

**Canadian Institute of Public Health Inspectors  
National Executive Council Pre-Conference Meeting  
Sheraton Centre Hotel, Toronto, ON**

*Minutes*

**Saturday September 24 & Sunday September 25, 2005  
Meeting brought to order at 8:30am**

1. Joint NEC/BOC meeting, Kurzac/Thomas
  - Discussion on strategic planning, core competencies and resources;
  - Vision for National Executive Office for continuity;
  - Workshop for BOC examiners on Thursday at City Hall; Need secured and organized system for National bank of exam questions.
  - Discussion around BOC – Is there a need for provincial rep? Is corresponding membership enough? Need to clean up the list. Corresponding member must be an examiner, but can delegate; Need to see if there is support in each province and formalize what each position does. The support corresponding member will need to attend meetings to funnel information back.
  - Need pamphlet for CIPHI – include BOC in that – as material/resources at career fairs, conference, etc.
  
2. Roll Call - Claudia Kurzac (President), Joanne Lum for Steve Chong (BC Branch), Phi Phan (AB Branch), Ken Cross (SK Branch), Stéfane Gravelle (MB Branch), Tamela Carroll (NB Branch), Mike Duncan (ON Branch), Paul Noseworthy (NL Branch), Bruce Morrison (NS/PEI Branch), Scott MacLean (Past President)
  
3. Approval of Agenda – Motion to approve agenda. Moved by Ken, Seconded by Paul.
  - Amendments: (s) – should say article instead of letter;
  - Adds: (v) FPT Subcommittee on food handler education (Carroll); (w) French translator contract; (x) PHI technician issue
  - Updates: Mike provided correct e-mail address
  
4. Approval of Minutes of NEC Meeting March 4 & 5
  - **Motion to approve by Stéfane, Seconded by Ken. No changes.**
  
5. Business Arising
  - a) Core Competencies Project – status
    - Project is going well so far.
    - CIPHI and PHAC leading the project
      - R. Bradbury may be interested in leading the next Steering Committee meeting
    - Timelines are not concrete b/c it's a new project.

- Administrative support (Amber) for PHAC contract found in Claudia's office. She will work on work plan – look at strategic plan and the minutes, set timeline, and put on the chart and put a lead on it.
- Meeting tentatively scheduled in January with Health Protection managers (Nurses and EH) in Toronto and possible schools of Nursing and EPH.
- Stéfane – suggested having a presentation on CC project. Put Q&A on web.

b) CIPHI Power Point

- Victor circulated a copy; Phi gave 4 copies in cd form. Email copy distributed. Each branch can use and tailor to how they want to use it.
- Phi used it at Concordia recently and went well.
- Thanks to Victor for his work. Power Point project is complete.
- Mike – suggested giving credits to those involved putting together the ppt. Credits in the ppt are for the photos only.

c) Stanier Society – MSc program/fundraising, Kurzac/Duncan

- Follow-up to NEC meeting from March – concern with provision of CIPHI contacts/supporters to Stanier Society. Morris was disappointed, but understanding.
- What is NEC's thoughts on adding support?
- Duncan – benefit to our members to support Stanier Society. NEC should consider it and discuss further at post-conference. If NEC is in favor of regular contribution to project, we will have to budget for it. What are we going to donate, when and for how much?
- Phi – we should provide support for all program/masters in Env. Health, not necessarily to a small university in UK. Perhaps support it in other ways e.g. verbally, because members can receive bursaries through EH Foundation. Alberta, McMasters have master's program too.
- NEC has issue with supporting a specific program.
- Claudia to send letter indicating support for continuing education, but we have programs for members.

d) Data Management System, Kurzac

- Adam Grant to be project manager for NEC.
- PHAC interested in helping to develop Data Management System. Vision is to apply DMS on all PH fields. Need a proposal indicating goals, deliverables, etc. for PHAC.
- Want NEC to help draft proposal. 1 month timeline to discuss with Adam, make a draft and circulate for review.
- Volunteers: Phi and Stéfane. Claudia will give Phi a copy of the charter. Claudia will arrange a time for meeting with Adam.

