

## Annual General Meeting March 27, 2004 - 11:00 AM

	<b>Agenda Item</b>	<b>Discussion &amp; Decision</b>	<b>Action by</b>
1.0	Call to Order		
2.0	In memoriam		
3.0	Agenda	3.1 Additions or Deletions to Agenda	
		3.2 Adoption of Agenda	
4.0	Adoption of Minutes	Adoption of Minutes of Previous Meeting - October 4 <sup>th</sup> , 2003	
5.0	Executive Reports	5.1 President	
		5.2 Vice President	
		5.3 Treasurer	
		5.4 Secretary	
6.0	Zone Reports	6.1 Arctic	
		6.2 Northern	
		6.3 Capital	
		6.4 Central	
		6.5 Calgary	
		6.6 Southern	
7.0	Committee Reports	7.1 Communication ✓ Website ✓ Newsletter	
		7.2 Board of Certification	
		7.3 Membership	
		7.4 Issues	
		7.5 Concordia Advisory	
8.0	Business Arising	8.1 Annual Education Conference	
		8.2 Constitution & Bylaws	
		8.3 Social Events	
		8.4 Financial Issues – Audit	
		8.5 Zone Boundaries	
		8.6 Environmental Health Technicians	
		8.7 Environmental Health Week 2004 & Committee Development	
		8.9 Oath of PHIs	
		8.10 Branch Letterhead & Logo	
		8.11 CWWA Conference	
		8.12 Branch BSE Position Statement	



9.0	Information Items	9.1 Canada Health Protection Workshop	
		9.2 CIPHI Web Based Fact Sheets	
		9.3	
		9.4	
10.0	New Business	10.1 Alberta Branch Newsletter Committee	
		10.2 Capital Purchase – Computer Equipment	
		10.3 Branch Awards	
		10.4 Proposal for Continuing Education	
		10.5 Fall 2004 Workshop	
		10.6 Membership Raffle	
		10.7 Elections	
11.0	Adjournment		



## Annual General Meeting Minutes March 27, 2004

Members Present:

Stephen Parker	Phi Phan*	Glenn Jenkins	Koreen Westly*
Tony Thepsouvanh*	Sarah Thepsouvanh	Ken Fujioka	Brian Craig*
Keith Lee *	Jim Meagher	Kristen Kliciak*	Roy Griffiths
Ken Dong	Sarah Nunn	Simon Sihota *	David Crowe*
Victor Mah*	Merry Turtiak*	Marilyn Dahlgren	Greg Thibault
David Fong	Vicki Wearmouth	Mel Cherlenko	Jacquie Schneider
Peer Mikkelsen	Mike Gervais	Dan Richen*	

\* Denotes Executive Member

\*\*Quorum Requirements Meet\*\*

Item	Agenda Item	Decision & Discussion	Action By
1.0	Call to Order	11:07 AM	
2.0	In memoriam	No names submitted.	
3.0	Agenda	3.1 Additions or Deletions to Agenda <ul style="list-style-type: none"> <li>• No items added</li> </ul> 3.2 Adoption of Agenda <ul style="list-style-type: none"> <li>• Moved acceptance. Seconded. Carried.</li> </ul>	
4.0	Adoption of Minutes	Adoption of Minutes from the Fall General Meeting: October 4 <sup>th</sup> , 2003 <ul style="list-style-type: none"> <li>• <b>Moved acceptance. Seconded. Carried.</b></li> </ul>	
5.0	Executive Reports	5.1 President <ul style="list-style-type: none"> <li>• <b>Moved acceptance. Seconded. Carried.</b></li> </ul> 5.2 Vice President <ul style="list-style-type: none"> <li>• <b>Moved acceptance. Seconded. Carried.</b></li> </ul> 5.3 Treasurer <ul style="list-style-type: none"> <li>• <b>Moved acceptance. Seconded. Carried.</b></li> </ul> 5.4 Secretary <ul style="list-style-type: none"> <li>• <b>Moved acceptance. Seconded. Carried.</b></li> </ul>	
6.0	Zone Reports	6.1 Arctic <ul style="list-style-type: none"> <li>• <b>Moved acceptance. Seconded. Carried.</b></li> </ul> 6.2 Northern <ul style="list-style-type: none"> <li>• <b>Moved acceptance. Seconded. Carried.</b></li> </ul> 6.3 Capital <ul style="list-style-type: none"> <li>• <b>Moved acceptance. Seconded. Carried.</b></li> </ul> 6.4 Central <ul style="list-style-type: none"> <li>• <b>Moved acceptance. Seconded. Carried.</b></li> </ul> 6.5 Calgary <ul style="list-style-type: none"> <li>• <b>Moved acceptance. Seconded. Carried.</b></li> </ul>	



