

**Canadian Institute of Public Health Inspectors**  
**National Executive Council Meeting**  
**Minutes - November 15 - 16, 2002 (as amended)**

Agenda Item	Action
<p>Meeting commenced at 8:30 a.m.</p> <p>1. ROLL CALL: Scott MacLean (National President), Victor Mah (AB), Ken Cross (SK), Tim Ness (MB), Tamela Carroll (NB), Claudia Kurzac (BC), Michael Florian (NS), Paul Noseworthy (for Dion White, NF/Lab), Rob Bradbury (Past President), Judy de Grosbois (for Michael Duncan, ON), Debra Losito (Executive Assistant)</p> <p>2. APPROVAL OF AGENDA  Additions to agenda: Resolutions New Business 5w, Conference 2003 &amp; 2004 (x), Manulife &amp; Willis Canada (y),  <b>Motion to approve amended Agenda, moved by Tim Ness, second by Ken Cross. Call to Question. All in favor. Carried.</b></p> <p>2. APPROVAL OF MINUTES OF POST-CONFERENCE MEETING AUGUST 1, 2002: error on 6 (2) should be Kurzac not Kurzan.  <b>Motion to accept as amended, moved by Rob Bradbury, second by Ken Cross. All in favor. Carried.</b></p> <p>4. <u>BUSINESS ARISING</u>:</p> <p>a) Sabbatical Exchange/Twinning (Past President) – Nelson Fabian was wondering how much of the \$5000 we would like. Rob suggested that we could use all of it. Funding comes through NEHA. NEHA gets funding from NSF and UL. <b>Motion to approach UL to have NEHA administer money for the Sabbatical Exchange to CIPHI, moved by Rob Bradbury, second by Ken Cross. Discussion. All in favor. Carried.</b></p> <p>Twinning: Steen Fogde is willing to come to Canada to get this organized. VCHA (Vancouver Coastal Health Authority) and VIHA (Vancouver Island Health Authority) are interested in accommodating an individual who would work exchange. We fund return airfare. This is an opportunity for someone from Denmark. Hamilton ON is also interested in being involved in a ‘twinning’ arrangement. We should probably give a gift from CIPHI and from the host branch to the participants. Branch Presidents should contact employers to see who would be willing to host an individual. Claudia will check into liability coverage for the individual. Claudia to add a line/category to Excel spreadsheet for the twinning and assign \$3000 to it.</p> <p>Conference Twinning (Kurzac): Many organizations are offering this. They offer airfare and registration. Australia, UK (Chartered Institute). We should offer complementary registrations to NEHA, Chartered Institute and IFEH and to other organizations for our Conferences. Victor Mah will offer this and Scott MacLean will write a letter to go with it. Rob will draft criteria by December 15, 2002 and send out by e-mail for feedback. Branch Presidents will send list of employers interested in participating to Debra at the National office.</p> <p>a) Health Canada Contract (Past President/President) – Have provided a list of names of individuals who will review the modules. CIPHI needs to have names from each Branch for those who will review the modules too. Names</p>	<p style="text-align: center;"><b>Scott MacLean</b></p> <p style="text-align: center;"><b>Branch Presidents Claudia Kurzac</b></p> <p style="text-align: center;"><b>Victor Mah Scott MacLean Rob Bradbury Branch Presidents</b></p> <p style="text-align: center;"><b>Rob Bradbury</b></p>