e) CIPHI Human Resource Assessment, Kurzac

- Incomplete to date. We need two more quotes.
- In light of strategic plan direction, no need for this project.
- Executive Director for CIPHI now a priority. (this position will look after human resource needs of nat. office)
- Need estimates – Phi and Steve to look for quotes for management consultant.
- Time frame – January, 2006

f) Qatar Job Shadow, Kurzac

- One student in Vancouver (Sara) – first job shadow
- CIPHI will have to do more research if we do this again. There are cultural differences between the countries. Need to address possible safety concerns, dress attire, expectation, etc.

g) CIPHI Newsletter and Distribution, Kurzac

- Kudos to Victor for such a quality newsletter. Need to ensure corporates and affiliates are on distribution list.
- Some problems opening it –it will depend on what the Adobe grade is – upgrade Adobe if not working.
- Phi – need ½ page for advertising for EHP week

h) CIPHI Bannerlite displays, Kurzac

- We have the bannerlite display now.
- CIPHI one is with Claudia – contact her if you need it.
- Thanks to Victor again for the work.

6. New Business:

- a) President's Report- Move acceptance of report circulated by Claudia, Seconded by Ken. Claudia provided a verbal report.
- b) Immediate Past President Report – no report
- c) Branch President's Report:
  - i) NL Branch Report – Paul Noseworthy provided a verbal report. Paul moved acceptance of report circulated. Seconded by Bruce.
  - ii) NB Branch Report – Tammy Carroll provided verbal report. Tammy moved acceptance of report circulated. Seconded by Stefane. Tammy discussed issue of need for mileage increase.
  - iii) NS/PEI Report – Bruce Morrison's report not circulated. Bruce gave verbal report: Currently 61 members. Did strategic planning for the year. EHP week will be proclaimed in January 2006. Financially is good. Bruce moved report. Paul seconded.
  - iv) ON Branch Report - Mike moved report. Ken seconded. Mike gave verbal report.
  - v) MB Branch Report - Stéfane moved circulated report. Seconded by Tammy. Discussion: Stéfane is stepping down as President, but will still participate and be involved.

- vi) SK Branch Report – Cross move acceptance of circulated report. Seconded by Scott.
  - vii) AB Branch Report – Phi moved acceptance of circulated report. Seconded by Ken.
  - viii) BC Branch Report – Joanne move acceptance of circulated report by Steve Chong. Seconded by Stéfane.
- d) Board of Certification Report, Thomas
- Copy of annual report to be circulated at AGM
  - Regulation specifies clearly what has to be in report. Report also needs to indicate who is on the BOC Examiners list.
  - There are spelling errors in the report.
  - Suggested that the report be in the EHR annually, and to include the number of candidates who pass and fail. Recently there has been high numbers of appeals. Listed in report is what will be granted as appeals starting this October, to clarify the grounds for the right to appeal.
  - Need to see where students have done their practicums.
  - Thoughts on increasing cost to deter the number of appeals.
  - Database will require input from all directions. Changes to membership of BOC.
  - Renewed terms for Dr. Blatherwick. Pam Scharfe is the new representative for Ryerson.
  - Ann gave verbal report, report to be circulated. Discussion ensued re: foreign students.
  - Ann motioned to move receipt of report. Seconded by Ken.
- e) Committee reports:
- i) Nominations/Awards (Phi) – no reports – 4 nominations for 4 awards –
1. President’s Award: Rob Bradbury;
    - Phi to moved that Rob be recipient of President’s Awards for year 2004. Seconded by Stefane.
    - Rob is not present at conference, Claudia to be presented at Steering Committee.
  2. Alex Cross Award: Victor Mah;
    - Phi to moved that Victor be recipient of Alex Cross Award for year 2004. Seconded by Paul Noseworthy.
    - *Paul moved for motion to buy ticket for awards lunch and President’s Banquet ticket for Victor. Seconded by Mike.*
  3. CIPHI Alexander Officer Award: Saskatchewan West Nile Virus Program Coordinator (Phil). This award is for an organization, not person; re-write required.
    - Nomination for the West Nile Program (Sask Health). Ken to re-write.

- Motion deferred tomorrow for re-submission with different wording for SK Health Provincial Program.
- Phi motion that SK Health Provincial West Nile Virus Program receive the Alexander Officer Award. Seconded by Paul.