		6.6 Southern <ul style="list-style-type: none"> <li><b>Moved acceptance. Seconded. Carried.</b></li> </ul>	
7.0	Committee Reports	7.1 Communication <ul style="list-style-type: none"> <li>Website <ul style="list-style-type: none"> <li><b>Moved acceptance. Seconded. Carried.</b></li> </ul> </li> <li>Newsletter <ul style="list-style-type: none"> <li><b>Moved acceptance. Seconded. Carried.</b></li> </ul> </li> </ul>	
		7.2 Board of Certification <ul style="list-style-type: none"> <li><b>Moved acceptance. Seconded. Carried.</b></li> </ul>	
		7.3 Membership <ul style="list-style-type: none"> <li><b>Moved acceptance.</b></li> <li>Discussion: <ul style="list-style-type: none"> <li>Changes are needed regarding free membership for students who pass certification to create less confusion for branches and members. This is a national issue.</li> <li>Add to the membership report total number of working PHIs in the province.</li> </ul> </li> <li><b>Seconded. Carried.</b></li> </ul>	President  Membership Committee
		7.4 Issues <ul style="list-style-type: none"> <li><b>Moved acceptance</b></li> <li>Discussion: <ul style="list-style-type: none"> <li>Consider renaming this committee to Advocacy and revisit its Terms of Reference</li> </ul> </li> <li><b>Seconded. Carried.</b></li> </ul>	Issues Committee
		7.5 Concordia Advisory <ul style="list-style-type: none"> <li>No report submitted at this time as the Advisory Council has not met recently.</li> </ul>	
8.0	Business Arising	8.1 Annual Education Conference <ul style="list-style-type: none"> <li>As reported all issues surrounding the financial details have been finalized and closed.</li> <li>In general, the conference was a great success and this Branch has set a new standard for Annual Education Conferences.</li> </ul>	Closed
		8.2 Constitution & Bylaws <ul style="list-style-type: none"> <li>Refer to Appendix 1 for results of voting</li> <li>New motion:</li> </ul>	Secretary
		8.3 Social Events <ul style="list-style-type: none"> <li>Hockey pool – is winding down as the season closes. The winners will be</li> </ul>	Dan Richen

Alberta Branch




		<p>announced soon.</p> <ul style="list-style-type: none"> <li>• Golf Tournament: Annual tournament will be held once again this year. Candace Fraser with the assistance of others will make arrangements.</li> <li>• Paintball event was also suggested.</li> </ul>	Candace Fraser
		<p>8.4 Financial Issues – Audit</p> <ul style="list-style-type: none"> <li>• Audit has been completed for the 2003 Fiscal Year and is part of the Treasurer’s report.</li> <li>• Thanks to Ludmilla Szmetan and Edwina Kordyback for conducting the audit.</li> </ul>	Closed
		<p>8.5 Zone Boundaries</p> <ul style="list-style-type: none"> <li>• New zone boundaries as determined at the 2003 AGM come into effect after this meeting.</li> </ul>	Closed
		<p>8.6 Environmental Health Technicians</p> <ul style="list-style-type: none"> <li>• Branch position statement has been adopted by National and should be available on the National website.</li> </ul>	Closed
		<p>8.7 Environmental Health Week 2004 &amp; Committee Development</p> <ul style="list-style-type: none"> <li>• This committee is being created to provide other options and resources to PHIs regarding EHW.</li> <li>• Nyall Hislop, Sarah Nunn, Sandra Hamilton, Rabindra Mahabeer, Christine Zaporzan and Elmer Spilchen have stepped forward to participate in this committee.</li> </ul>	President
		<p>8.8 Oath of PHIs</p> <ul style="list-style-type: none"> <li>• No movement on this item by the NEC to report at this time.</li> </ul>	President
		<p>8.9 Branch Letterhead &amp; Logo</p> <ul style="list-style-type: none"> <li>• All branches have adopted that new letterhead &amp; logo to create a consistent look for CIPHI.</li> <li>• All pamphlets, forms and the website will be converted to this new design.</li> </ul>	Closed
		<p>8.10 CWWA Conference</p> <ul style="list-style-type: none"> <li>• The Alberta Branch booth will be set up at this conference plus sponsorship of one of the refreshment breaks.</li> <li>• Victor Mah will be attending on behalf of the NEC; Phi Phan and Merry Turtiak will be attending on behalf of the Branch to man the booth and provide information about CIPHI.</li> </ul>	President
		<p>8.11 Branch BSE Position Statement</p> <ul style="list-style-type: none"> <li>• The general membership was requested to</li> </ul>	Closed

