial arrangements.

MOVED BY: R. Bradbury  
SECONDED BY: T. Gibson

THAT the motion be tabled.

CARRIED

h) Policy/Guideline Clearing house concept

(To be considered at the next meeting of the NEC in light of developments on communication efforts under way.)

i) Canadian Dietetic Association

H. Chong reported that this group was intending to create a sub-group concerned with food safety. He has written to them offering his branch's services to assist with this group. The lack of response is of concern and he will follow-up.

H. Chong

j) Wilson-Banwell Report

P. Mikkelsen reported that his branch was concerned about the expenditure of funds on this report. Follow-up communication with the Past-President has resolved much of this concern.

k) Erosion of Duties in B.C.

R. Taki reported that there is concern over possible transfer of inspection duties for work camps in B.C.. A copy of the draft regulations is attached as Appendix "K".

MOVED BY: R. Taki  
SECONDED BY: R. Bradbury

THAT the President write to the BC Minister of Health to support the concerns of the BC Branch regarding this issue following receipt of Mr. Taki's letter to the BC Minister of Health.

President Young  
R. Taki

CARRIED



H. Chong requested the same action be taken in support of Ontario Branch's concerns about non-CPHI(C) holders performing slaughterhouse inspections. Mr. Chong will write initially and this will be reinforced by the President from a National perspective.

President Young  
H. Chong

l) Health Agency Communications Concept

MOVED BY: H. Chong  
SECONDED BY: R. Bradbury

THAT an ad hoc committee on health communications, chaired by S. Mitton, be formed, with power to add members to the committee. A report will be filed by July, 1993. An initial budget of \$500 is established and the preferred term is to be investigated as to registration.

S. Mitton

CARRIED

m) Food Safety Communication

Covered under previous items, regarding CRFA.

n) Colours

T. Roark suggested that a motion may have been passed some time ago that established the Institute's official colours as blue and gold. This may be considered at the next meeting of the Council, with respect to National Colours.

o) Resource Exchange

P. Mikkelsen suggested that a master list of PHI/EHO resources be established so that the branches can share them.

MOVED BY: G. Kos  
SECONDED BY: H. Chong

THAT the branches provide information regarding available resources to G. Kos, Chair of the Public Policy Committee for consideration of feasibility at our next meeting.

Branches  
G. Kos

CARRIED

p) Bulk liability coverage for PHI's

MOVED BY: R. Bradbury  
SECONDED BY: T. Gibson

THAT the matter be tabled.

CARRIED

q) ALOHA Recommendations

MOVED BY: D. Sargeant  
SECONDED BY: R. Bradbury

THAT a task force be established, chaired by D. Sargeant, with power to add members, to investigate the shortage of Public Health Inspectors in Ontario. An interim report to be presented at the next meeting of the NEC. A budget of \$500 is established.

D. Sargeant

CARRIED

10. Correspondence

a. Rapinchuk re: Conference '95

(covered previously)

11. Payment of Bills

MOVED BY: R. Bradbury  
SECONDED BY: J. Gibb

THAT all bills be paid.

CARRIED

12. Next Meeting

July 18-19 at London, Ontario. Time and date to be confirmed to the Executive Director by H. Chong following identification of opportunities to facilitate participation of NEC with members.

H. Chong

13. Adjournment

MOVED BY: R. Bradbury  
SECONDED BY: G. Kos

THAT the meeting adjourn.

CARRIED

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

### PROTOCOL FOR DECEASED MEMBERS

1. It is anticipated that Branch Presidents will request and receive notification of the death of individuals who have worked as Certified Public Health Inspectors/Environmental Health Officers. Branch policy in terms of protocol should be determined internally.
2. The Branch President forwards notification of the death of the member to the Executive Director with details of next of kin, address and other relevant information.
3. The Executive Director alters records and the membership list so that future invoices, notifications, etc. cease.
4. The Executive Director provides a sympathy card (on behalf of the National Executive of the Canadian Institute of Public Health Inspectors) with the appropriate information to the National President for signature.
5. The National President signs the card on behalf of the National Executive and forwards the card to the next-of-kin.
6. The Executive Director notifies the Environmental Health Review for cessation of the member's subscription at the end of the calendar year. For a life member termination should also discontinue at the conclusion of the calendar year. A special effort should be made to ensure that if any subsequent issue contains an obituary, it should be forwarded to the bereaved, unless it is perceived inappropriate at the time.
7. An obituary notice in the Environmental Health Review may be included at the discretion of the Editor.
8. Members who have demonstrated outstanding achievement to the Institute or to environmental health in general during their lives may be considered by the National Executive for a special commendation. The recommendation for special recognition should be presented to the National Executive for determination, if any, of action to be taken at the next National Executive meeting.
9. Any action will be decided by a simple majority vote of the National Executive. The appropriate action will be specific for the individual as determined by the Executive.
10. National Executive meetings will commence with moratorium announcements wherein Branch Presidents will advise of any member deaths from the respective Branches. This may be conducted either verbally or in writing.

kos-pro

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## MINUTES OF THE EXECUTIVE COUNCIL MEETING,

July 17 - 18, 1993, London, Ontario

The pre-conference meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held at the Sheraton Armouries Hotel. The meeting was called to order at 0900 hrs by President Charles Young.

## MINUTES OF THE MEETING

No	DESCRIPTION	ACTION																																				
1.	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <table><tr><td>President</td><td>Charles Young</td></tr><tr><td>Past-President</td><td>Dean Sargeant</td></tr><tr><td>Councillor</td><td>Greta Kos</td></tr><tr><td>Councillor</td><td>John Gibb</td></tr><tr><td>Councillor</td><td>Rob Bradbury</td></tr></table> <p>Vice Presidents:</p> <table><tr><td>B.C.</td><td>Karen Cummings (representing Richard Taki)</td></tr><tr><td>Ontario</td><td>Henry Chong</td></tr><tr><td>Alberta</td><td>Peer Mikkelson</td></tr><tr><td>Saskatchewan</td><td>Yvonne Schiller (representing Robin Galbraith)</td></tr><tr><td>Manitoba</td><td>Peter Parys</td></tr><tr><td>NFLD &amp; Lab.</td><td>Sharon Williams</td></tr><tr><td>Nova Scotia</td><td>Mary Belliveau</td></tr></table> <p>Executive Director</p> <p>James Bradley</p> <p>EHR Editor</p> <p>Tony Amalfa (Saturday only)</p> <p>Guests:</p> <table><tr><td>Jim Reffle</td><td>Conference Co-Chair</td></tr><tr><td>Bob Carson</td><td>Conference Co-Chair</td></tr><tr><td>John Pelton</td><td>Sitting Member, BOC</td></tr></table> <p>Regrets:</p> <table><tr><td>Councillor</td><td>Shawn Mitton</td></tr><tr><td>Councillor</td><td>Les Potter</td></tr><tr><td>New Brunswick</td><td>Jean-Marc Dufour</td></tr></table>	President	Charles Young	Past-President	Dean Sargeant	Councillor	Greta Kos	Councillor	John Gibb	Councillor	Rob Bradbury	B.C.	Karen Cummings (representing Richard Taki)	Ontario	Henry Chong	Alberta	Peer Mikkelson	Saskatchewan	Yvonne Schiller (representing Robin Galbraith)	Manitoba	Peter Parys	NFLD & Lab.	Sharon Williams	Nova Scotia	Mary Belliveau	Jim Reffle	Conference Co-Chair	Bob Carson	Conference Co-Chair	John Pelton	Sitting Member, BOC	Councillor	Shawn Mitton	Councillor	Les Potter	New Brunswick	Jean-Marc Dufour	
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Councillor	Les Potter																																					
New Brunswick	Jean-Marc Dufour																																					

2. CONSIDERATION OF THE AGENDA FOR ACCEPTANCE

The agenda was adopted by unanimous vote.

3. DECEASED MEMBERS

Berggren, Roy  
CAMPBELL RIVER, BC

Cairney, Thomas  
CULTUS LAKE, BC

Chiasson, Alex  
SIMCOE, ON

Flewelling, Lloyd  
KINGSTON, ON

Gropp, Elwood  
VICTORIA, BC

Hart, Hugh  
COURTNEY BC

Johnson, Joseph  
RR3 SAANICHTON, BC

Moore, Thomas  
NEW WESTMINSTER, BC

O'Neill, Patrick  
SALMON ARM, BC

Robson, John  
BROOKLIN, ON

Rondelet, Maurice  
PENTICTON, BC

Scott, John  
THUNDER BAY, ON

Skerry, Leo  
CORNWALL, PE

4. MINUTES OF THE MEETING HELD MARCH 26-28, 1992

MOVED BY: R. Bradbury  
SECONDED BY: G. Kos

THAT the minutes of the meeting held March 26-28,  
1993 be accepted.

	CARRIED	
5.	BUSINESS ARISING	
	a. <u>AGM Reports Available via Post Card Req.</u>	
	The Executive Director reported that 40 copies of the AGM Notes document were distributed via the post card system.	
	b. <u>Title Protection</u>	
	MOVED BY: R. Bradbury SECONDED BY: D. Sargeant	
	THAT the budget for registration of the EHO, PHI long and short form titles to be registered nationally be increased to \$1,000.	Executive Director
	CARRIED	
	c. <u>Renewal, Dues Billing &amp; Its Administration</u>	
	Members present reviewed the dues billing description document which was enclosed with the minutes of the last meeting.	
	MOVED BY: M. Belliveau SECONDED BY: G. Kos	
	THAT Model 1 be adopted and that Branches may employ Model 2 upon successful application to the National Executive Council.	
	Branches dues rebates will be issued monthly and full branch lists will be issued quarterly.	Executive Director
	CARRIED	
	MOVED BY: M. Belliveau SECONDED BY: S. Williams	
	THAT National Office provide branch mailing labels to branches upon request.	Executive Director
	CARRIED	
	It was decided that dues rebates will be made monthly for February, March, April, May and June. There was general concurrence to this policy.	Executive Director
	d. <u>Erosion of Duties</u>	
	B.C.: K. Cummings reported that R. Taki will be writing to the WCB to ask that any inspectors used	

for silviculture camps be CPHI(C) holders.

Ontario: H. Chong reported that cutbacks have had severe impacts on the ability of health units to carry out even minimum level activities.

T. Amalfa noted that all previously "frozen" positions have now been eliminated.

Members present were requested to collect and submit the names of advocacy groups who may be sympathetic to news items concerning the erosion of public health and safety standards.

Executive Council

e. CIPHI National Colours

No report.

f. Bulk Liability Coverage for PHIs

Still Tabled.

6. Table Officer Reports

a) President

MOVED BY: R. Bradbury  
SECONDED BY: K. Cummings

THAT the President's report be received.

CARRIED

b) Treasurer

MOVED BY: J. Gibb  
SECONDED BY: M. Belliveau

THAT the Treasurer's report be received.

CARRIED

Investigation will be made into using VISA as a "payroll deduction" type billing, perhaps three or four segments over the year.

Executive Director

Fire & Theft Insurance: In progress.

Bonding: In progress.

c) Chief Staff Officer

MOVED BY: R. Bradbury  
SECONDED BY: J. Gibb

To receive the Executive Director's report.

CARRIED

7. STANDING COMMITTEE REPORTS

a. BCIT Advisory

MOVED BY: R. Bradbury

SECONDED BY: J. Gibb

THAT the BCIT Advisory Report be received.

CARRIED

b. Board of Certification

MOVED BY: R. Bradbury

SECONDED BY: J. Gibb

THAT the Board of Certification report be received.

It was noted that Ms. Wasmund is incorrectly identified as a CIPHI rep.

D. Sargeant noted that timing and communications problems are aggravating some situations of concern.

The Secretary of the Board reported that exploratory meetings with Cabot College in Newfoundland have been held successfully.

CARRIED

c. Finance and Budget

Covered under Treasurer's report.

d. Constitution & Bylaws

MOVED BY: R. Bradbury

SECONDED BY: K. Cummings

THAT the Constitution & Bylaws Committee report be received.

CARRIED

Members present discussed the ramifications of the proposed changes to the constitution and by-laws.

e. Environmental Health Foundation  
(Appendix "A")



MOVED BY: R. Bradbury  
SECONDED BY: D. Sargeant

THAT the report of the Environmental Health  
Foundation be received.

CARRIED

Mr. Roark will be resigning and Mr. Seeger will be  
approached about allowing his name to stand for  
nomination to the Chair.

MOVED BY: D. Sargeant  
SECONDED BY: M. Belliveau

THAT the President forward a letter of  
commendation to Mr. Roark.

President Young

CARRIED

Members present discussed the matter of Mr. Young  
being both President of CIPHI and Treasurer of  
EHF.

f. Environmental Health Review

MOVED BY: H. Chong  
SECONDED BY: R. Bradbury

THAT the EHR report be received.

CARRIED

Mr. Amalfa provided some oral comments in support  
of his written report.

g. Membership

MOVED BY: R. Bradbury  
SECONDED BY: G. Kos

THAT the membership report be received.

CARRIED

**New Members:**

Ash, Randall  
NEW WESTMINSTER, BC

REG

Caisse, Pamela  
PORT COQUITLAM, BC

REG

Chan, Jason

STU

WILLOWDALE, ON	
Chong, John PORT COQUITLAM, BC	REG
Cottom, Heather SUDBURY, ON	REG
Davidson, Horace MISSISSAUGA, ON	REG
Diseko, Trevor WINNIPEG, MB	STU
Dizon, Lianne MISSISSAUGA, ON	STU
Egan, Catherine WATERLOO, ON	REG
Ferguson-Mowat, Joyce WAWA, ON	STU
Fuller, Adrian AVONPORT, NS	STU
Fury, Diane DIEPPE, NB	STU
Gee, Ed CALGARY, AB	REG
Iskierski, Barbara BRAMPTON, ON	STU
James, Barbara THORNHILL, ON	STU
Kalep, Veikko DON MILLS, ON	STU
Krins, Cindy SURREY, BC	REG
Leblanc, Michel RIVERVIEW, NB	STU
LeCouffe, Marc CAMBELLTON, NB	STU
Lyon, Morag SWIFT CURRENT, SK	REG
Mays, Joan LANSDOWNE, ON	REG

Miranda, Anna DON MILLS, ON	STU
Moir, Marty PERTH, ON	REG
Pinkess, Todd TORONTO, ON	STU
Rowsell, Gordon ST. JOHN'S, NF	REG
Tallman, Lloyd WESTMOUNT, NS	STU
Watson, Eric BARRIE, ON	STU
Weih, Lisa ALDERGROVE, BC	REG
Yan, Frances TORONTO, ON	REG

MOVED BY: S. Williams  
SECONDED BY: K. Cummings

THAT the new member applications be approved.

CARRIED

h. NEC Meeting Arrangements

Members present discussed the meeting arrangements.

i. NSF International

President Young reported on his recent conversations with NSF International representatives.

j. Public Policy & Awards

**NEC Name Plates:** Henry Chong presented a verbal report.

**Profile Document:** Greta Kos presented a draft of the proposed profile document. Members present reviewed the document. When complete the document will be distributed from National Office and will be available on diskette to the Branches.

**Past President Pin:** In progress.

Deceased Member Policy: Nothing to report.

Central Clearing House Project: It was noted that development of a catalogue could include royalty payments, electronic source files, etc. Attention will be paid to copyrights and material sources.

Awards for the AGM: Arrangements with Mr. Carson will be finalized.

MOVED BY: D. Sargeant  
SECONDED BY: G. Kos

THAT Michael Bragg be recommended to the AGM as a Life Member.

CARRIED

MOVED BY: G. Kos  
SECONDED BY: R. Bradbury

THAT Tony Amalfa be selected to receive the Alex Cross Award.

CARRIED

MOVED BY: G. Kos  
SECONDED BY: K. Cummings

THAT the public policy report be received.

CARRIED

MOVED BY: G. Kos  
SECONDED BY: M. Belliveau

THAT the Awards Committee report be received.

CARRIED

k. Ryerson Advisory

MOVED BY: H. Chong  
SECONDED BY: G. Kos

THAT the Ryerson Advisory Committee report be received.

CARRIED

1. Strategic & Long Range Planning

MOVED BY: G. Kos  
SECONDED BY: R. Bradbury

THAT the Strategic and Long Range Plan be presented to the AGM

**Discussion:** It was felt by some members that the document might be ~~too complex for presentation to the AGM.~~ *best for member info only*

MOTION WITHDRAWN

8. AD HOC COMMITTEE REPORTS

a. Conference Guidelines and Chronological Listing of Items for AGM, e.g.

Rob Bradbury reported that a report will be available to the AGM. President Young asked that the committee be prepared to present a final report at the ~~final~~ <sup>Fall</sup> meeting.

b. Conferences

**1992 Conference:** Mr. Sargeant provided a brief oral report.

**1993 Conference:** Messrs Reffle and Carson provided a brief oral report on the 1993 Conference. There was a very positive response to the call for papers. Registration fees have been kept to a minimum. Approximately 90 full registrations and many partial registrations have been received. The Ontario Minister of Health will be attending the opening ceremonies.

**1994 Conference:** Mary Belliveau reported that the arrangements with the Sheraton Halifax have been finalized with room rates set at \$66 a night.

Members present discussed various aspects of the conference.

MOVED BY: M. Belliveau  
SECONDED BY: K. Cummings

That the report of the 1994 Conference Committee be received and that \$1,500.00 seed money be advanced.

CARRIED

**1995 Conference:** Rob Bradbury reported on preparations for the 1995 conference which may include a cruise to Alaska.

MOVED BY: R. Bradbury

SECONDED BY: G. Kos

That the 1995 Conference report be received.

CARRIED

International

MOVED BY: J. Gibb

SECONDED BY: D. Sargeant

THAT Mr. MacKenzie be reimbursed his travel expenses. *to maximum \$300.*

Executive Director

CARRIED

1996 Conference:

MOVED BY: D. Sargeant

SECONDED BY: M. Belliveau

THAT the matter of the 1996 Conference be lifted from the table.

CARRIED

Dean Sargeant said he supported having joint conferences on regular basis.

Mary Belliveau was concerned that only a few members could attend and that the gain in networking opportunities might be offset by the loss of an opportunity for unity at home.

MOVED BY: D. Sargeant

SECONDED BY: G. Kos

THAT the President be granted approval in principle to initiate negotiations for a joint conference in 1996 at Chicago.

President Young

It was noted that 1996 will be a change-of-office year.

CARRIED

Opposed:

M. Belliveau  
R. Bradbury  
H. Chong

c. CHPLC

MOVED BY: M. Belliveau

SECONDED BY: J. Gibb

THAT the report of the Consumer Hazardous Products Liaison Committee be received.

CARRIED

Mary Belliveau and Jim Bradley provided a short update concerning the hazardous chemicals workshop.

d. CRFA

Henry Chong reported that communications with CRFA have improved and that Ms. Garrett is attempting to have CIPHI included on the Salmonella Control Board.

CRFA has also requested a meeting to explore the feasibility of a common national standard for food sanitation.

Dean Sargeant noted that a joint approach to the federal government might be more productive than approaches by individual organizations.

President Young, Henry Chong, Dean Sargeant and the Executive Director will be meeting CRFA during the Conference.

e. Health Communications

MOVED BY: M. Belliveau  
SECONDED BY: G. Kos

THAT the Health Communications report be received.

CARRIED

The Executive Director provided a brief oral update.

f. Inside the Institute

Dean Sargeant reported that an article on the aboriginal students attending BCIT under the Foundation program was delayed pending finalization of the contract with Health & Welfare Canada.

g. IFEH

President Young provided an oral report on this organization.

MOVED BY: D. Sargeant  
SECONDED BY: H. Chong

THAT CIPHI form a region with NEHA regarding IFEH and the three seats on IFEH be occupied by the incumbent President, Past President and Executive Director.

President Young

CARRIED

h. Membership Promotion

MOVED BY: R. Bradbury  
SECONDED BY: J. Gibb

THAT the Membership Promotion report be received.

CARRIED

VISA will be made available for instalment payments in February, March and April <sup>for regular</sup> ~~membership only~~.

Executive Director

Membership application forms will be printed on coloured paper.

Executive Director

Cooperative membership arrangements with NEHA have been <sup>led to</sup> ~~finalized~~, each organization offering the other a 25% discount.

The President will complete the arrangements with NEHA including details about how discounts will be applied to conference registrations, etc.

President Young

A short article on the Call-Net system will be included in the *Environmental Health Official*.

Executive Director

i. NSF & CIPHI

A meeting will be held during the conference with NSF to discuss an office lease and other issues.

j. Negotiating Committee

No developments.

k. NEHA Liaison

President Young provided a brief oral report on his visit to the NEHA Annual Convention.

MOVED BY: D. Sargeant  
SECONDED BY: J. Gibb

THAT CIPHI pay the cost of registration and banquet tickets for NSF President Nina McClelland and NEHA President ~~Chris Wiant~~, should this be <sup>representative</sup>

President Young



necessary.

CARRIED

1. Job Descriptions, Terms of Reference,

R. Bradbury reported that no progress has been made in the search for the existing job descriptions and terms of reference. Mr. Bradbury will solicit the help of the past presidents.

R. Bradbury

m. Safe Packaged Food Handling Symbols

Nothing to report. The matter remains with the EHF. Contact will be made with NSF and EHF.

n. Task Force on PHI Shortage

Dean Sargeant reported that he had been in contact with Dr. Johnson and BOC Chairman Bernie Chrisp. It appears that the next opportunity for a meeting between all parties will occur in concert with the Fall meeting of the BOC.

9. NEW BUSINESS

a. Preparation for AGM

It was agreed that the Resolutions Committee shall be comprised of Rob Bradbury (Chairman), Peter Parys and Sharon Williams.

MOVED BY: H. Chong  
SECONDED BY: R. Bradbury

THAT the President be empowered to appoint, upon recommendation from Ontario Branch, the Sergeant-At-Arms, Credentials Officer and Parliamentarian.

President Young

CARRIED

b. Relationship with Agriculture Canada

President Young noted that Agriculture Canada was becoming more active with respect to food borne disease control and asked if the Institute should attempt to gain representation on the appropriate Agriculture Canada committees.

MOVED BY: H. Chong  
SECONDED BY: J. Gibb

THAT the Institute approach Agriculture Canada with respect to representation on appropriate committees.

President Young

CARRIED

c. Opportunities in International Health

Mr. Blair MacKenzie presented a discussion paper concerning health related opportunities in Eastern and Central Europe.

MOVED BY: R. Bradbury  
SECONDED BY: K. Cummings

THAT Mr. MacKenzie be informed that he enjoys the support of the Council in his investigations and that it is understood that his activities are carried out without any financial commitment from CIPHI.

President Young

CARRIED

d. Application for Amendment to Dues Processing Practices

MOVED BY: P. Mikkelsen  
SECONDED BY: D. Sargeant

THAT Alberta Branch be granted leave to adopt Model 2 of the CIPHI dues processing policy document.

Executive Director

CARRIED

MOVED BY: Y. Schiller  
SECONDED BY: D. Sargeant

THAT Saskatchewan Branch be granted leave to adopt Model 2 of the CIPHI dues processing policy document.

Executive Director

CARRIED

e. Promotional Pins

Greta Kos will investigate the costs and feasibility of developing promotional pins for the Institute.

G. Kos

f. Eco Systems Correspondence

President Young reported that the Institute had received a questionnaire from this firm regarding development of a national policy on environmental health. *President will follow up on this*

*C Young*

g. Second Priority Substances

It was agreed that Mr. Shawn Mitton will be asked

S. Mitton

to complete a questionnaire on preparation of a Second Priority Substances List.

h. Costco

Karen Cummings showed promotional flyers that BC Branch has printed announcing preferred membership of its people in the Costco warehouse chain.

10. Branch Reports

a) Newfoundland & Labrador

MOVED BY: S. Williams  
SECONDED BY: K. Cummings

THAT the Newfoundland & Labrador Branch report be received.

CARRIED

b) Nova Scotia and P.E.I.

MOVED BY: M. Belliveau  
SECONDED BY: S. Williams

THAT the Nova Scotia and P.E.I. Branch report be received.

A copy of the revised by-laws for this branch were filed with the Executive Director.

CARRIED

MOVED BY: M. Belliveau  
SECONDED BY: S. Williams

THAT the revised by-laws and name change for the branch be approved.

CARRIED

c) New Brunswick (Appendix "B")

MOVED BY: H. Chong  
SECONDED BY: D. Sargeant

THAT the New Brunswick Branch report be received.

CARRIED

d) Ontario

MOVED BY: H. Chong  
SECONDED BY: G. Kos

THAT the Ontario Branch report be received.

CARRIED

e) Manitoba

MOVED BY: P. Parys  
SECONDED BY: M. Belliveau

THAT the Manitoba Branch report be received.

Peter Parys reported that branch membership was down slightly due to a large number of vacancies.

He also passed around copies of a food security policy manual.

CARRIED

f) Saskatchewan

MOVED BY: Y. Schiller  
SECONDED BY: H. Chong

THAT the Saskatchewan Branch report be received.

CARRIED

g) Alberta

MOVED BY: P. Mikkelsen  
SECONDED BY: H. Chong

THAT the Alberta Branch report be received.

Mr. Mikkelsen provided a synopsis of recent events in Alberta.

CARRIED

h) British Columbia

MOVED BY: K. Cummings  
SECONDED BY: G. Kos

THAT the British Columbia Branch report be received.

Karen Cummings provided a brief synopsis of recent events in British Columbia.

CARRIED

11. Correspondence

a. Rapinchuk re: Conference '95

*reply by Mr*

*C Young*

Members present reviewed correspondence from Messrs Rapinchuk and Mitton concerning waste disposal in Victoria. President Young will respond to Mr. Rapinchuk.

12. PAYMENT OF BILLS

MOVED BY: R. Bradbury

SECONDED BY: J. Gibb

THAT all bills be paid.

CARRIED

13. NEXT MEETING

The next meeting of the National Executive Council will be held Friday July 23, 1993 at Saloon D of the Sheraton Armouries Hotel, London, Ontario.

The Fall meeting of the NEC will be held November ~~12-14~~, 1993 at the Pacific Pallisades Hotel, Vancouver, commencing at 11:00 a.m..

14. ADJOURNMENT

MOVED BY: R. Bradbury

SECONDED BY: G. Kos

THAT the meeting adjourn.

CARRIED

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

Minutes of the 59th Annual General Meeting  
July 22, 1993  
Sheraton Armouries Hotel, London, Ontario

The 59<sup>th</sup> Annual General Meeting of the Canadian Institute of Public Health Inspectors was held on Thursday July 22, 1993 at the Sheraton Armouries Hotel, London, Ontario. The meeting was called to order at 1330 hrs by President Charles Young.

## MINUTES OF THE MEETING

No	DESCRIPTION	ACTION																																		
1.	<p><b>ROLL CALL</b></p> <p>35 Voting members were present. The following executive officers were also present:</p> <table><tr><td>President</td><td>Charles Young</td></tr><tr><td>Past-President</td><td>Dean Sargeant</td></tr><tr><td>Councillor</td><td>Greta Kos</td></tr><tr><td>Councillor</td><td>John Gibb</td></tr><tr><td>Councillor</td><td>Rob Bradbury</td></tr></table> <p>Vice Presidents:</p> <table><tr><td>B.C.</td><td>Karen Cummings (representing Richard Taki)</td></tr><tr><td>Ontario</td><td>Henry Chong</td></tr><tr><td>Alberta</td><td>Peer Mikkelsen</td></tr><tr><td>Saskatchewan</td><td>Yvonne Schiller (representing Robin Galbraith)</td></tr><tr><td>Manitoba</td><td>Peter Parys</td></tr><tr><td>NFLD &amp; Lab.</td><td>Sharon Williams</td></tr><tr><td>Nova Scotia</td><td>Mary Belliveau</td></tr></table> <table><tr><td>Executive Director</td><td>James Bradley</td></tr><tr><td>EHR Editor</td><td>Tony Amalfa</td></tr></table> <p>Regrets:</p> <table><tr><td>Councillor</td><td>Shawn Mitton</td></tr><tr><td>Councillor</td><td>Les Potter</td></tr><tr><td>New Brunswick</td><td>Jean-Marc Dufour</td></tr></table> <p><b>CALL TO ORDER</b></p>	President	Charles Young	Past-President	Dean Sargeant	Councillor	Greta Kos	Councillor	John Gibb	Councillor	Rob Bradbury	B.C.	Karen Cummings (representing Richard Taki)	Ontario	Henry Chong	Alberta	Peer Mikkelsen	Saskatchewan	Yvonne Schiller (representing Robin Galbraith)	Manitoba	Peter Parys	NFLD & Lab.	Sharon Williams	Nova Scotia	Mary Belliveau	Executive Director	James Bradley	EHR Editor	Tony Amalfa	Councillor	Shawn Mitton	Councillor	Les Potter	New Brunswick	Jean-Marc Dufour	
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Councillor	Shawn Mitton																																			
Councillor	Les Potter																																			
New Brunswick	Jean-Marc Dufour																																			

ROLL CALL

MOVED BY: J. Orr  
SECONDED BY: H. Chong

THAT the agenda be accepted.

CARRIED

APPOINTMENT OF OFFICIALS

Parliamentarian - Jim Reffle  
Sergeant at arms - Ron Dovell  
Scrutineers - Brian Rivet and Klaus Seeger

IN MEMORIUM

President Young read the list of deceased members  
and the meeting paused for a moment of silence.

Cairney, Thomas  
CULTUS LAKE, BC

Flewelling, Lloyd  
KINGSTON, ON

Hart, Hugh  
COURTNEY BC

Johnson, Joseph  
RR3 SAANICHTON, BC

Moore, Thomas  
NEW WESTMINSTER, BC

O'Neill, Patrick  
SALMON ARM, BC

Robson, John  
BROOKLIN, ON

Rondelet, Maurice  
PENTICTON, BC

Scott, John  
THUNDER BAY, ON

1. MINUTES: 58th Annual General Meeting, July 14, 1992

MOVED BY: H. Chong  
SECONDED BY: K. Cummings

THAT the minutes of the 58th AGM be accepted as distributed.

CARRIED

2. BUSINESS ARISING FROM THE MINUTES

There was no new business.

3. PRESIDENT'S REPORT

MOVED BY: H. Chong  
SECONDED BY: T. Amalfa

THAT the President's report be received.

President Young provided some brief comments in support of his report.

CARRIED

4. EXECUTIVE DIRECTOR'S REPORT

MOVED BY: K. Cummings  
SECONDED BY: M. Belliveau

THAT the report of the Executive Director be received.

CARRIED

5. THE BOARD OF CERTIFICATION

MOVED BY: R. Bradbury  
SECONDED BY: M. Belliveau

THAT the report of the Board of Certification be received.

Mr. Bradbury highlighted some recent developments at the Board of Certification.

CARRIED

MOVED BY: H. Chong  
SECONDED BY: P. Mikkelsen

THAT R. Bradbury and M. Belliveau be re-appointed to the Board of Certification.

CARRIED

6. ENVIRONMENTAL HEALTH REVIEW

MOVED BY: T. Amalfa



SECONDED BY: S. Williams

THAT the EHR report be received.

Mr. Amalfa provided some brief comments in support of his report.

CARRIED

7. COMMITTEE REPORTS

7.0 Credentials Committee

R. Bradbury reported that upon review of the credentials there were 165 proxies available. Four of these proxies have been assigned to a member who was not present at the meeting.

K. Seeger reviewed the breakdown of the proxies by Branch.

7.1 Awards

MOVED BY: G. Kos  
SECONDED BY: M. Belliveau

THAT the Awards committee report be received and accepted together with the nomination of Life Membership.

G. Kos read the citation for Life Membership for Mr. Michael Bragg.

CARRIED

7.2 B.C.I.T. Advisory

MOVED BY: K. Cummings  
SECONDED BY: H. Chong

THAT the BCIT Advisory Committee report be received and accepted.

It was noted that the composition of the committee had changed recently.

CARRIED

7.3 Environmental Health Foundation (Appendix "A")

MOVED BY: D. Sargeant  
SECONDED BY: K. Seeger

THAT the EHF report be received and accepted.

D. Sargeant announced that K. Seeger had assumed the Chair of the Foundation. Mr. Roark will be Vice-Chair. The Aboriginal Students project was proceeding on schedule.

The Foundation is also working on the development of storage temperature symbols and is cooperating with both Health Welfare Canada and the FDA in this regard.

CARRIED

#### 7.4 Finance Committee

MOVED BY: J. Gibb

SECONDED BY: R. Bradbury

THAT the finance report be received and accepted.

Mr. Gibb provided some brief comments concerning the financial statements.

CARRIED

#### 7.5 Membership and Corporate / Affiliate Membership

MOVED BY: R. Bradbury

SECONDED BY: K. Cummings

THAT the Membership and Corporate / Affiliate Membership report be received and accepted.

Mr. Bradbury provided some brief comments in support of his report. He noted that a cooperative membership arrangement had been reached with NEHA.

Mr. Bradbury asked the members present to recognize Life Members and those members who possessed 25 year pins.

K. Seeger asked if the Branches would benefit financially from Fraternal membership. R. Bradbury noted that the Branches would receive \$15 per member.

F. Hutchings asked if the Institute received financial compensation through the Esso Credit Card discount program. The Executive Director replied that a rebate will kick in as soon as approximately 200 members have joined the program.

CARRIED

7.6 NSF / CIPHI Joint Committee

D. Sargeant gave a verbal report that recent meetings with Dr. Nina McClelland of NSF and her staff had resulted in the potential for an increase in CIPHI participation on NSF committees and introduction of training programs through the Branches.

It was noted that participation on an NSF committee incurs no cost to the participating member.

MOVED BY: K. Seeger  
SECONDED BY: K. Cummings

THAT the report be received for information purposes.

CARRIED

7.7 Public Policy

MOVED BY: G. Kos  
SECONDED BY: H. Chong

THAT the public policy report be received and accepted.

Ms. Kos provided some brief comments in support of her report.

T. Sly requested that any description of educational programs in Institute publications be submitted to the schools for their consideration.

CARRIED

7.8 Ryerson Advisory

MOVED BY: H. Chong  
SECONDED BY: M. Belliveau

THAT the Ryerson Advisory Committee report be received and accepted.

Mr. Chong expressed congratulations to Mr. Sly, representing Ryerson, on the attainment of university status.

CARRIED

7.9 Constitution

It was reported that there were 35 floor votes and 191 valid proxies.

MOVED BY: R. Bradbury  
SECONDED BY: H. Chong

THAT Section 11B - Rights and Privileges which currently reads: "Both Fraternal and International Members shall be entitled to all benefits that are conferred upon members of the institute. Fraternal and International Members shall have voting rights but the application of their votes shall never count for more than twenty-five percent (25%) of the value of all votes cast on any issue put before the membership or the National Executive Council. Fraternal and International Members shall not have the right to hold office. Fraternal and International Members shall pay their fees in one payment."

be changed to read:

"Both Fraternal and International Members shall be entitled to all benefits that are conferred upon members of the institute. Fraternal and International Members shall have voting rights but the application of their votes shall never count for more than twenty-five percent (25%) of the value of all votes cast by Regular, Retired and Life Members on any issue put before the membership or the National Executive Council. Fraternal and International Members shall not have the right to hold office. Fraternal and International Members shall pay their fees in one payment."

with the effect that the original text is altered by adding "by Regular, Retired and Life Members" after the word "cast". The amendment is meant to clarify the value of fraternal and international members' votes.

CARRIED

MOVED BY: R. Bradbury  
SECONDED BY: H. Chong

THAT Section 15A - Dues and Dues Return which currently reads: "The annual subscription for membership together with the branch assessment shall be payable directly to the National Executive Secretary-Treasurer / Executive Director. The Executive Secretary-Treasurer / Executive Director shall then return the Branch assessments on a monthly basis to the respective branches. Fifty percent of the annual student membership fee shall

be returned to the respective branch of the Institute where the student is enrolled in the institution of higher learning."

be amended to read:

"The annual subscription for membership together with the branch assessment shall be payable directly to the National Executive Secretary-Treasurer / Executive Director. The Executive Secretary-Treasurer / Executive Director shall then return the Branch assessments on a monthly basis to the respective branches. A student may be a member of any Branch of the Institute and that Branch shall receive fifty percent of his/her annual student membership fee.

with the effect that this change allows a student member to designate any Branch of his/her choice as his/her base for membership and that Branch will receive fifty percent of the student's dues.

CARRIED

#### 7.10 Resolutions

R. Bradbury challenged the room for resolutions three times and no responses were received.

#### 7.11 Conference guidelines

R. Bradbury reported that the "ad hoc" committee is currently finalizing the protocol that will standardize our conferences to allow for more consistency and delivery of various conference aspects and facilitate uniform conference planning procedures for the branches. Most importantly, the guidelines will provide direction and guidance for local host committees from the bidding process to all aspects of the entire conference planning process. These guidelines will be in effect for the 1995 Annual Educational Conference in Victoria, British Columbia and will form the basis for subsequent conferences.

MOVED BY: R. Bradbury  
SECONDED BY: S. Williams

THAT the Conference guidelines report be received.

CARRIED

#### 7.12 1992 Conference

D. Sargeant reported that the conference books

have now been closed and that he had found it to be a very worthwhile experience.

#### 7.13 Strategic Planning

President Young directed members' attention to the draft strategic plan document supplied with the meeting notes. He asked for any comments to be directed to members of the executive.

H. Chong presented a brief report on recent meetings with the Canadian Restaurant and Food Services Association concerning the development of a national food safety code.

### 8. VICE PRESIDENTS' REPORTS

#### 8.1 British Columbia

MOVED BY: K. Cummings  
SECONDED BY: M. Belliveau

THAT the BC Branch report be received and accepted.

Ms. Cummings provided some brief comments in support of her branch's report.

CARRIED

#### 8.2 Alberta

MOVED BY: P. Mikkelsen  
SECONDED BY: S. Williams

THAT the Alberta Branch report be received and accepted.

Mr. Mikkelsen provided some brief comments in support of his branch's report.

CARRIED

#### 8.3 Saskatchewan

MOVED BY: Y. Schiller  
SECONDED BY: K. Cummings

THAT the Saskatchewan Branch report be received and accepted.

Ms. Schiller provided some brief comments in support of her branch's report.

CARRIED

#### 8.4 Manitoba

MOVED BY: P. Parys  
SECONDED BY: B. Vacca

THAT the Manitoba Branch report be received and accepted.

Mr. Parys provided some brief comments in support of his branch's report.

CARRIED

#### 8.5 Ontario

MOVED BY: H. Chong  
SECONDED BY: B. Vacca

THAT the Ontario Branch report be received and accepted.

Mr. Chong provided some brief comments in support of his branch's report.

CARRIED

#### 8.6 Nova Scotia

MOVED BY: M. Belliveau  
SECONDED BY: S. Williams

THAT the Nova Scotia and P.E.I. Branch report be received and accepted.

Ms. Belliveau provided some brief comments in support of her branch's report.

CARRIED

#### 8.7 New Brunswick (APPENDIX "B")

MOVED BY: D. Sargeant  
SECONDED BY: H. Chong

THAT the New Brunswick Branch report be received and accepted.

Mr. Sargeant read the branch's report.

CARRIED

#### 8.8 Newfoundland and Labrador

MOVED BY: S. Williams  
SECONDED BY: F. Hutchings

THAT the Newfoundland and Labrador Branch report be received and accepted.

Ms. Williams provided some brief comments in support of her branch's report.

