
Canadian Institute of Public Health Inspectors (Alberta Branch)

Minutes

Annual General Meeting

March 23, 2002

Members Present: Sarah Hoffman, Terry Scott, Phi Phan, Tony Thepsouvanh, Dan Richen*, Gwen Elliott, Marilyn Dahlgren, Dave Crowe, Keith Lee*, Neil Williams, Norman Kruesel, Victor Mah*, Nicole Obert, Candace Fraser, Peer Mikkelsen, Kara Bascom, Jennifer May-Hadford, Norm Carlson, Simon Sihota, Merry Turtiak* (* denotes Executive Member)

10:00 a.m. – 10:30 a.m.: No quorum

10:30 a.m. – 12:30 p.m.: Quorum reached. All motions conducted at this time.

1.0 Call to Order: 10:30 a.m.

2.0 In Memoriam

No names submitted

3.0 Adoption of the Agenda

3.1 Additions to the Agenda

9.6 Location of the Annual General Meeting

3.2 Adoption of the Agenda

Past President Dan Richen moved acceptance of the agenda. Treasurer Keith Lee seconded.
Motion Carried.

4.0 Adoption of the Minutes of the Previous Meeting: October 4, 2001

Marilyn Dahlgren moved adoption of the October 4, 2001 meeting minutes. Jennifer May-Hadford seconded. Motion Carried.

5.0 Business Arising

5.1 National Education Conference 2003 Update

Please refer to the Continuing Education Report. Theme of the conference of is: **Safe Water, Safe Air, Safe Environment** and a poster has been created from the "Blue Book". On the national website is a call for abstracts and the website

5.2 Website Clearinghouse Update

Please refer to the Communications Committee Report. The Council of Managers supports the use of the Branch website as an electronic clearinghouse and RHAs are encouraged to start forwarding documents to our webmaster, Dan Richen, so they can be converted and placed on the website. This will be very advantageous to the RHAs as some are no longer able to post their information on the RHAs home website due to lack of support or space from IT departments. To allow some copyright protection, pdf format will be used for viewing and printing versus html.

5.3 Constitution & By-law Update

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Please refer to the Secretary's Report. As indicated, the Branch has not filed any bylaw changes since 1988, and a review from that date must be undertaken. If any member has a copy of the bylaws from that date, please forward them to the Branch Secretary.

6.0 Executive Reports

6.1 President: President Victor Mah moved acceptance. Kara Bascom seconded. Motion Carried

6.2 Vice President – no report

6.3 Treasurer: Treasurer Lee moved acceptance. Terry Scott seconded. Motion Carried.

Members are encouraged to contact the Branch Treasurer if they have any questions or suggestions on how to better manage Branch Funds.

6.4 Secretary: Secretary Merry Turtiak moved acceptance. Terry Scott seconded. Motion Carried.

7.0 Zone Reports

7.1 Arctic: President Mah moved acceptance. Jennifer May-Hadford seconded. Motion Carried.

7.2 Northern: Gwen Elliott moved acceptance. Kara Bascom seconded. Motion Carried.

7.3 Capital: Kara Bascom moved acceptance. Calgary Zone Councillor Norm Carlson seconded. Motion Carried.

7.4 Central: Past President Richen moved acceptance. Jennifer May-Hadford seconded. Motion Carried.

7.5 Calgary: Councillor Carlson moved acceptance. David Crowe seconded. Motion Carried.

Discussion: Question regarding the IAQ Manual and Workshop Initiative and the request for funding from other stakeholders including NSF, USEPA, Alberta Health & Wellness. The Calgary region does have concerns about the slant stakeholders may wish to place on the manual, as the goal is to be more Alberta focus than National. As indicated in the report, the Calgary Zone is requesting assistance from the Branch.

Motion: Treasurer Lee moves that the membership approve funding towards the continued development of an IAQ Manual & Workshop, up to a maximum of \$10,000, based on proposals submitted by Norm Carlson of the Calgary Health Region, and the Executive's consideration and approval. Jennifer May-Hadford seconded.

Discussion highlights:

?? Ownership of the document: Ownership of the document remains with the Calgary Health Region, not the AB Branch, who have asked for support not for the document to be taken over.

?? Alberta Health & Wellness has been approached but no commitment has been made and there is an urgency to complete the document as the writer is on staff with Calgary Health Region. To date approximately \$35,000 has been invested with an additional \$25,000 still needed to complete the project.

?? Concerns were raised about the majority of the funds being spent on wages and would prefer the money to be spent towards materials and production of the document.

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?? AB Branch would like to recoup its investments and a variety of means were discussed including profit sharing of a workshop and selling of the manual. These items will be discussed after completion of the manual.

Vote: 12 agreed. 1 opposed: Peer Mikkelsen. Motion Carried.

Action: Councillor Carlson will submit a proposal to the Executive in order to solicit funds for completing the IAQ Manual.

7.6 Southern: Treasurer Lee moved acceptance. Neil Williams seconded. Motion carried.

8.0 Committee Reports

8.1 Communication: President Mah moved acceptance. Treasurer Lee seconded. Motion carried.

8.2 Board of Certification: Peer Mikkelsen moved acceptance. Jennifer May-Hadford seconded.

Discussion:

?? Many questions were asked surrounding the length of the reports with sufficient opportunity to address the public health issue, as that may not be possible in 7-10 pages.