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<p>to be sent to Scott to submit to Carla. Health Canada will display CIPHI's logo on their certificates. We need the modules and information to be forwarded through a location (Debra). Rob will send contract to Branch Presidents to see what type of commitments will be expected. It appears that the commitment will be to provide consultative services/comments on the modules. Health Canada should be able to provide CIPHI with \$15,000 - \$25,000 for reviews for 2003/2004. <b>Motion to send Carla Troy a complementary 2003 Fraternal membership along with a welcoming letter from Scott, moved by Rob Bradbury, second by Tim Ness. All in favor. Carried.</b></p> <p>a) Stanier Society Opinion Paper – Has been awarded to someone in Ontario. They are interested in offering this opportunity again. Judy will send this information to Debra to include in the E.H.R. and to forward to Mike LeBlanc.</p> <p>a) Bequests (Past President) – Has not had a response but will contact again. They (Leave a Legacy BC) encourage leaving a legacy to different organizations.</p> <p>a) Conference 2002 Update (President) – Looks like the final revenue will be \$50,000 plus. May be able to get \$8000 from Health Canada for abstracts from previous conferences. Send abstracts to Scott. He has abstracts from Conference 2000 (Vancouver). Victor could pursue funds for the 2003 conference. Heritage Canada could provide translations. Rob will contact them again. Scott would like to present a plaque to the Hotel for hosting the conference. Victor will look into this. Victor will send contracts for NSF, UL and PCO to Scott.</p> <p>a) Corporate Sponsorships (Mah, Past President) – Victor received feedback and implemented the changes. National will continue to negotiate with UL and NSF. Discussed idea of raising the registration fee to \$500. Concern over higher room costs and raising the registration fee for PEI conference. General feeling was that employers and members would be willing to pay the extra money. <b>Motion to increase registration fee to \$499, moved by Rob Bradbury, second by Claudia Kurzac.</b> Concern from Joe Bradley that their conference may not be possible with the elevated registration fees. Discussed finding possible options to assist NS Branch with extra costs (i.e. sponsors). <b>Question. All in favor. Carried.</b></p> <p>a) Food Conference Partnership (NSF) – October 2003 (President) – Scott has been trying to contact Suzie and Ron about this. Has talked with Harry from NSF and they would like numbers, projected costs or to know if we would like them to participate as a platinum sponsor instead (\$10,000). Harry needs to know soon! They (NSF) need to know that they will recover the costs. Judy will check into whether their branch is still interested in participating in this joint conference and get back to Scott. It was suggested that NSF should distribute all the materials rather than having them shipped through us.</p> <p>a) Professional Credentialing (Past President) – Meeting arranged for this week with Ann Thomas, Shawn Mitton (corresponding member of BC) and Rob Bradbury to discuss this. Rob will share information with the Executive via e-mail.</p> <p>a) Canadian Council of Grocery Distributors (Past President) – They are</p>	<p><b>Branch Presidents</b></p> <p><b>Scott MacLean</b> <b>Debra Losito</b></p> <p><b>Judy de Grosbois</b> <b>Debra Losito</b> <b>Mike LeBlanc</b></p> <p><b>Rob Bradbury</b></p> <p><b>Rob Bradbury</b> <b>Scott MacLean</b> <b>Victor Mah</b></p> <p><b>Debra Losito</b> <b>Conference 2003</b></p> <p><b>Judy de Grosbois</b> <b>Scott MacLean</b></p> <p><b>Rob Bradbury</b> <b>Rob Bradbury</b></p>
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AB (Victor) – Their workshop went well. Report is in E.H.R. **Motion to receive verbal report, moved by Victor Mah, second by Rob Bradbury. All in favor. Carried.**

BC (Claudia) – Awaiting information on college status. Dieticians have finally heard back. Nothing has been happening regarding the application. Attended a meeting for the Health Regulatory Board. Were very interested to hear about the BC Branch and where their application was at. Membership down this year. Should have nagged more of them. Membership will no longer go through the Branch first but directly through National. Looking at a 2-day workshop. **Motion to receive verbal report, moved by Claudia Kurzac, second by Ken Cross. All in favor. Carried.**

c) Financial Update (Kurzac) – Running a bit behind but have invoices for the branches for meeting expenses and insurance. Membership increases should help too. **Move acceptance of interim financial report, moved by Claudia Kurzac, second by Rob Bradbury. Discussion. All in favor. Carried.**

d) Payroll Deduction (Losito) – NS speaking with payroll department this week. ON will try to work out options to implement changes. Payroll department must deduct full amount before March 31<sup>st</sup> annually or the employees are not considered members in good standing until the total is received. With the dues increase this is the ideal time to have this straightened out. Fees can start to come off later in the previous year if necessary. If the full amount is not received in full by March 31<sup>st</sup> the members should not be receiving their E.H.R.s, Branch newsletters, discounts or other member benefits. This effects the Ontario Branch and Nova Scotia branch only. The other branches either do not offer payroll deduction or have the dues deducted late in the previous year and/or between January 1<sup>st</sup> - March 31<sup>st</sup> (BC).