CARRIED

J. Orr asked about the status of Quebec. M. Gravel replied that some years ago there were some discussions but no progress was made. M. Belliveau said she would be communicating with Quebec members concerning Conference '94.

9. CORRESPONDENCE

No correspondence has been received.

10. NEW BUSINESS

a. Appointment of auditors

MOVED BY: J. Gibb  
SECONDED BY: H. Chong

THAT the firm of Charbonneau & Associates be appointed auditors to the Institute.

CARRIED

b. Conference 1993

J. Reffle reported that more than 100 delegates had registered and that day registrations had also been received. He was pleased the Minister of Health was able to attend. The conference is expected to do well financially.

c. Conference 1994

MOVED BY: M. Belliveau  
SECONDED BY: S. Williams

THAT the 1994 Conference report be received.

CARRIED

M. Belliveau provided some details concerning Conference '94 to be held in Halifax, Nova Scotia.

d. Conference 1995

MOVED BY: R. Bradbury  
SECONDED BY: J. Gibb



THAT the 1995 Conference Report be received and accepted.  
CARRIED

e. Conference 1996

President Young asked for bids for the 1996 conference. None was received. He explained that the National Executive Council was contemplating negotiations with NEHA for an international joint conference in Chicago.

f. Ontario Branch President

Mr. Henry Chong introduced Mr. Mike Reid as the incoming Ontario Branch President.

11. NEXT MEETING

MOVED BY: M. Belliveau  
SECONDED BY: S. Williams

THAT the next Annual General Meeting of the Institute be held in Halifax, Nova Scotia in concert with the 1994 conference.

CARRIED

12. ADJOURNMENT

MOVED BY: J. Orr  
SECONDED BY: H. Chong

THAT the meeting adjourn.

CARRIED

---

President's Report

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This report to the 1994 CIPHI AGM will reflect on the closing of a door in the history of CIPHI and the opening of a door down a new pathway. The operation and administration of your professional organization is about to undertake a change which was initiated in 1992. I believe that this will be a most positive and worthwhile approach to improving and conducting our business. I am committed to supporting it.

Out of this change your national Executive Council (NEC) must devise a new way of conducting its business. The impact of delegating duties and responsibilities plus utilizing teleconference calls and other innovative ways of doing more while spending less will, I am confident, be reflected in the 1995 AGM at Victoria, B.C.

Over the past two years the NEC has worked hard, along with our capable Chief Staff Officer - Mr. Jim Bradley, to carry out the platform put

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE EXECUTIVE COUNCIL MEETING,  
July 23, 1993, London, Ontario

The post-conference meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held at the Sheraton Armouries Hotel. The meeting was called to order at 1100 hrs by President Charles Young.

## MINUTES OF THE MEETING

No	DESCRIPTION	ACTION																																		
1.	<p>ROLL CALL</p> <p>Members present were:</p> <table><tr><td>President</td><td>Charles Young</td></tr><tr><td>Past-President</td><td>Dean Sargeant</td></tr><tr><td>Councillor</td><td>Greta Kos</td></tr><tr><td>Councillor</td><td>John Gibb</td></tr><tr><td>Councillor</td><td>Rob Bradbury</td></tr></table> <p>Vice Presidents:</p> <table><tr><td>B.C.</td><td>Karen Cummings (representing Richard Taki)</td></tr><tr><td>Ontario</td><td>Mike Reid</td></tr><tr><td>Alberta</td><td>Peer Mikkelson</td></tr><tr><td>Saskatchewan</td><td>Yvonne Schiller (representing Robin Galbraith)</td></tr><tr><td>Manitoba</td><td>Peter Parys</td></tr><tr><td>NFLD &amp; Lab.</td><td>Sharon Williams</td></tr><tr><td>Nova Scotia &amp; P.E.I.</td><td>Mary Belliveau</td></tr></table> <table><tr><td>Executive Director</td><td>James Bradley</td></tr><tr><td>EHR Editor</td><td>Tony Amalfa</td></tr></table> <p>Conference 93 Co-chair</p> <p>EHF Chairman</p> <p>Regrets:</p> <table><tr><td>Councillor</td><td>Shawn Mitton</td></tr><tr><td>Councillor</td><td>Les Potter</td></tr><tr><td>New Brunswick</td><td>Jean-Marc Dufour</td></tr></table>	President	Charles Young	Past-President	Dean Sargeant	Councillor	Greta Kos	Councillor	John Gibb	Councillor	Rob Bradbury	B.C.	Karen Cummings (representing Richard Taki)	Ontario	Mike Reid	Alberta	Peer Mikkelson	Saskatchewan	Yvonne Schiller (representing Robin Galbraith)	Manitoba	Peter Parys	NFLD & Lab.	Sharon Williams	Nova Scotia & P.E.I.	Mary Belliveau	Executive Director	James Bradley	EHR Editor	Tony Amalfa	Councillor	Shawn Mitton	Councillor	Les Potter	New Brunswick	Jean-Marc Dufour	
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2.	<p>CONSIDERATION OF THE AGENDA FOR ACCEPTANCE</p> <p>MOVED BY: K. Cummings SECONDED BY: G. Kos</p>																																			

THAT the agenda be accepted.

CARRIED

3. MINUTES OF THE MEETING HELD JULY 17-18, 1993

MOVED BY: R. Bradbury

SECONDED BY: G. Kos

THAT the minutes of the meeting held July 17-18, 1993 be accepted as revised.

CARRIED

4. BUSINESS ARISING

a. Negotiations with NSF International.

D. Sargeant reported that a very positive and constructive meeting had been held with Dr. Nina McClelland and Mr. Harry Grenawitzke of NSF International. NSF is very interested in expanding their Canadian operations. A formal agreement will be finalized early in the Fall.

MOVED BY: M. Belliveau

SECONDED BY: M. Reid

THAT the President be empowered to negotiate with NSF International a contract for space, services and projects for the benefit of both parties.

President Young

CARRIED

b. Update on Healthnet and consideration of funding.

The Executive Director and M. Belliveau provided a brief synopsis of progress on the Healthnet project.

MOVED BY: R. Bradbury

SECONDED BY: D. Sargeant

THAT M. Belliveau be added to the Healthnet committee and that an additional \$2,000 be granted to its budget, raising it to \$2,500 in total.

M. Belliveau  
Executive Director

CARRIED

c. Fire and Theft Insurance

J. Gibb reported that a quote of \$216 had been received on a policy providing \$10,000 of coverage

for fire, theft and indemnity.

MOVED BY: R. Bradbury  
SECONDED BY: M. Belliveau

THAT the insurance be purchased.

Executive Director

CARRIED

d. Change of Date For Next Meeting

THAT the meeting date be changed to November 26-28 commencing at 11:00.

Executive Council

CARRIED

e. Board of Certification Meeting Date

It was noted that the meeting date for the fall meeting of the Board of Certification will be October 22-24, 1993 at Toronto.

f. Update on Shortage of PHIs in Ontario

D. Sargeant reported that a meeting is being planned to coincide with the fall meeting of the Board of Certification, likely the afternoon of October 21st.

g. Conference 1993

Jim Reffle provided a brief report on Conference '93. He said that it had been a success and a report would be forthcoming.

h. New Application Forms

R. Bradbury showed new versions of Fraternal and International membership application forms. He expressed his appreciation to the Executive Director for his assistance.

K. Seeger suggested that an organizational chart be developed to assist members in appreciating the scope and range of the Institute's activities. A. Amalfa volunteered to send a model of one to Mr. Bradbury.

R. Bradbury  
A. Amalfa

MOVED BY: R. Bradbury  
SECONDED BY: P. Parys

THAT NEHA President John Barry be granted a complimentary membership.

President Young

CARRIED

i. Strategic Plan

President Young invited members present to comment on the strategic planning process.

It was agreed that the strategic plan would be reviewed at the fall meeting, with the table officers considering the Strategic Plan in draft form for 2 hours while the Branch Presidents address other matters of common interest and concern.

j. Name Badges

MOVED BY: R. Bradbury  
SECONDED BY: K. Cummings

THAT name badges be ordered for the National Executive Council.

G. Kos

CARRIED

Members present were asked to inform Ms. Kos about preferred forms of name for each badge.

Members of the Council

k. Conference 1995

It was suggested that an add-on cruise, rather than a hosting cruise be employed for the conference.

l. Standing and Ad Hoc Committees

MOVED BY: R. Bradbury  
SECONDED BY: M. Reid

THAT the memberships of and appointments to the list of standing and ad hoc committees, as listed, be affirmed.

CARRIED

MOVED BY: M. Reid  
SECONDED BY: K. Cummings

THAT Mr. Henry Chong be appointed to the Ryerson Advisory Committee and the CRFA Liaison Committee.

CARRIED

m. Transition Committee

President Young suggested that a committee be struck to develop transition protocols, policies, etc. for the transfer from the slate format to the new format and provide a report for the fall meeting.

D. Sargeant suggested that P. Rogers be approached to develop a seed document. P. Parys will assist.

MOVED BY: G. Kos  
SECONDED BY: K. Cummings

THAT a Transition '94 Committee be struck comprised of P. Parys and upon his agreement, P. Rogers, to develop a seed document.

CARRIED

n. Quebec

MOVED BY: R. Bradbury  
SECONDED BY: D. Sargeant

THAT the President correspond with the New Brunswick Branch regarding investigation into reactivation of a Quebec branch.

CARRIED

o. Composition of EHF Board of Trustees

EHF Chair K. Seeger will investigate the requirement for a branch president representative on the Environmental Health Foundation Board of Trustees.

p. Great Lakes Health Effects Program

It was noted that Ontario Branch has liaison with this group.

q. Payment of Bills

MOVED BY: M. Reid  
SECONDED BY: R. Bradbury

THAT all bills, including (if necessary) Mr. Bragg's banquet ticket, be paid.

CARRIED

r. VISA Payments

D. Sargeant

P. Parys

President Young

K. Seeger

MOVED BY: R. Bradbury  
SECONDED BY: G. Kos

THAT VISA be approved as a method of payment  
for EHR subscriptions.

CARRIED

ADJOURNMENT

MOVED BY: R. Bradbury  
SECONDED BY: G. Kos

THAT the meeting adjourn.

CARRIED

## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

MINUTES OF THE EXECUTIVE COUNCIL MEETING,  
November 26-28, 1993, Vancouver, British Columbia

The fall meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held at the Pacific Palisades Hotel. The meeting was called to order at 1100 hrs by President Charles Young.

## MINUTES OF THE MEETING

#	DESCRIPTION	ACTION
1.0	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <p>President Charles Young  Past-President Dean Sargeant  Councillor Shawn Mitton (Friday only)  Councillor Greta Kos  Councillor John Gibb  Councillor Rob Bradbury  Councillor Les Potter (Sat. &amp; Sun. only)</p> <p>Vice Presidents:</p> <p>B.C. Richard Taki  Ontario Mike Reid  Alberta Peer Mikkleson  Saskatchewan Robin Galbraith  Manitoba Peter Parys  N.S. &amp; PEI Mary Belliveau</p> <p>Executive Director James Bradley</p> <p>EHF Chairman Tim Roark (Sat. &amp; Sun. only)</p> <p>Regrets:</p> <p>NFLD &amp; Lab. Sharon Williams  New Brunswick Jean-Marc Dufour</p> <p>(S. Williams and J. Dufour participated in a conference call during the meeting.)</p> <p><u>1.1 Notice of Deceased Members since A.G.M.</u></p> <p>Alex Cross, Winnipeg  A.G. (Butch) Bouchard, Victoria</p>	
2.0	Consideration of Agenda for any Revision Necessary	



and Acceptance

3.0 Consideration of Minutes of July 23, 1993

MOVED BY: R. Taki  
SECONDED BY: G. Kos

THAT the minutes of the post-conference meeting be received accepted.

CARRIED

4.0 Business Arising from the Minutes:

4.1 Task Force Report (Pg 1)

D. Sargeant offered some comments concerning the PHI Shortage Task Force meeting held in Toronto.

MOVED BY: D. Sargeant  
SECONDED BY: M. Reid

THAT the Task Force report be received.

CARRIED

MOVED BY: D. Sargeant  
SECONDED BY : M. Reid

THAT the budget committee be requested to allot \$500 for travel expenses regarding the short term committee report.

CARRIED

MOVED BY: D. Sargeant  
SECONDED BY: R. Bradbury

THAT the short and long term committees, established during the task force meeting, be established as ad hoc committees under their respective chair.

CARRIED

President Young will write to Mr. Bragg to confirm his appointment and funding.

President  
Young

4.2 Strategic Plan Consideration:

It was suggested by the Table Officers that the

New Executive

Strategic Plan be considered a seed document for consideration by the incoming executive.

4.3 Transition Committee - 1994:

Members present discussed the recommendations of the Finance Committee regarding the transition away from the slate system.

MOVED BY: M. Belliveau  
SECONDED BY: R. Galbraith

THAT the transition away from the slate system proceed as planned with a co-chairing, (Branch President who will take responsibility for a portfolio and current portfolio holder). This is to be commenced prior to the next meeting to facilitate the changeover in July, 1994. President to initiate this prior to Spring meeting.

President  
Young

CARRIED

Abstentions:

J. Gibb, L. Potter, R. Bradbury, G. Kos, D. Sargeant

MOVED BY: D. Sargeant  
SECONDED BY: M. Reid

THAT the incoming executive be encouraged to conduct a complete evaluation of the revised election system, including cost, effectiveness and efficiency, to be presentation at the Spring 1996 executive meeting.

New Executive

CARRIED

Abstentions:

J. Gibb, R. Bradbury, G. Kos, D. Sargeant

4.4 Title Protection

The Executive Director reported that the EHO title cannot be protected because it is considered descriptive.

5.0

Standing Committee Reports

5.1 BCIT Advisory

MOVED BY: R. Taki  
SECONDED BY: M. Belliveau

THAT the report of the BCIT Advisory Committee be received.

CARRIED

5.2 Board of Certification

A written report was circulated.

Moved By: R. Bradbury

Seconded By: J. Gibb

THAT the report from the BOC be received.

CARRIED

R. Bradbury summarized the findings of the degree research group that met in Calgary last spring.

M. Belliveau noted that much work needed to be done to prepare for the degree requirement implementation in 1995.

T. Roark suggested that a pamphlet concerning the Board be developed. P. Parys noted that BOC Chairman Bernie Chrisp had recently submitted an article to the EHR - it could be circulated to the branches for republishing.

M. Belliveau and R. Bradbury reviewed some recent changes in the Board that reflect its willingness to meet the needs of students and the wider group of stakeholders.

Members present discussed various issues affecting certification.

R. Taki and R. Bradbury discussed the examination process and some case studies which may indicate problems.

It was suggested that any Branch President wishing to discuss BOC matters should approach M. Belliveau or R. Bradbury.

S. Mitton suggested that the Institute could play a role in developing a reference system that would allow students to avoid health units that do not attempt to provide a comprehensive practicum experience.

MOVED BY: S. Mitton

SECONDED BY: R. Galbraith

THAT the branches forward to the Board, via Mr. Bradbury, any student training assessment tools, checklists, etc.

Branch  
Executives

CARRIED.

### 5.3 Finance and Budget

Members present reviewed the budget and offered some suggestions for changes.

MOVED BY: J. Gibb

SECONDED BY: L. Potter

THAT the budget be accepted as revised.

Finance  
Committee

CARRIED

### 5.4 Constitution & Bylaws

Nothing to report. Members present are requested to forward motions for consideration by the AGM to L. Potter.

### 5.5 Environmental Health Foundation (pg 2)

MOVED BY: D. Sargeant

SECONDED BY: J. Gibb

THAT the report of the EHF be received.

CARRIED.

R. Bradbury suggested that the commission payable on the CRFA Corporate membership, owing half each to Ontario and BC, be donated to the Environmental Health Foundation.

R. Taki, M.  
Reid

MOVED BY: R. Taki

SECONDED BY: M. Belliveau

THAT M. Reid be nominated to the EHF Board of Trustees as a Branch representative.

M. Reid

CARRIED

President Young will advise the EHF Chair.

President  
Young

### 5.6 Environmental Health Review (pg 6)

MOVED BY: M. Belliveau  
SECONDED BY: M. Reid

THAT the report of the editor of the Environmental Health Review be received.

CARRIED

#### 5.7 Membership

The Executive Director read the names of proposed new members.

MOVED BY: R. Bradbury  
SECONDED BY: J. Gibb

THAT the new members be accepted.

CARRIED

MOVED BY: R. Bradbury  
SECONDED BY: J. Gibb

THAT Estlyn Harvey be granted International Membership.

CARRIED

Members present reviewed the current membership composition.

R. Bradbury discussed some options for developing membership recruitment materials.

MOVED BY: R. Bradbury  
SECONDED BY: M. Belliveau

THAT the membership report be received.

CARRIED

#### 5.8 NEC Meeting Arrangements

Members present discussed the meeting arrangements and expressed their appreciation to G. Kos for her hard work.

#### 5.9 NSF International

D. Sargeant reported on his attendance at the NSF Joint Committee on Food Equipment.

MOVED BY: D. Sargeant  
SECONDED BY: L. Potter

THAT the NSF report be received.

CARRIED.

5.10 Public Policy & Awards

**5.10.1 Newspaper Column concept**

Nothing to report. Issue closed  
due to cost considerations.

**5.10.2 Past President Pin**

MOVED BY: R. Bradbury  
SECONDED BY: R. Taki

THAT Past President's pins be  
awarded to D. Sargeant and G.  
Gregg.

CARRIED

President Young will present a  
pin to Past President G. Gregg at  
the next AGM.

President  
Young

**5.10.3 Name badges and promotional  
pins**

Members present received name  
badges.

**5.10.4 Central Clearing House Concept**

Members present were requested  
to forward a list of publications  
to G. Kos via the National Office.

Members of the  
Council

**5.10.5 Profile document status**

G. Kos provided a revised  
version of the Job Profile  
document. The master copy will  
be held on file in the national  
office.

MOVED BY: G. Kos  
SECONDED BY: R. Taki

THAT branches could add a page, if necessary, to describe local situations, but that the main document would not be altered.

CARRIED

5.11 Ryerson Advisory

A written report from H. Chong was circulated.

MOVED BY: M. Reid

SECONDED BY: J. Gibb

THAT the Ryerson advisory committee report be received.

CARRIED

6.0

Ad Hoc Committee Reports

6.1 Conference Guidelines

MOVED BY: R. Bradbury

SECONDED BY: M. Belliveau

THAT the Conference Guidelines be circulated within 30 days of this meeting and that this committee be dissolved.

R. Bradbury,  
D. Sargeant

CARRIED

6.2 CHPLC

S. Mitton reported that reports have been made both to Health Canada and the Stakeholder groups. The project was a financial success.

M. Belliveau reported that the matter of hazardous consumer chemicals may be the subject of a session at Conference '94.

MOVED BY: R. Bradbury

SECONDED BY: P. Mikkelsen

THAT the committee be wound up with the thanks of the council and that its former Chairman be requested to maintain liaison with Health Canada on this issue.

CARRIED

6.3 CRFA

A report from Henry Chong was circulated for information. The Executive Director reported on a meeting he had with Ms. Garrett of CRFA.

Members present discussed the proposed joint committee and arrangements for training and certification.

**6.3.1 Agriculture Canada relationship**

Members present discussed the salmonella review board. There was a consensus that CIPHI should not approach for membership at this time while in negotiation with CRFA.

6.4 Health Communications

S. Mitton reported on progress in the development of a computer network.

A proposal has been received from a consulting firm. Members present discussed how the system could work and possible sources of funding for it.

MOVED BY: R. Bradbury

SECONDED BY: M. Reid

THAT the committee be given the power to expand its membership as needed.

S. Mitton

CARRIED

MOVED BY: G. Kos

SECONDED BY: M. Belliveau

THAT a recommendation be made to the Finance Committee to preserve the balance of funds from the current budget and to establish additional funding of about \$1,500 for 1994.

Finance  
Committee

CARRIED

6.5 IFEH

A letter from NEHA President John Barry was circulated.

MOVED BY: D. Sargeant

SECONDED BY: J. Gibb



THAT the report be received.

CARRIED

6.6 Membership Promotion

MOVED BY: R. Bradbury  
SECONDED BY: M. Belliveau

THAT the ad hoc membership promotion committee report be received.

CARRIED

MOVED BY: R. Bradbury  
SECONDED BY: M. Belliveau

THAT the Finance Committee be requested to maintain funding for this committee at the 1993 level.

Finance  
Committee

CARRIED

MOVED BY: P. Mikkelsen  
SECONDED BY: R. Taki

THAT M. Reid replace H. Chong as a member of this committee.

M. Reid

CARRIED.

The committee will obtain quotes on 300, 500 and 700 quantities for a pocket version of the promotional package.

R. Bradbury

**6.6.1 NEHA Status on International  
Membership Offer**

R. Bradbury reported that the exchange of application forms for publishing in respective journals has taken place.

**6.6.2 Steps to increase potential numbers**

Covered under previous items.

**6.6.3 Incentives to join - status**

R. Taki suggested that students be granted one year of membership for free for the Committees consideration.

R. Bradbury

**6.6.4 Organizational chart on CIPHI scope and range of activities.**

This item has yet to be received from Mr. Amalfa. It will be considered again at the next meeting.

A. Amalfa

**6.7 NSF International & CIPHI (pg 8)**

**6.7.1 Composition and status of sub committees of NSF**

Informational.

**6.7.2 Feasibility of increased activity in Canada**

D. Sargeant has been unable to make contact concerning this subject. A concept memorandum was circulated for the information of members present.

**6.7.3 Status of space - lease arrangement**

See section 6.7.2.

**6.7.4 Honourary Membership for Dr. N. McClelland**

MOVED BY: R. Bradbury  
SECONDED BY: L. Potter

THAT Dr. McClelland be nominated for Honourary Membership at the 1994 AGM.

R. Bradbury

CARRIED

**6.8 NEHA Liaison**

The International Membership certificate for Dr. Barry has been prepared and will be sent out in the near future.

Executive  
Director

**6.9 Job Descriptions and Terms of Reference**

R. Bradbury reported that some documents had been found, dated 1987. Hopefully more will be found to assist the new executive.

Branch  
Presidents

**6.10 Quebec Branch Revitalization (pg 9)**

MOVED BY: J-M Dufour  
SECONDED BY: R. Taki

THAT the report on Quebec revitalization be received.

CARRIED

MOVED BY: J-M Dufour  
SECONDED BY: M. Reid

THAT M. Dufour obtain the list of graduates from St. Hyacinthe, for discussion at the next meeting.

J-M Dufour

CARRIED

It was noted that many potential members are already members of the two Quebec associations. Despite this, some may be interested in joining.

R. Bradbury suggested that some Quebec members might be interested in the Fraternal Membership category because of its reduced dues.

#### 6.11 Safe Packaged Food Handling

Work is proceeding.

#### 6.12 Conference Reports (pg 11)

##### **6.12.1 1993 - Financial status and rebate**

M. Reid reviewed the results from the conference.

MOVED BY: M. Reid  
SECONDED BY: R. Bradbury

THAT the Conference '93 report be received.

CARRIED

##### **6.12.2 1994 Conference, Nova Scotia**

MOVED BY: M. Belliveau  
SECONDED BY: G. Kos

THAT the Conference '94 report be received.

CARRIED

It was the consensus of those present that the awards be presented at the banquet.

M. Belliveau

**6.12.3 1995 Conference, Victoria**

R. Bradbury reported that a site inspection has taken place and negotiations are proceeding.

MOVED BY: R. Bradbury  
SECONDED BY:

THAT the Conference '95 report be received.

CARRIED

**6.12.4 1996 (Chicago with NEHA?)**

MOVED BY: D. Sargeant  
SECONDED BY: M. Reid

THAT negotiations with NEHA for a joint 1996 conference be finalized.

President  
Young

CARRIED

MOVED BY: D. Sargeant  
SECONDED BY: P. Parys

THAT an ad hoc negotiations committee be formed, with power to add, comprised of Messrs Sargeant, Mikkelsen, Parys and Bradley.

CARRIED

**6.12.5 Other bids 1997 to 2000?**

Mr. Mikkelsen noted that Alberta Branch will bid for the 1997 conference at the 1994 AGM.

**6.13 Negotiating Committee**

There is no activity to report. A 1.7% cost of living adjust was implemented as negotiated. The office lease has a year left to run, including a 5% increase this year.

**6.14 Inside the Institute for EHR**

D. Sargeant will prepare a profile of the Executive Director. Mention will also be made of the clearing

D. Sargeant

house concept.

7.0

New Business

7.1 National Colours for CIPHI (pg 20)

M. Dufour reported that there seems to be no officially designated colours for the Institute. He recommended that the National Office retain blue as its designated colour. Branches would be identified on their letterhead as branches and they would use a different colour of their choice. He also recommended that use of the Institute's seal and logo be used consistently in letterhead design.

MOVED BY: J. M. Dufour  
SECONDED BY: M. Belliveau

THAT the report on national colours be received.

CARRIED

MOVED BY: J. M. Dufour  
SECONDED BY: P. Mikkelsen

THAT recommendation #1 be adopted. With the change that "pantone 285" be changed to "Reflex Blue".

CARRIED.

MOVED BY: J. M. Dufour  
SECONDED BY: M. Belliveau

THAT recommendation #2 be adopted.

CARRIED

MOVED BY: J. M. Dufour  
SECONDED BY: M. Belliveau

THAT recommendation #3 be adopted.

MOTION TO TABLE: R. Bradbury  
SECONDED BY: G. Kos  
CARRIED.

MOVED BY: J. M. Dufour  
SECONDED BY: G. Kos

THAT recommendation #4 be adopted.

MOTION TO TABLE: R. Bradbury  
SECONDED BY: G. Kos  
CARRIED

7.2 Opportunities in International Health

President Young circulated correspondence between him and Mr. MacKenzie and that more news will hopefully be heard the near future.

R. Bradbury reported that he had a very productive conversation with Mr. Brian Gillespie of BCIT regarding opportunities for international work.

MOVED BY: R. Bradbury  
SECONDED BY: D. Sargeant

THAT D. Sargeant follow-up with Dr. Gillespie regarding the opportunity of foreign work.

D. Sargeant

CARRIED

7.3 National Policy on Environmental Health

President Young reviewed correspondence concerning the Health Canada Committee on Environmental and Occupational Health

7.4 Second Priority Substances

In the absence of Mr. Mitton, no report.

MOVED BY: M. Belliveau  
SECONDED BY: R. Taki

THAT the item be tabled until the Spring meeting.

CARRIED

7.5 Toxics Reduction Pilot Project -  
Perchloroethylene

MOVED BY: R. Bradbury  
SECONDED BY: G. Kos

THAT an ad hoc committee be formed composed of S. Mitton, for the purpose of reporting on this issue.

S. Mitton

CARRIED

7.6 Any other new business

**7.6.1 National Round Table on the Environment and the Economy**

President Young circulated correspondence concerning a survey he participated in.

**7.6.2 C.A.S.H.**

President Young circulated correspondence concerning a healthy school environments project.

M. Reid will report on this matter at the Spring meeting.

M. Reid

**7.6.3 Appointment to Communicable Disease project.**

It was noted that Mr. George Eng will be representing the Institute at a Communicable Disease Conference hosted by CPHA. Mr. Eng will be reporting to the Council.

**7.6.4 Need for a Post-Conference meeting in Halifax**

It was agreed that there will be a Post-Conference meeting, the Thursday following the Conference, from 8 a.m. to 12 noon.

**7.6.5 National Honour Role**

It was agreed that Mr. Roark will develop and maintain a national honour role of Life and Honourary members and those persons who have received the Alex Cross Award for submission to the Public Policy & Awards Committee.

M. Roark,  
G. Kos

**7.6.6 Environmental Health Technicians**

P. Mikkelsen reported that there is Technician encroachment in some urban areas in Alberta. He felt the Institute should be the defining body for what a

technician should be. CIPHI should be proactively involved in this issue.

Members present discussed the matter of technicians encroaching on PHI/EHO duties.

8.0

## Table Officer Reports

### 8.1 Treasurer

#### 8.1.1 Bonding of Executive Director finalized

J. Gibb reported that it will not be possible to bond the Executive Director due to the absence of an employer relationship.

The fact that the services of the Executive Director are obtained under contract means that it is not possible to obtain a bond.

#### 8.1.2 Financial status

Covered under budget.

#### 8.1.3 Fire, theft and indemnity insurance acquired on office.

Completed.

#### 8.1.4 Indemnity Insurance

Due to legal technicalities, Schill Insurance has indicated it is reluctant to provide insurance. J. Gibb will continue his investigations.

J. Gibb

### 8.2 Chief Staff Officer (pg 12 )

MOVED BY: G. Kos

SECONDED BY: R. Bradbury

THAT the report of the Executive Director be received.

CARRIED

9.0

## Branch Reports



9.1 Newfoundland & Labrador (pg 14)

MOVED BY: S. Williams  
SECONDED BY: R. Bradbury

THAT the Newfoundland & Labrador branch report be received.

CARRIED

9.2 Nova Scotia & P.E.I. (pg 15)

MOVED BY: M. Belliveau  
SECONDED BY: R. Galbraith

THAT the Nova Scotia & P.E.I. branch report be received.

CARRIED

M. Belliveau reported that the Environmental Health division has been moved from the Health to the Environment Ministry. She has been invited to sit on a liaison team.

9.3 New Brunswick (pg 16)

MOVED BY: J-M Dufour  
SECONDED BY: R. Bradbury

THAT the New Brunswick branch report be received.

CARRIED

9.4 Ontario

MOVED BY: M. Reid  
SECONDED BY: J. Gibb

THAT the Ontario Branch report be received.

CARRIED

M. Reid reported that the Branch is carrying out a project in cooperation with the Ministry of Health.

9.5 Manitoba

MOVED BY: P. Parys  
SECONDED BY: M. Belliveau

THAT the Manitoba branch report be received.

CARRIED

9.6 Saskatchewan

MOVED BY: R. Galbraith  
SECONDED BY: D. Sargeant

THAT the Saskatchewan branch report be received.

CARRIED

R. Galbraith reported on some recent membership solicitation efforts. Members present discussed some successful strategies.

9.7 Alberta (pg 18)

MOVED BY: P. Mikkelsen  
SECONDED BY: M. Belliveau

THAT the Alberta Branch report be received.

CARRIED

9.8 British Columbia

MOVED BY: R. Taki  
SECONDED BY: G. Kos

THAT the BC Branch report be received with the correction that any reference to Mr. Tony West be deleted.

Executive  
Director

**9.8.1 Regularization**

R. Taki reported on developments toward registered status.

**9.8.2 City University - MBA Program potential**

R. Taki reported on this initiative.

10.0

Payment of bills

MOVED BY: L. Potter  
SECONDED BY: J. Gibb

THAT all bills be paid.

CARRIED

11.0 Next Meeting

The next meeting of the NEC will be held March 25, 26, 27 at a location to be determined.

12.0 Adjournment

MOVED BY: L. Potter  
SECONDED BY: J. Gibb

THAT the meeting adjourn.

CARRIED

CIPHI  
National Executive Council Meeting  
March 25 - 27, 1994

Pacific Palisades Hotel  
Vancouver, B.C.

The spring meeting of the Executive Council of the Canadian Institute of Public Health Inspectors was held at the Pacific Palisades Hotel. The meeting was called to order at 1100 hrs by President Charles Young.

MINUTES OF THE MEETING

No.	DESCRIPTION	ACTION																														
1.0	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <table><tr><td>President</td><td>Charles Young</td></tr><tr><td>Past-President</td><td>Dean Sargeant</td></tr><tr><td>Councillor</td><td>Shawn Mitton</td></tr><tr><td>Councillor</td><td>Greta Kos</td></tr><tr><td>Councillor</td><td>John Gibb</td></tr><tr><td>Councillor</td><td>Rob Bradbury (Partial)</td></tr><tr><td>Councillor</td><td>Les Potter (Partial)</td></tr></table> <p>Vice Presidents:</p> <table><tr><td>B.C.</td><td>Richard Taki</td></tr><tr><td>Ontario</td><td>Mike Reid</td></tr><tr><td>Alberta</td><td>Peer Mikkleson</td></tr><tr><td>Manitoba</td><td>Peter Parys</td></tr><tr><td>New Brunswick</td><td>Jean-Marc Dufour</td></tr><tr><td>Nova Scotia &amp; PEI</td><td>Mary Belliveau</td></tr></table> <p>Executive Director      James Bradley</p> <p>Regrets:</p> <table><tr><td>NFLD &amp; Lab.</td><td>Sharon Williams</td></tr><tr><td>Saskatchewan</td><td>Robin Galbraith</td></tr></table>	President	Charles Young	Past-President	Dean Sargeant	Councillor	Shawn Mitton	Councillor	Greta Kos	Councillor	John Gibb	Councillor	Rob Bradbury (Partial)	Councillor	Les Potter (Partial)	B.C.	Richard Taki	Ontario	Mike Reid	Alberta	Peer Mikkleson	Manitoba	Peter Parys	New Brunswick	Jean-Marc Dufour	Nova Scotia & PEI	Mary Belliveau	NFLD & Lab.	Sharon Williams	Saskatchewan	Robin Galbraith	
President	Charles Young																															
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Councillor	Shawn Mitton																															
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Councillor	Rob Bradbury (Partial)																															
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B.C.	Richard Taki																															
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Manitoba	Peter Parys																															
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Nova Scotia & PEI	Mary Belliveau																															
NFLD & Lab.	Sharon Williams																															
Saskatchewan	Robin Galbraith																															
2.0	<p>Consideration of Agenda for any revision necessary and acceptance</p> <p>It was noted that Don Ness of Winnipeg had passed away. Branch Presidents are asked to advise National Office of any other deaths.</p>	Branch Presidents																														
3.0	Consideration of minutes from the Nov 26-28, 1993																															

meeting

MOVED BY: M. Belliveau  
SECONDED BY: P. Parys

THAT the minutes be accepted as distributed. It was noted that on page 16 the action item should read "T. Roark".

CARRIED

4.0

Business Arising from the Minutes:

4.1 Portfolio Transition in 1994:

COMMITTEES:

Finance Committee  
- Ontario, Alberta

Membership Committee  
- N.B. Ontario

Public Policy & Awards Committee  
- British Columbia

Conference Committee  
- Alberta, Manitoba

Special Projects Committee  
- Saskatchewan and Newfoundland & Labrador (on their approval)

Negotiations / Liaison Committee  
- Manitoba

BOC  
- ideally, one at the table

BCIT  
- R. Taki

Ryerson  
(Appointment to be set aside until need is determined.)

Signing Officers (any two of the following)  
- President, Treasurer, (designated Member of Finance Committee, Executive Director

4.2 Confirmation of procedures for 1994-1996  
National President Election:

D. Sargeant distributed *Branch Document of Support and Notification of Interest* documents.

MOVED BY: D. Sargeant  
SECONDED BY: M. Belliveau

THAT the *Branch Document of Support and Notification of Interest* documents be adopted.

CARRIED

NOMINATION BY D. Sargeant, OF *M. Belliveau*.  
ACCEPTED.

NOMINATION BY S. Mitton, OF *R. Taki*.  
DECLINED.

No further nominations made from those eligible.

Members present congratulated Ms. Belliveau on her Presidency-elect, to be confirmed at the 1994 AGM.

4.3 Student training assessment tools forwarded to R. Bradbury

No action to date.

4.4 CRFA Corporate Commission split and paid to Ontario Branch and the E.H. Foundation?

Completed.

4.5 Chief Staff Officer Profile included in the EHR?

A brief description will be forwarded to Mr. Amalfa.

Executive  
Director

4.6 Conference Guidelines Final Report Status

R. Bradbury reported that he expects to be able to distribute a draft within 60 days.

R. Bradbury

4.7 National Colours (M. Dufour's Recommendation #4 tabled from the Fall meeting)

MOVED BY: J. M. Dufour  
SECONDED BY: G. Kos

THAT the matter be lifted from the table.

CARRIED

MOVED BY: J. M. Dufour  
SECONDED BY: G. Kos

THAT in the french description of the Institute's name, "hygiene" be replaced by "santé publique" and that the "I" be dropped.

CARRIED

J. M. Dufour

It was suggested that the revised version be phased in as letterhead stocks are depleted and that a short article be prepared for the EHR. It was noted that the Constitution refers to "Santé Publique". A sample of the revised wording is attached as Appendix "A".

MOVED BY: R. Bradbury  
SECONDED BY: M. Belliveau

THAT recommendation #3 of Mr. Dufour's report to the last meeting be lifted from the table.

CARRIED

MOVED BY: R. Bradbury  
SECONDED BY: M. Belliveau

THAT the shape of the CIPHI logo be uniform throughout the Branches.

Members present discussed whether or not the CIPHI logo should be required to be displayed on Branch letterhead.

CARRIED

Opposed: S. Mitton

MOVED BY: D. Sargeant  
SECONDED BY: S. Mitton

THAT a phase-in period be applied to the introduction of new letterhead stock and that branches may continue to use older designs for internal purposes.

CARRIED

4.8 Report on International Health opportunities  
with B.C.I.T.'s B. Gillespie and D. Sargeant

It was noted that Mr. Gillespie is presently out of the county. Follow-up will continue following his return.

4.9 Second Priority Substances (subject tabled from the fall meeting)

S. Mitton reviewed the history of this item. No action required.

4.10 C.A.S.H. Healthy schools report

M. Reid provided an oral update on this initiative.

4.11 National Honour Role for Life, Honourary and A. Cross Award recipients

The Executive Director has forwarded an initial list to Mr. Roark. A report will be presented by G. Kos at the next meeting.

T. Roark, G.  
Kos

4.12 Environmental Health Technicians - Alberta and other Branch situations

P. Mikkelsen circulated a letter on this issue (Appendix "B"). He encouraged the Council to take an active interest.

J. M. Dufour reported that in New Brunswick, basic entrance requirements for technicians are the same as admission requirements for BCIT or Ryerson. The Branch is pressuring the government to place limits on the roles of these persons and the terms of their employment.

4.13 City University - MBA Program potential

R. Taki reported that due to the disparity in program lengths between Ryerson and BCIT it may not be possible to develop a program. However if a large number of persons applied a program might be available. Advertisements in the EHR might be effective. BC Branch will investigate.

4.14 Any other business arising from the Fall meeting minutes.

The President reviewed Mr. Chong's letter of resignation and noted it was received with regret.



## Standing Committee Reports

5.1 BCIT Advisory

MOVED BY: R. Taki  
SECONDED BY: R. Bradbury

THAT the BCIT Advisory Committee report be received.

CARRIED

R. Taki distributed *Environmental Health Program - Program Head Report* and *Environmental Health Advisory Committee Report*. Members present reviewed these reports.

5.2 Board of Certification

D. Sargeant distributed copies of the Short Term committee report, attached as Appendix "C"

M. Belliveau provided an oral recap of the discussions that took place at the last meeting of the Board.

R. Bradbury explored the ramifications of some of the recommendations contained in the Short Term committee report.

MOVED BY: D. Sargeant  
SECONDED BY: R. Bradbury

THAT the report of the Short Term committee be received.

CARRIED

MOVED BY: R. Bradbury  
SECONDED BY: M. Belliveau

THAT the NEC recommend that the BOC consider that, effective immediately, the practicum be reduced to 12 weeks of core element training but that the Board may entertain exemptions when supported by due cause.