?? Concerns about no reporting back to students who have failed reports as to where errors are made and what needs to be improved upon.

?? Form G: As RHA are concerned that the student's report is a reflection of the RHA, this recently added form was created to limit the known rewriting of the reports.

8.3 Membership: President Mah moved acceptance. Tony Thepsouvanh seconded. Motion Carried.

8.4 Social: Verbal report was given. Reminder to the membership of Jubilations Dinner Theatre event in Edmonton and possibly in Calgary.

8.5 Continuing Education (Fall Workshop): President Mah moved acceptance. Kara Bascom seconded. Motion Carried.

8.6 Issues: President Mah moved acceptance. Treasurer Lee seconded. Motion Carried.

8.7 Concordia Advisory – no report submitted since this committee has not meet since the Fall General Meeting.

8.8 Council of Manager Environmental Health – no report submitted since this committee has not meet since the Fall General Meeting.

9.0 New Business

9.1 Dave Davis Award

Dave Davis Award is golf tournament plaque given to the person with the local net score, gross score minus handicap. The plaque itself may have last been given to an award recipient in 1996. If any one has information about the award please contact the Branch President or Secretary.

Action: Branch Secretary to email the general membership to try to find the Dave Davis Plaque.

9.2 Alberta Branch Membership Dues Increase

Canadian Institute of Public Health Inspectors (Alberta Branch)

Background: Our current dues are \$115 where \$65 goes to National and \$50, which is known as the Association Assessment, is returned to the Alberta Branch.

Proposal: The National Executive is proposing to increase their portion of the dues from \$65 to either \$70 or \$75 and this will be voted on at the Annual General Meeting in Fredericton.

The Bylaws indicate that in order to change the amount of Association Assessment, a motion would need to be made from the general membership. Without a motion, the dues will automatically increase as our Association Assessment is set at \$50. No motion was made to change the Association Assessment.

The members are encouraged to either attend the National Annual General Meeting or to send their proxies regarding this matter.

9.3 Alberta Branch President's Outstanding Achievement Award Presentation

The award was presented for the first time to Ms. Candace Fraser for the 2001 Academic Year. Congratulations Candace!

9.4 Confirmation of Committee Chairpersons & Members

The following individuals have volunteered to participate or act as Branch Representative on the listed committees.

- ?? Communications:
 - o Website: Dan Richen
 - o Newsletter: Phi Phan
- ?? Board of Certification:
 - o Corresponding Branch Member: Peer Mikkelsen
- ?? Membership: Tony Thepsouvanh
- ?? Social:
 - o Golf Tournament: Dan Richen
- ?? Continuing Education:
 - o Fall Workshop: Shauna Dimock & Edwina Kordyback
- ?? Issues: Kara Bascom
- ?? Concordia Advisory: AB Branch President
- ?? Council of Managers: AB Branch President
- ?? Finance: AB Treasurer
- ?? Bylaw: Past President & AB Secretary

9.5 Confirmation of Zone Councillors

The following persons were confirmed as Zone Councillors:

- o Southern Zone: Phi Phan
- o Calgary: Simon Sihota
- o Central: Jay Jorgenson will continue until new councillor selected

Canadian Institute of Public Health Inspectors (Alberta Branch)

- Capital: Kara Bascom
- Northern: Heather Wagner
- Arctic: Rhian Harrison

9.5 Association Executive Elections – President, Vice-President, Treasurer & Secretary

- President: - Victor Mah
- Vice President: - David Crowe
- Treasurer: Keith Lee
- Secretary: Merry Turtiak

9.6 Location of the Annual General Meeting

Marilyn Dahlgren has concerns about the difficulty of reaching quorum when meetings are held in the South and should be more centrally located to equalize the distance various PHIs must travel to attend meetings. In addition, a concern was also raised with the Fall General Meeting being held on a Thursday afternoon where some members cannot attend due to distance or work commitments.

A general consensus was to try to tie the meeting of the Branch to another activity, either social or educational. Also other avenues will be explored to try and include members not able to travel the distance such as telehealth or teleconferencing.

10.0 Adjournment: 12: 30 pm.

Canadian Institute of Public Health Inspectors (Alberta Branch)

President's Report

Annual General Meeting - March 23, 2002

Highlights of the activities of the National Executive Council (NEC) and the Branch Executive since my last report to the membership on October 4, 2001 is as follows:

POS Terminal

Previously, CIPHI only took VISA the manual processing, paperwork, and depositing became vary time consuming. The NEC has purchased Point of Sale (POS)Terminal. This terminal will allow for almost instant authorization of the credit card charges, rapid processing of the transaction and direct deposit into CIPHI's Royal Bank account. With the POS terminal CIPHI can now process either Visa, MasterCard or debit cards.

Sabbatical Exchange

The sabbatical exchange will take place between a CIPHI member and a NEHA member (one of the many reasons why you should be a member!). This is a 2 week all expenses paid exchange is sponsored by UL & NSF. Further details can be obtained at <http://www.ciphi.ca/sabbatical.htm> .

