

**Canadian Institute of Public Health Inspectors**  
**National Executive Council Meeting**  
 April 12, 2002

<b>Agenda Item</b>	<b>Action</b>
<p>Called to order 8:30 a.m.</p> <p>1. <u>ROLL CALL</u>: Robert Bradbury (National President/Exec. Director), Victor Mah (AB), Suzanne Lychowyd-Shaw (ON), Ken Cross (SK), Tim Ness (MB), Claudia Kurzac (BC), Dean Sargeant (Immediate Past President), Scott MacLean (NB), Debra Losito (Exec. Asst.)</p> <p>REGRETS: Stephen Barbour (NF/Lab), Michael Florian (NS/PEI)</p> <p>2. <u>APPROVAL OF AGENDA</u>:  <b>Additions to the Agenda: “In Good Hands” brochure (item c.c). Motion to approve Agenda as presented. Moved by Tim Ness, second by Victor Mah. All in favor. Carried.</b></p> <p>3. <u>APPROVAL OF MINUTES OF TELECONFERENCE MEETING OF December 4, 2001</u>:  <b>Motion to adopt as presented. Moved by Tim Ness, second by Scott MacLean. All in favor. Carried.</b></p> <p>4. <u>BUSINESS ARISING</u>:</p> <p>a) Financial Report/Budget (Kurzac, Executive Director): Doing fine but NEC is just getting by, case for dues increase, while the BOC is doing well.</p> <p>Conference Report: \$51,000 profit with two possible expenditures. NEC profit should be around \$25,000 with the possibility of having to return \$5000 to Dr. Suzuki. <b>Motion to accept the budget as presented with a change to increase the conference profit from \$15000 to \$25000 with a note to the financial statement that \$5000 may be allocated to Dr. Suzuki should he request it, by Dean Sargeant, second by Claudia Kurzac. All in favor. Carried.</b> Discussion that National should have a copy of the letter originally sent to Dr. Suzuki. Tim Ness to send this to Debra.</p> <p><b>Motion to entertain our guest Carla Troy from Health Canada, by Tim Ness, second by Dean Sargeant. All in favor. Carried.</b></p> <p><b>Motion to now purchase the remaining \$20,000 GICs, moved by Tim Ness, second by Ken Cross. Discussion. All in favor. Carried.</b></p> <p><b>Motion to receive draft budget as presented with amendments. Moved by Claudia Kurzac, second by Dean Sargeant. Questions. All in favor. Carried.</b></p> <p>b) Financial Review (President): Rob has not heard back from Brent but will try to contact again.</p>	<p style="text-align: right;"><b>Tim Ness</b></p> <p style="text-align: right;"><b>Claudia Kurzac</b></p> <p style="text-align: right;"><b>Rob Bradbury</b></p>

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- c) Membership Merchandising (T-shirts) President: T-shirts will be couriered to New Brunswick for the next conference. Costs of goods sold must be in budget. Scott suggested that we should have some hats due to a request from Sobeys. Victor will look into the costs.
- d) Conference 2001 Final Update (Ness): Tim discussed what worked and what didn't and suggestions for future conference planning. **Motion to accept financial report as presented and verbal comments, moved by Tim Ness, second by Ken Cross. All in favour. Carried.**
- e) Sabbatical Exchange Update (Executive Director): Have not received any applications to either England or Canada. Suggestion that we need a form for them to apply. Others felt that it was self explanatory and maybe it was that they were not aware or timing was wrong. If the Branches could assist maybe we could extend it to the end of May. Will extend until May 31, 2002. NB Branch will contribute a free registration to the conference. Letter of support to employer. Possible branch assistance. This information to be included by Rob in the next E.H.R.
- f) IFEH World Congress Bid (President, N. Losito, Kurzac): Nick arrived at 3:40 to share a slide presentation of the Conference Bid information.
- g) Stanier Society Opinion Paper (President): Final notice to be placed in E.H.R. and on website.
- h) BC College for EHOs/PHIs Update (Kurzac): Awaiting Cabinets consideration. Should have heard by Christmas but are still waiting. Working group still meeting. Exploring funding options. On draft number four. Looking for \$50,000 – \$60,000. Looking at a contract between the Branch and the College. Once it goes to Cabinet there will be public consultation.
- i) Bequests/Pledges (Executive Director): Rob contacted the University of Victoria for more information but was only sent a form. Will go to see them. NEHA has an Endowment Society Pledge form. Rob will check with Revenue Canada regarding whether we could use a request form.
- j) CIPHI Expense Policy (Kurzac): Everybody is aware of the policy.
- k) Liability Insurance/Bonding (Kurzac): Insurance agency assures Claudia that he will get a complete policy including all insurance needs. Will be sending her information on the General Liability Policy which is one million dollar coverage. This would cover conferences. Can add on treasurers from other Branches. Working to having the policy on a calendar year January – December. **Motion to move from one million to two million dollar coverage, moved by Claudia Kurzac, second by Tim Ness. Discussion. All in favor. Carried.**