CARRIED

Opposed: S. Mitton, R. Taki

D. Sargeant will convey the Council's recommendation to the Board.

D. Sargeant

MOVED BY: S. Mitton  
SECONDED BY: M. Belliveau

THAT President Young write to Mr. Bragg to express the appreciation of the Council.

C. Young

CARRIED

### 5.3 Finance and Budget

J. Gibb distributed a draft recommendation (Appendix "G") concerning budgets and committees.

MOVED BY: J. Gibb  
SECONDED BY: R. Bradbury

THAT the recommendation be adopted.

CARRIED

MOVED BY: J. Gibb  
SECONDED BY: R. Bradbury

THAT the finance and budget report be received.

CARRIED

### 5.4 Constitution & Bylaws

Members present discussed the pros and cons of a Vice President position.

L. Potter will investigate to see if the constitution provides for the possible incapacitation of the President.

L. Potter

Members present discussed the pros and cons of proxy versus mail ballot in a Presidential election. M. Reid will forward to L. Potter a description of how this matter is handled in Ontario.

M. Reid

### 5.5 Environmental Health Foundation

D. Sargeant provided a brief update on the native student project.

### 5.6 Environmental Health Review

MOVED BY: R. Bradbury  
SECONDED BY: S. Mitton

THAT the Finance Committee be directed to commence negotiations with Mr. Amalfa. The committee will circulate a draft agreement which should come into effect as soon as possible.

Finance  
Committee

CARRIED

5.7 Membership

Mr. Bradbury circulated his report (Appendix "J").

MOVED BY: R. Bradbury  
SECONDED BY: J. Dufour

THAT the Membership Report be received.

CARRIED

Mr. Bradbury circulated draft copy for the membership promotion package (Appendix "K"). Members are asked to provide any comments within two weeks of receipt.

Members of the  
Council

If a French version is developed, New Brunswick branch will translate the copy but National will pay any printing costs.

Mr. Bradbury was asked to obtain additional quotes and then proceed at his best discretion.

R. Bradbury

Mr. Bradbury read a letter from BC Branch which suggested that new graduates be given their first year of membership on a complimentary basis.

MOVED BY: R. Bradbury  
SECONDED BY: R. Taki

THAT any student who maintains two consecutive years of student membership shall, upon certification be granted his or her first year of regular membership on a complimentary basis. This arrangement to be carried out during a three year trial period, commencing with the December, 1994 Offer to Renew exercise.

CARRIED

New Members:

Beauchamp, Bruce LONDON, ON	REG
Ciocca, Paolo RICHMOND, BC	STU
Conine, Al STRATHROY, ON	REG
Damiano, Anthony ST. CATHARINES, ON	STU
de Freitas, Ellen LONDON, ON	REG
Eng, Darren VANCOUVER, BC	STU
Evans, Diane APTOS, CA	INT
Everette, Douglas FORT SASKATCHEWAN, AB	STU
Fifer, Marcia WINNIPEG, MB	STU
Foster, Bart LONDON, ON	REG
Harb, Jamal WINNIPEG, MB	STU
Ho, Deanna VANCOUVER, BC	STU
Holmes, Shelley VANCOUVER, BC	STU
Honish, Lance EDMONTON, AB	STU
Karagias, Theodore TILLSONBURG, ON	REG
Khabra, Harjit SURREY, BC	STU
Kilduff, Thomas CHESHIRE, BUCKS, UK	INT

Langemann, Heather BURNABY, BC	STU
Mallard, Betsy LONDON, ON	REG
McIlmoyle, Craig LONDON, ON	REG
Mowat, Gordon KENTVILLE, NS	REG
Nelson, David BURNABY, BC	STU
Nowakowski, Craig VANCOUVER, BC	STU
Ovcharovich, Richard TORONTO, ON	STU
Panday, Yajna LONDON, ON	REG
Peckford, Kimberly HALIFAX, NS	STU
Peters, Chasch NORTH VANCOUVER, BC	STU
Prokopishin, Darrell NEEPAWA, MB	REG
Reeve, Philip WATERLOO, ON	STU
Ritchie, Nicole MISSISSAUGA, ON	STU
Ritchie, Sheila MISSISSAUGA, ON	STU
Ritson, Mark NORTH VANCOUVER, BC	STU
Ryan, Sean LONDON, ON	REG
Scarpino, Julie WINNIPEG, MB	STU
Siderovski, Susan TORONTO, ON	REG

Smith, Derek VANCOUVER, BC	STU
Stirling, Allan TORONTO, ON	STU
Stone, Sheldon KENTVILLE, NS	REG
Walsh Jr., Joseph BEVERLY, MA	INT
Webb, Deborah BURNABY, BC	STU
Welch, Marlene CALGARY, AB	STU
Wiggins, Chris BURNABY, BC	STU
Wood, Charlene BURNABY, BC	STU

MOVED BY: R. Bradbury  
SECONDED BY: J. M Dufour

THAT the new members be approved.

CARRIED

Members discussed various aspects of the publication of members' names in the EHR.

MOVED BY: R. Bradbury  
SECONDED BY: J. M Dufour

THAT Fraternal and International members receive a membership card endorsed with their category of membership .

Executive  
Director

CARRIED

#### 5.8 NEC Meeting Arrangements

Members present discussed the meeting arrangements and thanked Ms. Kos for her efforts.

#### 5.9 NSF International Joint Committees

D. Sargeant reported that there has been no activity lately. Serving members are:

D. Shawn Mitton, Plastic Pipes Committees  
Nelson Fok, Drinking Water Additives  
George Gregg, Wastewater Treatment  
Dean Sargeant, Food Equipment

#### 5.10 Public Policy and Awards

No materials have been received concerning the clearing house concept. Members are requested to forward materials to G. Kos.

Members of the Council

Some response has been received for the EHR, Alex Cross and A. Officer awards.

MOVED BY: R. Bradbury  
SECONDED BY: S. Mitton

THAT an offer from IFEHO to send photographs in support of an international display be declined with thanks. G. Kos will forward 15 copies of the Job Profile document and some international membership forms.

G. Kos

CARRIED

#### 5.11 Ryerson Advisory

Investigation will be made as to whether or not a requirement exists for a NEC representative to the Ryerson Advisory committee.

M. Reid

6.0

#### Ad Hoc Committee Reports

##### 6.1 Conferences

###### 6.1.1 1994, Nova Scotia and PEI Branch

Mary Belliveau presented a brief oral report. It was noted that Branch presidents will be required to pay for registration at the conference.

Members present discussed various ways of reducing costs. Members present will approach their employers concerning possible travel assistance.

Members of the Council

MOVED BY: M. Reid  
SECONDED BY:

THAT the expenses for the slate members at

Conference '94 be paid.

CARRIED

6.1.2 1995, B.C. Branch

R. Bradbury read his report which is attached as Appendix "I" He also circulated a sample of Conference letterhead.

MOVED BY: R. Bradbury

SECONDED BY: R. Taki

THAT the Conference '95 report be received.

CARRIED

MOVED BY: D. Sargeant

SECONDED BY: L. Potter

THAT the sum of \$2,000 be advanced to the Conference Committee as seed money.

CARRIED

6.1.3 1996, International Joint with NEHA - Chicago

6.1.4 1997, Alberta or other bids for 1994 AGM

P. Mikkelsen will file a formal letter of intent concerning his branch's intent to bid for the 1997 conference.

P. Mikkelsen

## 6.2 CRFA

The agreement has been signed and work has commenced on an announcement letter to be sent to senior bureaucrats. There is a possibility that a presentation can be made to a Federal / Provincial / Territorial meeting in late April.

MOVED BY: M. Reid

SECONDED BY: R. Taki

THAT the following persons be appointed to the CFSC:

Richard Davies  
Brian Hatton  
Dean Sargeant  
Charles Young



(plus a person to be named from BC's  
Foodsafe program)

and that President Young continue in the  
chair of the committee.

CARRIED

6.3 Health Communications

MOVED BY: S. Mitton  
SECONDED BY: D. Sargeant

THAT the Health Communications report be  
received.

CARRIED

Members present discussed the future of this  
project and agreed to have an informal  
brain-storming session in the near future.

6.4 IFEH

President Young recounted highlights of  
recent correspondence.

6.5 Membership Promotion

Covered under Membership.

6.6 National PHI Shortage Task Force

Covered previously.

6.7 NSF International & CIPHI

President Young reported on his trip to Ann  
Arbor to visit with NSF. A draft agreement  
has been received which is very similar to  
the original agreement. There is a lower fee  
basis.

It was suggested that a Certificate of  
Appreciation be presented to Dr. McClelland  
at the Halifax Conference.

G. Kos

6.8 Preparation of Job Descriptions and Terms of  
Reference

R. Bradbury reported that three responses  
had been received as a result of his letters  
to the Branches. The committee will present  
a final report at the next meeting.

R. Bradbury

6.9 Quebec Branch Revitalization

M. Dufour reported on his investigations into the possible revitalization of the Quebec branch.

MOVED BY: J. M. Dufour  
SECONDED BY: G. Kos

That the report concerning Quebec revitalization be received.

CARRIED

MOVED BY: S. Mitton  
SECONDED BY: M. Belliveau

That recommendation 1 and 2 be referred to the Membership Committee with a report to be made to the Pre-Conference meeting.

R. Bradbury

CARRIED

MOVED BY: J. M. Dufour  
SECONDED BY: M. Belliveau

That the application form be translated.

J. M. Dufour

CARRIED

It was noted that the Institute does have a policy which provides that publications may be translated.

6.10 Safe Packaged Food Handling

D. Sargeant reported that this matter is now in the hands of Mr. Roark. He will contact Mr. Roark concerning progress and finalization at the next meeting.

D. Sargeant

Anyone finding similar symbols in use elsewhere are asked to forward samples to the National Office.

6.11 Toxic Reduction - Perchloretheylene

S. Mitton circulated copies of his report. He noted he has been assigned to a task force on this matter.

MOVED BY: S. Mitton  
SECONDED BY: M. Reid

That the report be received.

CARRIED

6.12 Any other ad hoc reports

There was none.

7.0 Reports from CIPHI Appointees

7.1 G.Eng - CPHA Conference, April, 1994

R. Taki provided a brief oral report. A final report will be available for the next meeting.

8.0 Table Officer Reports

8.1 Treasurer

J. Gibb reported that Guardian Insurance has refused to write a policy due to the fact that the Institute is registered under the Companies Act. Any insurance available under this Act would have an annual premium in the range of \$6,000 to \$11,000.

No action will be taken.

8.2 Chief Staff Officer

MOVED BY: S. Mitton  
SECONDED BY: M. Reid

That the report be received.

CARRIED

8.3 Any other Table Officer Reports

There was none.

9.0 Branch Reports

9.1 Newfoundland and Labrador

MOVED BY: S. Mitton  
SECONDED BY: M. Reid

That the report be received.

CARRIED

9.2 Nova Scotia & P.E.I.

M. Belliveau provided a brief oral report.

9.3 New Brunswick

MOVED BY: J. M. Dufour  
SECONDED BY: R. Taki

That the report be received.

CARRIED

MOVED BY: J. Dufour  
SECONDED BY: M. Belliveau

That the protocol on public health technicians be approved in principle for the province of New Brunswick subject to the response from the Ministry of Health and Community Services to this Council by July 9th, 1994.

CARRIED

He noted that the Branch is considering selling shirts and other marked items.

MOVED BY: J. M. Dufour  
SECONDED BY: P. Parys

That the New Brunswick branch by-laws be accepted.

CARRIED

9.4 Ontario

MOVED BY: M. Reid  
SECONDED BY: R. Taki

That the report be received.

CARRIED

9.5 Manitoba

MOVED BY: P. Parys  
SECONDED BY: D. Sargeant

That the report be received.

CARRIED

9.6 Alberta

MOVED BY: P. Mikkelsen  
SECONDED BY: M. Reid

That the report be received.

CARRIED

9.7 Saskatchewan

MOVED BY: M. Reid  
SECONDED BY: R. Taki

That the report be received.

CARRIED

9.8 British Columbia

MOVED BY: R. Taki  
SECONDED BY: J. M. Dufour

That the report be received.

CARRIED

10.0 Payment of Bills

MOVED BY: R. Taki  
SECONDED BY: J. M. Dufour

That the all bills be paid.

CARRIED

11.0 New Business

11.1 Representation at NEHA Conference

Members present discussed the possibility of sending a person to the NEHA conference at Fort Worth.

MOVED BY: M. Belliveau  
SECONDED BY: P. Mikkelsen

THAT a representative be sent, contingent on cost participation by CRD Health, the Conference 95 Committee and from the Membership promotion fund.

CARRIED

Abstentions: R. Bradbury

BC Branch will investigate the possibility of additional financial assistance.

President Young will contact NEHA President John Barry to advise him of this development.

BC Branch

President  
Young

11.2 Registration process

P. Parys said registration, under a licencing provision, would address many current problems within the profession. Manitoba branch is considering mandatory registration.

Three other branches indicated that they were exploring the registration issue.

MOVED BY: P. Parys  
SECONDED BY: P. Mikkelsen

THAT BC Branch prepare a briefing package concerning registration, to be distributed in advance of the Pre-Conference meeting.

R. Taki

CARRIED

11.3 Most financially attractive area for NEC to meet 1994-96

A report will be presented at post-conference

Executive  
Director

11.4 Credentialling for Non-PHI's

Covered under PHI shortage topic.

11.5 National Conference on Drinking Water

Nothing to report.

11.6 Any other New Business

11.6.1 NEC Meeting Cost Sharing Guidelines

D. Sargeant circulated a guidelines document, (Appendix Q).

MOVED BY: D. Sargeant  
SECONDED BY: R. Taki

THAT the Expense Reimbursement Policy be amended to reflect the revised guidelines.

CARRIED

#### **11.6.2 Emergency Assistance**

MOVED BY: S. Mitton  
SECONDED BY: P. Parys

THAT for the 1994 dues year, the national portion of dues received from Newfoundland and Labrador be returned to the Branch for assistance to regular members as required.

CARRIED

MOVED BY: J. M. Dufour  
SECONDED BY: G. Kos

THAT for the 1994 dues year, membership (national portion) be extended to all qualified and practicing public health inspectors in Newfoundland and Labrador.

CARRIED

#### **11.6.3 Health Canada Tobacco Enforcement**

President Young read a press release from Health Canada which called for hiring additional enforcement inspectors. President Young will write to the National Minister, enclosing a copy of the job profile, suggesting that the Minister consider the public health inspector community.

President  
Young

#### **11.6.4 CRFA Funding**

MOVED BY: D. Sargeant  
SECONDED BY: J. M Dufour

THAT \$500 be allocated from contingency fund for possible travel to Ottawa.

CARRIED

#### **11.6.5 Lack of support from the employer**

S. Mitton suggested that contact be made with employers and possibly unions to develop consensus on matters of mutual concern.

#### **11.6.6 Directories**

Members present were encouraged to assemble directories of membership.

#### 11.6.7 Communication Technologies

MOVED BY: S. Mitton  
SECONDED BY: L. Potter

THAT the NEC contract the office of Skylark Technical Resources to develop a proposal for a CIPHI Bulletin Board to be implemented on a trial basis for the National Executive Council. The project is to be funded out of the existing health communication budget to a maximum of \$500. A report will be filed with the Pre-Conference Meeting.

CARRIED

#### 11.6.8 Storage Space

The Executive Director will investigate the possibility of additional storage space at the office. President to discuss the matter with NSF for possible funding.

Executive  
Director

C. Young

#### 11.6.9 National/Branch Affiliation

Members present discussed several anomalic situations in membership categories.

#### 12.0 Next Meeting

The Pre-conference meeting of the NEC will be held Saturday, July 9, at 9:00 a.m. at the Sheraton Halifax.

#### 13.0 Adjournment

MOVED BY: S. Mitton  
SECONDED BY: J. Gibb

THAT the meeting adjourn.

CARRIED



CIPHI

National Executive Council Meeting

July 9 & 10, 1994

Sheraton Halifax Hotel  
Halifax, Nova Scotia

MINUTES OF THE MEETING

No.	DESCRIPTION	ACTION
1.0	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <p>President Charles Young  Past-President Dean Sargeant  Councillor Greta Kos  Councillor John Gibb  Councillor Rob Bradbury</p> <p>Vice Presidents:</p> <p>B.C. Richard Taki  Ontario Mike Reid  Alberta Peer Mikkelsen  Manitoba Tim Ness  New Brunswick Jean-Marc Dufour  N. S. &amp; PEI Mary Belliveau  NFLD &amp; Lab. Sharon Williams  Saskatchewan Robin Galbraith (Sun.)</p> <p>Exec. Director James Bradley  EHR Editor Tony Amalfa (Sun.)  Past Nat'l Pres. Tim Roark (Guest)</p> <p>Regrets:</p> <p>Councillor Shawn Mitton  Councillor Les Potter</p>	
1.0	<p>a) Roll Call and Introduction</p> <p>b) Notice of Deceased Members since the Spring Meeting</p>	

Bouchard, Adelard  
VICTORIA, BC

Bruce, Norman  
CALGARY, AB

Hehr, Jack  
EDMONTON, AB

Hunter, L.J  
WINNIPEG, MB

Khabra, Harjit  
SURREY, BC

Knight, James  
BELLEVILLE, ON

Ness, Don  
WINNIPEG, MB

2.0 Consideration of Agenda for Acceptance.

The following sections were added:

11.2.1 Publication in the Canadian Nurses'  
Journal

11.2.1 Reply from Task Force in Education,  
National Round Table on the Economy

3.0 Consideration of Minutes from the Mar 25-27, 1994  
meeting

MOVED BY: M. Belliveau  
SECONDED BY: G. Kos

THAT the minutes be accepted as circulated.

CARRIED

4.0 Business Arising from the Minutes:

4.1 Conference Guidelines Final Report Status

R. Bradbury circulated draft copies of the  
Conference Guidelines. An electronic copy of the  
document will be forwarded to the National Office.  
Member present were requested to review the work  
to date and provide their comments directly to Mr.  
Bradbury

R. Bradbury

4.2 Attendance at NEHA 1994 Conference and its

results

R. Bradbury reported on his trip to Ft. Worth. About 300 persons visited the booth. Three exhibitors for Conference '95 were secured and many international membership applications were distributed.

4.3 Report on International Health opportunities with B.C.I.T.'s B. Gillespie and D. Sargeant

No report. D. Sargeant recommended that the B.C. Branch President adopt this item.

R. Taki

4.4 C.A.S.H. - Healthy schools report

No report. M. Reid reported that he had received no further communications. He will continue to monitor the situation and report any developments to the NEC.

4.5 National Honour Role for Life, Honourary and A. Cross Award recipients status

G. Kos invited T. Roark to circulate the National Honour Role report. He reviewed the recommendations contained in the report.

MOVED BY: J. Gibb  
SECONDED BY: R. Bradbury

THAT the report be received and given further consideration later in the meeting.

CARRIED

MOVED BY: R. Bradbury  
SECONDED BY: G. Kos

THAT T. Roark be named the Institute Historian to be assisted by a person to be named by the incoming executive..

CARRIED

MOVED BY: J-M Dufour  
SECONDED BY: R. Bradbury

THAT recommendations 2-7 in Mr. Roark's report be considered by the incoming executive.

CARRIED

4.6 Possibility of Additional Storage Space at  
Head Office and Funding Needed

The Executive Director reported on various options for increasing the storage space at the National Office.

MOVED BY: P. Mikkelsen  
SECONDED BY: J. Gibb

THAT this matter be referred to the incoming executive.

CARRIED

4.7 B.C. Branch Briefing package Concerning  
Registration

R. Taki reported that national professional registration depended on provincial enabling legislation. His branch is willing to share its experience with provincial registration.

4.8 Any other business arising from the Spring  
meeting

There was none.

5.0

Standing Committee Reports

5.1 BCIT Advisory

MOVED BY: R. Taki  
SECONDED BY: G. Kos

THAT the BCIT Advisory Committee Report to the AGM be received.

CARRIED

5.2 Board of Certification

MOVED BY: R. Bradbury  
SECONDED BY: J. Gibb

THAT the Board of Certification Report to the AGM be received.

CARRIED

5.2.1 Length of Terms for Sitting Members

MOVED BY: R. Taki  
SECONDED BY: P. Mikkelsen

B. Chrisp

THAT the Board of Certification be requested to address the matter of limitations on terms of office for sitting members.

CARRIED

It was noted that Branch Corresponding members are appointed by their respective branches and should be reporting to their branch executives regularly.

5.2.2 Accountability to NEC vis-a-vis CIPHI members

Members present discussed several topics concerning the relationship between the Institute and the Board of Certification.

5.3 Finance and Budget

J. Gibb narrated some items on the current budget.

MOVED BY: J. Gibb  
SECONDED BY: T. Ness

THAT the Finance & Budget report to the AGM be received.

CARRIED

5.4 Constitution & Bylaws

MOVED BY: R. Taki  
SECONDED BY: R. Bradbury

THAT the Constitution & Bylaws report to the AGM be received.

CARRIED

5.4.1 Coverage for President being incapacitated

President Young read a brief report from L. Potter which advises that there are no serious ramifications should the President become incapacitated. (Appendix "A")

5.4.2 Presidential election by mail ballot

M. Reid described the election-by-mail process used by Ontario Branch. A report will be prepared for consideration by the incoming council.

5.5 Environmental Health Foundation

MOVED BY: M. Reid  
SECONDED BY: P. Mikkelsen

THAT the Environmental Health Foundation report to the AGM be received.

CARRIED

5.6 Environmental Health Review

MOVED BY: M. Reid  
SECONDED BY: D. Sargeant

THAT the EHR report to the AGM be received.

CARRIED

5.7 Membership

MOVED BY: R. Bradbury  
SECONDED BY: M. Belliveau

THAT the Membership Report to the AGM be received.

CARRIED

5.7.1 New members for presentation

Athar, Mohammed, FRA  
CALGARY AB

Bethune, Pamela, STU  
SCARBOROUGH ON

Brown, Cornelius, STU  
CAMPBELLTON, NB

Chow, Thomas, REG  
SCARBOROUGH ON

Corder, Jayne, STU  
WHITE ROCK BC

Deutsch, Albert, REG  
NIPAWIN SK

Hawkes, Patrice, STU  
FREDERICTON NB

Ho, Deanna, STU  
VANCOUVER BC

Lim, Seh, INT  
REP. OF SINGAPORE

Lovering, Lesley, STU  
SCARBOROUGH ON

Oliviera, Ana, STU  
TORONTO ON

Postnikoff, Elizabeth, REG  
TRAIL BC

Reynolds, Robert, FRA  
EDMONTON, AB

Steeves, Richard, STU  
RIVERVIEW NB

Wagner, Shelley, STU  
BARRIE ON

MOVED BY: R. Bradbury  
SECONDED BY: J. Gibb

THAT the members be approved as noted.

CARRIED

5.7.2 Feedback from Committee on Recommendations  
#1 & #2 - Quebec Branch Revitalization.

J-M Dufour reported that the likelihood of forming a Quebec branch is small. He will discuss the possibilities of a Quebec chapter affiliated with the N.B. Branch with his branch executive.

MOVED BY: R. Bradbury  
SECONDED BY: M. Belliveau

THAT M. Dufour will make one more initiative

J-M. Dufour

with respect to either branch formation or a possible N.B. Branch chapter status and that should this last initiative be unsuccessful, the matter be dropped from the agenda unless and until an overture is received from Quebec.

CARRIED

MOVED BY: R. Bradbury  
SECONDED BY: M. Reid

J. Bradley

THAT International and Fraternal memberships, including ITA graduates, received between July 8, and December 31, 1994 be extended into the 1995 year.

CARRIED

#### 5.8 NSF International Joint Committees

MOVED BY: D. Sargeant  
SECONDED BY: G. Kos

THAT the NSF International Joint Committee report to the AGM be received.

CARRIED

#### 5.9 Public Policy and Awards

MOVED BY: G. Kos  
SECONDED BY: D. Sargeant

THAT the Public Policy and Awards Committee report to the AGM be received.

CARRIED

MOVED BY: G. Kos  
SECONDED BY: M. Belliveau

THAT Mr. George Gregg be presented to the AGM as a candidate for Life Membership.

G. Kos read the citation for Mr. Gregg's nomination.

CARRIED

MOVED BY: G. Kos  
SECONDED BY: M. Belliveau



THAT Dr. John Blatherwick be presented to the AGM as a candidate for the Ebenezer Officer Award

G. Kos read the citation for Mr. Blatherwick's nomination.

CARRIED

MOVED BY: G. Kos

SECONDED BY: R. Bradbury

THAT Dr. Nina I. McClelland be presented to the AGM as a candidate for Honourary Membership.

G. Kos read the citation for Dr. McClelland's nomination.

CARRIED

Ms. Kos provided a brief update on the central clearing house project. Materials are being received regularly.

#### 5.10 Ryerson Advisory

No report. M. Reid will determine if there is still a CIPHI-National seat on this committee.

M. Reid

#### 5.11 Any other Reports to be presented

There was none.

6.0

#### Ad Hoc Committee Reports

##### 6.1 Conferences

##### 6.1.1 1994, Nova Scotia and PEI Branch

MOVED BY: M. Belliveau

SECONDED BY: M. Reid

THAT the Conference '94 report to the AGM be received.

CARRIED

M. Belliveau provided a brief oral report, noting that economics have affected registrations.

##### 6.1.2 1995, B.C. Branch

R. Bradbury provided an oral update to his written report.

MOVED BY: R. Bradbury  
SECONDED BY: M. Reid

THAT the Conference '95 report to the AGM be received.

CARRIED

6.1.3 1996, International Joint with NEHA

MOVED BY: D. Sargeant  
SECONDED BY: S. Williams

THAT the Conference '96 report to the AGM be received.

CARRIED

MOVED BY: M. Belliveau  
SECONDED BY: M. Reid

THAT Tim Ness be added to the negotiation committee.

CARRIED

6.1.4 1997, Alberta with formal bid for presentation at the AGM

MOVED BY: P. Mikkelsen  
SECONDED BY: D. Sargeant

THAT the Alberta's bid for the 1997 Conference be recommended to the AGM.

CARRIED

6.2 CRFA

President Young provided an oral report on recent developments with the CIPHI-CRFA liaison. It appears that some limited federal financing is available for meetings that will begin to clarify opportunities for cooperation with the Inter-provincial-Territorial Committee on Food Safety.

President Young also noted that there may be an opportunity to participate in a pilot project that

would have CIPHI mark the Foodsafe exam, issue the certificate and maintain a registry database.

MOVED BY: R. Bradbury  
SECONDED BY: J. Gibb

THAT CIPHI pursue negotiations for possible participation in the pilot project.

CARRIED

### 6.3 Health Communications

The Executive Director provided a brief oral report. A written report will be provided in advance of the AGM.

J. Bradley

### 6.4 IFEH

No report.

### 6.5 Membership Promotion

#### 6.5.1 Report on promo package status

R. Bradbury reported that there had been no additions to the membership promotion package. Current plans call for a 5 panel suite that would cover topics such as education, career benefits and general benefits. Any translation will be provided by New Brunswick Branch.

Upon receipt of the sample, the Executive Director will obtain an additional quotation for printing .

Executive  
Director

#### 6.5.2 Advertisement in NEHA Journal

A reciprocal advertising agreement has been finalized.

#### 6.5.3 Organization chart on CIPHI scope and range of activities

A revised organizational chart is expected from Mr. Amalfa.

T. Amalfa

#### 6.5.4 Corporate and Affiliate Membership

Mr. Bradbury suggested that Corporate and Affiliate Membership be conducted on a face-

to-face basis, as in previous years, with a finder's fee. This item to be discussed at the post-conference meeting.

## 6.6 National PHI Shortage Task Force

### 6.6.1 Long Term Committee

D. Sargeant circulated copies of a brief summary of the Long Term Task Force findings.

MOVED BY: D. Sargeant  
SECONDED BY: S. Williams

THAT the name of the task force be changed to "The future of Public Health Inspector / Environmental Health Officer Certification Program"

CARRIED

Members present provided constructive comments to Mr. Sargeant.

### 6.6.2 Reduced practicum.

P. Mikkelsen expressed the concerns of Alberta members concerning the reduction in practicum.

MOVED BY: P. Mikkelsen  
SECONDED BY: R. Taki

THAT the Board of Certification return to a 24 week practicum commencing October 31, 1994.

R. Bradbury noted that the Board must accommodate the needs of many constituencies across Canada and that its decision to reduce the practicum was based on a careful consideration of ramifications for all those constituencies. The reduction was crucial for Ontario students.

M. Belliveau noted that quality was a critical issue with field training - 12 weeks of quality would be preferable to 24 weeks of nonsense. She also pointed out that events in Ontario are frequently precursors of what will soon happen elsewhere in Canada.

R. Taki felt that the decision to reduce the practicum was based on Ontario conditions only. Some students have expressed disappointment with the reduction, claiming they were not receiving adequate field training as it was.

M. Reid said that the reduction solved a "horrendous" situation in Ontario and that he agreed that the quality of the practicum was most important.

J-M. Dufour also expressed concerns about the quality of the practicum, noting that students require exposure to a wide range of areas under the guidance of an experienced supervisor.

R. Galbraith said that there appeared to be no policing of field training, that the quality depended on the attitude of particular inspectors.

It was agreed that the vote should be recorded:

R. Bradbury	NO
D. Sargeant	NO
R. Taki	YES
R. Galbraith	YES
G. Kos	YES
J-M. Dufour	NO
J. Gibb	YES
P. Mikkelsen	YES
S. Williams	YES
M. Belliveau	NO
M. Reid	NO
T. Ness	NO

There being a tie vote, the Chair then pronounced the motion DEFEATED.

MOVED BY: D. Sargeant  
SECONDED BY: P. Mikkelsen

THAT in light of the recent reduction in field training practicum time, the BOC be requested to immediately conduct a review with the full consultation of the NEC to restructure the practicum criteria so as to ensure that the student receives the optimum level of quality in field training; this

review should be completed by March 31, 1995.

CARRIED (Unanimously with no abstentions)

President Young was requested to carry news of this motion to the BOC Chairman by telephone without delay.

C. Young

6.7 NSF International & CIPHI

6.7.1 status of negotiations

D. Sargeant reported that negotiations with NSF are continuing and will hopefully be completed during the conference.

6.8 Preparation of Job Descriptions and Terms of Reference

Carried to post-conference meeting.

6.9 Safe Packaged Food Handling Temperature Symbols

6.9.1 New Chairperson

K. Seeger is now chair of the Environmental Health Foundation, which is responsible for this project.

6.9.2 Similar symbols received in National Office?

The Executive Director reported that no symbols had been received. It was suggested that samples of any similar symbols be sent directly to Mr. Seeger.

6.10 Toxic Reduction - Perchloroethylene

Pending no further communication from Mr. Mitton, it was agreed to delete the item from this agenda.

6.11 Any other ad hoc reports

There was none.

7.0

Reports from CIPHI Appointees

7.1 G.Eng - CPHA Conference

R. Taki circulated a report from Mr. Eng.

MOVED BY: R. Taki  
SECONDED BY: M. Reid

THAT the report on the CPHA report be received.

CARRIED

The President will write to Mr. Eng to express the thanks of the Council.

C. Young

8.0

Table Officer Reports

8.1 President

MOVED BY: M. Belliveau  
SECONDED BY: M. Reid

THAT the President's report to the AGM be received.

CARRIED

8.2 Treasurer

J. Gibb reported that negotiations with Mr. Amalfa have proceeded well and an agreement is imminent.

MOVED BY: J. Gibb  
SECONDED BY: R. Bradbury

THAT the year-end financial statements, reflecting the annual financial review, to be presented to the AGM, be received.

CARRIED.

8.3 Chief Staff Officer

MOVED BY: G. Kos  
SECONDED BY: M. Belliveau

THAT the Executive Director's report to the AGM be received.

CARRIED

The Executive Director reported that no progress has occurred with respect to the Green Plan initiative on priority substances.

There has also been no news respecting management of the Drinking Water conference.

President Young reported that the Institute has been invited to submit a brief and/or appear as a witness before the committee concerning the Canadian Environmental Protection Act.

MOVED BY: R. Bradbury

SECONDED BY: G. Kos

THAT the matter be referred to the incoming Executive.

CARRIED

#### 8.4 Any other Table Officer Report

There was none.

9.0

#### Branch Reports

##### 9.1 Newfoundland and Labrador

MOVED BY: S. Williams

SECONDED BY: M. Belliveau

THAT the Newfoundland and Labrador branch report to the AGM be received.

CARRIED

S. Williams reported that recent initiatives with respect to amalgamation of government agencies will erode the duties of the profession in her province. This matter will be brought forward at the post-conference meeting.

##### 9.2 Nova Scotia & P.E.I.

MOVED BY: M. Belliveau

SECONDED BY: S. Williams

THAT the Nova Scotia and P.E.I. branch report to the AGM be received.

CARRIED

##### 9.3 New Brunswick

MOVED BY: J-M. Dufour

SECONDED BY: J. Gibb



THAT the New Brunswick branch report to the AGM be received.

CARRIED

9.4 Ontario

MOVED BY: M. Reid

SECONDED BY: M. Belliveau

THAT the Ontario branch report to the AGM be received.

CARRIED

9.5 Manitoba

MOVED BY: T. Ness

SECONDED BY: R. Bradbury

THAT the Manitoba branch report to the AGM be received.

CARRIED

9.6 Saskatchewan

MOVED BY: R. Galbraith

SECONDED BY: G. Kos

THAT the Saskatchewan branch report to the AGM be received.

CARRIED

9.7 Alberta

MOVED BY: P. Mikkelsen

SECONDED BY: J-M. Dufour

THAT the Alberta branch report to the AGM be received.

CARRIED

9.8 British Columbia

MOVED BY: R. Taki

SECONDED BY: M. Belliveau

THAT the British Columbia branch report to the AGM be received.

CARRIED

Opposed: R. Bradbury

10.0

Payment of Bills

MOVED BY: D. Sargeant

SECONDED BY: M. Belliveau

THAT all bills be paid.

CARRIED

11.0

New Business

Appointment for AGM of the functional positions:

MOVED BY: J. Gibb

SECONDED BY: M. Belliveau

THAT Klaus Seeger be appointed to the position of  
Parliamentarian.

CARRIED

MOVED BY: J. Gibb

SECONDED BY: M. Belliveau

THAT John Gibb, Dean Sargeant and Tony Amalfa be  
appointed to the resolutions Committee.

CARRIED

MOVED BY: T. Ness

SECONDED BY: M. Reid

THAT Bruce Fortin be appointed to the position of  
Sergeant-at-Arms.

CARRIED

MOVED BY: J-M. Dufour

SECONDED BY: G. Kos

THAT Sharon Williams, Mike Reid and Richard Taki  
be appointed to the Credentialling and Scrutineer  
Committee.

CARRIED

11.2 Any other New Business Arising

11.2.1 Publication in the Canadian Nurses' Journal

The Executive Director, with the assistance of Mr. Amalfa, will prepare a short summary of this issue for publication in the Environmental Health Official

J. Bradley  
A. Amalfa

11.2.1 Reply from Task Force in Education, National Round Table on the Economy.

President Young reported on and circulated a survey he had completed with respect to this group.

12.0 Next Meeting

Thursday, July 14, 1994, 8:00 a.m. - 12:00 noon

13.0 Adjournment

MOVED BY: R. Bradbury  
SECONDED BY: D. Sargeant

THAT the meeting adjourn.

CARRIED

CIPHI  
Annual General Meeting

July 13, 1994

Sheraton Halifax Hotel  
Halifax, Nova Scotia

MINUTES OF THE MEETING

No.	DESCRIPTION	ACTION																														
1.0	<p><b>ROLL CALL</b></p> <p>There were 35 members in good standing present, including the following members of the executive and branch executives:</p> <table><tr><td>President</td><td>Charles Young</td></tr><tr><td>Past-President</td><td>Dean Sargeant</td></tr><tr><td>Councillor</td><td>Greta Kos</td></tr><tr><td>Councillor</td><td>John Gibb</td></tr><tr><td>Councillor</td><td>Rob Bradbury</td></tr></table> <p>Vice Presidents:</p> <table><tr><td>B.C.</td><td>Richard Taki</td></tr><tr><td>Ontario</td><td>Mike Reid</td></tr><tr><td>Alberta</td><td>Peer Mikkelsen</td></tr><tr><td>Manitoba</td><td>Tim Ness</td></tr><tr><td>N. S. &amp; PEI</td><td>Mary Belliveau</td></tr><tr><td>NFLD &amp; Lab.</td><td>Sharon Williams</td></tr><tr><td>Saskatchewan</td><td>Robin Galbraith</td></tr></table> <p>Exec. Director James Bradley</p> <p>EHR Editor Tony Amalfa</p> <p>Regrets:</p> <table><tr><td>New Brunswick</td><td>Jean-Marc Dufour</td></tr><tr><td>Councillor</td><td>Shawn Mitton</td></tr><tr><td>Councillor</td><td>Les Potter</td></tr></table>	President	Charles Young	Past-President	Dean Sargeant	Councillor	Greta Kos	Councillor	John Gibb	Councillor	Rob Bradbury	B.C.	Richard Taki	Ontario	Mike Reid	Alberta	Peer Mikkelsen	Manitoba	Tim Ness	N. S. & PEI	Mary Belliveau	NFLD & Lab.	Sharon Williams	Saskatchewan	Robin Galbraith	New Brunswick	Jean-Marc Dufour	Councillor	Shawn Mitton	Councillor	Les Potter	
President	Charles Young																															
Past-President	Dean Sargeant																															
Councillor	Greta Kos																															
Councillor	John Gibb																															
Councillor	Rob Bradbury																															
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New Brunswick	Jean-Marc Dufour																															
Councillor	Shawn Mitton																															
Councillor	Les Potter																															
1.0	<p>a) Roll Call and Introduction</p> <p>b) Notice of Deceased Members since the Spring</p>																															

Meeting

Bouchard, Adelard  
VICTORIA, BC

Bruce, Norman  
CALGARY, AB

Hehr, Jack  
EDMONTON, AB

Hunter, L.J  
WINNIPEG, MB

Khabra, Harjit  
SURREY, BC

Knight, James  
BELLEVILLE, ON

Ness, Don  
WINNIPEG, MB

2.0 Consideration of Agenda for Acceptance

MOVED BY: W. Button  
SECONDED BY: G. Gregg

THAT the agenda be accepted.

CARRIED

3.0 Consideration of Minutes from the 59th AGM

MOVED BY: T. Roark  
SECONDED BY: M. Lewis

THAT the minutes be accepted as circulated.

CARRIED

4.0 Business Arising from the Minutes:

4.1 Status of Quebec Branch

President Young reported that the New Brunswick Branch President has made some investigation into the possibility of reforming a Quebec Branch. It would appear that at the present time there is no significant interest in forming a branch, partly due to the small number of certified personnel in that province.

R. Bradbury

5.0

4.2 Any other business arising

There was none.

Officers' Reports

5.1 President's Report

MOVED BY: M. Belliveau

SECONDED BY: G. Kos

THAT the President's report to the AGM be received.

CARRIED

5.2 Chief Staff Officer

MOVED BY: L. Gallant

SECONDED BY: R. Galbraith

THAT the Chief Staff Officer's Report to the AGM be received.

CARRIED

5.3 Board of Certification

MOVED BY: R. Bradbury

SECONDED BY: S. Williams

THAT the report of the Board of Certification be received.

CARRIED

R. Bradbury reported that it had been a very busy year for the Board. There are several on-going issues including the degree-as-a-requirement. The Board has also acted on the length of practicum issue. He noted that the Board has operated more openly than ever before.