Jubilations Dinner Theatre

The Alberta Branch has set up two opportunities (Edmonton & Calgary) for members to attend the theatre production of "Company of Three". This is sure to offer you an enjoyable evening fill with good food, great entertainment, and good company! Checkout our website at: <http://www.ciphi.ab.ca/jubilations.pdf> for further details.

69th Annual Education Conference

The CIPHI Conference 2003 Committee has begun to kick things into high gear. The theme of the conference will be *Environmental Determinants ... From Public to Environmental Health*. The committee has chosen the conference date to be June 23 – 25, 2003 at West Edmonton Mall. Check out our ad at: <http://www.ciphi.ca/pdf/conf2003.pdf> and call for abstracts at: <http://www.ciphi.ca/pdf/2003abstracts.pdf> . Mark these dates in your calendar and plan to attend!

At the time of writing this report, there shall be only 9 days left while I continue to occupy the office of the President of the Alberta Branch. What a busy 2 years it has certainly been for the entire executive. I wish to thank the membership for supporting the Executive and the activities of the Branch. The Branch is always here to serve the membership and I look forward to seeing everyone in Calgary at the Annual General Meeting.

Respectfully submitted,
Victor Mah
President, Alberta Branch



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Canadian Institute of Public Health Inspectors (Alberta Branch)

Secretary's Report Annual General Meeting – March 23, 2002

The past two years have certainly passed in a blur, where does the time go. But it has been a nice challenge and I pleased to say the Secretary's books are in very good order. Since the Fall General Meeting, we have purchased a new seal and updated the terms of reference for the majority of the Executive Board and Committees, providing direction for our new incoming Executive and Committee Chairpersons.

As the membership is aware we have been updating the Bylaws & Constitution over the past year. Unfortunately, earlier this month I received notice from Alberta Government Services that we have not filed a bylaw update since 1988. Therefore, we need to review what are bylaws were at that time and update them accordingly. The second issue surrounds the Constitution, which cannot be part of our bylaws and needs to be separated from the document. Hopefully by the Fall General Meeting we will be able to finally put this matter to rest.

It certainly has been a pleasure to serve on the Executive of the Alberta Branch for the past two years and I wish to thank all those involved for their support and hard work. I encourage all members to get involved with our organization, as we are only as strong as those who support us.

Respectfully submitted,
Merry Turtiak, CPHI(C)
Secretary, Alberta Branch



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Canadian Institute of Public Health Inspectors (Alberta Branch)

March 15, 2002

Canadian Institute of Public Health Inspectors -- Alberta Branch
Attn: Mr. Keith Lee, Treasurer
Box 1674
Drumheller, AB T0J 0Y0

Mr. Lee:

RE: **Audit of Financial Records for Alberta Branch - CIPHI**
September 01, 2000 to August 31, 2001

A complete verification of the financial records for the noted time period found no missing receipts, errors in entry, or other irregularities that could not be satisfactorily documented and explained. All monies appear to be accounted for at this time.

One item identified during the audit is the deposit ledger entries for thermometer sales. Deposit details could be itemized in the ledger to match the actual deposit entries, and therefore note each individual purchase rather than a single group deposit. This practice would act as a check and balance for data entry accuracy.

The organization of the records is transparent and meticulous. Mr. Lee should be congratulated on the detailed precision given to this duty.

This letter is thus submitted for CIPHI - Alberta Branch membership and executive review.

Respectfully submitted,
Philip Callbeck
Jay Jorgensen
Members in Good Standing

Canadian Institute of Public Health Inspectors (Alberta Branch)

Southern Zone Report Annual General Meeting – March 23, 2002

Chinook

We have approached Court of Appeals after being temporarily defeated in Court of Queen's Bench regarding closure of a road. We are hopeful that Mr. Murphy will be successful here. We have been very active in trying to understand the emergency preparedness of our municipalities when the pandemic hits. Our staffing is the same with the hire of Phi Phan late summer.

Palliser

We are hosting a southern zone infoshare on April 18, 2002 in Brooks where we have bioterrorism experts from Suffield giving us a short presentation and other topics include ILO's, Cryptosporidium and much much more. A new employee, Subhendra Dharampaul has been hired to replace Dave Crow in Medicine Hat.

Health Authority 5

No staffing or regional changes known.

Headwaters

All is well.

This will be my last bit of correspondence to the institute as Southern Zone Councillor. I am canvassing the membership in the south for a replacement and should have one for the AGM to approve.

Respectfully submitted,
David Brown, CPHI(C)
Southern Zone Councillor



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Canadian Institute of Public Health Inspectors (Alberta Branch)

Calgary Zone Report Annual General Meeting - March 23, 2002

The zone had a meeting on March 18.

Issues arose regarding the dues increase and membership numbers in the Calgary Zone. Members want to pursue required membership and a payroll deduction for any dues not covered by the employer.

A new candidate for Zone councillor has been found, Simon Sihota, and his name is put forward as a nominee.

An IAQ Manual and Workshop Initiative of the Calgary Health Region is in need of a cash infusion of about \$25,000 and the Institute is invited to become a partner.