4. Life Member Award: Klaus Seeger (Ontario)

- Phi to move that Klaus Seeger be recipient of Life Member Award for 2004. Seconded by Mike.
- Motion to purchase President's Banquet ticket for Rhea Seeger (Klaus's wife) moved by Phi. Seconded by Tammy.

ii) Finance, Kurzac

- For Steve. Claudia moved report circulated by Steve Chong. Seconded by Ken.
- Hope accuracy of financial report will improve with new accountant. No discussion. All in favour.

iii) Budget – Claudia for Steve,

- Missing is the clerical assistance part for the expense. Claudia move acceptance of budget. Mike seconded. All in favour.

iv) Membership, Tammy

- Report moved by Tammy. Seconded by Bruce. Corporate numbers are lower. Membership needs to improve. All in favour. Carried.

v) Constitution and Bylaw

- Report moved by Paul. Seconded by Tammy.
- Discussion: Tim gave an analysis of resolutions and notices of motion.
- Resolutions: CPC; IFEH; Smoking
- Stéphane made a motion that code of ethics Notice of Motion be brought to AGM for members to vote. Seconded by Tammy. All in favour. Motion carried.
- If we can't change Notices of Motion (i.e. to proceed with Notice of Motion and see comments, or withdraw it and re-word it), we will have to withdraw it. We will have to move to withdraw it indicated at AGM.
- Decision made that Motion 2 and Motion 3 will not be withdrawn;
- Motion 4 – National Office must be either defined or a person; Motion 4 withdrawn.
- Motion 5 – no change;
- Motion 6 – wrong wording, withdrawn;

vi) Website (Duncan for LeBlanc)

- Mike Duncan moved acceptance of Mike LeBlanc's report. Seconded by Tammy.
- Questions should be forward to NEC – not Mike LeBlanc.

- vi) Advocacy (Gravelle)
- Motion to accept 5 page report. Mike seconded.
  - Three priorities listed were not consulted with anyone. Policy to be lead by Stefane or Claudia. Latest Position Statement in the Appendix.
- viii) Environmental Health Review, Losito
- Report in package, gave verbal update, positive year for EHR re: submissions.
  - Assistance from Stanier Society and documents submitted by them, and the regular submitters, including Tim Sly
  - Changed printers – now on glossy paper – reviews on that have been mixed, so provide feedback
  - Membership has increased, give coverage on core comp and core functions, review of challenges – cost of postage, extend contract until 2010 from NEC; UL and NSF support questionable because they are undergoing changes; Nick moved acceptance of report. Tammy seconded.
- ix) IFEH World Congress Update, Losito
- Nick gave verbal update.
  - Will be holding an initial meeting for volunteers of the committee.
  - Will have booth in Ireland to promote conference, so will send some committee members. Need slogan and logo for conference with early promotional materials. Need some sponsorship also, but hard to get commitment so far in advance.
  - World Congress to be held at Westin Bayshore.
  - Get sponsorship for the dinner and include in package (formal dinner).
  - Looking into doing technical visits offsite.
  - Move receipt of report moved by Nick, seconded by Ken.
- x) Historian – no report
- Note from Tim Roark that he hadn't had much time to work more on this to date.
- xi) Environmental Health Foundation of Canada, Duncan Ellison
- Structured for 3 awards annually: Len Hiebert Award (100 dollars) for inspiring students; Continuing Education Award (500 dollars); and, Lillian Anne Zaharia Award – criteria haven't been established yet as it was just created.
  - BC and Alberta Branches have contributed generous to the foundation. Request the rest to support also. Financially still have surplus, but there has been a drop in donations. Goal is to self- sustain.
  - Proposal submitted to HC for contracted work such as water borne illness.
  - Duncan moved acceptance of report. Seconded by Ken.

- Stéfane questioned if the award for students from First Nations background is still there. Funding hasn't been found for it. Website is out of date. Ken confirmed that the award for First Nation is still listed under 'Awards' on the website. All in favour. Motion carried.

xii) CIPHI AEC 2004, Morrison

- Bruce Morrison moved acceptance of report. Seconded by Bruce.
- AEC 2004 it was successful. Made a good profit, good experience.

xiii) CIPHI AEC 2005, Shaw

- Suzanne Shaw – gave brief verbal report. Coming along well.

xiv) CIPHI AEC 2006, Cross

- Ken move acceptance of report. Seconded by Stéfane.
- Thanks for the help of everyone. Will work with Suzie to see how budgeting works. Should get budget in advance to NEC.
- Claudia to provide a sample budget to Ken. To start NEC/CIPHI AEC conference calls with this committee soon.