M. Belliveau noted that the BOC operated very cooperatively and has worked hard to dispel the idea that it was a "secret society". The Board now meets with students from both schools whenever possible.

G. Gregg expressed his concern about the high failure rate, the reduction of training time and the prospect of hygiene technicians entering the

profession. R. Bradbury noted that the majority of failures occur in the field report area and the Board is very concerned about this issue.

#### 5.4 Environmental Health Review Report

MOVED BY: T. Amalfa  
SECONDED BY: T. Ness

THAT the report of the *Environmental Health Review* be received.

CARRIED

T. Amalfa announced that a contract for the management of the publication has been signed and will bring to bear greater personnel resources while controlling the cost to the Institute.

G. Gregg congratulated Mr. Amalfa on the high quality of the publication. Members present favoured Mr. Amalfa with a round of applause.

#### 5.5 Any other reports

There was none.

6.0

#### Standing Committee Reports

##### 6.1 Credentials

There were 35 members in good standing at the meeting. President Young recognized D. Evans and H. Grenawitzke as International Members present.

##### 6.2 Awards

G. Kos read the criteria for Life Membership.

MOVED BY: G. Kos  
SECONDED BY: M. Belliveau

THAT G. Gregg be awarded Life Membership in the Institute.

CARRIED

Members present favoured Mr. Gregg with a standing ovation.

G. Kos read the criteria for the Alexander Officer

award.

MOVED BY: G. Kos  
SECONDED BY: J. Gibb

THAT the Alexander Officer award be granted to Dr. Blatherwick.

CARRIED

G. Kos read the criteria for Honourary Membership.

MOVED BY: G. Kos  
SECONDED BY: T. Roark

THAT Dr. Nina McClelland be granted Honourary Membership.

CARRIED

G. Kos introduced T. Roark as the author of the Honour Role for the Institute. He reported that after researching the official records of the Institute there appears to be some gaps in the information. He has recommended to the NEC that official records be microfiched, that a historian be appointed and other measures to preserve the history of the Institute.

MOVED BY: G. Kos  
SECONDED BY: P. Mikkelsen

THAT the Public Policy Report be received.

CARRIED

#### 6.3 BCIT Advisory Committee

MOVED BY: R. Taki  
SECONDED BY: G. Kos

THAT the BCIT Advisory Committee report be received.

CARRIED

R. Taki reported he had the minutes of the most recent meeting and list of research topics available for inspection.

#### 6.4 Environmental Health Foundation



K. Seeger provided a brief oral summary of the EHF's project work.

MOVED BY: K. Seeger  
SECONDED BY: M.Reid

THAT the report of the Environmental Health Foundation be received.

CARRIED

#### 6.5 Finance Report

MOVED BY: J. Gibb  
SECONDED BY: T. Ness

THAT the Finance Report and Financial Review Report be received and accepted.

CARRIED

#### 6.6 Membership and Membership Promotion

R. Bradbury recognized the Past Presidents, Life Members, 25-Year members and International members present.

MOVED BY: R. Bradbury  
SECONDED BY: R. Galbraith

THAT the Membership and Membership Promotion Report be received.

It was noted that there are now 1007 members.

A generic promotion package is nearing completion and will be distributed to the Branches in due course.

A recent trip to the NEHA annual conference provided many opportunities for recruitment.

W. Button suggested establishing a reciprocal membership arrangement with CPHA.

CARRIED

#### 6.7 Public Policy

G. Kos encouraged all members to forward samples of pamphlets and other resources to her or the National Office, so that a library may be compiled.

#### 6.8 Ryerson Advisory Committee

Mr. Reid reported that the Ontario Branch representative wasn't able to attend the last meeting. He expressed some concerns about this committee. A. Raven attended the meeting and reported that Ryerson was very concerned about the recent accreditation report from the Board of Certification.

#### 6.9 Any other reports

There was none.

#### 6.10 Constitution & By-laws Report

MOVED BY: R. Bradbury

SECONDED BY: M. Belliveau

THAT the Constitution and By-laws Report be received.

CARRIED

7.0

#### Ad hoc Committee Reports

##### 7.1 CRFA - CIPHI Alliance

No written report. An oral report was presented as part of a seminar session earlier this day.

##### 7.2 National PHI Shortage Task Force

D. Sargeant reported that there has been a name change to "The Future of the Public Health Inspector / Environmental Health Officer Certification Program". A recommendation has been made to the Board of Certification to the effect that the practicum should be reviewed and restructured.

##### 7.3 NSF International & CIPHI

MOVED BY: D. Sargeant

SECONDED BY: T. Amalfa

THAT the NSF International & CIPHI report be received.

CARRIED

G. Gregg reported on a recent visit to NSF

International headquarters where he participated in the Waste Water Committee deliberations.

CARRIED

Mr. Grenawitzke reported that NSF International has been undergoing some in-house reorganization with respect to standards. This has been completed and there will be an increased in activity in the near future.

7.4 Conference 1993

M. Reid reported that the conference was financially successful.

7.5 Conference 1994

MOVED BY: M. Belliveau  
SECONDED BY: W. Button

THAT the Conference 1994 report be received.

CARRIED

7.6 Conference 1995

MOVED BY: R. Bradbury  
SECONDED BY: J. Gibb

THAT the Conference 1995 report be received.

CARRIED

R. Bradbury thanked the 1994 Committee for their hospitality and reported that several exhibitors and advertisers had been signed up.

7.7 Conference 1996

D. Sargeant provided a brief oral report. It will be held at the Palmer House Hotel in Chicago, June 29 - July 3, 1996.

MOVED BY: D. Sargeant  
SECONDED BY: R. Taki

THAT the Conference 1996 report be received.

CARRIED

7.8 Any other reports

8.0

There was none.

## Branch Reports

### 8.1 British Columbia

MOVED BY: R. Taki  
SECONDED BY: M. Belliveau

THAT the British Columbia branch report to the AGM be received.

CARRIED

### 8.2 Alberta

MOVED BY: P. Mikkelsen  
SECONDED BY: J-M. Dufour

THAT the Alberta branch report to the AGM be received.

CARRIED

### 8.3 Saskatchewan

MOVED BY: R. Galbraith  
SECONDED BY: G. Kos

THAT the Saskatchewan branch report to the AGM be received.

CARRIED

### 8.4 Manitoba

MOVED BY: T. Ness  
SECONDED BY: R. Bradbury

THAT the Manitoba branch report to the AGM be received.

CARRIED

### 8.5 Ontario

MOVED BY: M. Reid  
SECONDED BY: M. Belliveau

THAT the Ontario branch report to the AGM be received.

CARRIED

8.6 New Brunswick

MOVED BY: I. Brophy  
SECONDED BY: M. Lewis

THAT the New Brunswick branch report to the AGM be received.

CARRIED

M. Brophy offered some comments in support of his report. A membership drive is planned to recruit fraternal members.

8.7 Nova Scotia & P.E.I.

MOVED BY: M. Belliveau  
SECONDED BY: G. Gregg

THAT the Nova Scotia and P.E.I. branch report to the AGM be received.

CARRIED

L. Gallant reported that there had been significant changes in the structure of health protection in PEI.

M. Belliveau reported that environmental health had been moved to the Environment ministry.

8.8 Newfoundland and Labrador

MOVED BY: S. Williams  
SECONDED BY: M. Belliveau

THAT the Newfoundland and Labrador branch report to the AGM be received.

CARRIED

S. Williams reported that there are significant changes in the structure of health protection in Newfoundland.

9.0

New Business

9.1 Appointment of Auditors

MOVED BY: J. Gibb

SECONDED BY: B. Fortin

THAT the firm of Charbonneau & Associates be appointed as auditors for the 1994 membership year.

CARRIED

9.2 Bids for 1997 Conference

P. Mikkelsen announced that Alberta Branch wishes to bid for the 1997 Conference.

The chair called for other bids; being none the Alberta bid was accepted.

9.3 Consideration for Ratification of the President Elect

MOVED BY: G. Gregg  
SECONDED BY: M. Tonary

THAT Mary Belliveau's nomination to the Presidency be ratified.

CARRIED

9.4 Any other new business

There was none.

10.0

Resolutions Committee

J. Gibb reported that a resolution has been received in good order.

MOVED BY: J. Gibb  
SECONDED BY: G. Gregg

THAT Whereas the Board of Certification recently reduced the length of the Practicum for BCIT and Ryerson students from 24 to 12 weeks; and

Whereas there was a significant lack of consultation between the Board of Certification and employers as well as members of the profession; and

Whereas many members of the profession are disappointed with this lack of consultation on a national basis on this very important subject and thus the resultant decision to reduce the length of

the practicum;

Therefore be it resolved that the Board of Certification be advised that the members of the C.I.P.H.I. are disappointed with the recent decision to reduce the Practicum from 24 to 12 weeks and the lack of consultation on a national basis on this issue.

Be it further resolved that the BOC be requested to immediately conduct a review with the full consultation of the NEC to restructure the practicum criteria so as to ensure that the student receives the optimum level of quality in field training; this review should be completed by March 31, 1995. Should this review not be acceptable to the membership or fail to be completed by this deadline then let it be deemed that this body has stated definitively that the BOC should return the practicum to 24 weeks.

DEFEATED

11.0

Next Meeting

MOVED BY: M. Belliveau  
SECONDED BY: S. Williams

THAT the next Annual General Meeting be held September 28, 1995 at Victoria, British Columbia.

CARRIED

12.0

Adjournment

MOVED BY: R. Bradbury  
SECONDED BY: D. Sargeant

THAT the meeting adjourn.

CARRIED

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS  
POST-CONFERENCE EXECUTIVE COUNCIL MEETING,  
July 14, 1994, Halifax, Nova Scotia

AGENDA

No.	DESCRIPTION	ACTION																										
1.0	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <table><tr><td>President</td><td>Mary Belliveau</td></tr><tr><td>Past-President</td><td>Charles Young</td></tr><tr><td>Vice President</td><td>Mike Reid</td></tr><tr><td>Vice President</td><td>Tim Ness</td></tr><tr><td>Vice President</td><td>Richard Taki</td></tr><tr><td>Vice President</td><td>Peer Mikkelsen</td></tr><tr><td>Vice President</td><td>Sharon Williams</td></tr><tr><td>Vice President</td><td>Robin Galbraith</td></tr><tr><td>(Vice President)</td><td>Ivan Brophy (representing New Brunswick)</td></tr><tr><td>Exec. Director</td><td>James Bradley</td></tr><tr><td>EHR Editor</td><td>Tony Amalfa</td></tr><tr><td>EHF Chairman</td><td>Klaus Seeger</td></tr></table> <p>Regrets:</p> <table><tr><td>Vice President</td><td>Jean-Marc Dufour</td></tr></table>	President	Mary Belliveau	Past-President	Charles Young	Vice President	Mike Reid	Vice President	Tim Ness	Vice President	Richard Taki	Vice President	Peer Mikkelsen	Vice President	Sharon Williams	Vice President	Robin Galbraith	(Vice President)	Ivan Brophy (representing New Brunswick)	Exec. Director	James Bradley	EHR Editor	Tony Amalfa	EHF Chairman	Klaus Seeger	Vice President	Jean-Marc Dufour	
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Vice President	Jean-Marc Dufour																											
2.	<p><b>Consideration of the Agenda for Acceptance</b></p> <p>The agenda was adopted with by general consensus</p>																											
3.	<p><b>Minutes of the meeting held July 9 &amp; 10, 1994</b></p> <p>MOVED BY: C. Young SECONDED BY: S. Williams</p> <p>THAT the minutes be accepted as corrected.</p> <p>CARRIED</p>																											
4.	<p><b>Business Arising from the Minutes</b></p> <p>4.1 Person to assist Mr. Roark as Institute Historian</p>																											

1



It was agreed that Manitoba branch will seek a historian.

4.2 Recommendations from Mr. Roark concerning micro-fiche, etc.

R. Bradbury reported that his health unit creates micro-fiche archives annually. He will obtain unit costs. The Executive Director will determine how much material is in question.

R. Bradbury  
J. Bradley

MOVED BY: C. Young  
SECONDED BY:

THAT the President ask Mr. Roark to consider recommendations 3, 4, 5 and 7 of his report be referred to him for further action.

T. Roark

CARRIED

4.3 Storage space at the national office

Members present reviewed the possible need for additional storage space at the National Office. The Executive Director will investigate the cost of temperature controlled storage space.

J. Bradley

4.4 Presidential election-by-mail procedures based on Ontario's experience.

Mr. Reid apologized for not having a report. It will be ready for the next meeting and may be of benefit to the branches as well.

M. Reid

4.5 Health Communications

Members present reviewed the report on Computer Bulletin Boards and agreed to consider the matter further at the next meeting.

4.6 Membership recruitment strategies

R. Bradbury reported on recent membership recruitment strategies. He recommended that the reciprocal agreement with NEHA be formalized. The Chair asked Mr. Bradbury to carry out an exchange of letters of agreement with copies to respective staff/presidents. Blind copies will be sent to Ontario and New Brunswick Branches.

R. Bradbury

During the conference a commitment was received from NSF as a Corporate Member and the Canadian

Egg Marketing Board was interested in Affiliate membership. There could be as many as six more Affiliate members to come.

MOVED BY: M. Reid

SECONDED BY: P. Mikkelsen

THAT the Council accept Mr. Bradbury's offer to chair the Corporate and Affiliate Membership sub-committee.

CARRIED

#### 4.7 Status of negotiations with NSF

C. Young reported on the objectives of the current renegotiations session with NSF. Members present discuss various facets of the situation and agreed that President Belliveau and Mr. Young will continue the negotiations.

MOVED BY: R. Galbraith

SECONDED BY: S. Williams

THAT the negotiating committee, comprised of C. Young, M. Belliveau and the Executive Director be empowered to finalize negotiations with NSF.

M. Belliveau  
C. Young  
J. Bradley

CARRIED

#### 4.8 Preparation of job descriptions and terms of reference

R. Bradbury that he had received few replies to his appeal for job descriptions and terms of reference. The materials are currently in the hands of Mr. Mitton. Mr. Bradbury will forward the materials he has collected to date to the National Office.

R. Bradbury

#### 4.9 Witness and/or presentation to the Parliamentary Committee on the Canadian Environmental Protection Act

C. Young reported on the history behind the invitation to appear before the Parliamentary Committee on the CEPA.

MOVED BY: C. Young

SECONDED BY:

THAT the President respond positively to the

M. Belliveau

invitation to appear before the committee, enquiring about expense reimbursement and calling upon members of the Council for assistance at her pleasure.

CARRIED

#### 4.10 Amalgamation of government agencies in Nfld.

S. Williams requested that the National body express its concern over the proposed reorganization of government services in Newfoundland. Some critical functions are not addressed at all in the government's plans. Other proposals would have unqualified personnel doing risk assessment duties.

MOVED BY: S. Williams  
SECONDED BY: M. Reid

THAT the National Executive Council, through the President, respond to the concerns raised by the Newfoundland Branch by corresponding directly with the Newfoundland government officials.

President  
Belliveau

CARRIED

#### 4.11 Least expensive place to Meet

The Executive Director circulated a graph showing relative air fare costs across Canada. The Executive Director and Mr. Mikkelsen will confer to develop costing models for Toronto, Vancouver, Winnipeg and Halifax.

P. Mikkelsen  
J. Bradley

#### 4.12 CRFA/CIPHI Alliance

C. Young reported on CRFA's reply concerning the possibility of CIPHI participating in a pilot project with a BC health unit.

MOVED BY: S. Williams  
SECONDED BY: R. Galbraith

THAT C. Young continue to represent CIPHI on the CRFA-CIPHI alliance.

CARRIED

#### 4.13 Temperature symbols

K. Seeger reported that the EHF has decided to

pursue copyright of the symbols in the United States.

#### 4.14 Organization Chart

Mr. Amalfa is revising the chart and will forward copies as soon as possible.

T. Amalfa

#### 4.15 Reaction from BOC

C. Young reported that he had spoken with Mr. Chrisp to advise him of events at the NEC and AGM meetings.

### 5. New Business

#### 5.1 Terms of office for the Board of Certification

C. Young suggested that the terms of office clauses be re-inserted into the Board's Administrative Policies. The President will write to Mr. Chrisp.

M. Belliveau

#### 5.2 Media relations and publicity initiatives

S. Williams and her branch will coordinate a public information program, with the assistance of the Executive Director. Plans will be circulated to the NEC in advance of startup.

S. Williams  
J. Bradley

#### 5.3 Report from G. Gregg re: waste water

Mr. Gregg has not yet had an opportunity to prepare a report.

G. Gregg

#### 5.4 Reciprocal membership with CPHA

R. Bradbury noted that if such an arrangement was made, the Fraternal membership rates would have to be adjusted. He suggested that initial overtures be made by the Ontario component of the Membership Committee.

M. Reid

#### 5.5 National office - President communications: fax machine?

MOVED BY: J. Gibb  
SECONDED BY: T. Ness

THAT a FAX machine be purchased for use by the President.

M. Belliveau

CARRIED

- 5.6 Confirmation of appointment of committee & task force chairs, including CIPHI appointments to the BOC.

Finance Committee - Ontario, Alberta  
Membership Committee - N.B. Ontario  
Public Policy & Awards Committee - Nova Scotia  
Conference Committee - Alberta, Manitoba  
Special Projects Committee - Saskatchewan  
Negotiations / Liaison Committee - Manitoba  
BOC - ideally, one at the table  
BCIT - R. Taki  
Ryerson - Donna Taylor  
Signing Officers - President, Treasurer, Branch Rep.  
CRFA-CIPHI - C. Young }  
NSF - Dean to coordinate responses

MOVED BY: C. Young  
SECONDED BY: J. Gibb

THAT these appointments be confirmed as noted.

CARRIED

6. Appointment of signing officers, completion of banking papers and pre-authorized cheques.

Mike Reid, Peer Mikkelsen, Mary Belliveau, J. Bradley

7. Payment of Bills

MOVED BY: M. Reid  
SECONDED BY: S. Williams

THAT all bills be paid

CARRIED

8. Next meeting

At the call of the Chair.

9. Adjournment

MOVED BY: M. Reid  
SECONDED BY: S. Williams

THAT the meeting adjourn.

CARRIED

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS  
EXECUTIVE COUNCIL MEETING,  
November 3-5, 1994, Ottawa, Ontario

Minutes

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1.0	<p><u>1.1 Roll Call</u></p> <p>President Belliveau called the meeting to order at 9:00 a.m. and welcomed all present.</p> <p><u>1.2 Notice of Deceased Members since the Post-Conference Meeting</u></p> <p>Brian Young, Hampton NS (to come from Ontario)</p>																											
2.0	<p>Consideration of Agenda for Acceptance</p> <p>MOVED BY: M. Reid SECONDED BY: R. Galbraith</p> <p>THAT the agenda be accepted as revised.</p> <p>CARRIED</p>																											

1

3.0

Branch Reports

3.1 Newfoundland and Labrador

MOVED BY: S. Williams  
SECONDED BY: R. Taki

THAT the Newfoundland and Labrador branch report be received.

CARRIED.

S. Williams will forward a report on her attendance at a recent UV conference to the National Office for distribution.

S. Williams

3.2 Nova Scotia & P.E.I.

MOVED BY: J. Ardelli  
SECONDED BY: S. Williams

THAT the Nova Scotia & P.E.I. Branch report be received.

CARRIED.

3.3 New Brunswick

MOVED BY: I. Brophy  
SECONDED BY: C. Young

THAT the New Brunswick Branch report be received.

CARRIED

3.4 Ontario

MOVED BY: M. Reid  
SECONDED BY: P. Mikkelsen

THAT the Ontario Branch report be received.

CARRIED.

The Examination Coordinator position will be advertised throughout the province. Examiners will also be solicited.

3.5 Manitoba

MOVED BY: T. Ness

SECONDED BY: M. Reid

THAT the Manitoba Branch report be received.

CARRIED

### 3.6 Saskatchewan

MOVED BY: R. Galbraith

SECONDED BY: C. Young

THAT the Saskatchewan Branch report be received.

CARRIED.

### 3.7 Alberta

MOVED BY: P. Mikkelsen

SECONDED BY: M. Reid

THAT the Alberta Branch report be received.

CARRIED.

### 3.8 British Columbia

MOVED BY: R. Taki

SECONDED BY: T. Ness

THAT the British Columbia Branch report be received.

CARRIED.

4.0

Consideration of Minutes from previous meetings:

#### 4.1 July 14, 1994

MOVED BY: R. Taki

SECONDED BY: M. Reid

THAT in Section 5.6 the minutes show that Public Policy & Awards committee be the responsibility of British Columbia and that an item be added to show that Constitution Committee will be handled by Nova Scotia.

CARRIED.

5.0

Business Arising from the Minutes:

#### 5.1 Person to assist Mr. Roark as Historian



T. Ness is encouraging the collection of material to assist Mr. Roark. Mr. Ness will correspond with Mr. Roark.

T. Ness

5.2 Records micro-fishing - quantity of material

The Executive Director reported that approximately 1200 pages of minutes exist.

5.3 Records micro-fishing - costs

5.5 President to ask Mr. Roark to handle recommendations 3, 5, & 7

Mr. Ness will be contacting Mr. Roark on this matter.

5.6 Cost of Additional Storage Space at Head Office and Funding Needed

MOVED BY: C. Young  
SECONDED BY: R. Taki

THAT temperature controlled storage space be acquired to store historical materials.

MOTION TO TABLE - CARRIED.

MOVED BY: I. Brophy  
SECONDED BY: C. Young

THAT the Finance Committee determine a budget for office space and financial services, secondly to determine the most advantageous space for the Institute's needs, thirdly to determine the expiry date on current facilities and alternatives.

Finance  
Committee

AND that the Committee be empowered to carry out the most advantageous resolution.

CARRIED

5.7 Presidential election-by-mail as used in Ontario

M. Reid distributed an excerpt from the Ontario Branch constitution which explains this procedure.

Members present discussed the advisability of providing the general membership an opportunity to vote for the National President.

MOVED BY: M. Reid

SECONDED BY: P. Mikkelsen

THAT the Nova Scotia Branch will review the existing constitution and report back at the next meeting.

J. Ardelli

CARRIED

5.8 Health Communications - reconsideration of topic

It was agreed that M. Reid, C. Young and the Executive Director will examine various feasibilities and contact potential government stakeholders.

M. Reid  
C. Young  
J. Bradley

5.9 Finalization of reciprocal membership arrangements with NEHA

It was noted that the reciprocal agreement with NEHA does not have a time line. It will remain intact until altered by mutual consent.

MOVED BY: T. Ness

SECONDED BY: R. Galbraith

THAT the membership Chair write to NEHA reiterating the agreement for matters of record.

I. Brophy

CARRIED.

5.10 Status of Negotiations with NSF

C. Young reported that the current agreement will remain in effect on a month-by-month basis pending a request from either side to resume negotiations.

5.11 Preparations of job descriptions

MOVED BY: C. Young

SECONDED BY: R. Galbraith

THAT the President request Mr. Bradbury forward all materials he has received on this matter to her for collation and redistribution to current Chairs. Current chairs will confirm the contents with past Chairs and report to the next meeting.

President  
Belliveau  
Committee  
Chairs

CARRIED

5.12 Witness and/or presentation to CEPA Committee

The President and Executive Director reported on recent developments concerning the Parliamentary Committee which is reviewing the Canadian Environmental Protection Act.

MOVED BY: R. Taki

SECONDED BY: Peer Mikkelsen

THAT the Past-President work with Mr. Myres to develop a brief and then appear before the Committee. President Belliveau will write to the Committee requesting an appointment.

CARRIED

5.13 Amalgamation of duties in Nfld.

President Belliveau reported that she had sent a letter to the Deputy Minister in Newfoundland concerning amalgamation of duties. She received a generally favourable letter in reply. She will circulate copies of her letters and the reply to the NEC.

5.14 Least expensive place to meet

P. Mikkelsen reported that his data indicated that Toronto was the least expensive place to meet. He would like to repeat his data gathering to compensate the two most westerly branches.

5.15 Organization chart

Item deleted.

5.16 Terms of office for BOC sitting members

It was suggested that the Secretary of the Board write to the Chairman of the Board, requesting that an addition be made to the Administrative Policies regarding the length of term for Sitting Members. The draft of this policy will be forwarded to the NEC for approval.

Secretary

5.17 Publicity campaign

S. Williams reported that ideas include a Public Health Inspectors week, library of newspaper articles, and initiatives to promote the profession from within. She will be soliciting information from members of the NEC.

S. Williams

5.18 Waste water report

Members present reviewed Mr. Gregg's report and noted that D. Sargeant had asked that a new correspondence coordinator be appointed.

MOVED BY: M. Reid

SECONDED BY: T. Ness

THAT D. Sargeant be reappointed as the correspondence coordinator for NSF committee reports.

D. Sargeant

CARRIED

MOVED BY: S. Williams

SECONDED BY: M. Reid

THAT the NSF waste water report be received.

CARRIED.

5.19 Ont. Br. to approach CPHA re: reciprocal membership

M. Reid reported that he and President Belliveau had met with G. Dafoe concerning membership. There will be a follow-up contact between M. Reid and the CPHA membership chair.

M. Reid

5.20 Fax machine for President

No action due to changing conditions at the President's office.

6.0

Standing Committee Reports

6.1 BCIT Advisory

MOVED BY: R. Taki

SECONDED BY: S. Williams

THAT the BCIT Advisory Committee Report be received.

CARRIED.

R. Taki reported that the committee had met so recently that no report was yet available. He passed around the final report on the Environmental Health Curriculum.

Members present discussed the degree-as-a-requirement issue as it pertains to BCIT's plans for a degree program.

President Belliveau will contact BOC Chairman Chrisp to encourage:

- every effort be made to identify the particulars of the prerequisite degree,
- consideration be given to developing a technician stream

#### 6.2 Board of Certification

Members present reviewed the applications received and voted by secret ballot. The results of the ballot favoured S. Williams and A. MacKenzie

MOVED BY: M. Reid

SECONDED BY: T. Ness

THAT S. Williams and A. MacKenzie be appointed to the BOC.

CARRIED.

MOVED BY: C. Young

SECONDED BY: M. Reid

THAT the ballots be destroyed.

CARRIED

MOVED BY: C. Young

SECONDED BY: R. Galbraith

THAT the President write letters of acceptance to the successful candidates and letters of thanks to those who applied.

CARRIED

#### 6.3 Finance and Budget

M. Reid reported that budget preparations are continuing and proposals will be developed by mail and reviewed during a teleconference call.

#### 6.4 Constitution & Bylaws

It was the general agreement of the table that Public Policy and Awards be handled by B.C. and Constitution & By-Laws be handled by Nova Scotia

President  
Belliveau

Finance  
Committee

& P.E.I.

6.5 Environmental Health Foundation

MOVED BY: T. Ness  
SECONDED BY: R. Galbraith

THAT the request for funding from the EHF be referred to the Finance Committee for favourable consideration.

CARRIED

Mr. Reid will write to the Foundation Chair regarding this matter.

M. Reid

MOVED BY: C. Young  
SECONDED BY: M. Reid

THAT the Publicity Committee Chair write to the Chair of the Foundation requesting cooperation in pursuing the development and marketing of a refrigeration thermometer, using the temperature symbols.

S. Williams

CARRIED

6.6 Environmental Health Review

MOVED BY: J. Ardelli  
SECONDED BY: S. Williams

THAT the EHR report be received.

CARRIED

6.7 Membership

Members present reviewed the membership statistics report.

MOVED BY: P. Mikkelsen  
SECONDED BY: R. Galbraith

THAT the membership committee provide each branch with a list of National accomplishments to be used by the branches in their respective membership drives.

I. Brophy for  
J-M. Dufour

CARRIED

MOVED BY: M. Reid

SECONDED BY: S. Williams

THAT the motion made regarding student memberships, appearing on page 7 of the March, 1994 NEC meeting minutes be reconsidered.

CARRIED

MOVED BY: M. Reid

SECONDED BY: S. Williams

THAT, effective October 1, 1994, upon certification, any student who, during the past four years has paid for a year of student membership, be offered full-time membership without charge for the year following the year of certification.

Executive  
Director

CARRIED

Offers shall include an expiry date 30 days from date of issue.

The Executive Director read the list of new member applications:

Selina Pittman, North York ON  
REG

Hong-Linh Phan, Thornhill, ON  
STU

Nancy Hoffer, Innerkip ON  
STU

Allan Loechert, Niagara Falls, ON  
STU

Chun-Yip Hon, Weston, ON,  
STU

Susanne Brooks, Lynden ON  
STU

Gayle Chaudhry, Toronto, ON  
STU

Toni Moran, Toronto, ON,  
STU

Karen Sud, Toronto, ON  
STU

NSF International, Ann Arbor, MI  
CORP

Thomas Yin Lin Chow, Scarborough, ON  
REG

Grenawitzke, Harry, Ann Arbor, MI  
INT

Dennis Lothamer, Fort Wayne IN  
INT

Lianne Kentish, Timmins ON  
STU

Nadine Rypalowski, Timmins, ON  
REG

Peter Ross, Saint John, ON  
STU

Kimberley Smith, Woodbrige ON  
STU

MOVED BY: I. Brophy  
SECONDED BY: M. Reid

THAT the new membership applications be  
approved.

CARRIED.

#### 6.8 NSF International Joint Committees

President Belliveau noted that D. Sargeant will be  
asked to continue with this responsibility.

#### 6.9 Public Policy and Awards

No report.

#### 6.10 Ryerson Advisory

H. Chong will represent both his branch and  
National. A report from Mr. Chong was circulated.

MOVED BY: M. Reid  
SECONDED BY: C. Young

THAT the Ryerson Advisory Committee report be



received.

CARRIED

6.11 Any other Reports to be presented

7.0

Ad Hoc Committee Reports

7.1 Conferences

7.1.1 1994, Nova Scotia and PEI Branch

MOVED BY: J. Ardelli  
SECONDED BY: T. Ness

THAT the Conference '94 report be received.

CARRIED

7.1.2 1995, B.C. Branch

R. Taki provided a brief oral report.  
Conference dates are September 24-28, 1994.  
The theme will be "Approaching the 21st  
century - challenges in health protection."

7.1.3 1996, International Joint Conference with  
NEHA

MOVED BY: C. Young  
SECONDED BY: R. Galbraith

THAT the Conference 1996 report be received.

CARRIED

President Belliveau was asked to call Mr.  
Sargeant concerning the compensation for  
each Canadian attending and activation of the  
committee.

President  
Belliveau

R. Taki noted that, depending on the results  
of 1996, Mr. Losito is considering a return  
joint conference for 2000 in Vancouver

7.1.4 1997, Alberta

Plans currently call for April in Banff with a  
possible second choice in Calgary during the  
Stampede.

## 7.2 CRFA

MOVED BY: C. Young  
SECONDED BY: J. Ardelli

THAT the CRFA report be received.

CARRIED

MOVED BY: M. Reid  
SECONDED BY: R. Galbraith

THAT CIPHI remain in the CFSC and that it make presentations separately from the Coalition.

CARRIED

## 7.3 IFEH

It was suggested that this organization be informed of the change of officers.

Executive  
Director

## 7.4 Membership Promotion

MOVED BY: P. Mikkelsen  
SECONDED BY: T. Ness

THAT R. Bradbury pursue initiatives with Mr. Williams and Ms. Fulton regarding recruitment of Corporate and Affiliate Memberships. President Belliveau will write to Mr. Bradbury with copies to the Branches.

President  
Belliveau

CARRIED

I. Brophy was requested to confirm with Mr. Bradbury the status of the reciprocal advertisement in the NEHA.

I. Brophy

## 7.5 Future of PHI Certification Program

No report from Mr. Sargeant. He has agreed to continue working on this project. President Belliveau will call him and encourage all possible speed.

## 7.6 Safe Packaged Food Handling Temperature Symbols

Item deleted.

7.7 Negotiations Committee

Reported and discussed in-camera.

7.8 H.E.A.L.

Moved to new business.

8.0

Table Officer Reports

8.1 President

President Belliveau circulated copies of her report.

MOVED BY: S. Williams

SECONDED BY: M. Reid

THAT the President's report be received.

CARRIED.

8.2 Treasurer

Members present reviewed the budget.

MOVED BY: M. Reid

SECONDED BY: T. Ness

THAT the Treasurer's report be received.

CARRIED

MOVED BY: P. Mikkelsen

SECONDED BY: C. Young

THAT a mailing be made to all health units and branches promoting position place and inviting "Experience Available" ads at \$100.

CARRIED

8.3 Chief Staff Officer

MOVED BY: C. Young

SECONDED BY: I. Brophy

THAT the Chief Staff Officer's report be received.

CARRIED

8.4 Any other Table Officer Report

Executive  
Director

9.0

Payment of Bills

MOVED BY: M. Reid  
SECONDED BY: T. Ness

THAT all Bills be paid.

CARRIED

10.0

New Business

10.1 Contractor's remuneration

Covered previously.

10.2 Life Membership

MOVED BY: R. Taki  
SECONDED BY: J. Ardelli

THAT dues for Stuart Baynton be paid from the contingency fund until further notice.

CARRIED

The Executive Director will write to Mr. Baynton and copy to the B. C. branch.

Executive  
Director

10.3 Registration

Members present discussed various issues pertaining to provincial registration.

10.4 H.E.A.L. (Health Action Lobby)

President Belliveau reported on this organization which lobbies on health and the environment.

MOVED BY: G. Galbraith  
SECONDED BY: P. Mikkelsen

THAT the President write an exploratory letter to H.E.A.L. to determine if CIPHI might play a role within it.

President  
Belliveau

CARRIED

10.5 Info-sharing booth at Conf '95

MOVED BY: P. Mikkelsen  
SECONDED BY:

THAT T. Ness contact the Conference '95 committee concerning the establishment of an information sharing booth and order form.

CARRIED

MOVED BY: R. Taki  
SECONDED BY: C. Young

THAT the information clearing house portfolio be handed over to Manitoba Branch and that they establish and maintain a collection mechanism and inventory through the branches.

T. Ness

CARRIED

#### 10.6 Expense Guidelines

MOVED BY: C. Young  
SECONDED BY: R. Taki

THAT the Expense Guidelines be amended to reflect rates of \$5 for breakfast, \$10 for Lunch and \$15 for dinner and that the expense sharing guideline for branches be amended to strike any reference to meal rates.

Executive  
Director

CARRIED

MOVED BY: G. Galbraith  
SECONDED BY: S. Williams

THAT the expense guidelines and cost sharing guidelines be referred to the Finance Committee for review and recommendations.

Finance  
Committee

CARRIED.

#### 10.7 Incoming Presidents

MOVED BY: T. Ness  
SECONDED BY: P. Mikkelsen

THAT a package consisting of the Constitution, travel & expense guidelines and minutes of the two previous meetings with attachments be provided to incoming Presidents.

Executive  
Director

CARRIED

R. Taki will send the Executive Director a copy of his branch's resource binder for evaluation.

R. Taki

10.8 Foodsafe Pilot Project

Members present discussed the possibility of a pilot project for registering Foodsafe participants.

11.0 Next Meeting

At the call of the Chair.

12.0 Adjournment

MOVED BY: S. Williams

SECONDED BY: T. Ness

THAT the meeting adjourn.

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS  
EXECUTIVE COUNCIL MEETING,  
April 6-7, 1995, Toronto, Ontario

Minutes

No.	DESCRIPTION	ACTION
1.0	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <p>President Mary Belliveau  Past-President Charles Young  Vice President Mike Reid  Vice President Tim Ness  Vice President Richard Taki  Vice President Peer Mikkelsen  Vice President Robin Galbraith  Vice President Ivan Brophy  Vice President Michael Florian (representing Nova Scotia &amp; PEI)</p> <p>Exec. Director James Bradley</p> <p>Guest Harry Grenawitzke (Friday P.M. only)</p> <p>Regrets:</p> <p>Vice President Glenn Budgell</p>	
1.0	<p><u>1.1 Roll Call</u></p> <p>President Belliveau called the meeting to order at 9:00 a.m. and welcomed all present.</p> <p><u>1.2 Notice of Deceased Members since the Fall Meeting</u></p> <p>R. Ramkeesoon, BC</p>	
2.0	<p>Consideration of Agenda for Acceptance</p> <p>MOVED BY: M. Reid  SECONDED BY: R. Galbraith</p> <p>THAT the agenda be accepted as revised.</p> <p>CARRIED</p>	
3.0	<p>Branch Reports</p> <p><u>3.1 Newfoundland and Labrador</u></p>	

President Belliveau read a report faxed in by Newfoundland  
President Glenn Budgell.

MOVED BY: T. Ness  
SECONDED BY: I. Brophy

THAT the Newfoundland and Labrador branch report be received.

CARRIED.

### 3.2 Nova Scotia & P.E.I.

MOVED BY: M. Florian  
SECONDED BY: R. Galbraith

THAT the Nova Scotia & P.E.I. Branch report be received.

CARRIED.

### 3.3 New Brunswick

MOVED BY: I. Brophy  
SECONDED BY: M. Reid

THAT the New Brunswick Branch report be received.

CARRIED

### 3.4 Ontario

MOVED BY: M. Reid  
SECONDED BY: P. Mikkelsen

THAT the Ontario Branch report be received.

CARRIED.

### 3.5 Manitoba

MOVED BY: T. Ness  
SECONDED BY: M. Reid

THAT the Manitoba Branch report be received.

CARRIED

### 3.6 Saskatchewan

MOVED BY: R. Galbraith  
SECONDED BY: T. Ness



THAT the Saskatchewan Branch report be received.

CARRIED.

3.7 Alberta

MOVED BY: P. Mikkelsen

SECONDED BY: T. Ness

THAT the Alberta Branch report be received.

CARRIED.

3.8 British Columbia

MOVED BY: R. Taki

SECONDED BY: T. Ness

THAT the British Columbia Branch report be received.

CARRIED.

4.0

Consideration of Minutes from previous meetings:

4.1 November 4-6, 1994

MOVED BY: M. Reid

SECONDED BY: L. Brophy

THAT the minutes be accepted as distributed.

CARRIED.

Under new business, note should be made that the President was directed to contact CSA. The reference to Mr. Taki's conference report should be for 1995, not 1994.

5.0

Business Arising from the Minutes:

5.1 Person to assist Mr. Roark as Historian

T. Ness reported that due to reorganizations it has been difficult to collect materials and recruit volunteers. He has attempted to contact Mr. Roark.

T. Ness

P. Mikkelsen suggested that Mr. Roark's report from Halifax be distributed to retired members in each province with a request for their input.

MOVED BY: C. Young

SECONDED BY:

THAT the President write to Mr. Roark to advise that Mr. Ness has been appointed to assist him with historical matters.

#### CARRIED

A letter will be sent to retired members, through the national office to solicit assistance with the Institute's history.

#### 5.2 Finance Committee to prepared budget, office space recommendation

To be considered under 6.3

#### 5.3 Mail ballots - Constitution review

In progress. Ontario will forward samples

M. Reid  
J. Ardelli

#### 5.5 Health Communications

J. Bradley reported that Health Canada has established an internet site which hosts sections for qualified health organizations. J. Bradley and M. Reid will explore the opportunity to participate and report at the next meeting.

M. Reid  
J. Bradley

#### 5.6 Reciprocity with NEHA

I. Brophy reported that he had written to NEHA. P. Mikkelsen had received an information package that did not mention reciprocity with CIPHI. I. Brophy indicated that reciprocity would be indicated on forthcoming advertising.