Tentative arrangements have been made to host a social night at JUBILATIONS THEATRE in Calgary on September 14, 2002.

The zone councillor participated in all activities of the Executive and in the Edmonton Air Quality Workshop and provided editorial services on some of the Terms of Reference re-writes.

I move acceptance of the Calgary Zone Report.

Respectfully submitted,
Norm Carlson
Calgary Zone Councillor

Canadian Institute of Public Health Inspectors (Alberta Branch)

Central Zone Report

Annual General Meeting – March 23, 2002

ASPEN: The region is undergoing Accreditation again, with all programs being involved. The first draft of Aspen's Pandemic Influenza plan of action has been submitted to Alberta Health; the plan is incomplete at this point due to lack of response/interest from municipalities involved. Educational courses are now in full swing, with Food Safe, Swimming Pool Operations, and Meat Handling courses as topics over the next few months. Course costs have increased to \$75 for each; the public response to the Meat Handling course has been slow to date. A home-study food-handling course is available now through the region.

A large chain-type gas bar was found to have built a new store selling the usual convenience-type items (nachos, slush, etc.), from a blueprint containing only one single-compartment sink for cleaning up. The chain was advised of a minimum double-sink requirement, and other health authorities that the stores were being built in were advised of this. On another note, Aspen was successful in its last court challenge (housing-related), in laying charges and recovering costs. However, to date, only the owner has paid up, and most of the money received has been used in trying to track down the delinquent tenant.

Ms. Susanna Ma left the Barrhead/Westlock offices to accept an inspector position with WestView; she started working there at the beginning of March. The Westlock position is still vacant, yet still busy. And to top it off, more cuts just keep coming in Aspen... primal cuts this time, however. Two large hog slaughtering operations have been approved for both the Barrhead and Morinville areas, much to the delight of the Health Protection Program.

CROSSROADS: No news is good news it seems, when it comes to Crossroads Health Authority. The Environmental Health program is busy with routine work. Ms. Kelly Kennedy is working in the Drayton Valley office, and the region hopes to fill the vacancy in Wetaskiwin soon, with Mr. Stephen Parker leaving that position to work for Alberta Health & Wellness in Edmonton.

DAVID THOMPSON: The region is also in the Accreditation process. Educational courses are keeping inspectors busy these days, with Food Safe and the Meat Handling Course being offered, and in some cases, offered in conjunction with Alberta Agriculture, and Olds College. It is estimated that around 300 people per year are receiving training in Food Safe in the David Thompson Region alone these days. With this increased quantity of education, inspectors are trying to correlate how long the training actually contributes to safe food handling in the workplace. The food inspection team is able to get into facilities more frequently (on average, 1.5 inspections of a facility per year), and have found there is a high compliance rating (80%+) on re-inspection with the fixing of deficiencies listed on the first inspection.

A Public Health Appeal Board hearing, filed by a restaurant that was ordered to close, was narrowly averted as the facility came around to meet health requirements to operate. Food Safe education was a condition, and

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the Region was able to host a course where the operator was able to attend. The region is compiling a costs-associated evaluation of a Salmonella outbreak involving a petting zoo in August 2001 that had 23 persons requiring hospitalization. On the same topic of assessment and evaluation, some local oil & gas companies have developed some health hazard assessment tools for oilfield activities, and Mr. Quentin Schatz recently presented, at the local board level, a recreational water quality survey of some of the tourist-related areas in David Thompson. The region is finding some difficulty with the City of Red Deer in its reporting of building or occupancy permits – inspectors are made aware of newly-built buildings, but not fully notified of places that have usage changes (for instance, a restaurant in a building previously used as a furniture store).

EAST CENTRAL: The Environmental Health team is in the process of aligning its work plan with “The Blue Book”, published back in October 2001 by the Council of Managers – Environmental Health (Alberta). This task will take much effort, with the present focus being on inspecting all food service establishments by April 2002, and using those statistics as a baseline for risk determination. The region hopes that all other aspects for East Central, as listed in “The Blue Book”, will be in line by December 2002.

LAKELAND: The Environmental Health program is busy with routine work. Mr. Douglas Watters is now working in the Vegreville office, having started there this month, filling a vacancy left when Ms. Kara Bascom left for Capital Health. Douglas is a Concordia graduate, and also recently completed his Masters of Science in Food Microbiology, from the University of Alberta. On another note, Ms. Lois Wiberg’s husband has been promoted to chief crown prosecutor, and will likely be leaving Vegreville for Edmonton soon. When that happens, more movement may take place in the Environmental Health program – a common occurrence for many Health Authorities these days.

WESTVIEW: The Environmental Health team strives to meet the operational standards set in “The Blue Book”, and to coordinate these efforts with the consulting report they received in May 2001 from Environmental Health Outsourcing Ltd. A strategic plan is being developed to do so, with a review of this program implementation to take place in 3 years.