Alberta Branch



		<p>submit information and/or opinions regarding this issue.</p> <ul style="list-style-type: none"> <li>The Branch Executive did not receive any comments. It is unknown if the National President, Scott McLean received any comments.</li> </ul>	
9.0	Information Items	<p>9.1 Canada Health Protection Workshop</p> <ul style="list-style-type: none"> <li>Health Canada is in the process of combining a number of acts and regulations. President Mah attended this workshop on behalf of the Branch.</li> </ul> <p><i>Action: Comments will be compiled by Health Canada and be circulated to the membership when available.</i></p>	President
		<p>9.2 CIPHI Web Based Fact Sheets</p> <ul style="list-style-type: none"> <li>Rabindra Mahabeer has suggested creating web-based fact sheets, which are accessible to the public.</li> <li>Question was asked if our website (Alberta Branch) is suppose to be designed for membership or for the general public.</li> <li>Our website was designed for our Branch members, any public documents should be developed and posted on the National website</li> </ul>	Closed
10.0	New Business	<p>10.1 Alberta Branch Newsletter Committee</p> <ul style="list-style-type: none"> <li>Chair appointment will be determined at elections.</li> <li>Karen Emde and Nadine Amlin have stepped forward to be part of this committee in addition with Phi Phan.</li> </ul>	Closed
		<p>10.2 Capital Purchase – Computer Equipment Motion: Membership moves to approve an expenditure of up to \$4000 of Association funds toward the purchase of a laptop and associated hardware and software for usage by the Secretary. Seconded.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>Originating mover amends motion to read <b>“usage by the Executive”</b>. Seconder agrees.</li> </ul> <p><b>Motion carried.</b></p>	President
		<p>10.3 Branch Awards</p> <ul style="list-style-type: none"> <li>L.E. Stewart – no names were submitted for the 2003 Year</li> <li>25-year pin will be presented to Brian Dalshaug at soonest opportunity</li> </ul>	Closed



		<ul style="list-style-type: none"> <li>50-year plaque: Presented to Mr. Roy Griffiths</li> </ul>	
		<p>10.4 Proposal for Continuing Education</p> <ul style="list-style-type: none"> <li>Phi Phan outlined his proposed continuing education plan; "Continuing Professional Recognition Program"</li> <li>Synopsis:             <ul style="list-style-type: none"> <li>Recognition by the Alberta Branch of working PHIs in their pursuit of continuing and/or upgrading their education.</li> <li>A point system is proposed which would require PHIs to reach a minimum level of education credits per year (similar to the UK system)</li> <li>This is a voluntary program and each PHI would have to submit documentation at the end of each year detailing what education pursuits they have completed each year.</li> <li>A committee would need to be struck to evaluate what courses, conferences, or committee work(s) would be considered as credits. At the end of each year, the PHI would be issued a certificate.                 <ul style="list-style-type: none"> <li>Examples: University or college courses, infoshares, conferences, staff in-services, branch meetings or conferences, etc.</li> </ul> </li> <li>Equivalency between programs, courses could be an issue as well as creating the appropriate database.</li> </ul> </li> <li>Q: Should this not be a national program, run under the auspices of the BOC?</li> <li>A: This is an option, however this could be a good pilot project and a way to motivate National.</li> </ul> <p>Motion: Continue development of this program and attempt to run it inconjunction with National &amp; BOC. Seconded. Carried.</p>	Phi Phan
		<p>10.5 Fall 2004 Workshop</p> <ul style="list-style-type: none"> <li>Dates: October 7 &amp; 8, 2004 in Edmonton</li> <li>Topic: Water and may include recreational water</li> </ul> <p style="text-align: right;">Alberta Branch</p>	<p>Continuing Education Committee</p> 