**Victor Mah**

**Rob Bradbury**

**Rob Bradbury**

**Claudia Kurzac**

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l) CIPHI Sponsorship Level (Executive Director): Ad Hoc committee to be chaired by Rob along with Claudia, Nick Losito (2000 Conference Chair) and Tim Ness (2001 Conference Chair).

**Motion to adjourn for lunch, moved by Dean Sargeant, second by Tim Ness. All in favor. Carried.**

**Call the meeting back to order.**

m) Food Conference Partnership – NSF 2003 (President): Suzanne will ask Ron de Burger again about the possibility of an NSF conference in 2003. He originally liked the idea.

n) Conference Binders (Shaw): Suzanne will e-mail everyone a copy of the guidelines that the Ontario branch uses.

o) 1998 Rebates to Ontario Branch (Executive Director): Issue is put to bed but Rob is waiting for final confirmation from accountant.

p) Customs Canada & Revenue Agency Update (Executive Director): Rob was given a 1-800 number to call regarding money owing. Rob was sent information. May be GST exempt.

q) BOC Policy Approval (President): Debra to e-mail Ken and Steve a copy, possibly Dean, of the Administrative Policies. Discussed ratifying it by e-mail.

r) NEC/BOC Meeting (President): 8:30 a.m. Saturday, July 27, 2002 joint meeting in New Brunswick

s) Organizational Structure – Slate (President): decision to carry on with what we have.

5. NEW BUSINESS:

a) Welcome Saskatchewan Branch President (President): Rob presented pin to Ken Cross.

b) Skills Enhancement – Carla Troy, Health Canada: **Motion to endorse the Skills Enhancement Program, moved by Claudia Kurzac, second by Victor Mah.** Recommendation that we are involved when there are any changes to the program. Chance to achieve that recognition desired for extra credentialing. **All in favor. Carried.** Rob will write Carla to inform her.

c) President's Report: Rob read his report. **Motion to move receipt of**

**Suzanne  
Lychowyd-Shaw**

**Suzanne  
Lychowyd-Shaw**

**Debra Losito**

**Rob Bradbury**

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**president's report, moved by Dean Sargeant, second by Suzanne Lychowyd-Shaw. All in favor. Carried.**

d) Executive Director's Report: Rob presented his report. **Motion to receive report, moved by Tim Ness, second by Victor Mah. All in favor. Carried.**

e) Committee Reports:

E.H.R. Report: **Motion to accept report as presented, moved by Victor Mah, second by Suzanne Lychowyd-Shaw. All in favor. Carried.**

f) Branch President & Immediate Past President's Report: defer to Saturday  
**SK Branch (Ken Cross) – Motion to receive report, moved by Ken Cross, second by Claudia Kurzac. Discussion. All in favor. Carried.**