Ms. Susanna Ma is now working in the Devon office as of March 1, with a new building and office space to enjoy. An additional inspector position was opened up in Stony Plain, and the region is in the process of recruiting for it. These two positions should help the existing inspectors in Stony Plain in keeping up with the massive development and multiplication of food service facilities in the Spruce Grove and Stony Plain areas. Aside from this, the region was successful this past winter in its prosecution of the owners of two apartment complexes in Devon; total fines of \$40,200 were handed to the owners for failing to obey both Executive Officer’s and Court Orders. Interestingly enough, the defendants argued that they had recently put in over \$130,000 of renovations into the buildings – this argument seemingly increased the prosecution’s case against them.



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Canadian Institute of Public Health Inspectors (Alberta Branch)

As of this printing, a new Central Zone Councillor has not yet been chosen by the Zone Members. When someone steps forward, I will gladly pass on any information (and papers, lots of them) I have acquired during my term, to hopefully ease the transition. I want to thank the Alberta Branch and Executive for the opportunity to have been involved in CIPHI Alberta Branch activities over the last two years.

Respectfully submitted,
Jay Jorgensen
Central Zone Councillor

Canadian Institute of Public Health Inspectors (Alberta Branch)

Capital Zone Report Annual General Meeting – March 23, 2002

It has been a busy six months in Capital Zone. There were a total of 372 Orders written by our busy workers. There were six prosecutions successfully completed. There are still four cases currently awaiting trial. Three Court of Queen's Bench Orders applied for were granted by the court. This included the removal of a tenant with undiagnosed Diogenes syndrome from her filthy, mouse infested, garbage-strewn suite, a judgment allowing entry of a health inspector into a rental accommodation that the owner was claiming as a private dwelling.

Kara Bascom is taking the place of Pamela Wagner who is still on Maternity leave after giving birth to a cute baby girl Brook Ava Mackenzie. Other new people to the world include Karen and Steve Probert's baby boy, Bradley David. He was born the evening of March 4 and weighed in at a whopping 9lbs 13oz, and was 22 inches tall. Mom and baby are both doing well. Dwayne Cherlenko and his wife had a child; all are doing well there. Rick Leyland was seconded to work on the suspicious package protocol and bio-terrorism intervention as a result of Anthrax packages in the US. He has now returned to normal duties.

Bob Booth is currently on sick leave; no return date has been provided. Karen Hislop was on sick leave for three months. She had resigned from being zone councillor and Glenn Jenkins assumed responsibility in the interim. Karen Hislop has returned to partial duties. Kara Bascom has stepped forward to represent Capital Zone for the next term. Lance Honish, Nyall Hislop and Ingrid Zazuluk are all continuing to work on their courses to further their education and professional development.

Time spent at work was increased from 7 hours a day to 7 and $\frac{3}{4}$ hours per day for all capital health authority employees. This was intended to create even work shifts for all employees. For those of us who were not part of a 24 hours workday it was associated with a corresponding increase in workload.

There has been a startling trend noted in the built environment division (dealing with housing and rental accommodations). Since January three commercial businesses have been found converted to rental accommodations. All three were condemned once they were brought to the attention of the CHA and inspected.

Employees of Capital Health are entering into negotiations with the employer for the next collective agreement. Wish us luck (we will need it).

FYI. The InfoShare for April is on the second Tuesday of the month (April 9).

Respectfully submitted,
Karen Hislop and Glenn Jenkins

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Northern Zone Report Annual General Meeting - March 23, 2002

Once again, the Northern Zone has been humming with activity with pandemic influenza emergency plans, Meat Facility Standards and work camps. All areas within the Zone have also begun looking into program changes to reflect Blue Book issues. A new Northern Zone Councillor has agreed to fill the empty position left by Raymond DeSmit and hopes to serve the membership well.

Northwestern: There is still a second position to filled based out of High Level. Stan Sherman and Bill Irwin are helping out on a contractual basis. This region has recently adopted the Total Management System for tracking inspections and managing the EHS program.

Northern Lights: This region is keeping busy with FoodSafe Courses, emergency plans and work camp inspections. Inspection numbers and consistency with re-inspections and education have increased due to the new-found stability within the office. Emphasis has recently been placed on playground inspections and injury reduction, to date approximately 80% of playgrounds have been inspected.

Peace: With the addition of Koreen Westly last fall, this region is once again fully staffed. Welcome Koreen! This region also did a fine job in hosting the Northern Zone Meeting on February 28th and March 1st. Several topics were discussed and those interested are welcome to contact the region for more information.

Keeweenok Lakes: Last fall a housing matter resulted in a public health prosecution and a \$16,000 fine. The fine has not been paid thus has lead to a warrant for an arrest. This region continues to remain busy with work camps and FoodSafe Courses.

Mistahia: A region that has little difficulty in recruiting personnel has recently hired new grad Tony Thepsouvanh to fill Raymond De Smit's empty chair. Welcome Tony! In addition to regular work, this region is currently focusing on policy review and development.

Respectfully submitted,
Heather Wagner, CPHI(C)
Northern Zone Councillor

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Arctic Zone Report Annual General Meeting – March 23, 2002

The winter has been quite busy for the EHO's of the Northwest Territories and Nunavut. A large increase in exploration has created an increased workload for a majority of the regions. The Inuvik region has exploded with oil and gas exploration causing a huge housing shortage and other growing pains. Chris Beveridge is the only EHO in Inuvik right now, but a new Chief should be hired shortly. The construction of Canada's second diamond mine should be completed within the year, but like Inuvik, the jobs being created are causing a housing shortage and other service problems throughout the territories.

