

Canadian Institute of Public Health Inspectors
National Executive Council Meeting
March 27-29, 1998
Toronto Ontario

Roll Call: Mike Reid-President, Greg Marsh-MB Branch, Alan Ross-NS/PEI Branch, Rob Kielly-AB Branch, Denis Semail-BC Branch, Scott McLean-NB Branch, Richard Bader-SK Branch, Jim Reffle-ON Branch, Charlie Young-Immediate Past Pres., Greg Thibault-Executive Director.

Agenda Item	Discussion	Action required
Call to Order		
Approval of Agenda	Agenda items added: History, Board of Certification, Resource info packages, upcoming Presidency, CCHREI, N.E.H.A Technical research section, CMHC, Correspondence, Canadian partnership on food safety evaluation, Canadian Alliance for animal assisted services, Ottawa meeting options, Strategic planning, Mailing list revisions, Pins/pens.	
Approval of October 97 minutes	Changes include: That Nick and Denis assist with (not develop)Pg 7, pin variety changed to varieties Pg 11	
Motion	To approve October 97 meeting minutes as amended. Moved D Semail, second S Mclean. Carried	
Underwriters Laboratories Inc. Sabbatical exchange	M Reid received a letter from Dean Sargent re: sabbatical exchange. Letter was read. Discussion held on the issues of the sabbatical exchange. Suggested that the institute attempt to establish a link with the California Environmental Health Association and attempt an exchange on a smaller scale to start off.	
	Letter to be wrote to Underwriters Laboratories Inc. - George Kupfer on our planned approach to the exchange & indicate that we are working on an exchange proposal.	M Reid
	C Young circulated draft proposals and the responses received from CEHA on the proposal. C Young will continue the extensive work he has completed to date in developing the proposal.	
Motion	That the Institute support the continuance of a sabbatical exchange. Moved R Kielly, second G Marsh. Carried	C Young
National	Letter was forwarded to National Sanitation	Exec Dir

Sanitation Foundation International Joint Food Committee	Foundation International-H Grenawtzke regarding the applicants for the committee. National Sanitation Foundation International will inform the Institute of the applicant chosen. A discussion was held on the reporting to the institute of the various committee business to the AGM. Committee Members will be notified prior to the AGM. The list will be updated for inclusion on the web site.	
National Environmental Health Association joint conference 1996 NFLD meeting attendance	The final accounts have been settled as of Jan 98. Total conference profits were \$16200. The outstanding amount of 2959.87 US was agreed upon and received. P Murray informed the exec. Director of his being unable to attend the current meeting due to a lack of finances. Concern was also raised via third hand comments on programs being administered (or not) by Public Health Inspector's.	
Sewage Video	President will write the NFLD. Branch and request the needs of the Branch and a possible solution to any concerns raised. NS/PEI and NB Branches will also write letters of assistance. The video has been priced at \$15. The brochure and pamphlet are priced separately. President will write Tim Roark and request him to send out a copy of the National Video, all pricing lists, a sample poster and brochure, costs of modifying the pamphlet.	M Reid S McLean A Ross M Reid
Registration Software	T Ness was not able to find any soft ware packages. G Thibault found some packages but the cost was prohibitive (1500). Other associations have pieced packages together for their own use. D Semail reported that using microsoft Access should suffice (verbal D Losito)	
Conference	1998 Ottawa- a national mail out with be coming out shortly. The speakers have all been secured and work is progressing. 1999 Saskatoon- The theme is around partnering. Most of the speakers are in place. Having difficulty with allocation of work time and suggested the guidelines include getting letters of support form the host agency prior to bidding. Difficulty exists in demonstrating the benefit to the employer. 2000 Vancouver- Theme Celebrating our success,	

expanding our horizon. Consideration is being made to cosponsoring the conference with Washington State Environmental Health Ass'n. D Losito is busy promoting the conference. Suggested 98/99 committees contact D Losito on joint promotion activities. A registration raffle with other conference committees was suggested and is being investigated. 2001 Winnipeg- Organizing committee is being formed.

Liability
Insurance
Public
Information
Releases

Application quotes/responses are forthcoming from 3 companies
Inquiry held on best method of collecting the information. Some provinces have binders.
Discussion held on taking requests for and forwarding articles was held. Ad hoc committee, D Semail/G Marsh/R Bader, formed to report on how National can collect, advertise, and forward the information.