		<p>10.6 Membership Raffle</p> <ul style="list-style-type: none"> <li>• Northern – Elmer Spilchen</li> <li>• Central – Lynne Bollinger</li> <li>• Capital – Ken Dong</li> <li>• Calgary – Al Kettler</li> <li>• South – Keith Lee</li> </ul> <p>The lucky winners will be reimbursed their membership dues.</p> <p>National Education Registration Conference Certificate</p> <ul style="list-style-type: none"> <li>• Lucky winner: Marilyn Dahlgren</li> </ul>	Closed
		<p>10.7 Elections</p> <ul style="list-style-type: none"> <li>• President <ul style="list-style-type: none"> <li>○ Nominee(s): Phi Phan</li> <li>○ As only person nominated, Phi Phan acclaimed President</li> </ul> </li> <li>• Vice President <ul style="list-style-type: none"> <li>○ Nominee(s): Glenn Jenkins &amp; Tony Thepsouvanh</li> <li>○ Voting results: Tony Thepsouvanh</li> </ul> </li> <li>• Treasurer <ul style="list-style-type: none"> <li>○ Nominees(s): Keith Lee</li> <li>○ As only person nominated, Keith Lee acclaimed Treasurer</li> </ul> </li> <li>• Secretary <ul style="list-style-type: none"> <li>○ Nominee(s): Merry Turtiak</li> <li>○ As only person nominated, Merry Turtiak acclaimed Secretary</li> </ul> </li> <li>• Zone Councilors – proclaimed by zone members <ul style="list-style-type: none"> <li>○ Arctic – Rhian Harrison</li> <li>○ Northern – Koreen Westly</li> <li>○ Central – Zaheen Nanji</li> <li>○ Capital – Simon Sihota</li> <li>○ Calgary – Kristen Kliciak</li> <li>○ Southern – Brian Craig</li> </ul> </li> </ul> <p>No challenges were issued to these nominations and councilors were affirmed</p> <ul style="list-style-type: none"> <li>• Committees <ul style="list-style-type: none"> <li>○ BOC – Peer Mikkelsen</li> <li>○ Website – Dan Richen &amp; Phi Phan</li> <li>○ Membership – Tony Thepsouvanh</li> <li>○ Issues – Simon Sihota</li> <li>○ Newsletter – Phi Phan</li> <li>○ EH Week – to be appointed</li> </ul> </li> </ul>	Closed
11.0	Adjournment	<b><i>Motion to adjourn meeting at 1:57 PM. Seconded. Carried.</i></b>	





## President's Report Annual General Meeting March 27, 2004

Since my last update to the membership, the Branch and the Institute continues to be very active on many fronts. The CIPHI Advocacy Committee has been very active developing policies to help guide the committee when issues of importance to the members arise and need to be addressed. The committee had communicated a national bilingual press release on *Food Safety Facts for Cooking Christmas Turkey* which received a variety of interest from different media outlets across the country.

As eluded above, CIPHI has contracted an experienced translator to assist the National Executive Council (NEC) in converting all press releases into French so that Canada's both official languages are represented.

Then on January 1, 2004, CIPHI launched its newly revamped website thanks to the hard work of our webmaster. The website is more user friendly and continues to be under construction as more information becomes available.

Quickly following on the launch of the new website, Environmental Health Week 2004 was announced and it was a success both provincially and nationally. Many local offices promoted the week by putting up posters and brochures for the public and one known member was able to obtain media coverage. The Branch is setting up a new provincial committee specifically to promote Environmental Health Week each year in addition to working with our provincial colleagues in coordinating national efforts.