**MB Branch (Tim Ness) – Motion to receive verbal report, moved by Tim Ness, second by Ken Cross.** Discussion. Concern with the situation in Manitoba and a possible move to Winnipeg Health. Presidents gave feedback on what may be working in their provinces from recognition of EHO/PHIs. **All in favor. Carried.**

**ON Branch (Suzanne Lychowyd-Shaw) – Motion to receive report, moved by Suzanne Lychowyd-Shaw, second by Dean Sargeant. All in favor. Carried.**

**AB Branch (Victor Mah) – Motion to receive verbal report, moved by Victor Mah, second by Ken Cross. All in favor. Carried.**

**BC Branch (Claudia Kurzac) – Motion to receive verbal report, moved by Claudia Kurzac, second by Ken Cross. All in favor. Carried.**

**NB Branch (Scott MacLean) – Motion to receive verbal report, moved by Scott MacLean, second by Ken Cross. All in favor. Carried.**

**Immediate Past President's Report (Dean Sargeant) – Dean shared feelings on how things have improved over the years, are more positive. Is happy to be involved and would like to see Past President's committee doing something. Motion to receive verbal report, moved by Dean Sargeant, second by Suzanne Lychowyd-Shaw. All in favor. Carried.**

**Finance Committee:** Claudia presented financial information.

**Membership Committee:** 50 year member recognition award changes, **Moved acceptance of membership report, moved by Suzanne Lychowyd-Shaw, second by Ken Cross. All in favor. Carried.**

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**Move acceptance of revised 50 year membership award report, moved by Suzanne Lychowyd-Shaw, second by Victor Mah. All in favor. Carried.**

**Advocacy Committee: Motion to appoint Ken Cross as Chair of the Advocacy Committee, moved by Tim Ness, second by Scott MacLean. All in favor. Carried.**

**Webmaster's Committee: Motion to accept verbal report, moved by Tim Ness, second by Ken Cross.** Discussion. Gary O'Toole will be helping Alex with the website in New Brunswick. Will have a webmasters meetings Nationally once per year. **All in favor. Carried.**

**BOC Committee Report (Scott, Suzanne): Moved acceptance of report as presented, moved by Suzanne Lychowyd-Shaw, second by Ken Cross.** Discussion. **All in favor. Carried.**

**BOC Regulations: Motion to accept terms as presented, moved by Scott MacLean, second by Ken Cross.** Discussion. **All in favor. Carried.**

Defer purchase of laptop for discussion. Victor felt lease option should be considered. To be discussed at Summer meeting.

**Exam Fee: Motion to accept the exam fee increase as proposed, moved by Suzanne Lychowyd-Shaw, second by Tim Ness. All in favor. 6 opposed. Motion defeated.**

**Motion to keep existing \$500 fee, moved by Victor Mah, second by Claudia Kurzac. All in favor. Carried.**

**Advisory Board Reports**

**BCIT (Claudia) – as previously stated.**

**UCCB – nothing new to report.**

**Ryerson - Move receipt of report, by Suzanne Lychowyd-Shaw, second by Ken Cross. All in favor. Carried.**

**Concordia- Nothing to report.**

**EHFC Appointments:**

g) CIPHI/EHFC Bursary (President): Need to decide what we would want to use the money for. Option of branch support. **Motion to contribute \$2500 with the EHFC as seed money, moved by Tim Ness, second by Claudia Kurzac.** Rob will propose this to the foundation as part of the protocol, to be used for CIPHI members who have been a member for 5 consecutive years. **All in favor. Carried.**

h) Canadian Council of Grocery Distributors (Executive Director): **Motion that the National President attend the council meetings as required, or**



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Victor and Suzanne to arrange for display design/colour.

r) Conference 2002 Proposed Dues Increase Resolution (President): Proxies need to be sent out to branches by early May.

s) CIPHI Incoming President 2002 (Executive Director): Only one notification of interest received. Must receive documents from others interested by end of month (April).

t) Proposed Dues Increase Conference 2002 (President): Discussed need to support this proposal.

u) Constitutional Change (Bonding) Conference 2002 (President): MB Branch is interested in having their treasurer bonded. Branches should ensure that bonding is added to their constitution if it is not there.

v) Food Allergens (President/Shaw): Mike Duncan will be a spokesperson for CIPHI.