A PoolSafe course is being planned for early July in Yellowknife. This course will be geared at operators in the NWT, but will also be used as a refresher for the EHO's. The course will coincide with the next scheduled Territorial Environmental Health Officer's (TEHO) meeting, and also with the Canadian Public Health Association's (CPHA) National Conference, which will be held in Yellowknife from July 7 to July 10. One of the scheduled keynote speakers will be Dr. Jeffery Wigand, who some of the EHO's might remember from the National CIPHI Conference in Vancouver a couple of years back. It should be an exciting time, especially since the EHO's will be cooking dinner for the scheduled Fun Night.

As I will be stepping down as Arctic Zone Councillor at this time, I hope that everyone will welcome our new Zone Councillor, Ms. Rhian Harrison from Hay River.

That's all for now, from above the 60th...

Respectfully submitted,
Craig Nowakowski
Arctic Zone Councillor

Canadian Institute of Public Health Inspectors (Alberta Branch)

Communications Committee Report Annual General Meeting - March 23, 2002

In 2001, the Council of Manager of Environmental Health (CMEH) discussed a proposal to establish an electronic document clearinghouse. President Victor Mah discussed this issue with me and advised the Council that the website of the Alberta Branch could be used for such a purpose. I have discussed this proposal with our Internet Service Provider (ISP) and the company will allow us to increase our usable storage space at no extra cost.

There are some administrative issues that need to be resolved (controlled access, proper citation for documents and copyright) however the greatest challenge is that no RHA has provided material to the Branch for uploading to the website. This issue will again be discussed at the upcoming CMEH meeting, but I encourage members to discuss this proposal within their own agencies. The Branch website provides an opportunity to efficiently and effectively share information, and its use as a method of communication can be greatly enhanced.

On a national level, all Branches now have websites; they can be accessed at the following addresses:

National	www.ciphi.ca	Ontario	www.ciphi.on.ca
British Columbia	www.bc-ciphi.ca	New Brunswick	www.home.jinko.com/nbciphi
Alberta	www.ciphi.ab.ca	NS	www.ciphi.ns.ca
Saskatchewan	www.sk.symatico.ca/pair/	PEI	www.ciphi.pe.ca
Manitoba	www.ciphi.mb.ca	Newfoundland	www.ciphi-nf.ca

The National recently put forward a proposal to establish a central website, with each Branch having a separate section on the site. To any Internet surfer, each Branch would appear to have a distinct site, with its own domain name, but all material would be on a single computer hosted by a single ISP. There are a number of benefits to this proposal: it would reduce the cost of maintaining individual sites, it would allow standardization of websites addresses, and it would promote consistency in content and quality. However, it would also impose limitations on Branch administrative access to and control over their own site. As a result, the Alberta Branch will not be participating in a centralized website at this time.

If you have any questions regarding the operation and maintenance of the Alberta Branch website, please contact me by e-mail at ab-ciphi@telusplanet.net.

Respectfully submitted
Dan Richen

Canadian Institute of Public Health Inspectors (Alberta Branch)

Board of Certification

Examination Coordinator/Corresponding Member Report

Annual General Meeting – March 23, 2002

Ninety candidates were examined across Canada on October 2, 2001. Thirteen candidates were examined in Alberta. We also examined five students on February 12, 2002. Both exams were held in Edmonton. I would like to thank Carol Sobkow-Alloway, Lance Honish, Darren Barber, Bruce Van Mulligan, Debbie Mooney, Keith Lee, Chad Beegan, Lucy Beck, Charles Hallett, Jim Meagher, Lydia Stefaniw and Greg Thibault for the valuable contribution they made to the examinations.

The BOC has met twice (October 26-27, 2001 and via teleconference on March 3, 2002) since the AB Branch held its Fall 2001 Meeting. The following are some points of interest from the meetings:

- ?? An extra examination will be held on June 25 of this year due to an overwhelming number of requests by students.
- ?? Concordia University College is starting their After Degree Bachelor of Environmental Health Degree Program in May of 2002.
- ?? I have developed a "Guideline for Exam Coordinators" which was approved by the Board at their October meeting. It covers responsibilities and duties of the Exam Coordinator position. Criteria for Practicum Report Marking has been updated. Guidelines for Examination Panel Members is in the process of being developed.
- ?? The Board has experienced difficulty in receiving transcripts from some candidates/schools confirming that the candidate has completed the academic requirements prior to the examination date. As a result, a few candidates were examined before they had completed the academic requirements. The Board now requires school transcripts (or written confirmation from the schools that the candidate has successfully completed their Degree) 30 days prior to the examination date or the applicant will not be permitted to sit the examination.
- ?? A Practicum Training Commencement Form has been included in the applicant package to be signed by the student and supervising PHI at the start of the practicum training period. Inspection reports are intended to be a reflection of the work provided by the student - not the training agency. Therefore, the supervising PHI should not assist the applicant by correcting the applicant's report in a manner that may impact the Board's evaluation of the student's ability to write a satisfactory report. This does not mean that the supervising PHI can not provide guidance or discuss the inspection relevant to the report with the student. However, the training agency should refrain from correcting the report for the student before signing it.