In February, the provincial Branches agreed to standardize their letterhead with the CIPHI logo at the top and their provincial information below. The rationale for this initiative is to help the Branches standardize the look of their correspondence material when communicating with the public both provincially and nationally.

On March 16, the Branch participated in its second stakeholder review of the *Canada Health Protection Act* which will replace the *Quarantine Act* (1872), the *Food and Drugs Act* (1953), most of the *Hazardous Products Act* (1969), and the *Radiation Emitting Devices Act* (1969). The detailed legislative proposal and background documentation can be found at <http://renewal.hc-sc.gc.ca>

The Branch will be setting up an exhibitor's booth at the 11<sup>th</sup> National Conference and 2<sup>nd</sup> Policy Forum on Drinking Water hosted by the Canadian Water and Wastewater Association. This conference is being held at the Telus Convention Centre in Calgary from April 3-6. Both the Branch and CIPHI are using this opportunity to promote our profession and our association to the delegates.

## Page 2

The Branch has been asked by the CIPHI Board of Certification to conduct another survey among Regional Health Authorities regarding job prospects in the next 5 and 10 years.

April 20 has been scheduled for the sitting of candidates for the Board of Certification. It is estimated there will be 8-10 students sitting the exam. The exam location for the spring sitting will be held in the conference rooms of Alberta Health and Wellness.

As previously reported at the Fall General Meeting, the Council of Managers – Environmental Health Committee has been dissolved but a new group has formed known as the Alberta Environmental Health Directors Council. The Branch had been invited on December 11, 2003 and March 11, 2004 in Edmonton to provide an update on Branch activities both provincially and nationally. The Branch has again been invited in April for a day to participate in a stakeholder discussion.

Finally, I am pleased to report to the membership that the 69<sup>th</sup> AEC committee and the Branch have closed the 69<sup>th</sup> AEC financial account and have completed a conference summary. A net profit of \$87,442.89 was achieved of which the CIPHI's share was \$43,717.64 and the Branch's share was \$43,725.25. A big THANK YOU to everyone who contributed to the conference to make it the most successful educational, social and financial event our profession has ever seen.

As this will be my last report as your President, I would like to thank you for your support over the last 4 years. My contributions to our profession have come from you, thus you should give yourself the pat on the back for your tireless efforts. Please also take a few moments to thank the Branch Executive: the Past President, Vice President, Treasurer, Secretary, Zone Councillors, and Branch Committee members who have put in countless hours to represent you on the local, provincial and national stage. I am humbled by the support you have given me while I have occupied the Office of the Alberta Branch President. I am proud to have had the fortunate opportunity to lead the members to the forefront in Environmental Health and to consider myself among you as a peer, colleague and member of the Alberta Branch.

Respectfully,

Victor Mah  
President, Alberta Branch



## Provincial Highlights for 2003

### Spring

1. Organization for the 69<sup>th</sup> Annual Educational Conference
2. Provided feedback on the draft Alberta Food Regulations
3. Board of Certification Examinations – April 15, 2003

### Summer

1. 69<sup>th</sup> Annual Educational Conference
2. 32<sup>nd</sup> Annual Branch Golf Tournament in Barrhead

### Fall

1. Fall General Meeting – October 4, 2003
2. Board of Certification Examinations - October
3. Website – members only site
4. Selling of membership raffle tickets
5. Circulation of 2003 Branch Portfolio Memorabilia
6. Branch hockey pool

### Winter

1. Promotion of Environmental Health Week 2004
2. Digitization of historical documents
3. Annual General Meeting – April 2004
4. Presentation of the President's Award
5. Presentation of the L.E. Stewart Award
6. CWWA Conference participation – April 3 –6, 2004

## National Highlights for 2003

### Spring

1. Strategic Marketing Plan implementation
2. CIPHI/NEHA Sabbatical Exchange Program
3. Development of a national conference binder
4. Website – revised format for discussion board
5. Board of Certification Examinations – April 15
6. Partnership with Health Canada – Centre for Surveillance Coordination

### Summer

1. Denmark Twinning Exchange Program
2. 69<sup>th</sup> Annual Educational Conference
3. Development of position statement – ENH Technicians