I. Brophy will contact NEHA to confirm arrangements.

I. Brophy

#### 5.7 Preparation of Job Descriptions

President Belliveau will contact R. Bradbury concerning this matter.

M. Belliveau

#### 5.8 Appearance before CEPA Committee

C. Young reported on his appearance before the CEPA Parliamentary Committee in December, 1994 and circulated a copy of his submissions.

#### 5.9 Letters to Newfoundland re: amalgamation of duties

Redundant item.

#### 5.10 BOC: Length of term for sitting members

J. Bradley reported that a letter had been forwarded to the BOC

and that the Board will consider the matter at its next meeting.

5.11 Follow-up with CPHA re membership

M. Reid reported that there had been no response from the CPHA. It was decided that M. Reid will respond to any initiative made from CPHA but will not pursue it.

M. Reid

5.12 President to contract Mr. Chrisp re: degree definition

The President reported she had followed-up with Mr. Chrisp.

5.13 President to write to BOC Contenders

Completed.

5.14 Reply to funding request from EHF

Mr. Reid reported on correspondence with K. Seeger regarding copywriting of temperature symbols. It is important to ensure that the symbols be used if the application for copy write is to succeed.

P. Mikkelsen suggested that the thermometer project might be a preferable near-term goal.

Strong support was voiced by all of the NEC but grant of funding was contingent on availability of finances. It was agreed to reconsider the matter after the budget had been prepared.

5.15 Publicity Chair to write to EHF re thermometer project

No progress.

5.16 Membership committee to write to branches re: national accomplishments.

Redundant item.

5.17 Conference '96: progress

M. Belliveau reported that she had two calls with Mr. Sargeant. There appears to be a little progress toward an agreement.

C. Young suggested that Mr. Sargeant be encouraged to bring the matter to a conclusion quickly. M. Belliveau will call Mr. Sargeant and T. Ness will visit him.

M. Belliveau  
T. Ness

5.18 Corporate & Affiliate Memberships: President to write to Mr. Bradbury

I. Brophy reported he had spoken to Mr. Bradbury and, on his

request, is attempting to contact Neil Williams.

I. Brophy

5.19 Status of reciprocal advertisement

Covered earlier. I Brophy will be contacting Nelson Fabian.

M. Reid

5.20 President to contact Mr. Sargeant re: PHI Certification Project

M. Belliveau read a report from Mr. Sargeant.

MOVED BY: C. Young

SECONDED BY: R. Galbraith

THAT the President write to Mr. Sargeant to thank him for his work on both the long and short term task forces.

CARRIED

MOVED BY: C. Young

SECONDED BY: R. Galbraith

THAT the President approach the two newly elected NEC appointments to the Board concerning recognition of continuing education and credentialling of certified members and that corresponding members of the board be consulted. Mr. Chrisp is to be copied with this correspondence, as per Mr. Sargeant's report.

CARRIED

5.21 Mailing to Health Units Promoting Position Place

MOVED BY: C. Young

SECONDED BY: R. Galbraith

THAT the lists of health units in each province be forwarded to branches for correction, to be turned around within two weeks of receipt. Corrected copies to be returned to Branches.

Executive Director

CARRIED

5.22 President to write to H.E.A.L.

No action to date. Item deleted.

5.23 T. Ness to write to Conference '95 re: information booth

T. Ness reported that a booth had been arranged.

5.24 Manitoba to handle clearing house project and collection

T. Ness distributed copies of memoranda to solicit support and

materials. Members present discussed various ideas for the collection and presentation of materials.

5.25 Modifications to expense guidelines

Completed.

5.26 Preparation of packages for new branch presidents

Completed.

5.27 Expense guidelines to finance committee for review

In progress.

5.28 BC Branch resource binder to National Office

In progress.

6.0

Standing Committee Reports

6.1 BCIT Advisory

R. Taki reported on the two regular and two emergency meetings of the committee. Copies of the minutes from the most recent meeting are attached to these minutes.

MOVED BY: R. Taki  
SECONDED BY: M. Reid

THAT the BCIT Advisory Committee Report be received.

CARRIED.

6.2 Board of Certification

President Belliveau read a report from BOC Chairman Bernie Chrisp.

MOVED BY: M. Reid  
SECONDED BY: T. Ness

THAT the Board of Certification report be received.

CARRIED

MOVED BY: C. Young  
SECONDED BY: M. Florian

THAT President Belliveau write to S. Williams and A. MacKenzie to raise the subject of improved communications links between the

Board and the NEC, possibly using speaker phone conference calls.

CARRIED

C. Young reported that he had asked BOC Chairman Bernie Chrisp to provide an update on the degree-as-a-requirement situation for use in the Inside the Institute column. President Belliveau will follow up with Mr. Chrisp.

President Belliveau provided an oral report on UCCB's initiative with respect to acquiring accreditation.

MOVED BY: P. Mikkelsen  
SECONDED BY: R. Taki

THAT the BOC consider restoring the minimum practicum period to 24 weeks.

MOTION WITHDRAWN

MOVED BY: J. Brophy  
SECONDED BY: R. Galbraith

THAT the NEC convene a committee comprised of P. Mikkelsen, R. Galbraith, R. Taki, S. Williams and A. Mackenzie to conduct an investigation, including a survey, with respect to the impact of the lowering of the minimum practicum requirement to 12 weeks. This committee will prepare a report for the next meeting of the NEC and will liaise with the BOC as needed. S. Williams and A. MacKenzie will be advised by President Belliveau. The committee has the power to add members.

CARRIED

#### 6.3 Finance and Budget

MOVED BY: C. Young  
SECONDED BY: T. Ness

THAT the Finance Committee conclude the budget preparation process as soon as possible and circulate drafts to the membership.

Finance Committee

CARRIED

#### 6.4 Constitution & Bylaws

No report.

#### 6.5 Environmental Health Foundation

C. Young reported that the EHF is preparing its audit report. One student is in the aboriginal students program at BCIT. A teleconference call was held in January in which President Belliveau participated.

#### 6.6 Environmental Health Review

Members present reviewed correspondence from the Environmental Health Review.

#### 6.7 Membership

Members present reviewed the membership statistics report.

MOVED BY: P. Mikkelsen

SECONDED BY: T. Ness

That the Executive Director develop proposals for a more decorative membership certificate and work with I. Brophy regarding a proposal to the NEC.

I. Brophy

CARRIED

I. Brophy will review the membership panels.

The Executive Director read the names of new member applicants.

MOVED BY: I. Brophy

SECONDED BY: T. Ness

THAT the applications for membership be approved.

CARRIED

#### 6.8 NSF International Joint Committees

President Belliveau noted that D. Sargeant has asked to be replaced in this responsibility. It was agreed that C. Young will assume the coordinator's role.

#### 6.9 Public Policy and Awards

R. Taki distributed briefing notes and applications for the annual awards. The cut-off dates for nominations is June 23, 1995.

#### 6.10 Ryerson Advisory

No report.

#### 6.11 Any other Reports to be presented

## Ad Hoc Committee Reports

7.1 Conferences

## 7.1.1 1995 BC Branch

MOVED BY: R. Taki  
SECONDED BY: T. Ness

THAT the Conference '95 report be received.

CARRIED

R. Taki will speak to Mr. Bradbury concerning items to be paid by NEC, room booking and the applicability of expense guidelines.

R. Taki

The pre-conference meeting will commence Saturday morning.

## 7.1.2 1996, Chicago

No negotiations have commenced as yet. Covered earlier."

## 7.1.3 1997, Banff, Alberta

P. Mikkelsen reported that the conference will be held at the Rimrock Hotel in Banff.

7.2 CRFA

Nothing to report

7.3 IFEH

Nothing to report.

MOVED BY: P. Mikkelsen  
SECONDED BY: M. Reid

THAT membership in this organization be discontinued

MOTION TO TABLE - NO SECONDER APPARENT

DEFEATED

7.4 Membership Promotion

Covered previously.

I. Brophy



7.5 Future of PHI Certification Program

Redundant item.

7.6 Safe Packaged Food Handling Temperature Symbols

Item deleted.

7.7 Negotiations Committee

Discussed in-camera.

7.8 H.E.A.L.

Moved to new business.

8.0

Table Officer Reports

8.1 President

President Belliveau circulated copies of her report.

MOVED BY: T. Ness

SECONDED BY: M. Reid

THAT the President's report be received.

CARRIED.

8.2 Treasurer

Members present reviewed the budget.

MOVED BY: M. Reid

SECONDED BY: T. Ness

THAT the Treasurer's report be received.

CARRIED

8.3 Chief Staff Officer

MOVED BY: M. Reid

SECONDED BY: I. Brophy

THAT the Chief Staff Officer's report be received.

CARRIED

8.4 Any other Table Officer Report

9.0

Payment of Bills

MOVED BY: M. Reid  
SECONDED BY: T. Ness

THAT all Bills be paid.

CARRIED

10.0

New Business

10.1 Report from K. Seeger

Members present reviewed a report from K. Seeger. The President will follow-up with Mr. Seeger.

M. Belliveau

10.2 Conference 95 Promotional Brochure

Members present reviewed the Conference '95 brochure

10.3 Report from S. Williams

Members present reviewed a report from S. Williams concerning a UV workshop.

10.4 G. Gregg

Members present discussed Mr. Gregg's letter concerning Conference 1994 profits.

10.5 EHR Report

Covered previously.

10.6 Foodsafe Distance Program

R. Taki described a distance education program for Foodsafe currently in use in BC.

10.7 BCIT Awards

R. Taki described the awards program at BCIT and invited other branches to participate.

10.8 Promotional Video

MOVED BY: C. Young  
SECONDED BY: M. Reid

THAT the President contact Mr. Budgell to advise of the Council's desire that he commence investigation into a promotional video.

President Belliveau  
I. Brophy

Mr. Brophy to provide assistance.

CARRIED.

#### 10.9 National Conference on Drinking Water

A proposal has been submitted but no response has been received.

#### 10.10 NEHA Meeting

The President will call the NEHA President and follow-up with a letter to express our regret in not attending.

#### 10.11 CFIS

I. Brophy reported on the joint committee (federal - provincial/territorial) which has developed a blue print for a Canadian Food Inspection System.

Members present were concerned about CIPHI's status as a stakeholder in the development process. Members present will forward all information, in whatever form, to C. Young who will attempt to resume contact with K. McLeod.

Members of the  
Council

#### 10.12 Egg Marketing Board

President Belliveau reported that our contact at the Canadian Egg Marketing Agency has left the position. She has initiated a new relationship and will report on developments.

#### 10.13 Report Coordination

It was agreed that Mike Reid will coordinate the collection of reports in advance of each meeting.

#### 10.14 Negotiating Committee

MOVED BY: I. Brophy  
SECONDED BY: T. Ness

THAT the negotiating committee pursue securing a two-year contract with Skylark Technical Resources, to be in place by June 30th, 1995.

CARRIED (Unanimously)

#### 10.15 Strategic Planning

It was agreed that the "pre-conference" meeting time be used for strategic planning and that two conference calls (held on Sundays)

be held at the end of June and in early September.

11.0

Payment of Bills

MOVED BY: R. Galbraith  
SECONDED BY: T. Ness

THAT all bills be paid.

CARRIED

12.0

Adjournment

MOVED BY: S. Williams  
SECONDED BY: T. Ness

THAT the meeting adjourn.

CARRIED

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS  
EXECUTIVE COUNCIL TELECONFERENCE,  
June 23, 1995

Minutes

No.	DESCRIPTION	ACTION
	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <p>President Mary Belliveau  Past-President Charles Young  Vice President Mike Reid  Vice President Tim Ness  Vice President Grace MacIver  Vice President Greg Thibault (representing AB)  Vice President Robin Galbraith  Vice President Ivan Brophy  Vice President Jerome Ardelli  Vice President Glenn Budgell</p> <p>Exec. Director James Bradley</p> <p>BOC Sitting Member Alex MacKenzie  BOC Sitting Member Sharon Williams</p> <p>President Belliveau called the meeting to order at 2:00 p.m. (Ont. time) and welcomed all present.</p>	
1.	<p>Review of Minutes</p> <p>Moved by: M. Reid  Seconded by I. Brophy</p> <p>That the minutes of the meeting held April 6-7 be accepted.</p> <p>CARRIED</p>	
2.	<p>Board of Certification</p> <p>2.1 Credentialling</p> <p>S. Williams reported that the BOC had not yet received a copy of D. Sargeant's report on this subject. The BOC will be circulating this document to its sitting and corresponding members.</p> <p>2.2 Liaison</p> <p>S. Williams will act as the primary liaison between the NEC and BOC. S. Williams will contact B. Chrisp regarding establishing an open discussion</p>	S. Williams

session during the Conference in Victoria. President Belliveau reported that she has encouraged B. Chrisp to attend the Victoria Conference.

C. Young noted that B. Chrisp has submitted an article to the Environmental Health Review. He supported this initiative as an example of improving the visibility of the BOC.

J. Bradley noted that the Board will be considering changing the rules for oral examinations to the effect that oral boards would be asked to reach consensus on a candidate's performance.

Members discussed credentialling and its impact on the profession and the Institute. S. Williams and A. Mackenzie were asked to monitor closely the BOC's handling of this subject.

1. Official Historian, Ness and Roark to cooperate, solicit materials.

T. Ness and T. Roark are coordinating the search for materials, some of which are 30 years old.

On information sharing, M. Reid will be sending Ontario's sample books to Mr. Ness on loan. I. Brophy noted that he had sent a package to Mr. Ness just a few days ago. A. Mackenzie encouraged members to share any precedent setting cases.

M. Reid  
All Members

2. Budget

Members present reviewed the budget and noted that the Institute's finances are strained. M. Reid narrated some points of interest.

Moved By: M. Reid  
Seconded by: T. Ness

THAT the budget be accepted.

CARRIED

3. Health Communications - update

M. Reid and J. Bradley are developing concepts with respect to electronic information sharing.

M. Reid  
J. Bradley

4. Conference 95 and Planning Session

C. Young reported that he might not be able to attend the Conference. Members present will submit registrations directly to the Conference organizers. National will pay the registration fees for NEC. Members were asked to send copies of their conference registrations to the National Office. Members were reminded to make their own hotel reservations directly with the hotel. J. Bradley noted that the toll free number for the Institute's travel agent is 1-800-883-0021. Members were asked to plan to arrive before dinner time on the Thursday before the conference.

M. Belliveau reported that she had identified a strategic planning

- consultant who could lead the strategic planning session planned for the Friday and Saturday before the Conference. This person would be prepared to work in exchange for air fare, hotel and a small honorarium. Members present felt it was important that a formal report be prepared following the session.
5. Conference '96  
Members present reviewed progress on negotiations for Conference '96.
  6. Length of Practicum - report of NEC's investigative committee  
J. Bradley reported that he had provided R. Taki with the student performance data he had requested. R. Galbraith reported that a survey was in progress. M. Belliveau will write P. Mikkelsen seeking an update. President Belliveau
  7. Nominations for awards  
G. MacIver reported that only one nomination has been received. Anyone considering an award nomination should contact Rob Bradbury without delay. Manitoba Branch may be submitting an nomination.  
  
No changes to the constitution have been proposed. J. Ardelli reported that the constitution doesn't prohibit mail-in ballots. J. Bradley will forward appropriate notices regarding the AGM. Members were asked to forward reports on disk to the National Office before September 1. M. Belliveau will draft a memo to all committee chairs regarding this deadline. J. Bradley  
All Members  
President Belliveau
  8. Promotional Video - progress report  
G. Budgell reported that he had made some enquiries with colleges. One college does do this work and requests a proposal in letter form before considering the request. He encouraged other branch presidents to forward lists of colleges in their respective areas. It was suggested that both BCIT and Ryerson be approached. G. Thibeau will try to obtain loans of the videos produced by the Edmonton Board of Health and will determine if Calgary has also produced a video. G. Budgell and I. Brophy will prepare a report for the next meeting. Branch Presidents  
G. Thibeau  
G. Budgell &  
I. Brophy
  9. Other Business  
9.1 K. Seeger's report on professional development  
There have been no further developments.  
9.2 NSF  
M. Belliveau reported that she had conveyed the Council's response to Mr. Grenawitzke. J. Bradley reported that he had a very pleasant session with a quality assurance representative from NSF.  
9.3 National Food Inspection  
C. Young reported that he had been in contact with Mr. McLeod

and learned that a series of meetings have been planned over future months and years.

9.4 Past President

C. Young indicated he may be out of the country during the conference and suggested that Mr. Sargeant might attend the conference in his stead.

10.

Next meeting.

A teleconference is suggested for Monday, September 11.

Moved by: G. MacIver  
Seconded by: R. Galbraith

THAT the meeting adjourn.

CARRIED



CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS  
EXECUTIVE COUNCIL PRE-CONFERENCE MEETING  
September 11, 1995

Minutes

No.	DESCRIPTION	ACTION
	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <p>President Mary Belliveau Vice President Mike Reid Vice President Tim Ness Vice President Peer Mikkelsen Vice President Robin Galbraith Vice President Jerome Ardelli</p> <p>Absent With Regrets:</p> <p>Past-President Charles Young Vice President Grace MacIver Vice President Ivan Brophy Vice President Glenn Budgell</p> <p>Exec. Director James Bradley BOC Sitting Member Alex MacKenzie BOC Sitting Member Sharon Williams</p> <p>President Belliveau called the meeting to order at 1:00 p.m. (Ont. time) and welcomed all present.</p> <p>It was noted that there may be a meeting held Sunday September 24 to discuss any pending NEC business. There will also be a short meeting held immediately following the AGM.</p>	
1.	<p>Review of Minutes</p> <p>Moved by: M. Reid Seconded by T. Ness</p> <p>That the minutes of the meeting held June 23 be accepted.</p> <p>CARRIED</p>	
2.	<p>Board of Certification</p> <p>2.1 Credentialling</p> <p>S. Williams reported that there has been no progress on this issue. She will attempt contact Mr. Chrisp in advance of the next meeting.</p> <p>It was noted that Al Raven, a Sitting Member of the Board, will be attending the Conference on behalf of Mr. Chrisp and will be representing</p>	S. Williams

the Board at all meetings including the planning sessions.

A. MacKenzie noted that there are now several schools across Canada who are preparing proposals for environmental health curricula.

The Board has commissioned pins to commemorate the 60th Anniversary of the Board and the fact that the 4,000 certificate will be issued this year.

3. Health Communications

J. Bradley described a proposal from R. Dovell concerning a list management facility on the Internet for Environmental Health issues.

M. Reid suggested that Mr. Dovell provide an information session at the AGM. He will be contacting Mr. Dovell.

M. Reid

4. Conference 1996

T. Ness reported that some negotiations had commenced. Mr. Fabian will be present in Victoria and there will be further meetings at that time.

5. Strategic Planning Session

President Belliveau noted that the strategic planning sessions were shaping up well. Members present were encouraged to return the questionnaires.

It was agreed that the Institute will cover Mr. Duff's air fare, travel expenses, accommodation and an honorarium of \$250 - \$300.

6. Resource Materials Collection & Display

T. Ness reported that preparations for the resource centre display are coming along well. A banner is being designed for the booth. Work has commenced on a data bank of expertise.

7. Nominations for Awards

President Belliveau will contact G. MacIver concerning awards nominations.

M. Belliveau

8. Promotional Video

S. Williams will contact I. Brophy to determine if any progress has been made on this issue.

9. Survey of Practicum experience - results.

P. Mikkelsen reported that he had not been able to make contact with R. Taki concerning this project. He will attempt to contact him as soon as possible.

P. Mikkelsen

10. Other Business

10.1 IFEHO Dues

J. Bradley reported that dues invoice for the IFEHO had been received. This matter will be reconsidered at the short meeting scheduled for just after the AGM.

10.2 NSF

M. Belliveau reported that NSF has terminated its contract with the Institute effective September 1, 1995.

10.3 Federal-Provincial Committee

P. Mikkelsen will determine what membership role C. Young had on this committee.

P. Mikkelsen

10.4 Head Tables

The President will work with G. MacIver to arrange head tables.

M. Belliveau  
G. MacIver

10.5 N.S. Representative

T. McCullough will be representing N.S. & P.E.I. Branch at the Victoria meeting.

11.

Adjournment

Moved by: M. Reid  
Seconded by: T. Ness

THAT the meeting adjourn.

CARRIED

CIPHI

Annual General Meeting  
September 28, 1995  
Ocean Pointe Resort  
Victoria, B.C.

MINUTES OF THE MEETING

No.	DESCRIPTION	ACTION																												
1.0	<p><b>ROLL CALL</b></p> <p>There were 35 members in good standing present, including the following members of the executive:</p> <table><tr><td>President</td><td>Mary Belliveau</td></tr><tr><td>Past-President (90-92)</td><td>Dean Sargeant</td></tr><tr><td>Vice President</td><td>S. Williams</td></tr><tr><td>Vice President</td><td>Mike Reid</td></tr><tr><td>Vice President</td><td>Peer Mikkelsen</td></tr><tr><td>Vice President</td><td>Tim Ness</td></tr><tr><td>Vice President</td><td>Robin Galbraith</td></tr><tr><td>Vice President</td><td>Grace McCarthy</td></tr><tr><td>Vice President</td><td>T. McCullough (representing J. Ardelli)</td></tr><tr><td>Vice President</td><td>Ivan Brophy</td></tr><tr><td>Exec. Director</td><td>James Bradley</td></tr><tr><td>EHR Editor</td><td>Tony Amalfa</td></tr><tr><td>Regrets:</td><td></td></tr><tr><td>Past-President</td><td>Charlie Young</td></tr></table>	President	Mary Belliveau	Past-President (90-92)	Dean Sargeant	Vice President	S. Williams	Vice President	Mike Reid	Vice President	Peer Mikkelsen	Vice President	Tim Ness	Vice President	Robin Galbraith	Vice President	Grace McCarthy	Vice President	T. McCullough (representing J. Ardelli)	Vice President	Ivan Brophy	Exec. Director	James Bradley	EHR Editor	Tony Amalfa	Regrets:		Past-President	Charlie Young	
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Exec. Director	James Bradley																													
EHR Editor	Tony Amalfa																													
Regrets:																														
Past-President	Charlie Young																													
1.0	<p>a) Roll Call and Introduction</p> <p>President Belliveau called the meeting to order at 1:30.</p> <p>b) Notice of Deceased Members since the last Annual General Meeting</p>																													

Ayotte, George  
ETOBICOKE, ON

Berggren, Roy  
CAMPBELL RIVER, BC

Bouchard, Adelard  
VICTORIA, BC

Bruce, Norman  
CALGARY, AB

Cairney, Thomas  
CULTUS LAKE, BC

Chiasson, Alex  
SIMCOE, ON

Graham, Frank  
DARTMOUTH, NS

Hartigan, Francis  
NEW WESTMINSTER, BC

Hehr, Jack  
EDMONTON, AB

Herbison, Robert  
VANCOUVER, BC

Johnson, Joseph  
RR3 SAANICHTON, BC

Johnson, Tallock  
CHATHAM, ON

Khabra, Harjit  
SURREY, BC

McClory, Robert  
SIMCOE, ON

Moore, Thomas  
NEW WESTMINSTER, BC

O'Neill, Patrick  
SALMON ARM, BC

Ramkeesoon, Ricky  
, BC

Rondelet, Maurice  
PENTICTON, BC

Tymiak, Patricia  
CALGARY, AB

Winegarden, Wayne  
ST. THOMAS, ON

Young, Bryan  
HAMPTON, NS

2.0 Consideration of Agenda for Acceptance

MOVED BY: M. Reid  
SECONDED BY: M. Lewis

THAT the agenda be accepted.

CARRIED

3.0 Consideration of Minutes from the 60th AGM

MOVED BY: M. Reid  
SECONDED BY: M. Lewis

THAT the minutes be accepted as circulated.

CARRIED

4.0 Business Arising from the Minutes:

4.1 Public Policy & Awards

No report.

4.2 Nomination of Historian

T. Roark reported that he is continuing to collect records and memorabilia.

5.0 Officers' Reports

5.1 President's Report

MOVED BY: S. Williams  
SECONDED BY: K. Cummings

THAT the President's report to the AGM be received.

CARRIED

5.2 Chief Staff Officer

MOVED BY: Ken Dong  
SECONDED BY: M. Reid

THAT the Chief Staff Officer's Report to the AGM be received.

CARRIED

6.1 BCIT Advisory Committee

No Report.

6.2 Board of Certification

MOVED BY: A. Raven  
SECONDED BY: T. Ness

THAT the report of the Board of Certification be received.

CARRIED

6.3 Finance & Budget

Moved By: M. Reid  
Seconded by: P. Mikkelsen

THAT the finance report be received.

CARRIED

Members present discussed some aspects of the financial statements.

6.4 Constitution and By-Laws

No Report.

6.5 Environmental Health Review

Moved by: A. Amalfa  
Seconded by: K. McLeod

THAT the *Environmental Health Review* report be received.

CARRIED



6.6 Membership

Moved by: I. Brophy  
Seconded by: M. Lewis

That the Membership report be received.

CARRIED

6.7 Public Policy & Awards

No report.

6.8 Ryerson Advisory Committee

P. Robinson provided some comments about recent developments at Ryerson Polytechnical University.

6.9 Environmental Health Foundation

MOVED BY: T. Roark  
SECONDED BY: S. Williams

THAT the report of the Environmental Health Foundation be received.

CARRIED

T. Roark described the work of the Foundation.

7.0 Ad hoc Committee Reports

7.1 Conferences

1995: No report available.

1996: **International conference in Chicago**

D. Sargeant reported that final details have been completed. Registration rates and hotel rates will be similar to Conference '95.

1997: **Banff, Alberta** P. Mikkelsen provided some brief

comments in support of his report.

Moved by: M. Reid

Seconded by: P. Mikkelsen

THAT the Conference '97 report be received.

CARRIED

1998: No bids.

1999: Saskatchewan Branch, Location to be advised.

2000: Vancouver (Joint conference with NEHA)

## 7.2 NSF Committee Reports

M. Belliveau described CIPHI's representation on NSF committees.

8.0

### Branch Reports

#### 8.1 British Columbia

MOVED BY: G. MacIver

SECONDED BY: A. Malloy

THAT the British Columbia branch report to the AGM be received.

CARRIED

#### 8.2 Alberta

MOVED BY: P. Mikkelsen

SECONDED BY: K. McLeod

THAT the Alberta branch report to the AGM be received.

CARRIED

#### 8.3 Saskatchewan

MOVED BY: R. Galbraith  
SECONDED BY: A. Amalfa

THAT the Saskatchewan branch report to the AGM be received.

CARRIED

8.4 Manitoba

MOVED BY: T. Ness  
SECONDED BY: G. Marsh

THAT the Manitoba branch report to the AGM be received.

CARRIED

8.5 Ontario

MOVED BY: M. Reid  
SECONDED BY: A. Raven

THAT the Ontario branch report to the AGM be received.

CARRIED

M. Reid noted that 117 delegates attended the Ontario Branch conference.

8.6 New Brunswick

MOVED BY: I. Brophy  
SECONDED BY: M. Lewis

THAT the New Brunswick branch report to the AGM be received.

CARRIED

8.7 Nova Scotia & P.E.I.

MOVED BY: T. McCullough  
SECONDED BY: H. Gillis

THAT the Nova Scotia and P.E.I. branch report to the AGM be

received.

CARRIED

8.8 Newfoundland and Labrador

MOVED BY: S. Williams

SECONDED BY: J. Drew

THAT the Newfoundland and Labrador branch report to the AGM be received.

CARRIED

9.0

New Business

9.1 Health Communications

R. Dovell provided a brief description of a proposed internet site for use by Environmental Health professionals.

9.2 Practicum

Members present discussed the current 12 week duration for practicum.

Moved By: K. McLeod

Seconded by: G. Osachoff

THAT the NEC support the initiative of the NEC and Board of Certification to review the practicum requirement with the view of establishing an appropriate practicum model with nationally prescribed terms of reference.

CARRIED

10.0

Payment of Bills

MOVED BY: G. Osachoff

SECONDED BY: T. Ness

THAT all bills be paid.

CARRIED

11.0

Next Meeting

MOVED BY: M. Belliveau  
SECONDED BY: S. Williams

THAT the next Annual General Meeting be held July 3, 1996 at  
Chicago, USA.

CARRIED

12.0

Adjournment

MOVED BY: M. Reid  
SECONDED BY: S. Williams

THAT the meeting adjourn.

CARRIED

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS  
POST-CONFERENCE EXECUTIVE COUNCIL MEETING,  
September 28, 1995, Victoria, British Columbia

AGENDA

No.	DESCRIPTION	ACTION
1.0	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <p>President Mary Belliveau  Vice President Mike Reid  Vice President Tim Ness  Vice President Grace MacIver  Vice President Peer Mikkelsen  Vice President Sharon Williams  Vice President Robin Galbraith  Vice President Ivan Brophy</p> <p>Exec. Director James Bradley</p> <p>EHR Editor Tony Amalfa</p> <p>Regrets:  Past-President Charles Young</p>	
2.	<p><b>Consideration of the Agenda for Acceptance</b></p> <p>The agenda was adopted by general consensus</p>	
3.	<p><b>Minutes of the Pre-Conference Meeting</b></p> <p><u>3.1 Location of next AGM</u></p> <p>J. Bradley will determine if a Canadian Corporation can hold its AGM outside of Canada.</p> <p><u>3.2 Reference to S. Williams</u></p> <p>S. Williams is representing NF Branch.</p> <p><u>3.4 Adjustments to minutes</u></p> <p>It was noted that the spelling of Tackett to should be changed to</p>	<p>Exec. Dir.</p> <p>Exec. Dir.</p> <p>Exec. Dir.</p>

Tackitt in AGM Minutes.

Moved by S. Williams  
Seconded by R. Galbraith

That the Minutes of September 25 be adopted.

CARRIED

5. Strategic planning session

Members present reviewed the first draft of the strategic planning session report. Two additional project areas will be distributed with these minutes.

6. CFIS

It was agreed that M. Belliveau will attend the CFIS meetings in Ottawa scheduled for later this fall. M. Belliveau will contact K. McLeod regarding arrangements.

M. Belliveau

7. New Members

The Executive Director read the list of new members:

Adams, Michael	2001	09/20/95	REG
PRINCE GEORGE, BC			
Beattie, Tim	1989	06/06/95	REG
TORONTO, ON			
Boatright, Daniel	2006	09/20/95	INT
NORMAN, OK			
Brudner, Corrina	2005	09/20/95	REG
WINDSOR, ON			
Brudnicki, Thomas	1993	07/31/95	INT
ANCHORAGE, AK			
Chin, Kent	1987	05/12/95	STU
TORONTO, ON			
Cummer, Larry	1988	05/25/95	REG
BRAMALEA, ON			
Demock, Rick	2004	09/20/95	REG
BEAUMONT, AB			
Howells, Dan	1986	04/30/95	REG
RICHMOND HILL, ON			
Leewing, Karen	2008	09/20/95	STU
WINNIPEG, MB			
Mackie, Abby	1991	07/04/95	REG
THUNDER BAY, ON			
May, Victor	2003	09/20/95	STU
EDMONTON, AB			
Moore, H. James	1994	08/02/95	REG

WINNIPEG, MB			
Moustakas, Maria	1996	08/30/95	STU
DOWNSVIEW, ON			
Murdoch, Alexander	1992	07/19/95	STU
OTTAWA, ON			
Power, Sharon	2002	09/20/95	STU
PARADISE, NF			
Powitz, Robert	1997	08/31/95	INT
OLD SAYBROOK, CT			
Rocillo, Jeanifer	1999	09/05/95	STU
TORONTO, ON			
Tang, Carol	1998	08/31/95	STU
TORONTO, ON			
Taylor, Janet	1995	08/02/95	INT
GLASGOW, MN			

Moved by M. Reid  
Seconded by: I. Brophy

THAT the new members be accepted.

CARRIED.

8. Educational Arm

S. Williams will develop a list of possible names for this part of the institute in preparation for the next teleconference call.

S. Williams

9. Travel

It was agreed that National will pay half of conference registration fees.

Exec. Dir.

10. Adjournment

Moved By: T. Ness  
Seconded by: S. Williams

THAT the meeting adjourn.

CARRIED



CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS  
EXECUTIVE COUNCIL TELECONFERENCE  
November 20, 1995

Minutes		
No.	DESCRIPTION	ACTION
1.0	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <p>President Mary Belliveau  Past-President Dean Sargeant (representing Charles Young)  Vice President Mike Reid  Vice President Richard Taki (representing G. MacIver)  Vice President Peer Mikkelsen  Vice President Robin Galbraith  Vice President Jerome Ardelli  Vice President Sharon Williams</p> <p>Exec. Director James Bradley</p> <p>Past-President (90-92) D. Sargeant</p> <p>Regrets:  Vice President Tim Ness  Vice President Ivan Brophy  Alex MacKenzie</p>	
1.	<p>Review of Post conference minutes</p> <p>Members present reviewed the minutes of the post-conference meeting.</p> <p>MOVED BY: M. Reid  SECONDED BY: S. Williams</p> <p>THAT the minutes be accepted.</p> <p>CARRIED</p> <p>J. Bradley reported that it is legal for the Institute to hold its AGM outside of Canada.</p>	
2.	<p>Business arising from the minutes</p> <p>a. Planning session review</p> <p>Members present reviewed the supplemental report from Mr. Duff.</p> <p>b. Advocacy</p>	

No report.

c. Education - education arm (Reid & McCullough)

M. Reid reported that the first topic was being researched. Consideration is being given to playground safety.

d. Education - resource (Ness)

e. Reselling

J. Bradley reported that a long-distance savings program has been set-up with ACC Long Distance. Details will be circulated with the minutes.

J. Bradley

f. Promotion (Mikkelsen and Galbraith)

R. Galbraith will forward pricing information on recalibratable thermometers with the minutes.

R. Galbraith

A career promotion package is being planned at a cost of approximately \$700 for 8 packages. The materials contained would be used on display panels. R. Galbraith requested donations of photos. A proposal for cost-sharing will be distributed to the branches. Branch Presidents were asked to put this item on respective agendas.

P. Mikkelsen

MOVED BY: P. Mikkelsen  
SECONDED BY: M. Reid

THAT National advance initial monies for the promotion package and coordinate cost-recovery.

CARRIED

g. Credentialling (Williams)

S. Williams reported that she has been in contact other organizations who offer CEU's and work has commenced on a survey.

3.

Committee Reports

a. Membership

It was noted that N. Williams had agreed to resume managing Corporate and Affiliate Membership.

b. Conference '95

R. Taki reported that net profits will be in the \$20,000 range.

c. Conference '96

D. Sargeant reported that P. Mikkelsen, N. Williams and G. Thibault are handling sponsorships and the magazine. A survey on member needs in the educational stream is in progress.

d. Practicum Study

R. Taki reported that there wasn't enough data to reach a conclusion about the effects of reduced practicum on student performance. Further research efforts will be made and a report will be prepared for the Spring meeting.

R. Taki  
P. Mikkelsen

R. Galbraith will forward to Messrs Taki and Mikkelsen results of a survey conducted in Saskatchewan.

R. Galbraith

J. Bradley will research training requirements in other western countries.

e. BCIT Advisory

R. Taki reported that perhaps he should be replaced with someone who also sits on the NEC. It was agreed that Mr. Taki will continue.

4.

Business Arising

a. Communications network subsidy

M. Reid reported that Ontario Branch has set aside \$1,250 for this project. An additional \$1,250 is being requested from National. M. Reid will distribute copies of Mr. Dovell's proposal with the minutes.

M. Reid

b. CFIS

M. Belliveau reported that she had attended the CFIS meeting in Ottawa. There is a commitment from provincial ministries to adopt standards once they are developed.

c. CPHA Study

M. Belliveau reported that CPHA was conducting a study to determine who was employing PHI's and in what capacity. No further progress has been reported.

d. Ballot Vote

J. Ardelli was asked to ensure that preparations for a possible ballot vote at the AGM. M. Reid reported that Ontario uses ballots.

5.

New Business

a. Lever Bros. Handwashing

M. Reid reported that the Institute's logo will appear on the information kit. The only costs to the branches would arise from distribution. M.

Reid has identified distribution strategies in memoranda distributed to the branches.

M. Reid

There is a possibility that Lever Bros. and its PR agency may be conducting a similar program for adults. M. Reid will forward contact information to P. Mikkelsen for follow-up regarding conference sponsorship.

b. Constitution Amendment - Longer Terms of Office

M. Belliveau asked members present to consider adopting 3 year terms of office. If acceptable, this would be instituted on a rotating basis. Members were asked to provide feedback to M. Belliveau. It was noted that many branches have two year terms. She will circulate a discussion paper for their consideration prior to the next meeting.

Members of  
the Council

c. Drinking Water meeting.

M. Belliveau reported that Toni D'Etorre, a member of the Institute, attended a Health Canada Meeting on drinking water devices.

d. LCDC Foodborne Illness

M. Belliveau reported that this workshop will be attended on behalf of the Institute by Tony Amalfa. Expenses are being covered by the conference sponsors.

6.

Next Meeting

January 22, 1996 by teleconference.

A joint meeting with the BOC is planned for the spring.

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS  
EXECUTIVE COUNCIL TELECONFERENCE  
January 22, 1996

## Minutes

No.	DESCRIPTION	ACTION
	<b>ROLL CALL</b>	
	Members present were:	
	President Mary Belliveau	
	Past-President Charles Young	
	Vice President Mike Reid	
	Vice President Grace MacIver	
	Vice President Peer Mikkelsen	
	Vice President Richard Bader	
	Vice President Jerome Ardelli	
	Exec. Director James Bradley	
	Regrets:	
	Vice President Sharon Williams	
	Vice President van Brophy	
1.	Review of minutes from teleconference of November 20, 1995	
	Members present reviewed the minutes of the last tele-conference meeting.	
	MOVED BY: M. Reid	
	SECONDED BY: T. Ness	
	THAT the minutes be accepted.	
	CARRIED	
2.	Strategic Planning	
	<u>a. Reselling</u>	
	J. Bradley reported on progress. The plan is expected to be finalized in early February	
	<u>b. Resource Centre</u>	
	T. Ness reported that investigation is being made toward transferring the material to computer disk.	

A request for donations will be inserted in the next EHO. An early version of the catalogue might be distributed.

c. Education

M. Belliveau reported that an initial contact had been made with NSF but no firm arrangements have been made.

M. Reid will raise the subject at a Branch meeting in the near future. It might be possible to use a branch level project as a pilot.

d. Advocacy

G. MacIver reported that provincial matters have occupied much of her time. She felt that a national perspective was needed but might require funding.

G. MacIver will write to branches to explain her role in B.C. M. Belliveau will work with her on the letter.

e. Promotion

P. Mikkelsen reported that a source of thermometers (Russell Foods) had been identified in Alberta. His Branch is reselling them at a good profit. The brand is known as "Cooper".

The Promotion package is almost ready. A mailing will be sent to the branches outlining cost-sharing.

G. MacIver said she appreciated having the Profile of an EHO document.

2.