**Motion to approach EHFC about establishing and supporting a “manned” 1-800 number, Food Safety Hotline, moved by Scott MacLean, second by Victor Mah. All in favor. Carried.**

**Motion to approach Rich Bader to see if he is willing to stay on with the EHFC or have Ken Cross replace him, moved by Tim Ness, second by Ken Cross. All in favor. Carried.**

w) Internet Learning (President): Not interested at this time.

x) Registration & Continuing Education (MacLean): Health Canada is supportive and would like to make it mandatory but wants to leave it up to the inspectors to arrange. Credentialing: Suggestion that courses offered through NSF, NEHA, Health Canada or Royal Roads could be accepted as ‘credentialing areas’. A modest fee of \$50 - \$100 could be charged to process the application and to maintain the record.

y) Video Conferencing (Executive Director): Could possibly replace tele-conference meetings. Rob will look into the costs.

z) Financial Changes (Executive Assistant/Kurzac):  
 Discussed changes to bank account to reduce bank charges.  
 Discussed payroll deduction and how each health authority collects and submits on a different cycle. Some collect weekly, bi-weekly, monthly, every six months. Dues need to be collected and submitted in full to National before March 31 of that year. Branches that have payroll deduction will look into changes that could be made with the goal of correcting problems for the 2003 year.

**Branches**

**Scott MacLean**

**Rob Bradbury**

**Rob Bradbury**

**Branches**

**Debra Losito**

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Suggestion to pay fee to change Diners Club/enRoute to Diners Club Aeroplan to collect points, which could provide CIPHI with a free flight approximately every 2 years, if the NEC and the BOC use card to pay for flights.

**Motion to pay fee for \$85 + tax for changing to Diners Club Aeroplan, moved by Victor Mah, second by Ken Cross. All in favor. Carried.**

**Branch Presidents  
 Claudia**

aa) BOC Appeal Process (Kurzac, Shaw, MacLean): Concern over Appeal process and not following the policies in regards to contacting Exam Coordinator, Appellant, Examiners. Concerns to Claudia by the end of the month. Claudia will draft a letter to send to Bernie before the joint meeting.

**Rob Bradbury**

bb) Approval of Appointment of BOC Sitting Member (President): Discussion about concerns. **Call to question to ratify the BOC member. All in favor 0, Opposed 3 (Claudia, Victor, Dean), Abstained 4 (Tim, Scott, Ken, Suzanne). Ratification is defeated.** Concern about previous problems. Rob to inform Bernie.

**Branch Presidents**

cc) In Good Hands – A Comprehensive Safe Food Handling Course: Comments to Suzie by end of May.

6. Other Business: President's Award – Nomination of Rich Bader. Conferencing (Conference Committee: Tim Ness [past], Scott MacLean [Present], Victor Mah [Future]): Sponsorship – Provided by NEC for President's Banquet, Awards Luncheon, Off-Site Event.

**Claudia Kurzac**

Pins: Past-President's pin – Claudia will arrange to have more made up (better quality).

**Presidents**

Business Cards: To be made up by each Branch for their president.  
 NEC Registration for conference – **Motion for the NEC to pay \$255 for Registration, moved by Claudia Kurzac, second by Tim Ness. All in favor. Carried.** Presidents to send forms to Debra (includes Lobster dinner) with "Paid by NEC" written on top of form.

6. Next meeting date - Summer 2002, Saturday July 27 – 28, 8:30 a.m. Fredericton NB

7. Payment of Bills: **Motion to pay bills, moved by Dean Sargeant, second by Tim Ness. All in favor. Carried.**

8. **Motion to adjourn, moved by Tim Ness, second by Ken Cross. All in favor. Carried.**