e) Conference Accounting - Revenues & Expenses (Past President) – Brent was looking at how we were recording the revenue and expenses (i.e. Speakers, Banquets etc.) at the conferences. Claudia suggests that the conferences need to standardize this accounting procedure. Previous conferences will send templates to Scott so that we can have it set up for the accountant.

f) Membership Update (Losito) – passed out membership report of stats for 2002 and 2003. **Motion to create a list with name of members and province, to place on the website, moved by Victor Mah, second by Claudia Kurzac. Discussion. All in favor. Carried.**

g) BOC meeting update (Ness) – Tim read report. Do not have needs assessment from NS, NF, MB, and NB. Send it to [boc@ciphi.ca](mailto:boc@ciphi.ca) . **Motion to accept report as presented, moved by Tim Ness, second by Ken Cross.** Discussion about sending the Exam Coordinators to the BOC meetings and covering their costs. Felt once a year was probably enough and after the fall meeting was best. **All in favor. Carried.**

h) Past President Ad hoc Committee (Past President) – Previous committee was looking for a sponsor for the Alexander Officer Award. They did not

**Judy de Grosbois**  
**Michael Florian**

**Conference 1999**  
**Conference 2000**  
**Conference 2001**  
**Scott MacLean**

**Debra Losito**

**Michael Florian**  
**Scott MacLean**  
**Dion White**  
**Tim Ness**



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<p>website which Mike has now changed. Mike may need another webmasters meeting soon. Mike has had some problems with comments on the communications board. Mike will need to constantly monitor this. He deletes unruly/inappropriate comments and has an advisory notice on the top of the page. Debra to contact Mike to have <a href="mailto:boc@ciphi.ca">boc@ciphi.ca</a> added to front page on website and 'frequently asked questions' to the communications board. Debra will also be doing up a list of successful candidates to send to Mike to post and to Victor for the next conference.</p>	<p><b>Debra Losito</b> <b>Mike LeBlanc</b></p>
<p>Promotional Material - Ken suggests that we make stickers (quarter page) to promote the public health inspector profession, where the inspectors could place one on the restaurants or wherever they do inspections. These can be given to students, members, career fairs, car decals etc. Ken will look into costs. Perhaps these can be created in a smaller size.</p>	<p><b>Ken Cross</b></p>
<p>Booths – Victor looked into costs of a table top booth. Never received feedback from Suzie. Victor will discuss with Mike Duncan and share information with the Executive. Judy and Victor will send their pamphlets on “What is a Public Health Inspector?” to the Executive so that we can create a National pamphlet.</p>	<p><b>Victor Mah</b> <b>Mike Duncan</b> <b>Judy de Grosbois</b></p>
<p>p) IFEH (Past President) – Offered to host an IFEH meeting in Vancouver. Rob has not heard back from Diane Evans. Would not occur until 2004 as their meetings dates for 2003 have be firmed up. We would cover meeting room costs for them. Rob will get back to everyone on the Executive once he hears back. IFEH would like to know who chairs the Americas region since CIPHI is part of the Americas group. They would meet 1 – 4 times per year and generate a report at the May IFEH meeting. They could either meet locally, at a conference or in some other area (more costs involved). It would benefit CIPHI to have the meetings at our conferences.</p>	<p><b>Rob Bradbury</b></p>
<p><b>Motion to have Rob stay on as chair, moved by Ken Cross, second by Claudia Kurzac. All in favor. Carried.</b> Rob will submit a report to them for their May meeting. BC would like to host the IFEH board meeting and will contact Tourism Vancouver to see what could be arranged. Claudia will e-mail information to the Executive. The 8<sup>th</sup> World Conference for IFEH is in Durban, South Africa in February 2004.</p>	<p><b>Claudia Kurzac</b></p>
<p>q) Contract for Executive Assistant (Past President, Kurzac) - (Discussed earlier when Debra left room.)</p>	
<p>r) Crumbine Award (Past President, President) – Scott received correspondence and will write letter back to the committee that we will not be participating at this time.</p>	<p><b>Scott MacLean</b></p>
<p>s) PHI Technicians (Mah, President) – What is it that they are expecting these techs to do? Check sheet? Light bulb burned out? Check water samples? That is not a problem as a supplement to health inspectors. Rob suggests a letter to go to the MOH cautioning them about their use of techs. They do not provide the safety net that a public health inspector does. They put the public at risk. Potential for law suits. In New Brunswick the students are called techs. Feeling that CIPHI should take a stand on this. Joe will</p>	