Fall

1. Development of position statement –Apple Cider
2. Board of Certification Examinations - October

Winter

1. Promotion of Environmental Health Week 2004
2. Development of a bursary program
3. Development of position statement – Cooking of Poultry
4. Development of continue education credit system
5. Development of the 2010 bid for the IFEH World Congress Conference

	BC	AB	SASK	MB	ON	NB	NFLD	NS/PEI	Other
EHFC			●					●	T. Roark
IFEH	●								President; N. Losito
Website			●		●		●		M. LeBlanc
Finance	●	●			●				
Membership					●	●			
Advocacy			●	●					
Constitution		●					●	●	
Awards		●		●					
SMPIC		●			●	●			
BOC									S. Shaw; T. Ness

EHFC = Environmental Health Foundation  
IFEH = International Federation of Environmental Health  
SMPIC = Strategic Marketing Plan Implementation Committee  
BOC = Board of Certification





**Vice – President's Report  
Annual General Meeting  
March 27, 2004**

Hi all. Not much to report from the Vice-President's desk. Mind you I haven't actually seen my desk in several months.

Through Victor's diligent work, a new information package is being developed about the profession. This will be a polished and visually attractive package and will be used to promote our profession, especially at high schools, colleges and universities. It should also be useful for all Alberta PHI's/EHO's at public information sessions they may be involved in.

The Alberta Branch executive has agreed to provide \$1500 towards printing and production costs for the second edition of the Environmental Health Field Manual for Private, Public and Communal Drinking Water Systems in Alberta, 2<sup>nd</sup> edition. For our contribution the Alberta Branch will receive written recognition and be able to ensure distribution of this manual to our members. There will also be a cd-rom of the content and it is hoped we will be able to access the document from our website.

Alberta Branch/National will be setting up a booth at the CWWA (Canadian Water and Wastewater Association) conference in Calgary. This forum will hopefully provide for a significant interaction between water operators and PHI's/EHO's. A report on this event will be provided to the membership.

The elections will be held at the spring AGM, on March 27, 2004. This will be the first election with the new zones in place. I look forward to a good turnout and an animated (if not frenzied) electoral battle.

As this is likely my last vice-presidential update, I extend my best wishes both to the departing executive and the incoming executive. Congrats on being part of one of CIPHI's most active branches.

Respectfully,

David Crowe  
Vice-President, Alberta Branch





## Treasurer's Report 2003 January 01 – 2003 December 31 (Audited)

**General Account Balance 2003 January 01** **\$ 23,971.35**

**Revenue**

Membership Dues	\$ 6,719.10
Interest/Investments	\$ 145.04
Reimbursements	\$ 12,191.85
Awards/Tournaments/Social	\$ 2,039.00
Promotional Items - Thermometers	\$ 15,654.00
- Ball Caps	\$ 10.00
- Pamphlets/Documents	\$ 53.25
Term Deposits/GICs Cashed	\$ 11,219.42
Branch Conference Income	<u>\$ 12,812.08</u>
<b>Total Revenue</b>	<b>\$ 60,843.74</b>

**Expenditures**

Administration - Phones	\$ 294.72
- Postal/Courier	\$ 818.35
- Alberta Branch News	\$ 150.00
- Liability Insurance	\$ 490.75
National Executive Meetings	\$ 2,934.55
Branch Executive Meetings	\$ 3,050.07
Branch General Meetings	\$ 2,032.91
Branch Zone Meetings	\$ 365.54
Board of Certification Meetings	\$ 777.76
National Conference Activities	\$ 10,014.72
Promotional Items - Thermometers	\$ 11,843.58
- Zippered Portfolios	\$ 2,593.24
Awards/Tournaments/Social	\$ 2,901.38
Donations	\$ 499.00
Honoraria	\$ 100.00
Term Deposits/GICs Purchased	\$ 20,000.00
Other	<u>\$ 24.34</u>
<b>Total Expenditures</b>	<b>\$ 58,890.91</b>