Tabled

Executive Reports
NS/PEI

Current structure of where Public Health Inspector's are employed was discussed. Position posting for a recent job was circulated. Concerns were again reviewed by A Ross. Main concern is the lack of a memorandum of understanding between Dep't of Environment and Dep't of Health. Branch conference has been scheduled for April 30-May 2/98 in PEI. PEI is currently preparing the code of ethics on water colour available to the members as a fund raiser for the Branch.

A visit to NS and meetings with the respective Ministers was suggested by A Ross as being the best support mechanism to the members in NS. Suggested the correspondence point out the gaps in the system and give examples of other organizations that have a suitable solution in place (realizing that the structure will not likely be changed but may be improved. Statistics and research should also be utilized where available.

All Branches to supply the President with stats on establishments, # of Inspectors, duties, programs administered by non inspectors, and a job profile.

**All
Branches**

Motion	That a visit to the NS/PEI Branch and NFLD Branch be made considering availability of funds and suitable arrangements being made in advance. Moved D Semail, second R Kielly. Carried	M Reid A Ross
	Discussion held on finances to send the president. It was suggested the Branches contribute \$200/branch. All Branches present agreed to take the request to their executives for consideration.	All Branches
	Requested that A Ross provide a summary of NS concerns and forward it to the Branches to accompany the request to the various executives.	A Ross
New Brunswick	Report discussed as presented. Initiatives being pursued include registration, education seminar Sept 98. Province is currently revising both the Food and Onsite Sewage Regs. The Public Health Inspector's have been advised that there will not be any changes in Public Health Inspector responsibilities for at least 2-3 years.	
Motion	to Accept the report as distributed. Moved S McLean, second D Semail. Carried	
Ontario	Report was distributed.	
Motion	to accept report as distributed. Moved J Reffle, second D Semail. Carried	
	Included in the report was the notice of J Reffle not seeking re-election to ON Branch President due to personal and job commands. (see report for detail)	
Manitoba	Report was distributed.	
Motion	to accept report as distributed. Moved G Marsh, second J Reffle. Carried	
	(see report for detail) Concerns of nationals advocacy role was discussed.	M Reid
	A letter from the president outlining Nationals position on registration was requested.	
	Stephan Gravelle has been appointed as the branch historian and will be able to assist T Roark on request.	
Saskatchewan	Concerns were raised over the lack of a conference planning manual especially since 2 committee members have moved out of province to other jobs. Branch advocacy includes a salary adjustment which resulted in a 3% increase to seniors but was not successful with field level salaries. Member concerns and thanks have been received by the SK	

executive. The branch is also looking at aligning with other organizations to increase the branch profile. Initiatives have resulted in contact with a MP to support health issues. An env. Health week has been designated for 1998 where various promotional activities will be organized. SIFC has asked for Branch and member involvement in setting up the Environmental Health Degree program. Concern was raised by the Board of Certification branch corresponding member over a lack of information being forwarded from the Board. The member resigned his position as he felt he was not being communicated with. (to be addressed under Board of Certification)

Alberta

Various regulations in the province are currently under review. A letter was forwarded in support of maintaining the Certification of Inspector Regulation (read). Membership contest is being held to increase membership. Sewage Disposal is reportedly being considered for transfer to Health.

BC

Branch has hired a lawyer to review a letter to be forwarded to the Minister responsible for Granting Colleges. It is hoped the letter will change the mind of the minister and a college will be granted for Public Health Inspector's in BC. Branch Educational seminar (March 98) drew recipients from outside the profession partially due to posting the notice on the branch web site. Branch is offering incentives in its membership drive where it provides membership in other organizations (at Branch expense) if they join the Institute. Pool and Food Regulations are currently under review.

Executive Director

Report on activities since last executive meeting was circulated.

List of items proposed to be charged for be made with numbers of requests for items noted.

Exec Dir.

Budget

The 1998 budget was presented for approval. A new category was listed for facilitators/organizers, Board exam income was increased due to UCCB graduates, Conference income was increased due to N.E.H.A reconciliation, National Executive Council accommodation expenses were lowered with proposed sharing of rooms at the AGM, printing and reproduction costs were lowered anticipating reduced position place mail out costs.