xv) CIPHI AEC 2007, Lum

- Move receipt of verbal report by Joanne. Seconded by Ken.
- 2007 AEC in Kelowna, BC May or June.

xvi) Resolutions

- Bruce and Paul to be on the Resolutions Committee.
- Tell those who may have any resolutions to drop them off at registration booth by noon.
- See Nick for membership list.

f) CIPHI AEC Bids (2008, 2009, 2011)

- Phi bid for Alberta (Calgary) for 2009
- Tentatively, Tammy bid for Moncton (NB) for 2011
- 2008 (tentatively Halifax, NS) – Bruce
- Process (Phi) – suggests 3-4 years bid in advance for conference preparation, budget, recruiting of committee, etc. Phi to draft proposal for next NEC. Formalize process with form, infrastructure, support of what, proposed budget, etc.
- Need to see how viable it is to hold the conference by each province. A quick tick sheet at front of conference manual for goal setting purposes, protocol of what is required (e.g. head table at banquet, room for president, etc – need to formalize this part)
- Need to revive the Conference Committee. Bruce to help lead (or delegate). Talk to Suzie to get committee together. Phi to look into a draft for hosting venue etc.

- g) Trademarking, Tammy
- Register under each name or trademark is 250 dollars, additional fee for processing and a fee every few years to maintain it. The initials can be trademarked.
  - Timeframe – October 15, 2005.
  - Tammy and Mike to discuss. Tammy to get quotes from agents (3), Mike (2).
  - To trademark the French version too.
- h) Awards procedures/process, Phi
- Terms of reference reviewed.
  - Missing award criteria for Honorary Member
  - So far 6 nomination forms within protocol – suggested to compile into 1 application and tick off which award and fill in the applicable parts – form reformatted. Reformatted Terms of references.
  - Honorary Member Award – changed heading (originally Philosophy/objectives redundant – changed to ‘Criteria’). Objective is to put in nomination.
  - 5 main headings – want to carry to all other wards. Dropping Branch ratification with exception to the Honorary Member Award.
  - How to evaluate these: based on completeness or technicality? Need an indicator as to how to evaluate nomination – awards committee to decide.
  - Submission requirement – based on completion of narrative. There is a document history for reference.
  - To revise all other awards criteria format and to circulate for review by NEC.
  - Deadline given on forms should be consistent – approx 30 days deadline.
  - Nominations must be done earlier (reminder in newsletters). Less than 30 days is at the discretion of the committee.
  - Requirement of photo for awards to put in a pamphlet to distribute at awards luncheon – need a standard format.
  - Deadline for draft – November 30, 2005.
- i) EPH Week 2006 (Phi/All)
- EPH week posters printed. Victor will be bringing them.
  - Put any correspondence and letters together and sending it to Branches—they just have to change the contacts in the letter. Need message to portray the vision statement – for media.
  - MOHs should also get on board and proclaim within their own health regions.
  - Materials will be available soon.
  - Phi to send City of Calgary Proclamation to NEC members.
- j) CIPHI pamphlet (Kurzac)
- Folders are good, but expensive. Use them judiciously.
  - CIPHI Pamphlet would be more cost effective/usable is also needed.
  - Next step to folders is the ppt. graphics that should be kept consistent and vibrant.