Canadian Institute of Public Health Inspectors (Alberta Branch)

- ?? The Board has recommended a practicum report page limit of 7-10 pages (for the body of the report). I do not believe there has been a page restriction in the past. The rationale for this decision is to encourage the applicant to write a concise and relevant report (the submission of "Lord of the Rings" sized novels is not uncommon). I believe this recommendation should be re-evaluated by the Board, as the page limit may be too restrictive. However, an applicant should be capable of writing a thorough report without writing a novel.
- ?? A change to the examination dates is being proposed. The Board is considering changing the exam dates from the current first Tuesday in October and second Tuesday in February to the third Tuesday in October and April. The change would take place in 2003. The schools and exam coordinators are to provide feedback on this proposal.
- ?? Bathurst University College in New Brunswick has been approved to provide the first year of the University College of Cape Breton's After Degree Environmental Health Degree Program in French.
- ?? The Saskatchewan Indian Federated College is in the process of preparing to be reviewed for approval by the Board. They are hoping to have the program ready for the Fall of 2002.
- ?? Concordia University College's accreditation requires a review in October of this year. BOC School Accreditation involves a site assessment by a review team (selected by the school being evaluated and the BOC). The evaluation is based on BOC criteria for the orderly review of educational institutions, which includes philosophy of the institution, curriculum (a total of 467 instructional objectives within 15 major content areas), faculty, advisory committee, physical plant and teaching aids, and location of the institution. The BOC's position statement on philosophy, goals and education expectations of public health inspectors is also part of the foundation of the review.
- ?? Foreign Candidate practicum length has been reduced from 52-weeks to 26-weeks.

Respectfully submitted,
Peer Mikkelsen

Canadian Institute of Public Health Inspectors (Alberta Branch)

Membership Committee Report Annual General Meeting - March 23, 2002

The following table shows the 2002 membership information as provided by the National Executive Director Records dated March 19, 2002.

Zone	Regular	Retired	Student	Affiliate	Life	Total
Arctic	7	0	0	0	0	7
North	13	0	0	0	0	13
Capital	15	2	3	3	0	23
Central	16	0	0	0	0	16
Calgary	5	2	0	0	0	7
South	13	1	1	0	1	16
Total	69	5	4	3	1	82

Note: Affiliate members in this report are members that are not employed by a local RHA. E.g. Health Canada/Alberta Health and Wellness etc.

Vs.
March 20, 2001

Zone	Regular	Retired	Student	Affiliate	Life	Total
Arctic	10	0	0	0	0	10
North	8	0	1	0	0	9
Capital	20	3	13	8	0	44
Central	17	1	0	0	0	18
Calgary	8	2	1	1	0	12
South	15	2	0	0	1	18
Total	78	8	15	9	1	111

There has been a significant drop in membership from what we had last year at this time. Luckily, we have until March 31, 2002 to register and remain members in good standing.

As of today, I have resigned from the position of Membership Chair and hope that another enthusiastic individual is willing to take up the challenge.

I thank you all for your commitment and support of the Alberta Branch, C.P.H.I. and our great profession.

Respectfully,
Richard Ovcharovich, CPHI(C)
Membership Chair

Canadian Institute of Public Health Inspectors (Alberta Branch)

Continuing Education Committee Report - 2001 Fall Workshop Annual General Meeting - March 23, 2002

The annual fall workshop was held at the Bernard Snell Hall at the University of Alberta Hospital, October 4 & 5, 2001. A total of 83 people were registered, of which 53 people attended both days and 22 people attended one day (financial statement attached). This number represents the paid registration fees, the agenda is also sent to various educational institutes in the area and their students are invited to attend without registering.

The topics presented included a HAACP workshop on day one and mould day two. It should be noted that these were topics requested from the previous years evaluation forms, the topic of swimming pools was also requested and this topic was developed for the spring workshop held in Canmore. The evaluation forms are not returned at high rate for the workshops, for example, of the 83 attending the workshop, 6 responded from those attending both days and 3 responded from day 2. The evaluations do indicate that the members are satisfied with the workshop. All comments received are reviewed.

The proposed topic for the 2002 Fall workshop will be a two-day water seminar with some of the speakers being brought in from Walkerton. Alberta Health and Wellness will sponsor the workshop. Details will be available as soon as possible. The dates for the next workshop will be October 3 & 4, 2002, Bernard Snell Hall. The 2002 workshop will have a new Chair, please extend your support to Edwina Kordyback.