Motion	to approve budget as amended. Moved G Marsh, second R Bader. Carried	
Membership	97 year end membership and 98 year to date lists were circulated for review. If mailing labels are needed they may be requested over the toll free line. Concern over up to date addresses was discussed. The toll free line should be encouraged for use with updates. Completed application forms are also requested.	
	Concern was raised over the status of the reciprocal agreement with National Environmental Health Association on membership in that it is not being offered this year from National Environmental Health Association.	
Motion	That a Letter be sent to National Environmental Health Association executive director inquiring on the status of the reciprocal agreement and the preferred rate status. Moved C Young, second R Bader.	Exec Dir.
Corporate & Affiliate Membership	Applications have been forwarded to past members, individual requests, and various agencies.	
25 Year Pins	Registry of certificate names was distributed to executive. Branches will have to review the list to determine if they have any 25 year members.	
Motion	That the Branches submit a list of 25 year pin recipients and establish a registry which would be published for formal recognition. Moved R Bader, second J Reffle. Carried	All Branches
Conference Guidelines	Draft guidelines circulated of general conference guidelines and conference planning guide. Conference chairs will be sent the draft for comment back to National.	R Kielly
Motion	That R Kielly continue the updating and revision of the conference guidelines package. Moved C Young, second A Ross. Carried.	R Kielly
	The package has been greatly improved on. Thanks to R Kielly	
Public Policy	P Murray not present to report	
Canadian Food Inspection System	Report provided on status of Action Plan was circulated. Discussion at length was held. Comments from the Branches on the upcoming Food Retail and food Services Regulation Code should be	

made to national and the Implementation Group Chair - Kevin McLeod (Environmental Health, 10025 Jasper Ave., Telus Plaza North Tower-23rd Floor, Box 1360, Edmonton AB, T5J 2N3) when the document is circulated for comment by the implementation group. The Code is worded softly to reflect a cooperative approach with industry. The intent is that the Code will eventually be adopted and referenced in provincial legislation.

Responses should be based on research and supporting information where possible.

C Young put forth a proposed letter outlining the role the institute could take in maintaining the code and setting and maintaining a standard for food handler safety/testing/certification/registry for the review of the executive. It was agreed that the letter was to be sent as wrote and thanked C Young and J Reffle for the extensive work to date.

Motion

To forward the letter on the proposal to delegate perceived required activities as written to the Canadian Food Inspection System IG Chair and members. Moved R Kielly, second S MacLean. Carried Unanimous.

C Young

J Reffle and C young will not be present on the executive after August 98. It was suggested that the members maintain their position on the Canadian Food Inspection System committee and liaise with an executive member to be decided at the AGM.

History

Report provided from T Roark. Attempting to get information on Alexander Officer for 1913-1931, Missing Environmental Health Review issues, missing life/honorary/awards etc., deceased members. Would also like to find an agency that would sponsor the cataloging of the historical information for scanning to computer disk CD's etc. It was suggested a museum or similar historical society be approached to investigate their aid. Additionally the historian should forward a list of requested information for inclusion in the next Environmental Health Review. **The historian will contacted regarding the above.**

C Young

It was suggested that T Roark be recognized for his efforts by trying to send him to the national

	conference.	
	Historian will be approached on the possibility of going to the national conference in Ottawa.	D Semail
Constitution	Corrections were made to the constitutional amendments for circulation. Amendments were received from Ron Hartnett. It was suggested that a letter be forwarded to R Hartnett stating the reasons why his amendment for section 20 is out of order.	A Ross
Motion	Mail in Ballots and voting by proxy were discussed. to accept the report as presented. Moved A Ross, second R Bader. Carried	
Contracts	Concern noted from the Environmental Health Review editor regarding the wrote in change o the contract requiring only 3 months notice from the institute but 6 months from the editor. 3 months does not allow for a transition to occur. It was felt the notice periods should be the same and if different why? President stated the lawyer suggested that 3 months notice was standard but if 6 was required for transition it would be fine.	
Motion	to amend the Environmental Health Review contract to reflect the 6 month notice period for the contractor vs. the 3 month notice period proposed. Moved C Young, second A Ross. Carried	Exec Director
Motion	to amend the Exec Director contract to reflect the change to SHERO from James Robin Elliot. Moved R Kielly, second A Ross. Carried.	M Reid/Exec Director
Position Place	Branches will contact the employers to inform them of the change to the position place, contacts, rates etc.	All Branches
	All branches will discuss the aspect of free web site advertising which competes with the position place.	All Branches
Motion	That the Position Place Adds to be placed on the web site and in the Environmental Health Review will be at \$150/add. Moved C Young, Second R Bader. Carried.	
	A policy will be developed on advertising to include a outline of essential information to include in the adds.	Exec Director
Web Page	Concerns from the NB Branch, BC Branch and AB Branch were forwarded and discussed.	
Motion	That the President terminate the contract with	M Reid

Mayacom on the Web Site within 30 days, an under construction sign be posted until removed, and a CD rom of the sit be provided all at no additional charge. Moved C Young, second D Semail. Carried.