- Joanne suggested to provide a book mark with the pamphlets. The book marks can brand the mission statement and website information.
  - Stefane, Phi and Jo to work on pamphlets, ppt and folders. Folders are priority.
- k) IFEH Council Meeting – Vancouver 2005
- October, 16 council members attending mostly from UK, some from NZ, Australia and S Africa.
  - Take council members to tour Vancouver, Bayshore for dinner, where we will host 2010 conference
  - Purpose: Have council members take it back to their committee to promote us.
  - Nick and Claudia will be reps for CIPHI, third rep is Scott. Steve can be present.
  - VCH taking up cost for coffee, meeting rooms; CIPHI to pick up cost for dinner.
  - Looking for policy statement from CIPHI to adopt. Claudia needs ideas to get it done.
- l) IFEH Council Meeting and World Congress – Dublin 2006 (Kurzac)
- CIPHI's level of involvement is to be a member and be involved.
  - PHAC is involved – internationally promoting skills enhancement – online learning beyond our borders. We need to be players on an international level.
  - CIPHI support of IFEH is important –host the conference, be a player. IFEH was impressed that Canada CIPHI and BC Branch would be interested in hosting a world congress.
  - Speak with Joan to be an affiliate PHAC member. World Congress in Dublin next June. Need to know if CIPHI is sending anyone to that – brought to table to discuss. Approximate cost of \$3,000.00 per person. Budget information required prior to approving. This will be done through email.
- m) CPHA Conference Presentation (Kurzac)
- Joint presentation at CPHA on core competencies (disciplines section, along with community health nurses and public health epis.) Lots of conference calls, submitting items through portal, very well received and attended. Positive experience.
  - Focus on collaboration interdisciplinary, inter-profession, core competency. CIPHI was well received. Speakers mentioned CIPHI, as leaders for core competency.
  - Carla got an award at luncheon, CIPHI one of the nominators. Program available for review.
- n) CPHA Awards Lunch (Kurzac) – Carla troy got award.
- CPHA uses a program with all of the award recipients. Nice touch, CIPHI should consider doing this.

- o) EPH track at Future CPHA conferences (Kurzac)
  - Need to have presence to provide more depth to conference attendees.
  - CPHA is a huge event – very well organized.
  - To organize a track – you only organize the topics and speakers and CPHA does the rest. Ask if BC Branch can have a look at it. Claudia will talk to Joanne/Steve about it.
  
- p) CHNAC AGM, Kurzac
  - Meeting in Ottawa last week. Claudia was made very welcome. Joan was present to introduce.
  - Discussed contracting from Board Members to do some work, posting vacancies/postings on website – they appreciated Claudia’s feedback.
  - Joan may be present at our AGM.
  
- q) Report on the review of continuing competence programs, Kurzac
  - For the steering committee and working group to review. Comments to be forwarded to one of the working group members or to Claudia.
  - Stéfane to work with CHNAC nurse (Joan and Claire) on article joint between CIPHI and CHNAC.
  
- r) CIPHI Legal opinion, Mike
  - Bylaw and Constitution re: authority to do changes to implement ongoing professional competency program.
  - Proposal for taking control of credentials. – must amend current BOC function; have mandatory membership.
  - What extent do we want re: legal opinion and do we provide copies; does current Constitution and Bylaws permit us to make changes.
  - Can’t get legal opinion until proposal made up re: resolution.
  
- s) Joint CIPHI/CHNAC article on Environmental Health & Nursing article, Stéfane
  - to work with CHNAC nurse (Joan and Claire) on joint article between CIPHI and CHNAC
  
- t) Funding for Steering Committee meeting and Retirees Meeting, Kurzac
  - PHAC funding Retirees Meeting
  - CIPHI funds for steering committee (coffee/lunch for 20 people). CIPHI will pay for coffee and lunch since PHAC is covering their expense for transit, stay.
  - Comments to be addressed to Claudia.
  - **Motion for CIPHI to approve refreshments and meeting room for retiree meeting on September 28, 2005 Sheraton center Hotel moved by Bruce. Seconded Tammy.**
  - **Motion to fund nutrition and lunch break for Steering Committee on November 17, 18 moved by Bruce. Seconded by Ken.**

u) AGM Preparation

- Move acceptance of reports. Scott to move Claudia's report.
- Collection of proxies required. Paul and Ken are collecting – all proxies to be in by noon to the registration desk.
- Need a Parliamentarian.
- Mike will get two Scrutineers and Sargeant-at-Arms.
- Jo to take minutes.

v) FPT Subcommittee on Food Handler Education, Tammy

- Teleconference 1x per month – we must be represented strongly as it is national. It is dominated by grocery association and restaurant association. To establish national standards for food handlers, we need to know how it will be audited.

w) French Translator, Stéfane

- Stéfane to give Claudia a copy of contract for French translator
- Stéfane willing to stay on as main contact for this.

x) PHI Technician Issue, Stéfane

- Need to consider the technician issue to have a graduated system to list their duties so the employer has a guideline and be able to give them a status to continue on.
- This must be managed properly, and will be better with the core competencies.
- Motion to move this issue until Thursday's post conference meeting by Mike. Seconded by Phi.

❖ Motion to adjourn moved by Bruce. 4:15pm. - Saturday

❖ Motion to adjourn moved by Phi. - Sunday