Respectfully submitted,
Shauna Dimock
Workshop Chair



Canadian Institute of Public Health Inspectors (Alberta Branch)

Alberta Branch Workshop Committee
Fall Conference 2001
(March 2002)

2001 Jan 01 **Cash and Notes** **\$14986.04**

INCOME

2-002 Interest Income

Accrued interest	Jan. - June	\$ 49.73
Accrued interest	June - Aug	\$ 5.85
Accrued interest	Aug - Sept	\$ 2.91

2-004 Reimbursements

2-006 Awards/ Social Income

2-007 Promotional Items Income

2-008 Branch Conference income

Registration

<i>Full</i>	<i>Members</i>	\$ 150.00	49	\$ 7350.00
	<i>Non-members</i>	\$ 200.00	4	\$ 800.00
<i>One Day</i>	<i>Members</i>	\$ 75.00	8	\$ 600.00
	<i>Non-members</i>	\$ 100.00	14	\$ 1400.00
<i>Student Fee</i>	<i>Full</i>	\$ 40.00	7	\$ 280.00
	<i>One day</i>	\$ 20.00	1	\$ 20.00

TOTAL **\$10450.00**

Sponsors

<i>Double Gold</i>	\$ 500.00		
<i>Gold Sponsors</i>	\$ 250.00	10	\$ 2500.00
<i>Silver Sponsors</i>	\$ 125.00	2	\$ 250.00
<i>Bronze Sponsors</i>	\$ 50.00	1	\$ 50.00
<i>Non-Profit</i>	\$ 75.00		
<i>Corporate</i>	\$ 150.00		

Displays \$ 175.00 2 \$ 350.00

TOTAL **\$ 3150.00**

2-017 Term Deposit Income

Interest for 2000 **\$ 74.90**

2-999 Other Income

GRAND TOTAL INCOME **\$13674.90**

2001 Total Asset Balance **\$28660.94**

Asset Balance Forward **\$28660.94**

Canadian Institute of Public Health Inspectors (Alberta Branch)

EXPENDITURES

1-001 Administration

<i>Mail box rental</i>			\$ 89.56
<i>Mail out envelopes</i>	\$0.47	99	\$ 46.53

Reimbursements

<i>Milroy</i>	<i>Mail box</i>	\$ 190.46
<i>Dimock</i>	<i>Envelopes</i>	\$ 10.69
<i>Capital</i>	<i>Postage</i>	\$ 105.75
<i>Milroy</i>	<i>Receipt Book</i>	\$ 8.19
<i>Dimock</i>	<i>Pizza</i>	\$ 75.95
<i>Dimock</i>	<i>Name Tags</i>	\$ 53.49
<i>Jody</i>	<i>Name Tags</i>	\$ 21.39
<i>Dimock</i>		\$ 32.56
<i>Dimock-Probert</i>	<i>Present</i>	\$ 32.69
<i>Probert</i>	<i>Lunch</i>	\$ 85.17

1-005 Branch Zone Activities

1-009 Other Meeting Expenses

<i>Triple Decals & Signs</i>	\$ 64.20
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1-012 Promotional Items

1-013 Awards/Social

<i>Profit Sharing 2000</i>	\$3892.61
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1-014 Donation Expense

1-015 Bursaries Expense

<i>Concordia Fund 1999</i>	\$1736.55
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<i>Concordia Fund 2000</i>	\$1946.30
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1-016 Honoraria Expense

1-017 Term Deposit Expense

1-018 Other Expense

<i>Catering - coffee breaks</i>	\$ 1217.13
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<i>Gifts for Speakers</i>	\$ 1310.75
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<i>Airfare Mark Lawton</i>	\$ 453.43
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2001 Conference Expense	\$ 3797.94
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2001 Profit Sharing Expense	\$ 7575.46
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2001 TOTAL EXPENSES	\$11287.40
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Canadian Institute of Public Health Inspectors (Alberta Branch)

Alberta Branch Workshop Committee

2002 Jan. 01 Balance Forward	\$17287. 54
2001 Conference INCOME	\$13674. 90
2001 Conference EXPENSES	\$ 3797. 94
2001 Conference Profit Margin	\$ 9876. 96

Profit Margin Payout 2001

(Disbursed in 2002 Fiscal Year)

40% Workshop Committee	\$ 3950. 78
40% CIPHI Alberta Branch	\$ 3950. 78
20% Concordia Fund	\$ 1975. 39

Three Year Running Total

1999 Profit	\$ 3473. 09
2000 Profit	\$ 3937. 49
2001 Profit	\$ 3950. 78

Balance **\$11361. 36**

Balance Check

2001 year end cash on hand	\$17287. 54
2001 year profit payout	\$ 5926. 17
2001 year end Balance Check	\$11361. 37

Respectfully submitted,
Sharon Milroy B.Sc., CPHI (C)
Environmental Health Officer
Capital Health Authority
Albert Branch Workshop Committee - Treasurer.

Canadian Institute of Public Health Inspectors (Alberta Branch)

Issues Committee Report Annual General Meeting – March 23, 2002

There has only been one issue that has been brought forward to the Issues Committee for examination.

One member was concerned about the disparity of pay for health inspectors in rural and urban RHA's. He was concerned that Unions were comparing rural EHO level ones to Urban EHO level twos.

A committee was formed after the Fall General Meeting to discuss this issue. The discussion also involved the President of the Alberta Branch. The decision of the issues Committee on this matter is that it is outside the scope of the Institute, rather that is was an issue between the employers and the unions.

If any members have a issue that they believe should be examined by the issues committee, or if you would like to be a part of a committee to examine an issue, please contact myself, or forward your issue/name to your zone councillor.

Respectfully submitted,
Glenn Jenkins
Issues Committee Chair