**Business arising from the minutes**

a. Corporate and Affiliate membership

J. Bradley will forward letterhead and the current list as soon as possible.

b. Study on the effects of reduced practicum - update

R. Taki has reported that data samples are very small and may be influenced by other factors.

G. MacIver reported that the short practicum is a significant issue in B.C..

M. Belliveau will contact R. Taki to determine what can be done to move the study forward.

c. Proposal from R. Dovell

M. Reid reported that the Ontario Branch will be funding this project

G. MacIver  
M. Belliveau

M. Belliveau

and its seeking a commitment from National of \$2,500. It will be reviewed as part of the 1996 budget preparation.

d. Hand washing project

M. Reid noted that he had circulated a memo noted that this project had been put on hold. M. Belliveau suggested that Lever Bros. be approached as conference sponsors and/or participants.

e. 3 year terms of office - feedback

M. Belliveau reported that she had received no feedback on this issue. She felt it was important to structure election timing to ensure that not all the branch presidents were replaced at the same time. In 1996 MB, AB, ON and NS will be holding presidential elections.

f. Reports from conferences (drinking water in Ottawa [d'Etorre] and LCDC [Amalfa])

J. Bradley read a brief report from T. D'Etorre. M. Belliveau has received a report from A. Amalfa and read part of it during the teleconference.

g. Spring meeting

M. Reid will check out hotels in Toronto and advise the national office. Members will share rooms.

**3. Finance & Budget**

M. Reid discussed the projected year-end and will commence preparation of a 1996 budget.

**4. Conference '96**

Surveys have been circulated. Alberta modified it to also serve for 1997.

M. Belliveau reported that we will receive 75% of any Canadian registration. D. Sargeant will approach NEHA to obtain promotional brochures.

**5. Conference '97**

P. Mikkelsen reported that planning and solicitation of supporting companies has commenced.

**6. Deadline for Presidential Nomination**

M. Reid reported that the end of March is the deadline for nominations for President. Anyone interested in standing for election to President should make their intention known at the Spring Meeting.

M. Reid queried whether a Branch President elected to National President could remain as Past President on his Branch Executive.

7.

**Board of certification**

J. Bradley reported that the Board has reserved its decision concerning a proposal from Concordia College.

P. Mikkelsen asked what progress had been made in the application from UCCB. It was noted that the school plans to admit students in the fall of 1996 and will apply for accreditation in due course.

Members present: expressed their concern about the future of the profession, job markets etc. It was identified that a topic for common discussion between the BOC and NEC be CIP-II's ability to limit (or not) the numbers of educational institutions offering the Environmental Health Program.

7.

**Other Business**

There was none.

8.

**Next Meeting**

A joint meeting with the BOC is planned for the weekend of March 1, 1996. J. Bradley and M. Reid will investigate hotels.





Canadian Institute of Public Health Inspectors  
**NATIONAL EXECUTIVE COMMITTEE**  
Teleconference Meeting Minutes  
April 28, 1996

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Call to Order 8:08 pm

In attendance Mary Belliveau, Grace MacIver, Peer Mikkelsen, Alex MacKenzie, R. Badry, Mike Reid, Ivan Brophy, Jerome Ardellie, Pat Murray, Charlie Young, Rob Elliot, Greg Thibault (recording secretary).

Approval of agenda with additions. Moved, seconded, carried.

**PRESIDENTS REPORT**

Motion- To accept as distributed.

Moved- Mike Reid, second-Ivan Brophy

No discussion, motion carried.

**FINANCE REPORT**

Mike Reid provided an overview of the budget. A current Bank balance of \$11,000. exists, proposed income forthcoming of approximately \$56,000. and proposed expenditures of approximately \$80,000. which will result in a year end deficit.

Greg Thibault provided an overview of past reporting practices where membership dues have been reported in the past budget year to show a positive balance when an overall deficit existed. The executive office is currently unable to access the finance files other than the hard copies provided by Skylark Resources. It appears that CIPHI may be starting the 1996 in a deficit position of approximately \$30,000.

Direction was given to pay the branch rebates as soon as possible. It was also suggested that the branches could pay the costs associated with sending NEC members to Chicago and invoicing the National office for the nationals portion to allow the NEC to maintain a working balance.

Finance report accepted as information.

**BOARD OF CERTIFICATION**

Alex MacKenzie reviewed the March 1996 BOC meeting. He reported that the Concordia College application was suspended pending further information. A concern was noted with respect to the national impact on the profession with the applications before the board.

The BOC will be proposing a budget which Alex MacKenzie and Peer Mikkelsen will prepare.

**Action:** Mary Belliveau to send a letter of support from the NEC to the BOC.

#### **EXECUTIVE DIRECTORS REPORT**

Role of the executive directors should be to inform NEC of current policy and procedure. It should not include giving advice on direction of CIPHI.

A Position Place and Environmental Health Official are ready to be mailed to the membership. The files are currently being reviewed and updated to a user friendly system. All information/files regarding CIPHI should be forwarded to Rob Elliot. The office is receiving requests for information but does not have any files or the transition manual.

**Action:** All files concerning the national office are to be forwarded for executive director review.

**Action:** Notice to be included in position place/EHO that no proxies are required for the upcoming national meeting.

#### **CHICAGO 96**

All executive are planning on attending the meetings in Chicago. Individual travel accommodations are to be made by the NEC members. Conference fees are to be paid to the conference committee in full. All executive are to share accommodations, if individual accommodations are desired only half of the room cost will be reimbursed.

Mary Belliveau stated that Ramsay Duff is willing to provide his services free for a follow-up planning session provided the travel and subsistence are paid by CIPHI. (guessed expenses \$1,000.).

**Motion:** To pay travel and subsistence of Ramsay Duff to attend Chicago 96 to facilitate a follow-up planning session.

**Moved:** Grace MacIver, second - Mike Reid  
Motion carried, Peer Mikkelsen opposed.

#### **AWARDS**

Grace MacIver will be sending out a call for nominations for awards. She is requesting thorough information on the nominee to be included with the nomination.

**Action:** Grace Maciver to forward information to the Executive Secretary for inclusion in the EHO.

### **CANADIAN FOOD INSPECTION SYSTEM**

Charlie Young provided an update on the CFIS activities. Concerns noted over the possibilities of CFIS being a watershed decision on the profession. Progress currently appears to be slow. No correspondence since the last meeting.

### **CORRESPONDENCE**

Request for President resignation.

Mary Belliveau provided an overview of her current job duties which the members in Nova Scotia are concerned with. Nova Scotia is currently in the progress of setting criteria for 'cross-training' individuals to do public health inspection work. The move is an attempt to provide service delivery within the governments financial needs.

Jerome Ardellie forwarded concern with the President making policy on non-Public Health Inspectors doing Public Health Inspector work. It was felt that this is in opposition to the Code of Ethics of the Institute. Members in Nova Scotia feel that the Mary Belliveau may not be able to speak for the Institute because of her employment position.

Much discussion followed.

It was suggested that another NEC member could respond in conflict situations. Mary Belliveau would remain in office until Mike Reid is elected in June 1996.

**Motion:** To direct another NEC member to reply to Mr. McCorrie and to format an opinion in response to the fragmentation of Public Health Inspection in Nova Scotia when information is available.

**Moved:** Mike Reid, second - Ivan Brophy

Motion carried  
Jerome Ardellie opposed.

**Action:** Greg Thibault to fax the motion to Charlie Young who will author the letter and opinion.

### **NATIONAL FORUM ON HEALTH**

Request for an opinion on the Canadian Health Care system.

**Action:** Greg Thibault to request a work book if CIPHI has not already commented.

### **SKYLARK RESOURCES SETTLEMENT REQUEST**

Discussion held on the Skylark settlement.

**Action:** Mary Belliveau to author a letter to Skylark noting our financial position and delays with the current transition of files.

### **PRESIDENT NOMINATION**

**Motion:** To nominate Mike Reid as the Presidential candidate to be voted on at the upcoming AGM in June 1996.

**Moved:** Ivan Brophy, second - Jerome Ardellie.

Motion carried

### **SASKATCHEWAN BRANCH UPDATE**

New Public Health Act awaiting proclamation which allows Local Authorities to delegate Public Health Officers. Regulations under the Act specify what an inspector is and allows for applications to the Minister from non-Public Health officers to be certified as Public Health Officers. Applicants must show they have the qualifications to do the job.

**Action:** President to consult with the Saskatchewan Branch on NEC support.

### **SEPTIC VIDEO**

Correspondence from Tim Roark to the President offering a marketing opportunity on a septic field care and maintenance video. Video will be generic in its regulatory application. It will allow CIPHI to make \$3 to \$4 per video.

**Motion:** NEC to explore the handling, promotion, and distributing of the septic field care and maintenance video and supporting promotional materials.

**Moved:** Jerome Ardellie, second - Mike Reid

Carried

**Action:** Mary Belliveau to write Tim Roark requesting further details on the video opportunity.

### **NSF/CSA**

New agreement has recently been made between the NSF and CSA organizations for joint approvals.

### **AUDITORS**

The September 95 AGM minutes to be reviewed for auditor appointments. If none were appointed, the finance committee will find two members to conduct the 1996 audit.

**Motion to adjourn:**                      **Seconded**



**MINUTES****TELECONFERENCE MEETING - MAY 5, 1996****ENVIRONMENTAL HEALTH FOUNDATION OF CANADA****1. Introduction****ACTION  
NEEDED****1.0 Roll Call**

Mary Belliveau  
Charlie Young

Tim Roark  
Michael Reid

Klaus Seeger (Chair)

The Chairman announced he had recently received a letter of retirement from the Board from Doug Terry in Saskatchewan.

A quorum of 5 of the 9 Trustees was noted and the meeting commenced at 2:03 p.m. Vancouver time.

**1.1 Errors and Omissions - Minutes of September 27, 1995**

No errors or omissions were noted.

**1.2 Approval of Minutes of September 27, 1995**

Moved/Seconded/Carried that the minutes of September 27, 1995, be accepted for information only as there was not a quorum for the 1995 AGM of the Foundation.

**1.3 Additions to the Agenda and Its Approval**

The video and brochure "Septic System Maintenance Pure and Simple" were added to the agenda at 3.6.

Moved/Seconded/Carried that the amended Agenda be approved.

**2.0 Business Arising****2.1 Financial Report**

Charlie Young

Charlie Young, Treasurer, reported a Financial Report is being developed and would be available for the CIPHI AGM in Chicago and for presentation to Revenue Canada. The breakdown regarding current projects is as follows.

- a. Aboriginal Project - the Project is complete and \$19,731.06 is left on account as a result of one of the two students dropping out of the BCIT Environmental Health program.

- b. **Herbison Award** - A total of \$1,909.00 has been collected in 1994 (\$909) and 1995 (\$1,000). It was noted 2 generous donations were provided by Mrs. Agnes Herbison.
- c. **Temperature Symbols** - We are currently running a deficit of \$535.00 for this project.
- d. **Project Administration** - The administration commission totals \$4,294.13.
- e. **Total Funds on Hand** - \$29,524.30

**Moved/Seconded/Carried that the financial report be accepted.**

## **2.2 Aboriginal Student Project Update**

**Peter Rogers** Charlie Young reported for Peter Rogers that Peter is looking for corporate and government sponsorship to continue the project.

**Klaus Seeger** Klaus Seeger to call Peter and Dean to complete an evaluation of the project to date.

## **2.3 Herbison Award Update**

**Tim Roark** Tim Roark to discuss status of the Herbison Award with the President of the BC Branch. He will also send information concerning the award to the President of the Ontario Branch.

**Moved/Seconded/Carried that the Report be approved.**

## **2.4 Temperature Symbols Update**

Klaus advised the application for the trademark is a lengthy process. "Safety Is" has been accepted and applications are now being reviewed for "cold", "hot" and "frozen" in conjunction with the symbols. This now needs to be published in the Industry Canada Journal, we should hear by August.

Charlie also suggested the phrase "Safety is Well Cooked" could be considered in future as well.

**Moved/Seconded/Carried that this report be accepted.**

## **2.5 EHFC Pamphlets**

The pamphlets have been completed and distributed to the Trustees. All agreed they look good, thanks to Klaus for his work. Pamphlets need to be handed out at Branch AGMs and conferences plus distributed to corporate members. Information regarding the foundation needs to go in the EHR and Branch Newsletters.

Tim Roark/  
Charlie Young

**Moved/Seconded/Carried that Charlie Young and Tim Roark develop a strategy regarding distribution of the pamphlets and information.**

**3. New Business**

**3.1 Retirements from the Board of Trustees**

Three members have now retired:

Dr. Frank White

Mr. Tom Gable

Mr. Doug Terry

Klaus Seeger

**Moved/Seconded/Carried that a letter and certificate of appreciation be sent to each.**

**3.2 Fundraising Committee Chair - Appointments**

It was agreed to defer discussion until the next meeting so that Dean Sargeant and Peter Rogers could participate.

**3.3 Trustee Nominating Committee Chair - Appointment**

Tim Roark

It was agreed a Nominating Committee should be formed to seek new members for the Board of Trustees. A number of names were suggested for consideration:

Keith Smith

George Gregg

Dr. John Blatherwick

Barry Morgan

Possibly other Life Members of CIPHI

Tim Roark

It was hoped Mary Belliveau would stay on. Tim Roark is to remind Dean Sargeant about contacting Ed Shryler to be Honorary Chairman.

**Moved/Seconded/Carried that Tim Roark Chair a Nominating Committee.**

**3.4 Meat Labelling Workshop**

Klaus Seeger reported on the meeting he attended in Ottawa on March 20, 1996.

Representatives were present from the Beef and Poultry Industry, Canadian Retail Association, Health and Agriculture Canada, etc. Klaus outlined our temperature symbols to the group and expressed a desire to work with them on its use in Canada. Further follow-up will be necessary. Some support was expressed. It was considered good timing in light of current discussions on a common food inspection



Klaus Seeger system for Canada.

Moved/Seconded/Carried that this report be accepted.

**3.5 Internet Environmental Discussion Group - Web Page**

Mike Reid At present there is no money established for this project. Mike Reid to obtain more information from his son. A basic page would appear to cost about \$400 to set up and about \$40.00 per month to maintain. More information is needed about the benefits and costs.

Klaus Seeger

Moved/Seconded/Carried this report be accepted.

**3.6 Septic System Maintenance Pure and Simple**

Tim Roark reported that over 1,400 copies of the video and 22,000 copies of the brochure have been distributed to government agencies, contractors, real estate agents, libraries, etc. in B.C. Health Canada has produced a more generic version for their use in Alberta and N.W.T. Work is now proceeding on the development of a poster and then overhead transparencies and computer diskettes containing graphics from the video.

Tim Roark Tim indicated he hoped a national campaign could be developed through the CIPHI. Mary Belliveau indicated the executive is very interested and looks forward to receiving further details. Tim indicated there may be the need for some seed money from the Foundation for a national campaign and would prepare some information for the Board.

**3.7 Time and Date for Next Meetings**

The potential for a Foundation meeting in conjunction with the conference in Chicago was discussed since Charlie Young, Mary Belliveau, Mike Reid and Dean Sargeant will be there.

Klaus Seeger Moved/Seconded/Carried that funding be provided from the Administration account of the Foundation for the Chairman to attend the AGM in Chicago with the decision to attend and amount being at the Chairman's discretion.

Klaus Seeger It was also agreed the next conference call meeting would be held on Sunday, September 22, 1996.

**3.8 Adjournment**

Moved/Seconded/Carried that the meeting now adjourn.

Canadian Institute of Public Health Inspectors  
NEC Teleconference - Special Meeting  
June 5, 1996

**Attendance:** Greg Thibault, Mike Reid, Grace Maciver, Peer Mikkelsen, Dean Sargeant, Tim Ness, Rob Elliot, Jerome Ardelli, Mary Belliveau, Ivan Brophy.

**Absent:** Richard Bader, Pat Murray

**Call to order:** Dean Sargeant

**Introduction:** Past President Sargeant addressed the issue of membership suspension relating to Mary Belliveau.

**Issues Review:** Mary Belliveau reviewed her actions as they related to her job requirements with the Government of Nova Scotia. She reviewed the cross training components and the departments considerations in requiring cross training.  
Questions were asked by the executive and answered by Mary Belliveau.

Jerome Ardelli reviewed the Nova Scotia branch actions and his requirement to represent the members of the branch. He noted concern over fulfilling the obligations in the office of President CIPHI.  
Questions were asked by the executive and answered by Jerome Ardelli.

It was agreed that Mary and Jerome could stay. Mary Belliveau opposed and left the meeting at this time.

**Motion:** Moved by Mike Reid to rescind the suspension of Mary Belliveau. Second -Ivan Brophy  
Discussion held.

**Pt of order** NEC can not rescind a suspension made by a branch.  
Motion withdrawn

**Motion:** Moved by Peer Mikkelsen to receive the decision to suspend Mary Belliveau from membership in the Nova Scotia / PEI branch CIPHI. Second - Tim Ness  
Discussion held.  
Motion carried

**Motion:** Moved by Grace Maciver that Mary Belliveau is no longer eligible to stand as National President due to having Membership suspended by the Nova Scotia / PEI branch CIPHI.  
Second Mike Reid  
Motion carried.

**Motion:** Moved by Peer Mikkelsen that Past President Young resume duties of President until the 1996 Annual General Meeting. Second Grace Maciver  
Motion carried.

**Action:** Jerome Ardelli will try to arrange an audience with the Minister and will discuss the issue with President elect Mike Reid regarding meeting dates and attendance.

Canadian Institute of Public Health Inspectors  
National Executive Committee Meeting  
June 30, 1996  
Chicago Palmer House Hilton

In attendance: President C. Young, Past President D. Sargent, Vice Presidents Richard Bader, Tim Ness, Jerome Ardellie, Pat Murray, Peer Mikkelsen, Grace Maciver, Ivan Brophy, Mike Reid, Executive Director Greg Thibault.

Call to Order 9:00 am

April 28/96 meeting minutes reviewed.

Revision required: pg. 4, change ...non-Public Health officers to be certified as..., to ...non-Public Health officers to work as...

Motion: to accept April 28/96 minutes as revised. Moved by Mike Reid, Second Pat Murray

June 5/96 meeting minutes read.

Motion to accept June 5/96 minutes as read. Moved by Peer Mikkelsen, Second Tim Ness

Discussion of Agenda proposals.

Administrative

Room bookings discussed. Rooms were released by the hotel when no one registered on the 28<sup>th</sup>.  
Conference registration discussed. Some delegates were not registered at the NEHA registration desk.

Silent auction reviewed. Items to be taken to NEHA registration desk with name of contributor.  
Exhibitor agreement Between CIPHI and NEHA reviewed.

Awards luncheon reviewed. Tickets included in the registration package state the luncheon to be on July 3/96 rather than on July 2/96 prior to the annual general meeting.

Charlie Young, Dean Sargent, Greg Thibault to meet with NEHA and hotel re: room bookings, awards luncheon, exhibitors, delegates.

Post conference meeting scheduled for 8:00 am to 10:00 am Wed. July 3/96.

Awards

Nomination received for Environmental Health Review Award: Ido Vettoretti

Nomination received for Alex Cross Award: Mark Allen

Nomination received for Honorary Memberships: Charles McKendy- New Brunswick

Peter Thornton- NEHA incoming present

Nominees reviewed.

Motion: to support nomination for the Environmental Health Review Award. Moved by Mike Reid, second Jerome Ardellie. Motion carried

Motion: to support nomination for the Alex Cross Award. Moved by Ivan Brophy, second Grace Maciver. Motion carried

Motion: to support both nominations for Honorary Memberships. Moved by Jerome Ardellie, second Peer Mikkelsen. Motion carried.

Action: Grace Maciver to find a scroll to present to Peter Thornton at the Presidents Banquet.  
: Names of award recipients to be recorded in agm minutes for the historians reference.

Membership Report

No report prepared.

Action: Greg Thibault to prepare membership totals to forward to Ivan Brophy- Membership chair.

#### Board of Certification

No report prepared.

Action: Greg Thibault to contact Bernie Chrisp to get a written report for the agm.

#### Conference Package

The conference package to be presented at the agm should include:

awards report, BCIT Advisory report, EHF report, Historians report, Finance report, Environmental Health Review report, Executive Director report, Conference Committee reports, Branch reports.

Motion: to receive the B.C branch report for consideration at the agm. Moved by Grace Maciver, second Tim Ness. Motion carried.

Motion: to receive The Alberta branch report for consideration at the agm. Moved by Peer Mikkelsen, second by Tim Ness Motion carried.

Motion: to receive the Saskatchewan branch report for consideration at the agm. Moved by Richard Bader, second Mike Reid. Motion carried.

Motion: to receive the Manitoba branch report for consideration at the agm. Moved by Tim Ness, second Mike Reid. Motion carried.

Motion: to receive the Ontario branch report for consideration at the agm. Moved by Mike Reid second Tim Ness Motion carried.

Motion: to receive the Nova Scotia / PEI branch report for consideration at the agm. Moved by Jerome Ardellie, second Tim Ness. Motion carried.

Motion: to receive the New Brunswick branch report for consideration at the agm. Moved by Ivan Brophy, second Tim Ness. Motion carried.

Motion: to receive the Newfoundland / Labrador branch report for consideration at the agm. Moved by Pat Murray, second Tim Ness. Motion carried.

#### Business Arising from September 1995 agm.

Field training practicum - assessment study of the change of 24 weeks field training to 12 weeks field training.

No one was aware of any work done to date on any study with the BOC.

Charlie Young will speak on the practicum review to the agm.

Discussion ensued on protocol for representation of the NEC on the BOC.

Motion: that at least one of the sitting members on the BOC must be an active NEC member excluding the President and Executive Secretary Treasurer. Moved by Charlie Young, second Pat Murray. Motion carried. Unanimous

Motion: to appoint the B.C. Branch Vice President (Grace Maciver) to the BOC. Moved by Peer Mikkelsen, second Tim Ness.

Motion: to reappoint Alex MacKenzie to the BOC representing CIPHI NEC. Moved by Peer Mikkelsen, second Tim Ness.

Action: Greg Thibault to forward letter of thanks to Sharon Williams thanking her for her service and representation

Action: Greg Thibault to inform BOC in writing of the yearly appointment.

Discussion held on liability insurance for the NEC and the BOC.

Action: Greg Thibault to investigate liability insurance and report to next NEC meeting.

#### Deceased Members

No deceased members known of at this time. Unable to generate a deceased members report from the files at this time as the files have not been kept up to date.

#### Special Business - Suspension of President Belliveau.

For information at the agm overheads of the Constitution sec. 10, sec. 14, sec. 24 will be required. A review of the letter from Mary Belliveau and the request for an item to be included on the agenda of the agm.

Does Mary Belliveau get introduced as a past president? Yes.

What will the process of appeal be at the agm?

It was proposed that Charlie Young would introduce the topic with a review of the events as they transpired. Mary Belliveau would then provide opening comments. The floor would then provide opening comments with a rebuttal from Mary Belliveau.

Discussion held on the membership status and rights afforded to Mary Belliveau. Concern was noted over the process being fair to Mary Belliveau. Additional discussion held on the request for motion of May 27/96 from the Nova Scotia / PEI branch. After lengthy discussion it was decided that the motion of May 27/96 has no effect on the actions that have caused the suspension of Mary Belliveau. With respect to the rights of Mary Belliveau, it was decided that she would be given the privilege of guest status and would not be able to make motions or vote.

After the rebuttal a motion on the floor would be required by a member duly seconded to vary or rescind the suspension of the Nova Scotia / PEI branch.

Motion: that the appeal process be put on the floor of the agm and Mary Belliveau be allowed an appeal. Moved by Grace Maciver, second Mike Reid. Motion carried. Opposed - Jerome Ardellie.

Motion: that Mary Belliveau be present when the agm opens until such times as a motion on the floor arises requiring a vote an rescinding or repealing the suspension. Moved by Peer Mikkelsen, second by Mike Reid. Motion carried. Opposed Jerome Ardellie.

Return of air fare funds from Mary Belliveau to be discussed at the post conference meeting.

Discussion held on Nova Scotia crosstraining position description as provided to the executive director.

#### Budget

The 1996 budget was reviewed as presented. Concern was raised by the Greg Thibault regarding the lack of a complete audit. In the event an audit is required by the Corporate Registries Office it would cost 5000 to 7000 dollars with the current status of our accounts. Greg Thibault suggested that he meet with an accountant to set up the accounts in an acceptable accounting practice.

Action: Greg Thibault to meet with an accountant to review and restructure the financial accounts.

#### IFEHO

Charlie Young stated the dues to IFEHO are in arrears for 1995 and 1996. It was stated at a previous meeting that the 1995 membership would not be renewed. No motion could be found on the books although all the executive could remember the topic. Item to be discussed at the post conference meeting.

#### New Members

Due to access problems to the membership lists, new members can not be introduced.

Motion: to make a motion at the agm to welcome new members and list them in an appendices with the agm minutes. Moved by Tim Ness, second by Mike Reid. Motion carried.

#### CFIS

At the last meeting it was decided that a fund for food retail code was to be formed. It was suggested that the fund could be managed by CIPHI for a management fee of 5%. General agreement was noted from the executive.

#### Conference Bids

It was suggested that Ontario may host the 1998 conference. Discussion forthcoming.

1999 Saskatoon

2000 Vancouver - NEHA has recently withdrawn from a joint conference in 2000.

Charlie will be contacting NEHA to reconsider their decision.

#### Sewage Video

The sewage video has not been released for an individual or agency to market. Charlie Young will pursue the CIPHI marketing of the video.

Motion to adjourn. Carried.

Canadian Institute of Public Health Inspectors  
62<sup>nd</sup> Annual General Meeting Minutes  
July 2, 1996  
Hilton Palmer House Chicago Illinois USA

Meeting called to order by President Young.

Roll call

*President Charlie Young, Past president Dean Sargeant, Vice Presidents Jerome Ardellie, Pat Murray, Grace Maciver, Tim Ness, Peer Mikkelsen, Richard Bader, Ivan Brophy, Mike Reid, 20 members in good standing, and 1 invited guest.*

Appointment of Officials

Dan Richen appointed parliamentarian, Bert Berard appointed Sargeant at Arms, Warren Boychuck and Shendra Brisdon appointed as Scrutineers. No objections raised to the officials.

In Memorium

No deceased members names presented or brought forward from the floor.

Approval of Agenda

Motion to approve the agenda. Moved by B. Hatton second Harsh Thakore. Carried

Approval of 61<sup>st</sup> annual general meeting minutes.

Errors noted in Deceased members. Some names have been previously reported and one individual is not deceased. Corrections to be made.

Motion to approve the minutes as corrected. Moved by B. Hatton, second Mark Allen. Carried

Business Arising

Practicum Length

President Young reviewed the process with respect to the BOC reviewing the field training length and stated the review is ongoing with little progress to date.

Officer Reports

President

Report was verbalized. A review of the activities over the past year were presented as information.

Past President

Nothing to report.

Executive Director

Brief review of report verbalized.

Motion to accept report as distributed. Moved by Klaus Seeger, second B. Hatton.

Carried

Board of Certification

Al Raven provided a verbal report on behalf of the Board. He informed the meeting that BOC policy for orderly review, approval process for Educational institutions and educational institutions course requirements were either revised or are being revised. Five applications for accreditation of educational institutes have been received by the Board.

One has been withdrawn, one approval in principal, one requiring more information, one application from the Federal Government with special circumstances involving language barriers. There has been two exams and one special sitting since September 1995 AGM.

Qu. Any review of certifying examiners. No.

Qu. Any review of certifying field training locations. No.

Qu. Has the Board done an assessment of the change in field training length and have they seen any impact from the reduction in field training length. No. The topic has been introduced but not pursued.

Motion to request the NEC to continue to investigate and evaluate with the BOC, 12 vs. 24 week practicum field training and the impact on the field. Moved by Mark Allen second Tim Shum. Carried

Request from the floor that the evaluation of the field training agency be taken into account, and, the evaluation be scientific based.

#### Environmental Health Review report

Report reviewed by A. Amalfa. This will be the last year for Mr. Amalfa as the editor.

Motion to accept the report as distributed. Moved by A. Amalfa, second B. Berard.

Qu. Could the advertising, editing, and publishing be separated if the workload was too great for any one person. Yes but it is beneficial to a contractor to keep the functions together.

Thanks expressed to Mr. Amalfa from the membership for the many years of hard work and dedication in the various duties of publishing the Environmental Health Review.

#### Standing Committee Reports

##### Awards Committee

Grace Maciver verbalized the nomination committee report. The Environmental Health Review Award and the Alex Cross Award are to be presented at the presidents banquet. Honorary member nominations included Peter Thornton, incoming NEHA President and Charles McKendy. Grace Maciver proceeded to review the involvement of Mr. McKendys association with the New Brunswick branch. No nominations for the Alexander Officer or Life Membership awards were received.

Motion that Charles McKendy nominated by New Brunswick Branch and Peter Thornton nominated by the NEC be granted honorary membership. Moved by Grace Maciver, second L. Potter. Carried Unanimous.

Noted in the minutes that the Alex Cross Award be presented to Mark Allen as nominated by the New Brunswick branch and the Environmental Health Review Award be presented to Ido Vettoretti, Nominated by C.F. Diosi of the Ontario branch.

##### B.C.I.T. Advisory Committee

Report verbalized by Grace Maciver who replaced Richard Taki on the committee. She stated it is a trying time for the committee, BCIT and the students as the course is made up of a variety of components involving classroom studied, extended learning, and practicum components.

Qu. Any consideration given to previous courses completed at other institutions by students. Not at this time. Issue will be forwarded.

Report accepted as verbalized.

##### Constitution and Bylaws

No constitutional resolutions received for this meeting.

##### Environmental Health Foundation

Mr. Seeger provided a review of his report and expanded on the pamphlet recently developed.

Motion to accept as distributed. Moved by K. Seeger, second Jim Meagher.

Suggestion to include a donation line on membership renewal forms.

##### Financial Report

Mike Reid, Peer Mikkelsen and Greg Thibault provided a review of the budget.



Clarification provided on seed money, management fees, and total expenses, photocopying and projections for the 96 conference.

Qu. Are all funds accounted for? Yes.

Want a clear financial statement in the future. Budget reporting is being revamped to conform to accepted accounting practices.

Qu. Do we have any term deposits. No. New structure incurs additional expenses on the national accounts and finances have decreased over the past few years.

#### Historian Report

Motion to accept report as distributed. Moved by Harsh Thakore, second B. Hatton.

Carried

Appendices to be included in the minutes. Categories not listed and missed information can be forwarded to the executive director. Missing information could also be requested through the Environmental Health Review.

Action: Tim Roark to place request for missing information in the Environmental Health Review.

#### Membership

Motion to Receive the report as distributed. Moved by Ivan Brophy, second John

O'Laney. Carried

Qu. Where are Quebec members listed? At large category. (need to note what at large includes)

Qu. Has any % been done to find out the # of working Public Health Inspectors which are members vs. Non-members? In 92 a national poll was taken but was not complete in its findings. Ontario branch is at about 60% for Ontario.

#### New Members

To be listed in the appendices.

#### Public Policy

Nothing to report at this time.

Qu. Is there any guidelines for ensuring that information presented publicly by Public Health inspectors is accurate? Not other than the Code of Ethics. It was suggested that misinforming the public is something that is best left with the individuals employer to deal with.

#### Ryerson Advisory Committee

No report at this time.

Concern noted over the lack of reports to the general meeting.

#### Ad hoc Committee Reports

##### Conference 1996

Dean Sargeant verbalized approximately 40 delegates in attendance from Canada with a total attendance of approximately 680.

##### Conference 1997

Mr. Mikkelsen reviewed the 1997 conference report.

Motion to accept the 1997 Conference Report as distributed. Moved by Peer Mikkelsen, second John O'Laney.

##### Conference 1999

Richard Bader verbalized the committee was favoring Saskatoon as the Conference location.

##### Conference 2000

Grace Maciver verbalized that the B.C. branch is willing to host an international conference in Vancouver but NEHA has expressed they do not want to pursue a joint conference in 2000. President Young added that a meeting with the NEHA Board of Directors will be held to pursue a joint conference in 2000.

Qu. What are NEHA concerns for withdrawing and can Vancouver host an international conference? President Young reviewed some of the concerns he has heard but feels Vancouver to be an achievable venue. BC branch has lots of experience at well organized conferences and regardless will be targeting Pacific Rim countries.

#### NSF International

CIPHI has representation on a number of committees which are paid for by NSF ie. drinking water, plastic piping, food equipment.

#### Branch Reports

Highlights provided by each Vice President on their reports.

Motion to accept the B.C. branch report as distributed. Moved by Grace Maciver , seconded Harsh Thakore. Carried

Motion to accept the Alberta branch report as distributed. Moved by Peer Mikkelsen , seconded Brian Daushag. Carried

Motion to accept the Saskatchewan branch report as distributed. Moved by Richard Bader, seconded A. Amalfa. Carried

Motion to accept the Manitoba branch report as distributed. Moved by Tim Ness, seconded Burt Berard. Carried

Motion to accept the Ontario branch report as distributed. Moved by Mike Reid , seconded Brian Hatton. Carried

Motion to accept the New Brunswick branch report as distributed. Moved by Ivan Brophy , seconded Mark Allen. Carried

Motion to accept the Nova Scotia / PEI branch report as distributed. Moved by Jerome Ardellie, seconded Dan Richen. Carried

Motion to accept the Newfoundland / Labrador branch report as distributed. Moved by Pat Murray, seconded Mike Reid. Carried

#### Special CIPHI Business

30 members in good standing present, one guest, executive director.

President Young reviewed the suspension of Mary Belliveau by the Nova Scotia/ PEI Branch.

-receipt of march 26/96 letter requesting resignation of M. Belliveau and the procedure of the presentation of information.

-C. Young directed at a teleconference meeting of the NEC to investigate and contact Mr. McCorrie.

-C. Young received Human Resources development strategy authorized by M. Belliveau which suggested non Public Health Inspectors doing Public Health Inspectors work.

-Dean Sargeant requested to set up a teleconference meeting to further discuss the issue.

-Prior to teleconference a notice of suspension was forwarded to the NEC and Dean Sargeant.

-June 5/96 teleconference meeting was chaired by Dean Sargeant where a motion was put forth and carried to receive the notice of suspension. This meant that M. Belliveau could no longer hold office.

-June 18/96 M. Belliveau requested an addition to the agenda for the review of the suspension.

-Letter was read aloud and the presidents message by M. Belliveau was read

-C. Young stated that the NEC reviewed the cross training proposal.

Questions were raised on the process of the proceedings.

Mary Belliveau was given the floor and verbally reviewed the situation.

Questions from the floor were answered by M. Belliveau.

Jerome Ardellie was given the floor and verbally reviewed the situation.

( change in meeting location occurred at this time )

Questions from the floor were answered by J. Ardellie.

Motion: that this National General Meeting rescind the decision of the NEC of June 5/96 that effectively removed from membership and the presidency, Mary Belliveau. Moved by Mark Allen, seconded by Ivan Brophy.

Discussion held. It was stated that the decision of the Nova Scotia/ PEI branch would still be in effect. The mover and seconder withdrew their motion.

Motion: That this meeting of the annual general meeting under Sec 14 of the National Constitution rescind the decision of the Nova Scotia/ PEI Branch of May 27/96. Moved by Mark Allen, seconded by Ivan Brophy. 11 in favour, 21 opposed. Motion defeated.

Motion: to vary the suspension received no seconder.

Motion: to vary the decision based on her recognition of the conflict being present. Moved by Byron Wensley, seconded by John O'Laney. Motion defeated.

#### Appointment of Auditor

Motion to have NEC appoint an auditor. Moved by Peer Mikkelsen, second Victor Mah. Carried  
1998 Conference Bid

Ontario Branch will attempt to host the 1998 conference.

#### Ratification of President

Motion to ratify Mike Reid as the President of the Canadian Institute of Public Health Inspectors.  
Moved by Jim Meagher, second Nick Losito. Carried

#### CFIS

CIPHI has representation on the Canadian Food Inspection System committee.

Motion to Adjourn. Moved by Grace Maciver. Carried

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS  
POST CONFERENCE MEETING MINUTES

*JULY* 3, 1996

HILTON PALMER HOUSE - CHICAGO ILLINOIS

- 1) Call to Order
- 2) Rol. Call: Grace Maciver, Charlie Young, Jerome Ardelli, Tim Ness, Richard Bader, Ivan Brophy, Mike Reid, Klaus Seeger, Pat Murray, Peer Mikkelsen, Greg Thibault.

3) Portfolios

Manitoba Branch - Tim Ness to assume Finance portfolio with Alberta Branch - Peer Mikkelsen. -

Nova Scotia/PEI Branch - Jerome Ardelli to assume Constitution and Bylaws portfolio.

New Brunswick Branch - Ivan Brophy to assume membership portfolio.

Saskatchewan Branch - Richard Bader to assume Special Projects portfolio.

British Columbia Branch - Grace Maciver to assume Awards portfolio.

Finance portfolio and the President to assume Negotiations portfolio.

Newfoundland Branch - Pat Murray to assume Public Policy portfolio.

Alberta Branch - Peer Mikkelsen to assume Conference Guidelines portfolio.

Action - Greg Thibault to find terms of reference for all committees and portfolios and circulate to the appropriate members. Current Constitution to be located and circulated with the terms of reference.

Membership strategy on promoting membership needs to be investigated. The NEC will start by doing the small things better.

Action - Greg Thibault to contact Ivan Brophy on a membership strategy. May want to look at promotions like the Esso cards.

4) Finance

4.1) Conference Travel and Subsistence Rates

Discussion held on members losing money as a result of subsistence rates being too low. Concern noted over runaway expense claims and the current rates as reasonable outside of the hotel. Suggested considering the rates on a site specific basis.

Motion - to pay subsistence rates for the 1996 conference at a conversion rate of 35%. Moved by Tim Ness, Seconded by Ivan Brophy. Carried. Peer Mikkelsen opposed

4.2) BOC Budget

Peer to talk to Alex McKenzie and Grace Maciver on the budget to conform to the schedule 2 guidelines.

#### 4.3) Future Meetings

Concern noted over teleconference meetings and the lack of work accomplished and the time it takes. All present in favour of holding a meeting in January/February 97 in order to discuss items such as Branch funding etc.

Action - Greg Thibault to work with Tim Ness on Meeting locations

#### 4.4) Reimbursement of M. Belliveau airfare

Discussion held on the airfare expense of Mary Belliveau. Inquiry as to whether or not the expense should be approved or not.

Motion - That the travel expense regarding the airfare of Mary Belliveau be forgiven.  
Moved by Grace Maciver, seconded by Ivan Brophy.

Discussion on the financial responsibility to the members. The guideline is that only executive members be reimbursed. Concern noted over being fair albeit outside of the guidelines. Concern was raised over costs incurred by Mary Belliveau and her employer over the years. In the big picture it could be forgiven. Motion carried. Peer Mikkelsen opposed.

Question raised on acknowledging Mary Belliveau for her service. It was felt that the issue should be taken back to the Nova Scotia Branch membership for discussion. It was suggested that a professional position be maintained.

Action - Mary Belliveau be written to reiterate the AGM appeal.

#### 5.1) Liability Insurance

Executive Director to investigate and present an information package prior to the next meeting.

#### 5.2) Executive Director Status

Discussion held on formalizing a position from the table. The Executive Director will circulate the contract prior to the next meeting so a decision can be made.

Motion - to pay the executive director a total of 1500 dollars per month until a permanent contract can be obtained with an executive director. Moved by Grace Maciver, seconded by Ivan Brophy. Carried.

#### 5.3) Sewage Video

No action has occurred on the issue to date.

Action - Chair of the EHF and the president will continue discussion with Tim Roark.