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<p>check with Dr. Lamont Sweet to see when the next meeting for provincial MOH's will be and see if we can get this item on the agenda. Victor will draft a letter and send it to Scott. Scott will also send a letter to the Western Directors association. Victor will research developing a position paper on use of non-certified PHIs. Judy will send some information that their branch uses to Victor.</p> <p>t) Environmental Health Week (Mah) – First week in January would probably be the best. Feeling that it is simpler to just declare a Public Health Inspector week and publicize this through the branches, media, E.H.R. (missed the January issue), communications branches for the feds and the website. Victor and Tammy will work on a draft of suggestions on promotional material for the branches by December 15, 2002.</p> <p>u) Registration/Continuing Education (President) – There is some interest in pursuing National Registration through the federal government. It will cost approximately \$30,000 for the NB Branch so it is not reasonable but Nationally it might be a good idea. Scott will research what would be involved, along with Continuing Education possibilities.</p> <p>v) EHFC (President) – Teleconference meeting was in October 2002. Scott and Klaus need to discuss how the funds for the bursary will be administered. Committee consisted of Ken, Klaus, Tim, Michael and Scott. Ken is the representative. Rob will share guidelines/criteria that his employer has, to do with giving out bursaries as soon as possible. Scott will call Klaus and share information with Ken.</p> <p>w) Resolutions: Suggestion that we should put resolutions on the website. Debra to contact Tim Roark about Resolutions and have Mike add “Resolutions” to the side bar and resolutions to the website. Suggestion that we should allow 3 hours for the AGM so that the members have time for discussion. The AGM must precede the Awards luncheon. The information about the 3 hour meeting and timing of the meeting should be included in the Conference binder.</p> <p>x) Conference Updates:  - Conference 2004: Have booked with Delta Hotel for June 26<sup>th</sup> – June 30<sup>th</sup>, 2004. Joe read letter from Michael for seed money for the Conference.  <b>Motion to authorize payment of \$5000 seed money for Conference 2004, moved by Claudia Kurzac, second by Ken Cross. All in favor. Carried.</b>  - Conference 2005 update: Rob will do up a form for the Life member award and send it to Judy. The Branch should endorse this nomination.</p> <p>y) Manulife – Have had people contact them already. They were not able to participate in Conference 2002 but will likely participate in 2003.</p> <p>Affiliate membership – branches should encourage employers to become Affiliate members. Affiliate membership is \$250.00 (2003).</p> <p>Conference Registration form states that either CIPHI members or NEHA members may receive discounts - NEHA membership is for members who live outside Canada. Debra to add "outside Canada" under NEHA to form. There</p>	<p><b>Joe Bradley</b></p> <p><b>Scott MacLean</b>  <b>Victor Mah</b>  <b>Judy de Grosbois</b></p> <p><b>Victor Mah</b>  <b>Tammy Carroll</b></p> <p><b>Scott MacLean</b></p> <p><b>Rob Bradbury</b>  <b>Scott MacLean</b></p> <p><b>Debra Losito</b>  <b>Mike LeBlanc</b></p> <p><b>Claudia Kurzac</b></p> <p><b>Rob Bradbury</b></p> <p><b>Branch Presidents</b></p>
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