Suggested that a member of the Institute be sought to be in charge of maintaining the web site which would report to the National Executive Council
web Master position to be advertised in the Environmental Health Review and the next mail out from national.

**Exec
Director**

AB, NB, BC, Branches to contact their current web masters to collaborate in securing a new internet provider.

**AB, NB, BC,
Branch**

Motion

That the executive director be authorized for the discretionary use of the institute logo. Moved J Reffle, second R Kielly. Carried

**Exec
Director**

policy to be drafted to outline the terms and conditions of the use of the Institute logo.

NS/PEI Branch
letter of support
Board of
Certification
report

A Ross and M Reid to draft letter to bring back to the table for comment

Facilitator present at the meeting to help the board set out a strategic plan. The facilitator was a benefit with being outside the organization in keeping the process moving. 18 candidates were successful, 6 failed, 2 withdrew. The survey had 225 returned of 1175 sent. Concerns were noted over the reliability of the information due to the structure of the questionnaire.

Champions for the issues discussed during the strategic planning were chosen to ensure the process continues. Alex Mackenzie: practicum (accreditation, length, evaluation from students etc.) Ardene Vollman: Multiple Choice Exam. Al Raven: Oral Boards. Alan Ross Communications with national, students and the board.

Branch Presidents are to appoint corresponding members at the Branch AGM and notify the board through the Executive Director.

**All
Branches**

John Pelton is stepping down from the Board. The Board nominated Alex MacKenzie for the position of sitting member.

The Concordia University College will have a review done in follow up to their recent approval. Rob Elliot, Alex Mackenzie , Ardene Vollman and

John O’Laney will compose the team.
 SIFC review was carried out in April 97.
 Deficiencies with the program were noted I a letter to SIFC.
 UCCB received approval for one year to allow time to correct deficiencies. The approval process for UCCB was reviewed.
 Board of Certification representation on the advisory committees was withdrawn by Board due to concern with voting on the advisory board which may deal with Board concerns.
 Concerns forwarded by the BC Branch were received and discussed. (Report was received but not responded to, telephone was not answered for 2 week period).

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| Motion | to accept report as verbalized. Moved A Ross, Second R Kielly. Carried | |
| Motion | that appointment of Alex Mackenzie to the Board of Certification as a sitting member be ratified. President will contact Board chair to notify of ratification. Moved C Young, R Bader. Carried | M Reid |
| | President will thank Alex for his representation of the National Executive Council on the Board of Certification. | M Reid |
| Motion | That a notice be placed in the Environmental Health Review requesting interested individuals to contact the executive director if interested in representing the National Executive Council o the Board of Certification. Move C Young, second J Reffle. Carried | Exec Director |
| | Discussion held on current activities of the Board, actions of Board Chair surrounding UCCB approval, ratification of administration policy from National Executive Council, voting of Board corresponding members, term of office. Concerns were expressed that the board is acting outside the constitution and administrative policies in various areas. Actions with the approval of UCCB were discussed at length where the Chair issued a letter of approval but did not notify the board of the letter until the recent board meeting.
Concern of the AB Branch designate being asked to leave the strategic planning meeting was discussed. Mr. Ross stated that he was not aware of the situation. G Thibault stated that designated were not | |