#### 5.4) IFEHO

Discussion held on the cost of maintaining affiliations and the benefits to the membership.

Motion - That CIPHI pay 1996 dues to IFEHO. Moved by Ivan Brophy, seconded by Richard Bader. Defeated.

Action - Greg Thibault to inform IFEHO of decision.

Action - Mike Reid to invite IFEHO to Banff 97.

#### 5.5) Vancouver 2000

Discussion held on NEHA not participating in the next joint conference. NEHA is concerned over a possible loss of revenue by committing to Vancouver 2000. A guarantee was suggested for NEHA. It was strongly agreed upon that CIPHI stay away from any guarantees.

#### 5.6) BOC/NEC Report on Practicum

Suggested the review be made by NEC/BOC contacts. 2 issues were raised: evaluation of the 12 week practicum and evaluation of the examiners.

Motion - that the special projects committee carry out the request of the AGM on practicum requirements. Moved by Ivan Brophy, seconded by Pat Murray. Carried.

#### 5.7) Cross training Issues in Nova Scotia

Mike Reid and Jerome Ardelli to continue to get an audience with the appropriate minister.

#### 5.8) Internet

Mike Reid will collect and forward information setting up a National Home Page for CIPHI. New Brunswick has already started a home page. Mike will try to include information from New Brunswick and NEHA with respect to costs time etc.

Action - Mike Reid to report to next NEC meeting.

#### 5.9) Strategic Planing

tabled to next face to face meeting.

#### New Business

#### 6.1) NEC Representation on EHF

Motion - That Newfoundland Branch be appointed as the Representative on the EHF of Canada Board of Trustees. Moved by Jerome Ardelli, seconded by Tim Ness.

Klaus Seeger reviewed the board make-up. Motion carried.

#### 6.2) Canadian Food Inspection System

Discussion held on taking a more active role and try to encourage certification equivalencies of inspectors being amalgamated under the CFIS.

Action - to include the issue in the strategic planning

### 6.3) AGM Reports

Reports should be written and forwarded to the executive director for inclusion in the AGM packages.

Action - Greg Thibault to circulate notice that AGM packages are available on request.

### 6.4) Conflict Guidelines

Byron Wensley - Director of Saskatoon Environmental Health and Nick Losito - Director of Vancouver Environmental Health have expressed interest in drafting guidelines and reviewing the appropriate areas of the constitution.

Action - Jerome Ardelli will contact the above.

### Special Guest

Dean Sargent informed the executive that Underwriters Lab wants to be a corporate member and are considering offering an exchange project with the USA.

Motion - To authorize Dean Sargent to undertake discussions with UL regarding a sabbatical exchange program. Moved by Jerome Ardelli, seconded by Peer Mikkelsen.

Carried.

### Other Business

Mr. Warren Abrahams, 900 Clear Brook Course S.W., Marietta GA. 30064 won a free membership from a booth at Denver in 1995. He never received it.

Motion - that Mr. Abraham be issued a free affiliate membership for 1997. Moved by Richard Bader, seconded by Grace Maciver. Carried

Motion - to pay the expenses. Moved by Peer Mikkelsen, seconded by Tim Ness.

Next meeting will be a teleconference call at the call of the President.

CIPHI NEC Meeting Minutes  
Oct. 27, 1996  
(teleconference)

Attendance	Grace Maciver, Charlie Young, Patrick Murray, Mike Reid, Rob Elliot, Tim Ness, Jerome Ardellie, Richard Bader, Jim Reffle, Greg Thibault
Call to Order No Additions to agenda	
Strategic Planning	The CIPHI information binders have been compiled. Not all the provinces have forwarded their information to date.
Action	<p>- Tim and Richard will bring a cost estimate to put onto a disk/micro fiche.</p> <p>Finance &amp; negotiations will be meeting to discuss the Executive Director contract. Charlie will help with the negotiations. General discussion on how the executive director was chosen. It was decided that an add would be placed in the position place indicating where interested parties could obtain information.</p> <p>A Membership package was mentioned in the past minutes as being prepared by Rob Bradbury. Greg will check to see if it can be located.</p> <p>BOC/NEC practicum review has started with Richard getting the contacts for the BOC. Alex MacKenzie has been appointed by the board to head the review. Richard will be contacting Alex MacKenzie.</p> <p>Membership and Special Projects will be aided by Jim Reffle. Grace-advocacy; Reselling-Exec Dir.; Mike -Education; Richard &amp; Pat-Promotion; Grace-Credentialling. Nothing to report.</p>
Vancouver 2000	NEHA has officially withdrawn from a joint conference as they feel they would have to deficit budget. Mike will write to NEHA accepting their decision.
Chicago 96	Awaiting funds from the conference committee.



Banff 97	Banff conference is progressing well. Advertising is very slow.
Saskatoon 99	Have an organizational meeting coming up. Saskatoon is confirmed and they are looking at confirming a hotel.
Ontario 98	Ottawa is favored but not confirmed as they recently hired a new Medical Officer.
Skylark Settlement	a final settlement of 3900 dollars was accepted by Jim Bradly. Some equipment (desk and File cabinets) still sit at Franco Paganni's.
Motion	to ask Franco Paganni to send the equipment to auction and to send Franco a letter of appreciation with one free year membership. Moved Grace Maciver, seconded Tim Ness. Motion Carried.
Corporate Registry	To bring the corporate registry up to date we will need the financial statements audited and the constitution approved as the past changes were not registered with the government.
Motion	To approach Peer Mikkelsen to do a financial review of CIPHI's records to facilitate Corporate Registration.
Action	Greg to approach Peer and inquire with a CGA cost of audit.
GST	Rob and Greg are in the process of applying to get out of collecting and paying GST. The change will probably not take effect in time for the 97 membership drive. GST has not been remitted for 1996.
Motion:	to make application to opt out of the GST payments. Moved by Grace Maciver, seconded by Jim Reffle. Motion Carried.
Income Tax	Make contact prior to filing with Revenue Canada.
Finance	The main budget shortfall occurred in membership revenues as the free membership was offered to successful candidates in their first year. The program was started in 1993. Other variances include over budget on special printing but under budget on legal fees. The other areas tend to balance each other out. Conference profits should be at approx. 11 to 12 thousand.
Awards	Various awards have been found in the files which have not been updated with the recent recipients. Greg will bring them and recognition certificates to the next face to face meeting. The various certificate formats can be stored on a disk.

Membership Action	the area needs to be discussed at length. all executive to bring any membership info to the next meeting for coming up with a membership strategy.
enRoute Billing	Anyone wishing to bill items to the enRoute card can contact Rob or Greg with the purchase information and they will arrange for the payment i.e. plane flights, hotels.
Liability Insurance	Greg needs to send of the constitution and BOC regs to get an accurate quote but an approximation given from a nation firm was approximately 1500 to 2000 dollars. Until CIPHI has liability insurance Grace will not be sitting on the BOC. Bernie Chrisp and Mike Reid will discuss the issue of NEC representation.
Internet Site	Mike Reid has some information on-a CIPHI site and will bring it to the next face to face meeting. The cost will be approx. 300 to 400 dollars and approx. 40 dollars / month to maintain. A proposal has also come from Domenic Losito indicating interest in maintaining the site in conjunction with the EHR contract.
Nova Scotia Crosstraining	Jerome Ardellie has tendered his resignation to the Nova Scotia/ PEI branch but the position has not been filled. He has not been able to meet with the Minister to date. The provincial position has changed to one of cross awareness. Program erosion is still a concern. No changes have taken place to date with the Environmental Health programs.
Conflict Guidelines	Concern noted on how conflict guidelines would affect liability insurance. Executive director to request Nick Losito and Byron Wensley to look at drafting something.
BOC	The board met in Calgary Oct. 25/26 1996. 63 candidates wrote with 7 failures. Alex MacKenzie is to look at the 12 week practicum review. Other issues which were raised included student eligibility prior to sitting the examination; administrative policy #2 (what students should know) was approved; Presentations from educational institutions applying for accreditation were heard. Cape Breton College, Cabot College, Concordia University College, Saskatchewan Indian Federated College were approved in-principle with review teams to follow. The Institution will bear the cost of the review.
Executive Director Contract	The executive will start negotiations accepting applications until Dec. 30/96. The executive director will enter contract discussions with Dominic

Losito with respect to the EHR contract and the possibility of the internet maintenance.

Correspondence  
Harmonizing  
Environmental Skills

Upcoming workshop (Klaus Seeger has represented us) is having a follow up workshop on the 30th. Greg will contact Jim Reffle to see if he can attend. The executive director will contact their associations head office in Calgary for more information.

Next Meeting

Jan 23-26 1997 in Winnipeg unless a more cost effective site can be found.

National Executive Meeting Minutes  
January 24, 1997  
Winnipeg Manitoba

Attendance	Mike Reid, Tim Ness, Charlie Young, Jerome Ardelli, Pat Murray, Grace Maciver, Jackeline Schnider, Richard Badar, Rob Elliot, Greg Thibault
Vice President Reports	Manitoba Branch - Tim Ness Moved acceptance of his report as distributed. Seconded by Mike Reid. Carried
	<p>Nova Scotia PEI Branch - Reorganization is still taking place with programs or parts of programs. Some privatization is being investigated by the government. The Branch AGM will be held on January 26/97 at which time a new Branch President will be elected. Jerome moved acceptance of his written report as distributed. Seconded by Pat Murray. Carried</p> <p>Newfoundland Branch - Pat Murray moved acceptance of his report as distributed. Seconded by Tim Ness. Carried</p>
Action	<b>Pat Murray to forward the NFLD Branch comments on provincial regulatory review to NEC for information.</b>
Action	<p><b>All executive to forward a copy of their provinces pool regulations to Pat Murray ASAP.</b></p> <p>B.C. Branch - B.C. is still going through regionalization. B.C. Branch Professional Registration is still in the review process under the Health Professions Act. Grace has detailed information on the process on request. Grace moved her report as verbalized. Seconded by Tim Ness. Carried.</p> <p>Alberta Branch - Jackeline Schnider moved her report as distributed. Seconded by Tim Ness. Carried.</p> <p>Saskatchewan Branch - Many small issues are ongoing. Reorganization is continuing. The inspectors are dealing with the union placement out of the SGEU and into another union. The 1999 conference committee is taking time in organizing. Richard Badar moved his report as verbalized. Seconded by Jackeline Schnider. Carried.</p> <p>Ontario Branch - Jim Reffles' report was distributed. Charlie Young moved acceptance of the report. Seconded by Richard Badar. Carried.</p> <p>Discussion on conflict with part 8 of the on site sewage programs and Branch certification of contractors in on site sewage</p>

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<p><b>Action</b></p>	<p>installation.</p> <p><b>Mike Reid to discuss with the Ontario Branch President the issue of members training non inspectors to do the work of inspectors and the issue of not getting the responsibilities back in the future.</b></p> <p>New Brunswick Branch - Letter received from Ivan Brophy stating his resignation from the National Executive Committee. Letter accepted as correspondence.</p>
<p><b>Action</b></p>	<p><b>President Reid to contact Ivan by Phone and follow up with a letter regarding his resignation concerns and clarify the Branch involvement in National. The letter is to be copied to the NEC and the New Brunswick Branch Executive.</b></p>
<p>Banff 97 Conference</p>	<p>Jackeline Schnider reviewed the program. Greg Thibault forwarded the request for Branch funding of a hospitality suite or the wine and cheese function. Concerns were noted over liabilities. It was decided that the conference committee should forward a written request to each branch with more information.</p> <p><b>Registration and room bookings of the NEC will be done by the executive director. All executive will have to forward their registration form indicating registration information and social functions requested with a check for all items not covered by registration.</b></p>
<p>NEC Meeting Expense</p>	<p>The 50/50 split of the meeting expenses was discussed extensively. Concerns were noted over smaller branches not able to afford the current costs of all meetings. Concern was also noted over nationals efforts to reduce spending. Various funding plans were discussed.</p>
<p><b>Action</b></p>	<p><b>The executive director will develop funding options around the 50/50 split. 1) Branches expenses pooled and split 2) all executive expenses pooled and split 3) based on the previous Years membership.</b></p>
<p>Awards</p> <p><b>Action</b></p>	<p>Grace Maciver is looking for a new portfolio chair for awards. The main goal of the portfolio should be to standardize the selection process to get nominations in from all members and generate interest in the awards.</p> <p><b>All branches are to inquire on nominees for award recipients (Alex Cross, Environmental Health Review, Alexander</b></p>

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	<p><b>Officer)</b></p> <p>Discussion on the awards costs was held. Two blank Alex Cross awards and the main display plaques for the Environmental Health Review and Alex Cross awards exist.</p> <p>Discussion was held on the possibility of finding a sponsor for the Environmental Health Review and the Alex Cross awards to enable a cash/gift award to accompany the plaque as a way of increasing interest.</p>
<b>Motion</b>	<p><b>That the awards committee and the National President make the decision on Canadian Institute of Public Health Inspectors award recipients in advance of the national conference.</b></p> <p><b>Moved by Charlie Young, seconded Richard Badar.</b></p> <p><b>Carried</b></p>
<b>Action</b>	<p><b>Grace Maciver to contact Greta Kos to see if Greta Kos would like to take on the portfolio of Awards committee chair.</b></p>
Meeting Notices	<p>Some problems have been experienced with faxes of meeting notices not getting through to the executive members. It was decided that <b>on receipt of faxes the executive will phone or fax acknowledgment of receipt of the notice.</b></p> <p><b>Meeting notices will go out one month in advance, minutes will be sent out in two weeks.</b></p>
Internet	<p>Mike Reid circulated the information on a possible Canadian Institute of Public Health Inspectors internet site. Cost is approx. \$250 set up and \$40 per month after set up. Cost includes a web server name, interactive forms, etc.. Discussion held on how to maximize the use of an internet site.</p>
<b>Action</b>	<p><b>Mike Reid to get specific information on an internet site and discuss the possibility of maintaining it with Dominic Losito.</b></p>
Sewage Video	<p>The Environmental Health Foundation currently has control of the sale, distribution, and promotion of the video and materials. The Environmental Health Foundation is looking at partnering with Canadian Institute of Public Health Inspectors. A process would need to be set up to direct the vendor on how to purchase the video. Correspondence from Tim Roark (co-author) was reviewed.</p>
<b>Motion</b>	<p>table. Moved Jackeline Schnider, Second Tim Ness.</p>
Merit Certificates	<p>Discussion held on purchasing software to allow the National</p>

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	Office to Print their own certificates. Executive Director to investigate.
Branch Services	Various requests to the National office were discussed. It was decided that a fee schedule should be instituted for functions which are not membership related i.e. branch labels, Replacement certificates, file search requests.
Meetings	<p>For 1997 three face to face meetings could take place (January, April, September) and the executive can keep in touch over the phone/fax.</p> <p><b>The next meeting would be at the national conference in Banff with the executive flying in on Thursday April 24/97 and flying home either late Wednesday night or Thursday morning.</b></p>
Environmental Health Foundation Representative	A national executive representative is needed on the Environmental Health Foundation board.
Motion	<p><b>That the Newfoundland Branch President be the National Executive Committee representative on the Environmental Health Foundation. Moved by Tim Ness, seconded by Jerome Ardelli.</b></p> <p><b>Carried</b></p>
Environmental Health Review Contract	Discussion held on the progress on signing a contractor for the Environmental Health Review. Greg Thibault stated that an agreement in principle has been reached in the amount of \$16800 per year for four (4) issues in a year. Questions were raised over advertising revenue. Greg Thibault stated that an agreement in principle was reached with all ad revenue going to the contractor. It was clarified that no ad revenues were received in 1996 and under 1000 dollars in 1995. Charlie Young asked that the executive directors inquire as to advertising revenue from previous advertising when the contract with Mr. Amalfa was signed.
Action	<b>Executive Director to contact Mr. Amalfa to settle outstanding accounts.</b>
Action	<b>President to contact Mr. Amalfa and thank him for his long standing service.</b>
Motion	<b>That the finance committee and the president be given authority to approve the contract with Dominique Losito as the Environmental Health Review contractor as soon as</b>

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	possible. Moved by Charlie Young, seconded by Jackeline Schnider. <b>Carried</b>
Canadian Food Inspection System	Nothing new has occurred with the committee. The food code will probably be similar to the FDA code. A sub committee has been formed chaired by Byron Wensley to prepare a code for committee review as the first draft has been rejected in its entirety.
Historian	Assistant to the historian is Tim Ness.
Action	<b>Executive Director to notify Tim Roark of assistant.</b>
Food Safety Committee	The committee is made up of provincial directors and is looking at developing a national food safety strategy and possibly including the use of a temperature label similar to the one developed by the Environmental Health Foundation. We currently have no representation on the committee.
Action	<b>Richard Badar to contact the Food Safety committee to inquire on Canadian Institute of Public Health Inspectors representation.</b>
IFEHO	Charlie Young received an e-mail from Dianne Evans inquiring on the institutes long term commitment to the IFEH. Charlie Young has been the liaison to date and has been invited to attend an upcoming conference in California. Finances and outstanding money owed to the Institute from NEHA were discussed as reasons for current lack of involvement and upcoming attendance.
Action	<b>Charlie Young to write Dianne Evans stating the reasons why we are currently unable to attend in the California conference.</b>
Income Tax Receipts	Revenue Canada contacted Dean Sergeant stating that the Institute is not eligible for a tax deduction for memberships as membership is not mandatory.
Action	<b>Grace Maciver to investigate the Revenue Canada decision.</b>
GST	Concern raised over collecting GST after applying for an exemption. Revenue Canada has suggested returning the collected amount as if we collect GST it must be remitted. 1996 GST has not been remitted to date as the amount is quite different from 1995 based on the information on file.
Action	<b>Grace Maciver will check on GST member pay back options for 1997</b>
NEHA Relations	



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<b>Motion</b>	<b>That Mike Reid contact Peter Thornton after discussing the issue with Charlie Young.</b>
January 25/97	Guest Bernie Chrisp BOC chairman present.
<b>Motion</b>	<b>To move to a committee as a whole. Moved by Pat Murray, seconded Charlie Young. Carried</b>
<b>Motion</b>	<b>to come out of committee of the whole. Moved by Grace Maciver, seconded by Charlie Young. Carried</b>
<b>Motion</b>	<b>to strike a personnel committee consisting of the Finance Chairperson ( Tim Ness ) Grace Maciver, Charlie Young, Mike Reid, Empowered to negotiate a contract agreement with the parties presently holding the position of executive director. National President is to chair the said committee. Moved by Charlie Young, Seconded by Jackeline Schnider. Unanimous Budget for committee activities is not to exceed \$500.</b>
<b>Budget</b>	Budget was reviewed as presented. Inquiry on corporate/affiliate membership levels and activities on recruitment. Neil Williams is currently developing a corporate/affiliate package as the past one is outdated and was not sent out in 1995.
<b>Motion</b>	<b>That the President send a letter to Neil Williams thanking him for his past involvement on the corporate/affiliate memberships and direct the collection of memberships to the executive directors.</b>  The finders fee was discussed with respect to the % finders fee and who would receive it, the individual or the Branch.
<b>Motion</b>	<b>That the finders fee for 1996/1997 corporate/ affiliate members be referred to the finance committee for their decision. Moved by Charlie Young, seconded Richard Badar. Carried</b>
<b>Motion</b>	<b>That the budget be accepted as presented. Moved by Tim Ness, seconded by Charlie Young. Carried</b>
<b>Motion</b>	<b>That the Director be authorized to purchase liability insurance to cover the National Executive Committee BOC, Executive Directors, BOC examiners and coordinators, not to exceed \$1700. Moved by Charlie Young, seconded Grace Maciver.</b>

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	<b>Carried</b>
Sewage Video	
<b>Motion</b>	<b>That the Canadian Institute of Public Health Inspectors partner with the Environmental Health Foundation in the promotion, sale, distribution of the sewage maintenance video "Pure and Simple" and that the President and Newfoundland Branch President represent the National Executive Committee on any committee struck regarding the video "Pure and Simple". Moved by Richard Badar, seconded by Grace Maciver. Carried</b> <b>Charlie Young obtained from the vote.</b>
<b>Action</b>	<b>The President inform the Environmental Health Foundation of the Institutes position on partnering and that the Canadian Institute of Public Health Inspectors be in general control of distribution and sale of the video</b>
<b>Action</b>	<b>Executive Director to send out a video package to all executive members.</b>
June 30/96 Minutes	
<b>Motion</b>	<b>to accept June 30/96 NEC minutes as amended. Moved by Richard Badar, seconded by Tim Ness. Carried</b>
July 2/96 Minutes	
<b>motion</b>	<b>To accept the July 2/96 minutes as amended. Moved by Tim Ness, Seconded by Grace Maciver. Carried</b>
July 3/96 Minutes	
<b>Motion</b>	<b>To accept the July 3/96 minutes as amended. Moved by Richard Badar, seconded by Jackeline Schnider.</b>
<u>Business arising</u>	
Practicum Review	Committee chaired by Alex MacKenzie including Peer Mikkelsen, Randy Ash has been formed to address the issue.
<b>Action</b>	<b>Richard Badar to contact Alex MacKenzie to request the Special project portfolio inclusion on the committee.</b>
Conflict Guidelines	No work done to date
<b>Action</b>	<b>Executive Director to contact Nick Losito and Byron Wensley to draft conflict guidelines.</b>
Underwriters Labs	

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Exchange Project	
<b>Action</b>	<b>President to contact Dean Sergeant regarding the status of the Underwriters Lab exchange project.</b>
October 27/96 Minutes	Change ad to add
<b>Motion</b>	<b>to accept the minutes as amended. Moved by Grace Maciver, seconded by Tim Ness. Carried</b>
<b>Action</b>	<b>Mike Reid to contact Franco Pagani (Ottawa) regarding free 1997 membership for appreciation in moving the Nepean Office.</b>
<u>Correspondence</u>	
NSF Letter	NSF is requesting a letter stating the Institutes relationship with NSF.
Shatter Sheild	Requesting information on a members list for the Institute.
Harmonizing Environmental Skills	Attendance at meeting was not possible due to scheduling difficulties.
<b>Action</b>	<b>Rob Elliot to contact Grant Trump- executive director Harmonizing Environmental Skills located in Calgary</b>
Manitoba Branch Honorarium	
<b>Motion</b>	<b>That the Manitoba Branch be given an honorarium of \$300 for their work in relation to the 1996 joint conference in Chicago. Moved By Grace Maciver, seconded by Charlie Young. Carried</b>
Food Safe	Manitoba Branch inquiring on which Branches currently utilize Food Safe. Discussion held.
Board of Certification	Bernie Chrisp provided an overview of the boards responsibilities and current business. He strongly stated that open communication and approachability was desired. It was suggested that the Board of Certification should possibly set up a meeting room in Banff for membership inquiries on the Boards policies and activities. A review of the recent program presentations to the board for accreditation was made.

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The remainder of the meeting was spent on strategic planning to determine areas of involvement for the institute and to determine some achievable functions and goals.

### Areas of involvement identified

#### Certify

1. Post Certification
  - continuing credits
  - registration
2. Clarification of Board of Certification to members (identified as achievable and needed)
3. Conflicts with other professions
4. Workshops on certification provided by National body to certify other groups (identified as being possible)
5. Provision of a 'needs' list for professional registration

#### Advocacy

1. Sewage Videos
2. Newspaper columns
3. Introduction of new inspectors in local paper
4. Promote temperature symbols etc.
5. Provide opinions on current issues for papers etc.
6. Provide public information i.e. food safety items, career days, trade show booths
7. Professional affiliation with other groups/issues
8. Promote pride in the profession
9. Contract service i.e. lobbying
10. Obtain outside perspective on advocacy and marketing our organization

#### Membership

1. Increase membership
  - contact students at the start of the year
  - create a pamphlet
  - standardize a membership application with a welcome letter
  - list executive and board activities to show the membership how the institute is working for them
  - delegate duties to increase membership involvement
2. Internet site
3. Find other member benefits

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4. Determine and follow a business plan
5. Presidential support to Branches
6. Personalize application forms (non-personalized forms blanketed to the employers)
7. Information sharing with corporate members (new technologies)
8. Mandatory certification on national basis
9. Increase acknowledgment of corporate members and sponsors
10. Encourage employer emphasis on required membership

Jan 26/97

Motion to authorize the negotiating committee to finalize a decision with the executive directors. Moved by Pat Murray, seconded by Jackeline Schnider. Carried

Job determinations from areas of involvement

### **Advocacy**

#### Lobbying

•to investigate the possibility of a lobbyist. Mike to report on cost and service to the institute. **Mike Reid Report by April 97.**

#### Marketing the Institute

•to investigate a facilitator to determine where the institute can market its services. **Mike Reid Report by April 97.**

#### Public Information

•to compile a bank of newsworthy articles available to Public Health Inspectors. **Richard Badar to contact branches and health units to request information - Report by April 97. (Health Unit labels to be provided from national office).**

### **Membership**

#### Membership renewal letter

•send to new inspectors, and non members. **Branch Presidents to send out ASAP to non members. Renewals to be sent out in the fall.**

- Application form review to be completed by the branches, and executive director to standardize.

#### Student Registry

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- **extend letter of welcome to students from the National President and Branch Presidents. Branch / National President to have letters ready by April 97.**

Branch Support from National Executive

- **President to schedule Branch visits where feasible. Letters of support to be drafted on request by either the branch or national presidents.**

Define Work Schedule

- Complete outstanding tasks. **All executive**
  - Finalize executive director position
  - continue/finish strategic plan. **All executive**
  - Stabilize the finances, generate revenue outside of the members.
  - Create a Branch Presidents binder i.e. Minutes, constitution, portfolios.
- Branch Presidents**
- Create an Internet site. **Mike Reid to report in April 97.**
  - Member Benefits. All to investigate over the next year. **All**
  - Membership requirement to be certified.
  - Coordinate Registration. Branch Presidents

Corporate/Affiliate Membership

- Better acknowledgment of sponsors and supporters of the Institute. Notifying all members of National Executive Committee and Board of Certification activities.
- Develop corporate membership package to include items like Environmental Health Review, profession pamphlets etc.. Corporate membership portfolio.
- Do more advertising in other associations journals to attract affiliates and current non members.
- Make our presence known at other conferences ie. advertising the institute in their program.

Executive Director will send out reminders to all executive to complete job tasks for April 97 meeting in Banff.

**Motion** that the accounts be paid moved by Tim Ness seconded by Pat Murray. Carried  
**Motion** to adjourn.

Canadian Institute of Public Health Inspectors  
Pre Conference Meeting Minutes  
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Call to Order

Roll Call

Mike Reid, Charlie Young, Grace Maciver, Billy Keenan,  
Richard Bader, Tim Ness, James Reffle, Scott MacLean,  
~~Alan~~ Ross, Tammy Carroll, Greg Thibault.  
*ALAN*

Jan 23/97 Minutes

Bader Changed to Bader,  
Change ... Income tax receipts is ... to ... Income tax receipts  
may not be... Reason- It was stated to Dean Sargeant that his  
membership dues are not tax deductible.  
Sewage Video- Charlie Young 'Abstained' from the vote  
Jan 26 -Job determinations from area of involvement should  
be moved up a couple of lines  
Jacquiline Changed to Jacqueline

Motion

**To accept the minutes with amendments as above. Moved  
R Bader, Second C Young. Carried**

Business Arising  
Executive Directors  
Contract

Personnel committee received information from lawyer and  
have not met and should have something to recommend to  
members. Review of Executive Director Changes and  
selection process provided to executive by President Reid.  
Committee has not met to date.

Environmental Health  
Review Contract

Ontario Branch  
Training of non-  
inspectors

J Reffle reported on Sewage training through the University  
of Guelph. The program in the past provided mainly for  
Public Health Inspector's and some Realtor's. In Jan97  
Ontario legislation changed. Legislation is looking at  
transferring responsibility to the municipalities. Non Public  
Health Inspector's would be doing the work. Because of the  
uncertainty of the program and non Public Health Inspector's  
Ontario was looking at providing the course to non inspectors  
as a revenue generator. Due to the potential conflict Ontario  
Branch Has decided to suspend involvement until the  
certainty of the program has been determined and the  
legislation has been finalized.

General discussion held on onsite sewage and health  
involvement.

Newfoundland Branch  
Update

Tammy Carroll reviewed Branch concern with proposed  
changes to the provinces programs of Food sanitation and  
Pools and the impact on Public Health Inspector's. Proposed  
changes to Sanitation regulations has Inspectors receiving

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information on paper and only inspecting after the system is installed. Newfoundland will discuss the situation with Ontario Branch.

Discussion held on the Education committee looking at taking a leadership role in promotion and education of onsite sewage programs and look at setting a curriculum on what should be taught with respect to sewage disposal.

50/50 Meeting cost  
Sharing

Greg Thibault reviewed the existing costs to the branches and the proposed costs if the branch costs are pooled and divided equally. Concern was noted by the Newfoundland Branch and the high expenses of attending executive meetings and the inability to afford attendance at meetings. NFLD has discussed the possibility of becoming a chapter due to the lack of funds. Concern was noted over inclusion of National in the split. If national needs money it should address the issue not put costs onto the Branches. It was suggested that financial matters should be included in the constitution and bylaws.

**Motion**

**To adopt the 50/50 Split for Vice presidents in attendance as an administrative policy. Moved by Allan Ross, Seconded by Tim Ness. Carried Unanimous.**

Internet

Mike Reid provided information on the proposed internet site. Information distributed. The costs would be \$250 for set up and \$40 / month maintenance with 1-2 monthly updates. BC has a members only access for some areas. Mike will investigate the same for National.

**Motion**

**That Mike Reid proceed to set up a contract with MiaCom and set up an internet site. Moved by Tim Ness, Seconded by Allan Ross. Carried**

**Action**

**Mike Reid to send requirements to all Branch Presidents**

Environmental Health  
Review Accounts

Tony Amalfa has forwarded \$525 for advertising which was attained prior to his contract. Some funds are still outstanding for subscription revenue. The funds may be used for forwarding the Institutes materials to National. It was suggested that some of the back issues could be forwarded to Ryerson and BCIT and the Historian.

Food Safety  
Committee

Richard Bader will contact Nick Losito as the committee has undergone some recent changes.



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**Action**

**Rich Bader to contact Nick Losito regarding the Food Safety Committee.**

**IFEHO  
Correspondence**

Charlie Young contacted Dianne Evans and advised that we are unable to attend the IFEHO conference due to a lack of resources due to money owed from NEHA from the 96 joint conference. Mike Reid contacted Dianne Evans and suggested that she act on our behalf until our arrears dues are paid. Discussion held on IFEHO membership. A past agreement was made that whoever attends IFEHO meetings would contact the other agency to bring forward issues. This has not been the current practice.

Mike Reid reviewed his letter from Dianne Evans. Questions were raised over evaluating the benefit of being an IFEHO member as we have Branches with financial concerns. An evaluation has never been done. Support for an evaluation was noted from around the table.

**GST Reimbursement  
Options**

Technically we are not required to be collecting GST. If we collect GST it should be paid. If an application is successful the GST could be repaid to the members or to Revenue Canada.

**NEHA Conference  
Accounts**

Mike Reid has corresponded with Peter Thornton reviewing the issues. A meeting with Peter Thornton, Mike Reid, Charlie Young, and Greg Thibault will be requested. An option of informing the members of the problem with the outstanding funds will be investigated if the problem is not resolved.

**Corporate/Affiliate  
membership**

Discussion was held on individuals receiving money for coordinating the corporate and affiliate membership drive. The finders fee rates were set by the executive in 1989 at 25% for new and 15% for renewed memberships. It was suggested that R Bader present a motion that each branch put forward a name for corporate and affiliate memberships to be funneled through and look at the costs of soliciting memberships to be carried by the branches. The cost of soliciting is currently funded by National.

**Liability Insurance**

An application for liability insurance has been submitted for an accurate quote. The wait is at least 8 to 10 weeks for an answer.

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'Pure and Simple'  
sewage maintenance  
videos.

**Motion**

R Bader expressed interest in being involved in the promotion and sale of the video and promotional materials. No progress has been made to date.

**that R Bader be appointed to the committee of Pat Murray and Mike Reid to represent the institute in negotiations with the Environmental Health Foundation.**

**Conflict Guidelines**

The Executive Director has been unable to contact Byron Wensley to date. Nick Losito is currently active in many areas of the Institute. Discussion held on investigating other associations and adapting for our needs. Clarification given that we need conflict of representation not conflict of interest guidelines.

Felt that the issue of disclosure to the National Executive Council is required. The Code of Ethics outlines how we act professionally and the Code of Ethics should be adequate. General agreement that the current Code of Ethics are adequate.

Underwriters  
Laboratories Exchange  
**Action**

Nothing done to date.

**Mike Reid to contact Dean Sargeant by phone and possibly discussing the issue with George Kupfer at this conference.**

**Lobbying**

Mike Reid reported on lobbying and looking at access to national contracts which National could carry out. Mikes Brother is a past MP and has some contacts. The Honorable John Reid forwarded a letter which was read.

Discussion held around the executives commitment with time resources and area of involvement. M Reid indicated the discussions are preliminary at this time. No fees or services have been indicated by Mikes Brother at this time. Mike will continue discussions and stated that his brother would probably speak to us if we brought him out for the day and paid his travel and expenses.

It was suggested that the executive look at what issue(s) we want to get involved with before we start incurring expenses.

Association of Supervising Public Health Inspectors of Ontario have done a joint paper evaluating CFIS which outline two options. It was suggested the executive could

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look at one of the options as part of defining its issues.

It was suggested to revisit the issue at the post conference meeting with a proposed advocacy plan on the CFIS.

Marketing

A membership survey needs to be conducted. Examples were circulated for information. The results of the questionnaire then become the basis of the strategic plan for the institute.

Action

Ontario, BC, and Saskatchewan have done or are in the process of surveying their members.

**All Branches are to provide summaries of the membership surveys to the Executive Director for circulation prior to the next meeting.**

Public Information  
Action

The Material is forthcoming.

**R Bader will provide information at the next meeting.**

Membership Drive

Concern over losing members that are newly certified because they have not been a student member.

Motion

**That all successful Board of Certification certified candidates are eligible for free membership in the year following certification. Moved by Grace Maciver, Seconded Allan Ross. Carried. Tim Ness opposed.**

Action

**Mike Reid to Write a letter to student and new members. Branch Presidents are to forward a letter to BC and Ontario welcoming the students.**

Committee Reports  
Awards

Alberta Branch has the privilege of nominating the Life Member. Sam Dyminiaw has been nominated by Ken Blom and Brian Dalshaug.

Motion

**to induct Sam Dyminiaw to Life Member of the Canadian Institute of Public Health Inspectors. Moved by Grace Maciver, Seconded Allan Ross. Carried**

Motion

Alex Cross award - Leonard Gallant has been nominated by the Nova Scotia/PEI Branch.

**to accept the nomination of Leonard Gallant for the Alex Cross Award. Moved by G Maciver, seconded by Allan Ross. Carried**

Environmental Health Review Award - Nelson Fok has been nominated by Ken Dong and John O'Laney.

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- Motion** That Nelson Fok be awarded the Environmental Health Review award. Moved G Maciver, Second Billy Keenan. Carried
- Honorary Member - Dr Zia Siddiqui has been nominated by the Alberta Branch
- Motion** That Dr Siddiqui be granted honorary membership in the Canadian Institute of Public Health Inspectors. Moved G Maciver, second T Ness. Carried
- Motion** to award the incoming NEHA President with an Honorary membership subject to settling of the 96 conference accounts. Moved by Charlie Young, Second T Ness. Carried
- BCIT Advisory  
**Motion** to accept report as distributed. Moved G Maciver, second T Ness. Carried
- Ryerson Advisory  
No Report
- Concordia Advisory  
**Motion** To appoint the Alberta Branch President to represent the Institute on the advisory committee. Moved J Reffle, second Billy Keenan. Carried
- Environmental Health Foundation  
**Motion** Report distributed to be forwarded to the annual general meeting.  
That Klaus Seeger and Tim Roark be appointed as members at large pursuant to article 4.2.3 of the Environmental Health Review regulations. Moved R Bader, second Scott MacLean. Carried.
- Motion** That President Reid be appointed to the Environmental Health Foundation pursuant to section 4.2.1 of the Environmental Health Review regulations.
- Pat Murray is not present for the upcoming Environmental Health Foundation meeting.
- Motion** That Tammy Carroll replace Pat Murray for the upcoming meeting April 28/97. Moved C Young, second Allan Ross. Carried
- Finance Report  
**Motion** Date of the report should reflect the periods reported on. to accept the finance report with the proposed changes. Moved T Ness, second R Bader. Carried

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**Motion**                      **To appoint McCallum Krushelnycki and Spyker as accountants for the purposes of assisting the auditor. Moved by J Reffle, second T Ness. Carried**

**Motion**                      **To bring the names of Peer Mikkelson and Keith Lee forward to the AGM as the 1997 auditors. Moved G Maciver, second T Ness. Carried**

Discussion Held on the method of collecting dues. The executive director will discuss the matter with the Branches on the process of paying membership dues. The constitution states the method of payment as being direct to national.

New Members

**Motion**                      **to accept new members as presented by the Branch Presidents and include the names in the minutes.**

**Jan 26/97**

B.O.C./N.E.C. Joint Meeting

Introductions made. President Reid asked Chairman Chrisp to provide a review of the Board of Certification. Insight to the Board of Certification article was circulated and discussed. Questions were asked regarding failures, corresponding members standardizing oral examinations, change of the 24 to 12 week practicum. Chairman Chrisp responded.

Further discussion was held over the field training practicum and the quality of field training. Mr Chrisp inquired on the adequacy of information flow from the Board.

An update on the recent applications for accreditation from the various schools was given.

Question fielded on equivalencies. To take on the role of the admissions department the job task would be to great for the Institute.

Issue of examiners not being Institute members was raised. It was reported as being a branch function to pick the examiners and each Branch would have to decide on the position.

Inquiries on terms of office and appointments to the Board of Certification. A review of the Boards make up, their appointments and mechanism for removal was discussed.

National Sanitation Foundation

Hope to have a report from Dean Sargeant on the National Sanitation Foundation committees. C Young stated that we

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should reinforce the institute members on the committees to report to the members. It was suggested M Reid contact D Sargeant to inquire on his involvement and possibly get the names of the various institute members on committees.

Public Policy

P Murrays report read as distributed.

Conference Reports

1996 Chicago

Books have not been closed to date.

1997 Banff

In progress. Attendance is surpassing expectations.

1998 Ottawa

Radisson Hotel has been booked for mid September.

1999 Saskatoon

Putting together Branch support. Looking at the Besborough as the hotel. Time of year has not been finalized.

2000 Vancouver

Conference committee has been struck. Looking at a late April date.

Canadian Food  
Inspection System

C Young reported on CFIS activities. Still trying to establish a national code applicable to all premises. Kevin McLeod - Alberta Health, is the current chair of the committee. 3 drafts have been circulated for comments among the committee. C Young anticipates a 4th draft to incorporate the changes. C Young circulated the most recent correspondence noting the requirement for health officials to be the holder of a CPHI(C). The concern is that the requirement is only a recommendation to the committee.

J Reffe will forward a copy of the ASPHIO review to C Young. Concerns were noted over what a code should entail and the possibility of not being prepared when the report goes to the Provincial Ministers.

Inquiry forwarded on mandatory education for operators. Although the code includes reference to food handler education, it is not mandatory.

The draft code when agreed on at the committee level will go to all agencies for review.