**General Account Balance 2003 December 31** **\$ 25,924.18**

**Branch G.I.C.s** **\$ 20,000.00**

**Branch Scholarship Account (2003 December 31)** **\$ 9,007.24**

**Branch Workshop Account Balance (2003 September 15)** **\$ 2,041.50**

**Branch Workshop G.I.C.s** **\$ 19,000.00**

**Inventory (120 Thermometers)** **\$ 738.30**

**Total Branch Financial Assets** **\$ 76,711.22**

Respectfully submitted,

Keith Lee, Treasurer





## Treasurer's Report 2003 January 01 – 2003 December 31 (Unaudited)

*General Account Balance 2003 January 01*

\$ 23,971.35

*Revenue*

Membership Dues	\$ 6,719.10
Interest/Investments	\$ 145.04
Reimbursements	\$ 12,191.85
Awards/Tournaments/Social	\$ 2,039.00
Promotional Items - Thermometers	\$ 15,654.00
- Ball Caps	\$ 10.00
- Pamphlets/Documents	\$ 53.25
Term Deposits/GICs Cashed	\$ 11,219.42
Branch Conference Income	<u>\$ 12,812.08</u>
<b>Total Revenue</b>	<b>\$ 60,843.74</b>

*Expenditures*

Administration - Phones	\$ 294.72
- Postal/Courier	\$ 818.35
- Alberta Branch News	\$ 150.00
- Liability Insurance	\$ 490.75
National Executive Meetings	\$ 2,934.55
Branch Executive Meetings	\$ 3,050.07
Branch General Meetings	\$ 2,032.91
Branch Zone Meetings	\$ 365.54
Board of Certification Meetings	\$ 777.76
National Conference Activities	\$ 10,014.72
Promotional Items - Thermometers	\$ 11,843.58
- Zippered Portfolios	\$ 2,593.24
Awards/Tournaments/Social	\$ 2,901.38
Donations	\$ 499.00
Honoraria	\$ 100.00
Term Deposits/GICs Purchased	\$ 20,000.00
Other	<u>\$ 24.34</u>
<b>Total Expenditures</b>	<b>\$ 58,890.91</b>

*General Account Balance 2003 December 31*

\$ 25,924.18

Branch G.I.C.s

\$ 20,000.00

Branch Scholarship Account (2003 December 31)

\$ 9,007.24

Branch Workshop Account Balance (2003 September 15)

\$ 2,041.50

Branch Workshop G.I.C.s

\$ 19,000.00

Inventory (120 Thermometers)

\$ 738.30

Total Branch Financial Assets

\$ 76,711.22

Respectfully submitted,

Keith Lee, Treasurer  
2003 December 31





## Treasurer's Report 2002 September 01 – 2002 December 31 (Audited)

*General Account Balance 2002 September 01* **\$ 24,642.12**

*Revenue*

Membership Dues	\$ 1,627.00
Interest/Investments	\$ 273.37
Awards/Tournaments/Social	\$ 930.00
Promotional - Thermometers	<u>\$ 1,914.25</u>
Items	
<b>Total Revenue</b>	<b>\$ 4,744.62</b>

*Expenditures*

Administration - Phones	\$ 55.44
- Office Supplies	\$ 14.98
- Postal/Courier	\$ 197.71
- Liability Insurance	\$ 421.40
National Executive Meetings/Activities	\$ 476.42
Board of Certification Meetings/Activities	\$ 332.55
Provincial EHS Meetings/Activities	\$ 149.25
Promotional - Thermometers	<u>\$ 2,953.20</u>
Items	
Awards/Tournaments/Social	\$ 660.44
Donations	<u>\$ 154.00</u>
<b>Total Expenditures</b>	<b>\$ 5,415.39</b>

*General Account Balance 2002 December 31* **\$ 23,971.35**

<b><u>Term Deposits/G.I.C.s</u></b>	<b><u>\$ 11,219.42</u></b>
<b><u>Branch Scholarship Account (2002 December 31)</u></b>	<b><u>\$ 3,097.93</u></b>
<b><u>Branch Workshop Account Balance (2002 December 31)</u></b>	<b><u>\$ 39,440.78</u></b>
<b><u>Inventory (100 Thermometers)</u></b>	<b><u>\$ 615.25</u></b>
<b><u>CIPHI Conference 2003 Seed Money Owing</u></b>	<b><u>\$ 2,157.44</u></b>
 <b><u>Total Branch Financial Assets</u></b>	 <b><u>\$ 80,502.17</u></b>

Respectfully submitted,

Keith Lee, Treasurer  
2002 December 31







**Secretary's Report  
Annual Gen  
March 27, 2004**

Well, hard to believe but its true, if all goes well at the Annual General Meeting, the bylaws will finally be up to date and hopefully a very workable document for the next 2 years to come. In 2 years, they will be up for review again. (*Note to self - run screaming*). All that aside, I would like to send my thanks out to **Stephen Parker** and **Jim Meagher** for their comments and assistance in reviewing this document.