	given provision to vote to his knowledge and the corresponding members had to attend the previous meeting to be able to vote. Concern from the entire executive was noted over the issue.	
Motion	That the President contact Chairman Chrisp by phone and follow up with a letter outlining the areas of concerns, adherence to board policy such as the UCCB approval and request a timely response. Moved D Semail, Second R Kielly. Carried. Obstained C Young.	M Reid
Resource Information	The committee suggested the Branched would provide would be collected and forwarded to Winnipeg. The index will be placed on the web pace when up and running. Suggestion that the Branches chose a coordinator to catalogue and keep the information and act as the main contact for the information. The information list would have a link or e-mail to connect the request to the Branch supplying the information.	All Branches
CCHREI	Request received from CCHREI for representation on the approval board which is being set up. A brief overview of the council was provided.	
Motion	That R Elliot follow up on the request of CCHREI and be appointed to represent the Canadian Institute of Public Health Inspectors. Moved R Bader, Second R Kielly. Carried	Exec Director
Technical research section	It was suggested that a technical research section be set up similar to that of National Environmental Health Association where members submitting papers may be required to present at the National Conference. The students currently release their abstracts to the institution and could be reviewed and published in the Environmental Health Review. The papers could also be presented at the National conference as a poster session or a presentation. The conference guidelines will include a section on technical research papers for presentation at the National Conference. Ryerson Polytechnic University, Concordia, and UCCB will be contacted to inquire on having the students forward their technical research abstracts to the Environmental Health Review and Conference planning committee.	R Kielly J Reffle, R Kielly, A Ross
CMHC IAQ	The Institute has been discussing a partnership	

partnership agreement with CMHC on an indoor air quality initiative. The partnership would involve the cosponsoring and organizing of a one day seminar directed to the public, Realtors, etc., and a three day seminar for investigators across Canada. The course is being modified to two days for Public Health Inspector's. The resulting profits realized after expenses would be split between the partners based on sponsored events etc.. Much of the detail on profit sharing is yet to be worked out. It has been stressed that the Institute can not lose money. Concern was raised over the cost of the seminar and whether any profits would be realized for our effort. Consultation will continue with CMHC and the executive director.

NS/PEI letter of support Letters have been drafted and read to the branches outlining the concerns to be taken back to the executives when presenting the request for funding and a letter to be presented to the Ministers of Agriculture, environment and Health. It was suggested that the letter to the ministers be marked urgent, state a 30 minute meeting time, available in the am and pm, state a private meeting, copy the premier and opposition.

Letter to be drafted and sent to the respective ministers and the Branch Presidents.

R Kielly had to depart the meeting for travel arrangements.

M Reid, A Ross

Correspondence
Ken Cross

Letter sent outlining the establishment of an Environmental Health Week for Saskatchewan. He is concerned that we do not promote ourselves or our profession and image in promoting and protecting the public's health.

Motion

To accept as information. Moved C Young, second J Reffle. Carried

IFEHO

Notice of symposium, notice of conference, Oct 97 Meeting minutes, summary of the Agenda for Change received and circulated. Accepted as information. C Young provided background on IFEHO.

Canadian Alliance for Animal Assisted Services

The alliance forwarded a letter regarding their initiative to standardize codes of practice etc. where animals are used for assisting people.

The executive director will respond and indicate

Exec

Strategic Planning	<p>our desire to be kept abreast of their initiative.</p> <p>The facilitator the Board of Certification used is available and was of great value in keeping the meeting going and recognizing important issues. The facilitator could be contacted for the National Executive Council to carry on the strategic plan from 1995.</p>	Director
	<p>The executive director will investigate costs, availability, etc. and bring to the post conference meeting in Ottawa.</p>	Exec Director
Promotional Material	<p>MB Branch has printed pens with the institute logo, dye cast for institute rings. Membership pins were indicated as being wanted by the membership.</p>	
	<p>Promotional material will be investigated.</p>	Exec Dir.
Upcoming Presidency	<p>Notices of nomination must be received 90 days in advance and go to the membership 60 days in advance with the guidelines for the nominations. Proxy ballots were also discussed as the position of president and constitutional amendments may be voted on by proxy ballot.</p>	
	<p>Proxy ballots will be developed and forwarded to the membership 60 days prior to the AGM in Ottawa.</p>	Exec Director
Canadian Partnership on Food Safety Education	<p>The partnership is trying to standardize the food safety education delivered to the public. Klaus Seeger will on behalf of the Environmental Health Foundation present the foundations temperature symbols as part of the consumer education program.</p>	
Ottawa Meeting	<p>If the National Executive Council met Saturday and Sunday prior to the conference and did not meet Friday the institute could save the expense of a room night. Support for meeting Friday was expressed around the table.</p>	
Next Meeting Motion	<p>Call of the President or August 22, 1998 in Ottawa. to Adjourn. Moved R Bader. Carried</p>	