Executive Reports

President

**Motion**

**To accept the report for presentation to the AGM as distributed. Moved by C Young, Second R Bader. Carried.**

Past President

Nothing to report.

Executive Director

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- Motion** **To receive report as distributed. Moved by C Young, seconded A Ross. Carried**
- Newfoundland  
**Motion** **To accept the report for presentation to the AGM as distributed. Moved by T Carroll, Second S MacLean. Carried.**
- NS/PEI  
**Motion** **To accept the report for presentation to the AGM as distributed. Moved by A Ross, Second T Carroll. Carried.**
- New Brunswick  
**Motion** **To accept the report for presentation to the AGM as distributed. Moved by S MacLean, Second J Reffle. Carried.**
- Ontario  
**Motion** **To accept the report for presentation to the AGM as distributed. Moved by J Reffle, Second A Ross. Carried.**
- Manitoba  
**Motion** **To accept the report for presentation to the AGM as distributed. Moved by T Ness, Second A Ross. Carried.**
- Saskatchewan  
**Motion** **To accept the report for presentation to the AGM as distributed. Moved by R Bader, second T Ness. Carried.**
- Alberta  
**Motion** **To accept the report for presentation to the AGM as distributed. Moved by B Keenan, Second C Young. Carried.**
- B.C.  
**Motion** **To accept the report for presentation to the AGM as distributed. Moved by G Maciver, Second S MacLean. Carried.**
- Correspondence
- J Reffle forwarded correspondence from a member with concerns of non certified individuals doing work of inspectors.
- M Reid stated that he has discussed the issue with the individuals in the area affected but was told it was nor occurring.
- Suggested that M Reid write to the parties involved upon consultation with J Reffle and letters be copied to the Minister involved, the Health Authorities and the Branch President.

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- G Maciver voiced concern that what happens in other provinces affects the Health Professions Act in other provinces.
- Motion** **That a letter be drafted from the National Executive regarding the opposition to utilizing non certified Inspectors and that the letter be copied to the Minister and Health Authorities involved and all Vice Presidents. Moved by G Maciver, second A Ross.**
- Action** **Mike Reid**  
Discussion held on the use of technicians. No changes have occurred in Nova Scotia to date. Nova Scotia will request assistance as required.
- Constitutional Changes** Letter received from George Gregg and read. Mr Gregg is a life member. Decision to uphold the constitution requirement of 60 days notice for constitution changes as outlined in the correspondence.
- Concern was noted over the continuity of the National Executive Council was discussed. It was suggested the executive inform the AGM that the matter be withdrawn and will address the election of officers at the next meeting. Discussion held over revamping the election procedures.
- Motion** **That Mr Gregg be thanked for his comments through the President. Moved by C Young, second A Ross. Carried.**
- Action** **Mike Reid**
- Motion** **To accept the new Corporate and Affiliate members. Moved by G Maciver, Second A Ross. Carried.**
- Environmental Health Review** Letter received from Tony Amalfa closing the contract with the Institute. A check for \$525 was the amount owing which was enclosed.
- IFEHO** Correspondence was received regarding the recent IFEHO meeting in California. A letter of support for the Institutes conference was also received.
- NFLD Program changes** A package of information was forwarded to President Reid and the Executive Director reviewing the program changes in Newfoundland. The information is available to any who wish to review it.
- Deceased Members and Inspectors** Frank Hartigan, Mark Alcock, Jim Gifford. Branches to forward names prior to the AGM.



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Appointments to the AGM	Tabled
Resolutions	No resolutions received. Resolutions should be delivered by 12 pm April 28/97 to the resolutions committee. Members will be notified of the deadline.
Conference Bids	1998 - Ottawa Toni Detorre will forward the bid at the AGM 2001 - Winnipeg Tim Ness will forward the bid at the AGM
Other NFLD Branch correspondence	dealt with
Meeting Structure	<p>Extensive discussion held with respect to no action being done and information continually coming back to the meeting. Suggested that time should be made available for the Branches to meet with the President to discuss issues at hand and formulate a response. The time could be used to complete institute work rather than ongoing discussion with no action taking place.</p> <p>It was decided that work items for this meeting would be:</p> <ul style="list-style-type: none"><li>• CFIS - J Reffle and C Young to develop an advocacy plan on the Institute role in the CFIS.</li><li>• Membership - S Maclean and T Carroll to develop new member and student letters of welcome.</li><li>• Resolutions Committee - G Maciver, R Bader, A Ross will review the National Constitution and will serve as the resolutions committee.</li><li>• Sewage Video - A shared cost proposal will be formulated by M Reid and T Ness.</li></ul>
Board of Certification Appointment	Discussion held over eastern representation on the Board of Certification.
Motion	<b>That the NS/PEI Branch President represent the National Executive Council to the Board of Certification. Moved C Young, Second G Maciver. Carried.</b>
Motion	<b>That Alex MacKenzie represent the National Executive Council to the Board of Certification until the 1998 AGM. Moved by T Carroll, second T Ness. Carried.</b>

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Per Diems

Concern that the last 3 conferences have exceeded the per diem rates due to the locations.

**Motion**

**To increase the per diem to (\$40 ) forty dollars per day.  
Moved by G Maciver, second T Ness. Carried**

NEHA Negotiations

**Motion**

**That the President, Past President, and the Executive Director be empowered to meet and negotiate with NEHA President P Thornton**

AGM Agenda

Agenda reviewed and additions made.

Post conference  
Agenda

Add under 5.c) other - Working committee Reports

- CFIS
- membership
- Constitution/Resolutions
- Sewage Video

under 4.F)ii) Underwriters Laboratories exchange

**Motion**

**to adjourn. Moved G Maciver, second T Ness.**

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Call to Order	
Special Greetings	Greetings From Isobel Stout - New Zealand Institute
Appointment of Officials	Parliamentarian
Motion	<b>To Appoint Tim Roark as the Parliamentarian over the proceedings. Moved by G Butler, Second Klaus Seeger. Carried</b>
Motion	Sergeant at arms <b>To Appoint B Chrapko as the Sergeant at Arms over the proceedings. Moved by D Losito, second R Galbraith. Carried.</b>
Motion	Resolutions Committee <b>To Appoint Ann Thomas and Toni Detorre as the resolution committee over the proceedings. Moved by B Chrisp, Second B Chrapko. Carried.</b>
Motion	Scrutineers <b>To Appoint Marc Vanhoutteghem and Patricia Stark as the scrutineers over the proceedings. Moved by B Chrapko, second M Dahlgren. Carried.</b>
Roll Call	Billy Keenan-AB, Richard Bader-SK, Tim Ness-MB, President M Reid, Past President C Young, Grace Maciver-BC, James Reffle-ON, Scott MacLean-NB, <del>Allan</del> Ross-NS/PEI, Tammy Carol-NF. ALAN CARROLL
In Memorium	Jim Gifford-AB, Mike Harnadek-BC, John Murrell-Life Member BC, Frank Hartigan-BC, Bob Herbison-BC, Mark Alcock-MB.
Approval of Agenda	
Motion	<b>To approve the agenda as distributed. Moved by S Brisdon, second A Thomas. Carried.</b>
Approval of 62 <sup>nd</sup> AGM Minutes	
Motion	<b>To accept the 62<sup>nd</sup> AGM minutes as distributed. Moved by T Shum, second by M Marchenski. Carried.</b>
Practicum Review	Bernie Chrisp provided a review of the Board of Certification activities in reviewing the practicum length as well as addressing the quality control. The committee is currently chaired by Alex MacKenzie-AB.

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Question - Is the Board seeking member input.

Answer - Input would be valued.

Committee members are Alex MacKenzie-Chair sitting member,  
Peer Mikkelsen-AB Corresponding member, Randy Ash-BC  
Corresponding member, Al Raven-ON sitting member.

**Motion**

**To accept as information. Moved By B Chrisp, Second K Lee.  
Carried**

Environmental  
Health Review  
Editor

Introduction of new Editor - Dominic Losito. Mr Losito stated he  
looking forward to the next three years as the Environmental  
Health Review editor.

**Motion**

**To accept as information.**

Presidents Report

**Motion**

**To Accept the report as distributed. Moved by C Young,  
second E Friesen. Carried.**

President Reid summarized his report and provided an update on  
the Web site.

Point of information- The Environmental Health Review has a  
feature page on Web sites.

Past President  
Report

No Report

Executive Directors  
Report

**Motion**

**To Accept report as distributed. Moved by G Maciver, second  
B Chrapko. Carried.**

Question- When is someone considered to be a member?

Answer- Up to March 31 of the membership year.

Question- Can they send direct to Ottawa? Yes.

Question- Why were some members turned away when some  
memberships have been sent to the Executive Director?

Answer- There is delays in sending memberships to the branch,  
then to Ottawa, then to the Executive Director. Until the money is  
received and processed the office can not instate the person as a  
member. It is proposed the membership be sent direct to national.

Question- Why did it take 90 days to get a membership receipt.

Answer- The office was in the process of setting up a Board of  
Certification exam and going through a membership drive  
combined with a short postal delay.

It was suggested the issue be discussed with the Branches prior to  
the next meeting. The historian reminded the members of past

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complaints and the Constitutional requirements of remitting to  
National except where a special charter is in place.

Vice Presidents  
Reports  
Motion

BC  
G Maciver reviewed her report as distributed.  
**To accept the report as distributed. Moved by T Shum,  
second by G Stewart. Carried.**

Motion

Alberta  
**To accept the report as distributed. Moved by B Chrapko,  
second by Victor Mah. Carried.**

Motion

Saskatchewan  
Reminder that Saskatchewan is hosting the 1999 National  
Conference in Saskatoon.  
**To accept the report as distributed. Moved by R Bader,  
second by G Sheard. Carried.**

Motion

Manitoba  
**To accept the report as distributed. Moved by T Ness, second  
by G MacIver. Carried.**

Action

**Tim Ness to send Manitoba Internet site to Nick Losito.**

Motion

Ontario  
**To accept the report as distributed. Moved by J Reffle, second  
by K Seeger. Carried.**  
J Reffle extended an invitation to all delegates to attend the 1998  
national conference in Ottawa.

Motion

New Brunswick  
**To accept the report as distributed. Moved by S MacLean,  
second by M Lewis. Carried.**  
S MacLean noted that the New Brunswick Branch web site was  
voted in the top 5% of web sites in a recent survey.

Motion

NS/PEI  
**To accept the report as distributed. Moved by Allan Ross,  
second by G Maciver. Carried.**

Motion

NFLD/Labrador  
**To accept the report as distributed. Moved by T Carroll,  
second by D Fury. Carried.**

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Board of  
Certification Report  
**Motion**

**To accept the report as distributed and corrected. Moved B Chrisp, second by R Ash. Carried. (Exam in Feb and Oct Not Sept)**

B Chrisp extended thanks to the Board and Rob Elliot- Secretary to the Board.

Question- Is the Board of Certification aware of the Canadian Council of Human Resources in the Environment.

Point of Information - Klaus Seeger has attended a meeting on behalf of the National Executive Council. The group does recognize the Institute as an organization to be consulted. K Seeger felt it was appropriate for the Institute to be involved in.

Environmental  
Health Review

Report as stated in the introduction.

Awards

Call for nominations was sent out.

Honorary membership-Dr. Zia Siddiqui (PCO) was nominated by the Alberta Branch

**Motion**

**to accept Dr. Siddiqui as an honorary member of the Canadian Institute of Public Health Inspectors. Moved by G Maciver, second B Keenan. Carried.**

Life Member

Explanation of the Life Member policy was provided. The policy states the award is generally reserved for the hosting province.

**Motion**

**to allow the National Executive to endorse the Alberta Branch Nomination. Moved by C Young, second B Keenan. Carried.**

BCIT Advisory  
Committee

**Motion**

**To accept the report as distributed and amended. Moved by G Maciver, seconded R Ash. Carried.**

Ryerson Advisory  
Committee

No Report

Concordia Advisory  
Committee

The Institute has no appointment at the present time.

Environmental  
Health Foundation

K Seeger reviewed his report as distributed. The foundation is in the last stage of the trade mark process. (Hot is Safety) The rights to the Pure and Simple Video Series has been purchased.

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**Motion**

**To accept the report as distributed. Moved by K Seeger, second by P Rogers. Carried.**

Finance Committee  
**Motion**

Tim Ness and Rob Kielly are the finance committee.  
**To accept the report as distributed. Moved by T Ness, second by K McLeod. Carried.**

General review provided by T Ness and the Executive Director.  
Question - Does the Board of Certification fees reflect the lower number of graduates from BCIT. Yes.

Membership  
Committee  
**Motion**

**To accept the report as distributed. Moved by N Simone, second by P Rogers. Carried.**

National Sanitation  
Foundation  
International

The National Executive Council will request at the post conference meeting that the reports be provided in a more formalized process.

Public Policy  
**Motion**

**To accept the report as distributed. Moved by T Carroll, second by B Chrapko. Carried.**

Conferences

1996 Chicago  
Funds are still outstanding from NEHA. The executive is attempting to settle the outstanding accounts with NEHA.

**Motion**

1998  
Toni Detorre formalized a bid for Ottawa.  
**To host the 1998 National Conference in Ottawa with the Ontario Branch. Moved by Toni Detorre, second B Chrisp. Carried.**

1999 Saskatoon  
Hoping to get the entire Branch involved in the planning. Looking at the spring as a possible time.

2000 Vancouver  
The conference committee was pointed out. The spring will be the most likely time of the conference.

Historians Report  
**Motion**

**To accept the report as distributed. Moved by T Roark, second by P Rogers. Carried.**

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Question- What happens with the catalogued information.  
Answer- It is saved for future reference and is available for display for the general interest.

CFIS

C Young reviewed the activities of the committee. Currently a draft code is under review and will be circulated once the committee has finalized and endorsed the draft.

Resolutions  
Committee

No Report

The Constitution change was not received by all members 60 days in advance of the annual general meeting.

Question- How was it determined?

Answer- By post mark on envelopes provided to the National Executive Council at the preconference meeting.

It was suggested the Constitution Committee review the issue as not all members can not be present at meetings as well as all members are entitled to hold office of President.

A Ross stated the Constitution Committee has met and discussed the issue of electing the President. He invited comments from the members in the review.

Question- Will a NEHA proposal of elections be discussed and will the positions be elected from the executive or the floor?  
President ruled the question out of order as it is not on the agenda.

New Business  
Board of  
Certification  
Appointments

National Executive Council will <sup>APPOINT</sup>appoint two sitting members to the Board of Certification.

Conference Bids

Manitoba Branch proposed a bid on the 2001 conference to be held in Winnipeg.

Motion

**That the 2001 National Conference be hosted in Winnipeg Manitoba with the Manitoba Branch. Moved by T Ness, second E Friesen. Carried.**

Appointment of  
Accountants  
Motion

That the National Executive Council be empowered to appoint the accountants. Moved by B-Chrapko, second K Lee. Carried.

Motion

**to Adjourn Moved by G Maciver, second T Ness.**



Canadian Institute of Public Health Inspectors  
Post Conference Meeting Minutes  
April 30, 1997  
Banff Alberta

A

Call to Order

Roll Call

Mike Reid, Billy Keenan, Tim Ness, Richard Bader, James Reffle,  
*ALAN* ~~Allan~~ Ross, Tammy Carroll, Charlie Young, Scott MacLean,  
Grace Maciver, Greg Thibault.

Board of  
Certification  
Motion

*ALAN* ~~Allan~~ Ross and Alex MacKenzie have been appointed the National  
Executive Council representatives to the Board of Certification.  
*ALAN* **To Appoint ~~Allan~~ Ross and Alex MacKenzie as  
representatives to the Board of Certification with Richard  
Bader as an alternate on request of the appointed  
representatives. Moved J Reffle, second S MacLean. Carried**

Environmental  
Health Foundation  
Motion

**To Appoint Pat Murray to the Environmental Health  
Foundation. Moved by R Bader, second by A Ross. Carried**

Environmental  
Health Review  
Motion

**To appoint the BC Branch President as the contact to the  
Environmental Health Review editor. Moved C Young,  
second J Reffle. Carried**

M Reid, T Ness, and G Thibault met and made some proposed  
revisions to the Environmental Health Review contract.

Finance  
Motion

**To appoint Alberta Branch President, Manitoba Branch  
President to the finance committee. Moved T Ness, Second B  
Keenan. Carried**

Membership  
Motion

**To appoint the New Brunswick Branch President and the  
Ontario Branch President to the membership committee.  
Moved S MacLean, second J Reffle.**

National Sanitation  
Foundation

C Young will forward a list of Institute committee members to the  
Executive Director. The members should be collating the reports  
to the National Executive Council. M Reid will talk to Dean  
Sargeant on coordinating the committee members and continuing  
on the food equipment committee.

Public Policy

Canadian Institute of Public Health Inspectors  
Post Conference Meeting Minutes  
April 30, 1997  
Banff Alberta

B

**Motion**                      **To appoint the Newfoundland Branch President to the Public Policy Committee. Moved by J Reffle, second T Carroll. Carried**

Constitution /  
Resolutions  
**Motion**

**To appoint the NS/PEI Branch President and the Saskatchewan Branch President to the Constitution / Resolutions committee.**

Concern noted over student memberships being limited to accredited institutions of the Board of Certification. There is currently a couple of members who are certified and attending University.

**Motion**                      **To forward a copy of section 4 of the Constitution from the membership chair to inform the individuals of the requirements of the Constitution. Moved G Maciver, second A Ross. Carried**

Constitution  
Committee Report

Looking at Criteria for elections. Suggested that a review be undertaken for general changes, and to ensure we are doing business according to the constitution.

Suggest that we utilize the Environmental Health Review and the web page for comments on the constitution. The executive Director will forward Industry Canada requirements for constitutions. The committee will provide a report on the advantages and disadvantages of the proposed changes.

**Action**

Concern was noted over changes which could increase costs such as moving to a President and President Elect type of structure.

**A Ross to provide an interim report to the Fall executive meeting.  
G Thibault to forward Constitutional requirements to A Ross.**

Sabbatical Exchange

National Sanitation  
Foundation

M Reid, C Young, and Harry Grenawitzke met and discussed the possibility of a sabbatical exchange. A letter will be forwarded to National Sanitation Foundation on the proposal.

**Action**

**C Young to prepare and forward letter to National Sanitation**

Canadian Institute of Public Health Inspectors  
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Banff Alberta

C

**Foundation on the possibility of a sabbatical exchange program with the Canadian Institute of Public Health Inspectors.**

Underwriters  
Laboratories  
sabbatical

M Reid and George Kupfer met to discuss the possibility of a sabbatical exchange. It was suggested the issue be pursued and discussed with Dean Sargeant.

**Motion**

**To pursue a sabbatical exchange program with National Sanitation Foundation International and Underwriters Laboratories Inc. through the Canadian Institute of Public Health Inspectors President. Moved by C Young, Second B Keenan. Carried**

1996 Conference  
Revenues

Meeting was held with Peter Thornton, Mike Reid, Charlie Young, Greg Thibault to discuss the outstanding accounts. General discussion held on the issue. A letter was delivered to Peter Thornton outlining the outstanding revenues owed to the Institute by NEHA. Circulated for information.

**Motion**

**To Empower the President with consultation to T Ness, C Young, and G Thibault to settle the accounts of the 1996 joint Canadian Institute of Public Health Inspectors NEHA Conference. Moved S MacLean, B Keenan. Carried.**

If NEHA notes that any of the amounts are incorrect, invoices will be requested for viewing as we have not been provided with accurate amounts for the exhibitors.

CFIS Advocacy Plan

Report distributed by J Reffle on a proposed advocacy plan for the Institute.

**Motion**

**To endorse the proposed advocacy plan on CFIS to include all proposed actions.**

**Action**

**ongoing**

**Motion**

**To strike a CFIS advocacy Committee to include J Reffle, C Young and that the committee be given the power to add to the committee on an as needed basis. Moved by T Ness, seconded S MacLean. Carried.**

Membership

S MacLean and T Carroll reviewed proposed welcome letters. Letters to be given out with the Board of Certification packages.

Canadian Institute of Public Health Inspectors  
Post Conference Meeting Minutes  
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D

- Action** **G Thibault to forward a copy of the letter to G Maciver.**
- Sewage Video Motion** **to enter into a financial arrangement with the Environmental Health Foundation to reflect after expenses a profit split of %60 to the Foundation %40 to the Institute. Moved by R Bader, second T Carroll. Carried.**
- Copies when available will be forwarded to all executive.  
Promotion will be through the Branches. The Environmental Health Foundation will set the price and M Reid will request the purchase cost be set quickly.
- Strategic Plan** **M Reid T Ness have identified the items discussed in Jan97 and feel they should be completed.**
- Feel there may be some benefit with aligning ourselves with the Canadian Public Health Association. The alignment would require Branch input.  
Prior to getting a lobbyist we need to get some facts on the specific requirements of the lobbyist and the direction of the Institute.
- T Ness and M Reid are to provide a progress report on certifying options.
- Motion** **To proceed with the web site development. Moved T Ness, second R Bader. Carried.**
- Other** **Concerns were raised over the exclusivity of the Presidents reception and funds being spent on alcohol when the Institute is not in the best finances. M Reid noted the precedence has been set at past conferences.**
- Motion** **To support the event not to exceed \$100 on the reception. Moved R Bader, second, A Ross. Carried.**
- Membership Dues Payments** **The Constitution allows a member to remain on the membership list for 2 months after the membership has lapsed. It was suggested that all members be allowed attendance at the meeting. If it is a contentious vote then membership could be verified.**
- Motion** **The membership committee report on membership and methods of submission by the next meeting.**

Canadian Institute of Public Health Inspectors  
Post Conference Meeting Minutes  
April 30, 1997  
Banff Alberta

E

Conference  
Registration  
Software  
Motion

The need for a conference registration package is becoming present with the ongoing success of the conferences.

**to have G Maciver investigate the purchase of a software registration program. Moved by C Young, seconded G Maciver.**

**Action**

**Alberta report on the conference guidelines at the next meeting.**

Bonding

G Maciver will look at the bonding requirements as required in the Constitution.

**Action**

**G Maciver - Bonding requirements**

Awards

25 year pins are not awards and should be organized through the Branch.

**Action**

**Membership committee to look at the issue of 25 year pin presentations.**

Corporate / Affiliate  
Membership

C Young Noted concern over corporate and affiliate packages being received by organizations indicating they are a potential new member when they have had a long standing history with us. C Young inquired on why Mr Williams was still soliciting corporate members during the conference when the solicitation was supposed to be removed from him. G Thibault explained that Mr Williams had started the mail out on return from Jan97 meeting and was allowed to continue after discussion with M Reid.

**Action**

**M Reid to talk to Mr Williams and follow up with a letter to all executive thanking him for his involvement.**

**Action**

Policy on benefits will be forwarded with the Corporate and Affiliate packages to the Branch Presidents.

**Action**

**G Thibault to forward packages to executive.**

**Finance committee to review finders fees.**

**Membership Committee will work out the administration of the Corporate and Affiliate solicitations and finder fee jurisdiction.**

**Motion**

**to Adjourn. Moved T Ness, second G Maciver.**

Canadian Institute of Public Health Inspectors  
National Executive Council Meeting Minutes  
October 17, 18, 19, 1997  
Toronto, Ontario

Role Call - Mike Reid, Tim Ness, Pat Murray, Robin Galbraith, Scott MacLean, Alan Ross, Rob Keilly, Denis Semail, Greg Thibault. Unable to attend with regrets Charlie Young and Jim Reffle.

Agenda Item	Action Required by	
Call to Order	9:20 am	
Approval of Agenda		
Motion	<b>to approve agenda as presented. Moved T. Ness, Second Pat Murray. Carried.</b>	
Approval of April 25, 1997 Meeting Minutes	Corrections : 'Obstained' changed to Abstained, M. Reid to contact D. Sergeant on sabbatical exchange, not C. Young.	
Motion	<b>to approve the minutes with corrections. Moved T. Ness, second R. Keilly. Carried</b>	
Approval of 1997 Annual General Meeting Minutes	Corrections : T. Carrol changed to T. Carroll; 'Moion' changed to Motion; Pg. 6 Board of Certification strike the word 'will'.	
Motion	<b>to accept the minutes as corrected. Move A. Ross, second T. Ness. Carried</b>	
Approval of April 30, 1997 Meeting Minutes	Corrections: Allan Ross Changed to Alan Ross.	
Motion	<b>to approve the minutes as corrected. Moved R. Galbraith, second S. MacLean. Carried</b>	
Business Arising		
Sabbatical exchange	M. Reid has talked to D. Sergeant regarding the Underwriters Laboratories Inc. exchange. D. Sergeant has indicated he is in receipt of a letter confirming that Underwriters Laboratories Inc. will proceed with the exchange program. D. Sergeant will also continue on with the National Sanitation Foundation International committees and will notify the Executive if any changes occur.	
	<b>M. Reid to get copy of Underwriters Laboratories Inc. letter from D. Sergeant</b>	<b>M. Reid</b>
	Review of the activities leading up to the April 97 meeting with Peter Thornton provided. Discussion has occurred with Nelson Fabian (Executive Director-	<b>Exec Dir.</b>

1996 NEHA  
CONFERENCE  
**RECEIVED**

NOV - 5 1997

	Keilly for review in updating the current National guidelines.	
<b>Motion</b>	<b>to table Conference Guidelines</b>	
Bonding Requirements <b>Motion</b>	Constitution requires that the Executive Directors be bonded which is paid for by the Institute <b>that the Executive Directors (Rob Elliot, Greg Thibault) investigate bonding requirements and confer with the finance committee prior to being bonded. Moved T. Ness, second A. Ross. Carried</b>	<b>Exec Dir.</b>
Food Safety Committee	R. Bader was to contact Nick Losito on the Food Safety Committee. (in Progress)	<b>R. Bader</b>
Liability Insurance	Concern was noted over <i>not having insurance in place</i> . The Environmental Health Review editors should be included in the policy. The financial statements for the last two years were required in the application. The financial statements for 1996 fiscal year are incomplete. Thus an audit of the financial records is required. The Executive Director will contact the Insurance company to find out where any specific deficiencies exist. Three quotes will be obtained for insurance prior to purchasing a policy.	<b>Exec Dir.</b>
Public Information Releases	R. Bader is to forward a copy to the National Office. The items can be indexed and included with the Environmental Health Resource Center. The index will be placed on the National web page. <b>T. Ness will contact all branches for any additional resources for the EH Resource Center.</b>	<b>R. Bader</b>  <b>T. Ness</b>
Non Certified Inspectors letter of Objection	M. Reid received a letter from a student wishing to appeal their certification exam. A response shall be forwarded indicating the role and responsibility of the Board of Certification and the need for them to remain at arms length from the National Executive.	<b>M. Reid</b>
	The quality control of the Board of Certification process and the field training practicum was discussed. The Board of Certification is investigating a five year business plan as well as a quality control mechanism.	
	The ON Branch appointed Peter Castoris to the Ryerson Polytechnic University advisory committee.	
VP Reports	<b>Chair Passed to VP Pat Murray.</b>	

B.C.

Review of the application for the College of Public Health Inspectors was given. The application, which was heard upon the granting of the paramedical status, has been refused with the reason being an insufficient degree of risk was presented. Working under a MOH the review panel felt the risk would be reduced. The Branch has hired a lawyer and has responded to the refusal letter.

British Columbia Institute of Technology program is now 4 years. Some students have been caught in the middle of the transition which is resulting in frustration. The school offers no 2 year after degree program which is a concern raised by students and members. Currently no students are members of the Institute.

The Branch has invited a student representative to be a guest at the Branch Executive Meetings.

The Branch will be requesting through the corresponding member that field training issues be revisited.

AB

Currently revising the Branch Constitution. Regionalization issues are still present as there may be a further amalgamation of Regions.

The Concordia Env. Health students association requested attendance at the Branch Executive Meetings. The invitation to be a guest was extended as the Branch Constitution does not allow a student to be on the Executive.

Membership appears to be back to a reasonable level. The Branch web page is operating and the Branch news has been reactivated. A Provincial salary survey was completed with the comparison to other government inspectors being looked into.

NB

The recent Branch inservice was a great success. The investigation of registration was proposed and is being looked into.

The Minister is currently looking at the 'rationalization' of inspections in the province. 3 options are being



investigated: status quo; memoranda of agreement with other agencies to prevent duplication; and the formation of one agency.

The Health Act is being rewrote and will give inspectors the powers of the MOH thus allowing the writing of orders.

The web site is being upgraded and will be more interactive.

**Chair passed to President Reid**

SK

The annual inservice was replaced in 1997 with the National Educational Conference in Banff. This allowed a very large delegation to be sent to Alberta. They now are expecting a bus load of delegates from Winnipeg and Alberta in 1999.

Their annual meeting is being held on December 2/97 where the membership drive will be initiated. 1997 is an election year for the Saskatchewan Branch.

The new Public Health Act is including health officers to be certified with a CPHI(C) although the employer can employ a non certified inspector under special circumstances and with the approval of the Minister.

NFLD

Membership is the main issue. Some members have suggested returning to a chapter of an Atlantic Branch. The small number of inspectors is a concern in getting enough people to work on committees. Distance is also a factor in getting together.

MB

Reorganizing is being discussed but information does not seem to be getting to the branch to enable them to become involved. It is a problem in recruiting members as the inspectors are concerned nothing is being done.

ON

M. Reid spoke for the ON Branch. Regionalization of the Health authorities has resulted in a change of the funding structure of 25% municipal funding to 100% municipal funding.

President Report

The Ryerson Polytechnic University was visited at lunch and only a few students were talked to as an exam was in progress. The web site is operating and a contract has

been signed for one year with Mayacom.

NS/PEI

Written Report distributed. Privatization of on site sewage disposal and a reduction of inspectors in the Food program to (9) nine for the province was discussed at length. (Privatization of on site sewage is occurring in other provinces as well.)

Additional concerns surrounding the University College of Cape Breton were raised. A memo was read suggesting that if accreditation of the program is not granted it would go ahead regardless to the demise of the institute in Nova Scotia. The memo originated from the UCCB instructor Gary Gallivan.

A lengthy discussion was held regarding advocacy of the Institute in the issue.

Conference  
Committees

1996 - Dealt with

1997 - Financial statement circulated. Profits of \$32,000 were broken down. The Alberta Branch has forwarded approximately 14,500 to date. The books have not been closed as there are some finances outstanding.

1998 - Ontario dates have been set for Aug 24, 25, 26 in Ottawa. A request to fund the conference \$1000 for seed money has been received.

Motion

to fund the 1998 Conference Committee \$1000.00 to be reimbursed to the prior to the 50/50 split of any profits realized. Moved R. Keilly, Second R. Galbraith. Carried

Exec Dir.

1999 - April 19, 20, 21 in Saskatoon has been selected

2000 - Accommodation will be subsidized by the conference due to the high room rates. The conference site has been selected in downtown Vancouver with the dates proposed for in May.

Membership

Total membership numbers for the branches were given B.C. - 137, AB - 104, SK - 52, MB - 48, ON - 321, NB

32, NS/PEI - 55, NFLD - 23, Corp. - 3, Affil - 5, Associate - 1, International - 8, Quebec - 8. (total - 798). Membership is down approximately 100 members overall.

Finance

Tabled to Oct 19

GST

A letter has been received from Revenue Canada stating that the Institute is no longer required to remit GST. All outstanding GST to Dec 31, 1996 must be remitted to Revenue Canada.

Contracts

Motion

**to permit M. Reid and T. Ness to sign contracts between D<sub>2</sub>C<sub>3</sub> Enterprises and the Institute, and G. Thibault and Rob Elliot and the Institute. Moved R. Keilly, second D. Semail. Carried**

A concern was raised that opportunities may arise to secure outside contracts providing revenue to the Institute but due to being between meetings a contract may not be able to be negotiated or signed. The contracts could be the maintenance of Food Codes, Food Certification lists, Product distribution etc.

Motion

**that the President be authorized to form an ad hoc committee and to sign any contracts regarding the delivery of service outside the daily operations of the Institute. Moved, R. Keilly, second, T. Ness.**

Canadian Food  
Inspection System

Motion

**to appoint Nick Losito and Denis Semail to develop a proposal on how the Institute may be able to implement and maintain the Canadian Food Inspection System Food Code and National training programs. Moved, P. Murray, second, R. Galbraith. Carried**

D. Semail will contact Nick Losito on forming a committee to develop a proposal on how the Institute may be able to implement and maintain the Canadian Food Inspection System Food Code and National

D. Semail

training programs.

Correspondence

Health protection  
and Promotion  
Branch

New Branch structure provided to the institute as information.

Health Canada

A request for comment on sustainable development was forwarded. It was suggested that all Branches submit a comment paper if they have not already done so.

**M. Reid will review the information and provide comment on sustainable development.**

**M. Reid**

Concerns were raised over receiving requests for comments or positions on issues between National Executive Council meetings. It was decided that the Executive Director could provide a draft letter to be forwarded for review and revisions by the President or the appropriate Vice President.

Request for  
Funding

Two requests to cosponsor the Crumline Consumer Protection Award have been received. A brief overview of the award was provided.

Motion

**that the Executive Director respond to the requests declining the opportunity to cosponsor at this time.**

**Exec Dir.**

Provincial Lists

A complete mailing list is required to recruit non members as well as ensure all employers receive membership applications to forward to new employees

**All Branches will forward a complete list of Inspectors, Health Offices, and complete Branch Executive Lists in their Province.**

**All  
Branches**

Information  
Pamphlets / Job  
Description

The information pamphlets on the organization are routinely requested. The materials are currently out of date and require updating on a continuous basis

The executive director will maintain and update the promotional material as required and distribute information packages on request.

**Exec Dir.**

Committee Portfolio binders are currently held by the executive. The executive needs to forward a copy of the

**All  
Branches**

binder to the executive director to ensure the information can be forwarded to the incoming executive

Finance

Profit loss and balance statements were distributed for information. Issues arising include increases to the cost of maintaining the Ottawa address as Canada Post is now charging a forwarding fee of \$65/month. The overall result is an increase of about \$500/year.

The Executive meeting costs were reviewed. Outstanding invoices include the 50% of the room cost which was assessed for those individuals requesting a single room. Discussion held regarding the sharing of rooms during the short 3 day meetings but during a week long stay at a hotel an individual needs some time to themselves.

Motion

**That the invoices forwarded to those executive for room expenses incurred at the April 97 executive meetings be voided and that the President be reimbursed for his room expense in Banff. Moved R. Keilly, second D. Semail. Carried.**

T. Ness and S. MacLean abstained.

Working Session

Membership

Exec Dir.

New membership/offer to renew forms will be developed by the Executive Director and will be distributed to all branches and members for the membership drive starting Nov 97.

The membership package shall contain a letter outlining the classes of membership and the related fees reflecting the reduction of the GST portion.

The letter should outline why they do not receive benefits after March 31 and that failure to pay by March 31 may result in discontinuation of mailings and other privileges.

All Branches will receive the package for comment prior to Nov 97.

A reminder letter in March will be forwarded to members.

The form will include a line requesting whether the position place hard copy is desired, e-mail address web site address.

Voice Mail will be updated to include e-mail address and web site address.

**Motion**

**That the position place in its current format be deleted and substituted with job postings in the Environmental Health Review and on the National Web site. Moved D. Semail, second T. Ness. Carried Unanimous**

Executive Director to contact Environmental Health Review to work out requirements.

**Exec Dir.**

**The Position place will state that the winter mailout is the last issue.**

**Exec Dir.**

**Corporate / Affiliate Memberships**

Discussion held on membership. Corporate and affiliate numbers have not changed since April when the Branches were to start recruiting. No contacts from the branches have been forwarded to the Executive Director For the corporate/affiliate organizers. The Corporate affiliate package should be reformatted and updated from its current format.

**Motion**

**That a 25% finders fee and renewal fee be paid for corporate and affiliate members. If a branch recruits the corporate or affiliate member the branch receives the 25% finder and renewal, If the Executive Director recruits the corporate or affiliate member, the Executive Director receives the 25% finder and renewal fee. Moved T. Ness, second R. Galbraith. Carried**

The Executive Director will update the package, forward it to the President for review and send out a number to all Branch Presidents.

**Exec Dir.**

It was further discussed that the person doing the solicitation for corporate and affiliate members should be a Public Health Inspector.

**25 Year Member  
Presentations**

Discussion held on whether the presentations are done at a National Conference or at the Branch level. It was decided to have all presentations for 25 Year Members done at the Branch in front of the individuals and peers the inspector has worked with.

Further discussion was held on whether the 25 years had to be continuous or any 25 years of membership during the individuals career.

**Motion**

**That a 25 Year pin be presented to any member having 25 years of membership in the Canadian Institute of Public Health Inspectors. Moved D. Semail, second T. Ness. Carried.**

The Executive Director will create a list of all inspectors (from the date of CPHI(C) issued) which may be eligible for a 25 year pin and forward it to the Branch Presidents for clarification. **Exec Dir.**

Currently the National office has a very limited supply of pins of all variety. ~~VALETS~~ *VALETS*

All Branches to check for 25 year pins and notify the national office.

**Membership  
Certificates**

Currently being investigated by National Office. Both membership certificate and CPHI(C) certificate. **Exec Dir.**

**7% Excess revenue  
Collected****Motion**

**That the 7% excess revenue collected on membership dues will be placed into the 1997 operating budget. Moved R. Galbraith, second T. Ness. Carried unanimous**

**Contracts****Motion**

**To accept the contract for the Environmental Health Review editors Dominic and Debra Losito. Moved R. Keilly, second D. Semail. Carried**

**Motion**

**To accept the contract for the Canadian Institute of Public Health Inspectors Executive Directors J.R. Elliot and G.R. Thibault. Moved R. Keilly, second**

**P. Murray. Carried****National Web Page**

The maintenance fee is \$40/month. Discussion held on how the expenses incurred are to be divided. It was stated that the \$40 maintenance fee would be divide among the participating Branches. The current 1 year contract is effective Sept 1/97 to Aug 31/97.

Discussion held on internet advertising.

M. Reid will investigate the prices of advertising on the internet and what the cost of developing a advertisement would be.

**M. Reid**

It was discussed that the costs of the web page could be offset by revenues from advertising.

The cost for the position place advertisements is to be set at \$125 for 1 Environmental Health Review issue and 3 months on the internet. If there is a cost to develop the page the cost will be \$175.

C. Young is to be requested to investigate the aid agencies for any foreign job opportunities for possible advertising.

**M. Reid****Nova Scotia Branch Concerns**

It was discussed that the N S /P.E.I. Branch members would appreciate some National support on the Food Programs being reduced to 9 inspectors for the entire province.

It was decided that President M. Reid would draft a letter in support of the Branch forwarding a copy to the Premier and applicable Ministers and would copy the Leader of the opposition and the major newspapers.

**M. Reid****Constitution Changes**

Extensive Constitutional revisions were made which included: sec 2a; sec 2c; sec 3; sec 11; sec 15; sec 15b; sec 15d; sec 15h; sec 19; sec 20; sec 30; sec 40b (spelling).

A. Ross to forward all detailed changes to the Executive Director to send out to the members 60 days in advance of the AGM in August 98.

**A. Ross****Budget**

T. Ness gave a review of the tentative 1998 budget. Due to accommodation and travel expenses, the current



proposition is operating with a \$4000 deficit. The budget will be reviewed for further areas of reduction to the deficit.

Next Meeting March 27, 28, 29, 1997 in Toronto.

All executive to book flights well in advance to take advantage of seat sales