The next big project to get completed is the digitalization of all our historical documents, so they can be preserved and reviewed in years to come by branch members. So if anyone has any contributions, I would appreciate you sending them my way, so they are included in our branch history.

As another 2 years comes to a close, I would like to thank all members of the current Executive for all their hard work and for not totally blocking all my e-mails as I nagged them for their various reports. I hope the general membership appreciates the amount of time, **Victor, Dave, Dan, Keith, Rhian, Koreen, Simon, Cheryl, Phil, Jay, Phi, Kristen, Peer** and last but not least **Tony**, have spent organizing activities for the Branch.

Are you interested in participating? There is no time like the present, step forward, raises your hand, shake a leg, nod your head, but get involved! Fresh faces with fresh ideas are always welcome and much appreciated.

Respectfully submitted,

Merry Turtiak  
Secretary, Alberta Branch



**Arctic Zone Report  
Annual General Meeting  
March 27, 2004**

In Nunavut a recent Territorial election has resulted in a new Minister. They have also finally been able to increase their EHO compliment in the Baffin Region from two to three. This is a significant development since it became impossible to service the area properly since 1999 when Iqaluit became the capital of the new territory. One more position would be ideal to provide additional coverage in the Kivalliq and Kitikmeot regions.

Rapid population increases have occurred in all parts of Nunavut, but none so significant as in the Baffin Region. Like everyone else in the north they are struggling with limited, if not reduced budgets. It is a constant struggle to find travel dollars to provide even minimum services.

They had a visit from the Minister of State for the new Public Health Agency in March, and had an opportunity to participate in a roundtable discussion to voice concerns about public health in Nunavut. Which will hopefully result in some significant changes in public health services.

In the Northwest Territories, work is in progress to develop a legislative proposal for the new Northwest Territories Public Health Act. It is anticipated that a draft legislative proposal will be ready later this year. The proposal is then submitted to the Legislatives Initiatives Committee for assessment. Pending approval from LIC, drafting of the Bill can then begin.

Work is also underway to 'overhaul' the Eating & Drinking Places Regulations. Current regulations are prescriptive and out of date. The Model Regulations (developed by Canadian Food Inspection System) as adapted by Alberta & British Columbia will serve as a template for the new regulations. Following consultation with stakeholders, work will then proceed with the Department of Justice to formally draft the new regulations.

In the Inuvik region, Colville Lake will be getting its first ever water treatment plant this summer Sachs Harbour will be getting a new facility. Oil and gas exploration activity is keeping them busy with land and water applications and camp sanitation inspections. Mackenzie River Delta communities are getting ready for spring festivals and jamborees.

We were able to conduct an Arctic Zone meeting in Yellowknife in February, all Northwest Territories Environmental Health Officer's were present, but unfortunately no inspectors from Nunavut were able to attend.

An interesting note: as many of you may be are aware mining is a huge industry in the Northwest Territories both for gold (historically) and more recently for diamonds. This past winter a team of geologists looking for gold unexpectedly stumbled across a deposit of bismuth. Bismuth is a rare



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heavy metal, and for those of you who don't know is the prime ingredient in Pepto-Bismol. A new mining adventure for the North?

We are all anxiously anticipating the arrival of spring and the sun, as it has been another long winter north of 60.

Respectfully submitted

Rhian Harrison  
Arctic Zone Councilor



**Northern Zone Report  
Annual General Meeting  
March 27, 2004**

The smell of spring is in the air (snow mold), the ground is thawing (prompting neighbors to complain about pet feces that hasn't been picked up in 8 months) and people are out and about (and being bitten by dogs). Ahhh, spring. As we shift our focus from winter to summer, we also have some changes planned for the Northern Zone. The next zone report will include information from Aspen, