

MINUTES

July 19, 2013

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Approved Minutes

Attendees: National > Gary O'Toole (President)
British Columbia > Gary Tam (President), Crystal Brown (President-Elect)
Alberta > Jason MacDonald (President)
Saskatchewan > Ryan Philipation (President), Kari Engele-Carter (Vice-President)
Manitoba > Darcy Chrisp (President)
Ontario > Cameron Weighill (President), Tony Makrostergios (President-Elect)
New Brunswick > Mark Allen (President)
Nova Scotia / Prince Edward Island > Doreen Mackley (President)
Newfoundland and Labrador > Darroch Vokey (President)
Andrew Papadoulous

Guests: Tim Roark, Pamela Scharfe, Andy Papadopoulos (EHR)

Regrets: Phi Phan (Immediate Past President), Jon Elliott (Vice-President, Alberta), Sean O'Toole (President-Elect, NS/PEI)

Minutes: British Columbia

#	Item	Notes	Lead
1	Welcome and Introductions		O'Toole
2	Additions to Agenda	Motion: Chrisp / MacDonald. Aye	O'Toole
3	Approval of Minutes	June 23 & 23, 2013 (Winnipeg) MacKlay/Tam. Aye	O'Toole

4	Review of Electronic Motions		
	None.		
5	External Updates		
5.01	Environmental Health Review	<p>AI (Apr 2013): Papadopoulos to draft letter to potential advertisers and submit to the NEC for approval.</p> <p>AI (Jun 2013): Phan to follow-up with Andy Papadopoulos with respect to reporting and advertising letter.</p> <p>AI (Jun 2013): Weighill/Philipation to assess usability of MSC access for EHR to report back by next meeting</p> <p>Three scientific articles & branch updates will be in this issue, the issue will be sent to publish next week. Advertising letter has been written by Papadopoulos for NEC review. It will be sent to potential sponsors.</p>	Papadopoulos
5.02	NEC Rep to BOC	BOC Fee is going up.	Mak
5.03	NEC Rep to the EHFC	<p>AI (Jun 2013): Phan to inform EHFC Chair of request to review EHFC Regulation.</p> <p>Require an email on the change of NEC Representatives to EHFC to meet the quorum. Roark will send background information to O'Toole on this matter. Roark reported to NEC on student participation at the AEC 2013. Students generally had great review on their experience at AEC 2013. Roark reported that the financial status of EHFC is satisfactory. In addition, he would step down as Treasurer after the next AGM. WaterCan Project Donation - \$2000 Clinica Verde - \$4000</p>	Roark

5.04	NEC Rep to CoPE	CoPE survey was analyzed in Winnipeg. Summary will be sent to NEC for review soon.	Chong
5.05	NEC/BOC/EHFC/COPE Chairs Committee		Phan
5.06	Retiree Advisory Committee Update	<p>AI (June 2013): Philipation/Brown to review ToR for RAC and report back</p> <p>The retiree letter of congratulations and letter of condolence will be updated to include the new NEC President's name - Bill Chrapko is responsible for the retirees letters and the Committee Chair is responsible for the condolence letters. Thanks to the Branches for continuing to provide the information on retirees and deaths.</p> <p>Action: Pam to request Gary O'Toole's signature from the National CIPHI office. Gary does not need to see the letters however Pam will email Gary a copy once his signature is inserted for his files.</p> <p>Provided the Alberta retirees database to the AB Branch President to distribute to health authorities in the event they needed additional capacity to deal with the public health issues related to the flooding through the province.</p> <p>Action: following a discussion on privacy and release of retirees information to other parties or agencies Pam will contact Bonnie at the National office to discuss release of information.</p> <p>The Chair has now received brief bios for each of the Retiree's Advisory Committee members which will be uploaded to the RAC page on the CIPHI website so that when page visitor move their mouse over the name of the committee member</p>	Scharfe

		<p>their brief bio will pop-up. This idea came from how the EHFC web page for the Trustees is set-up.</p> <p>Still waiting on additional information from the Spa Industry Association of Canada regarding possible contract employment for retired PHIs to conduct audits of their member's spas which is planned to begin in the spring of 2014. The Senators will assist with training documents, inspection reports, and advertise the opportunity but the interviewing, web training, and contracts will be between the Association and individual retirees. A requirement for hire will be that the retiree must be a current member of CIPHI (another benefit of being a member and we hope this will encourage an increase in retiree membership)</p> <p>Action: Pam will prepare a background document on this initiative and the progress to date that will be shared with the NEC</p> <p>As part of the Centenary celebrations Martin Tonary, Tim Roark, Klaus Seeger and the Committee Chair are working on an announcement to be read in the House of Commons during the 2013 Environmental Health week in September of this year by an Ottawa area MP who is an acquaintance of Martin Tonary. The Committee plans to advertise to get as many retirees and local active PHIs to attend to sit in the gallery as possible. The sessions are taped so we hope to get a copy of the announcement which could then be put on YouTube and shared on the CIPHI listserve, Facebook Page and Twitter.</p> <p>Action: The Chair will keep the Centenary Committee and NEC in the loop as this initiative progresses.</p>	
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5.07	International Federation of Environmental Health	Bradbury forwarded a written update to NEC \$10,000 bursary for the next Congress	Bradbury
6	Conference Updates		
6.01	AEC 2013 Close-out	Acknowledged all branches for supports. 265 delegates came to the AEC 2013. Delegates had great reviews on the conference. ON drafted a "lessons learned" document that was sent to the AEC 2015 Organizing Committee. Weighill will forward the login and password of the Survey Monkey to Chrisp	Chrisp
6.02	AEC 2014 Planning Update	Refine goals in the upcoming organizing committee. Several keynote speakers are tentatively booked. Committee has been working on the sponsorship package.	Vokey
6.03	AEC 2015 Planning Update	Seed money: \$46,200 Makrostergios takes the lead in reporting the conference planning. The bids had been circulated. \$10,000 bid money will be asked to be sent to ON branch by September 30, 2013. \$30,000 will be used for venue booking. 50% of the keynote speaker booking fee. Some money will be used to send two delegates to St. John for AEC 2014. Sending two delegates to the upcoming AEC has been the standard operating procedures and the expenses are covered in the conference planning budget. Motion - \$10,000 seed money to AEC 2015 Planning Committee: Weighill/Vokey. Aye. Motion carried. AI (Jul 2013): Makrostergios will provide Tam the mailing address of the AEC 2015 Planning Committee AI (Jul 2013): Tam will discuss with the CIPHI Office on mailing the payment.	Weighill

6.04	2016 AEC Bid(s)	<p>AI (Jun 2013): MacDonald to bring back to the Alberta Branch Executive for further discussion. - No update</p> <p>Tam reported that the topic of 2016 AEC was brought forward to the directors of BC and had not received an answer before the teleconference.</p> <p>AI (Jul 2013): O'Toole to establish an ad-hoc committee to discuss conference planning and the review of the Conference Planning Binder.</p>	MacDonald
7	Standing Items (Items Brought Forward)		
7.01	Finalize Terms of Reference, Policies, Procedures and other Administrative Documents	<p>AI (Dec 2011): Phan to develop a policy re: membership renewal.</p> <p>AI (Sep 2012): Next face to face meeting review policies/constitution/BOC policies to occur in Winnipeg.</p> <p>AI (Oct 2012): Tam and Phan will review cost sharing policy.</p>	Philipation
7.02	Member Service Center	<p>AI (Apr 2013): MacDonald to have additional discussion with Nelson Fok about starting up forum outside MSC or within MSC and is for discussion in June meetings.</p> <p>AI (Jun 2013): Phan to follow up with MPS about service level (conference registration, membership list duplication, etc.)</p>	Krar
7.03	<i>Federal Representation in CIPHI</i>	AI (Sep 14/12): Member Committee will ensure strategies for non-traditional CIPHI roles.	TABLED
7.04	Finance Committee Update	<p>AI (Jan 2013): Tam review MPS costs to see if an Executive Director position could assume some tasks and report to NEC. Policies have been reviewed and will be revised in August. Financial statements have not been received.</p>	Tam
7.05	Centenary Celebrations Update	AI (Dec 2012): All to remind their branch members to submit recipes – Delayed until Fall 2013.	Timpa

		AI (Jul 2013): O'Toole to send out the written updates from Timpa	
7.06	EPH Week	AI (Sep 2012): EPHW/Twitter Guide must be updated. AI (Jul 2013): MacDonald to send the EPHW poster (English) to NEC for review.	MacDonald
7.07	<i>Disaster Relief and CIPHI</i>	<i>AI (Mar 11/11): Timpa and Anderson MacDonald to lead the identification and collation of resources for CIPHI members to assist and/or participate in domestic and international EH disaster responses.</i> <i>AI (Sep 17/11): Phan to assign an NEC member to lead the development of a role description for the exchange coordinator</i>	<i>Tabled</i>
7.08	<i>Food Safety Designation Proposal</i>	<i>Tabled</i>	<i>Tabled</i>
7.09	Changes to Industry Canada Act		Phan, Philipation
7.10	QB Branch Update	AI (Jun 2013): Phan to compose a formal note to inform QC Branch members	Phan
7.11	NCCEH Contracts		Phan
7.12	Community Health Nurses of Canada PHAC-funded Project		Phan
7.13	CIPHI Wikipage	AI (Apr 2013): Chrisp to contact Chris Bergeron (MB Branch member) to add an EHFC component to the CIPHI Wikipage.	Chrisp
7.14	CPHP Designation Proposal from CPHA	AI (Apr 2013): Phan to bring ideas to CPHA steering committee.	Phan
7.15	CIPHI Ethics Wallet Cards	AI (May 2013): Phan to contact the office and Nina van der Pluijm regarding printing of CIPHI Ethics on the back of the plastic BOC cards.	Phan
7.16	Regular Membership Application from Ryerson Faculty member	AI (Jun 2013): Phan to discuss with the Board of Certification and report back to the NEC by next meeting.	O'Toole

7.17	Webinar Pilot Project (Edukaans)	<p>AI (April 2013): Tam to share information on webinar initiative once complete.</p> <p>Tam sent an email and test site information to the NEC for review.</p> <p>AI (Jul 2013): all Presidents to review the email and test site sent by Tam by July 31, 2013.</p>	Tam
7.18	National Awards	<p>AI (Mar 15/13): Award Committee to develop options for Award Recipients and provide to NEC.</p>	Mackley, MacDonald, Tam
8	'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
	Discussion on Lessons Learned in the organizing National Education Conferences		O'Toole
	New Business		
9.01	ListServ Purpose and Content	<p>Listserv is used to provide news and information on CIPHI businesses. O'Toole reviewed the Listserv policy. NEC needs to be cognizant on what information is sent to EPHPs. Needs to have communication on this policy with the gatekeeper of Listserv, so that we can strategically communicate with the members. Need to have a rigid process to review the requests before sending they are sent via Listserv.</p> <p>AI (Jul 2013): O'Toole to talk to the gatekeeper of Listserv to ensure that any postings are vetted through NEC.</p>	O'Toole
9.02	Ethics complaint process	<p>A complaint related to exercising legislative practice was brought to NEC attention from a general public member. Questions arose regarding reviewing CIPHI complaint process as there is no formal process in reviewing the complaints. The investigation should be initiated on the health authority/employer.</p> <p>Discussions need to happen amongst NEC, BOC and CoPE on how to approach on regulatory membership framework.</p> <p>AI (Jul 2013): O'Toole/Tam to discuss on the next step with this</p>	Tam/O'Toole

		particular complaint. O'Toole to schedule the complaint investigation framework to the next face-to-face meeting.	
9.03	Website updates	Tabled	O'Toole
9.04	CPHA Expert reference group representation	Tabled	O'Toole
10	Next Meeting		
10.01	Meeting Schedule	<p>All meetings start at 9:00 A.M. Pacific Time and are scheduled for 90 minutes unless otherwise indicated.</p> <p>Next Meeting</p> <ul style="list-style-type: none"> • Saturday August 17, 2013 (Teleconference) Responsibility for Minutes: Alberta <p>Upcoming</p> <ul style="list-style-type: none"> • Friday September 20, 2013 (Teleconference) Responsibility for Minutes: Saskatchewan • Saturday October 19, 2013 (Teleconference) Responsibility for Minutes: Manitoba • Friday November 15, 2013 (Teleconference) Responsibility for Minutes: Ontario • Saturday December 14, 2013 (Teleconference) Responsibility for Minutes: New Brunswick 	O'Toole
10.02	Adjournment		O'Toole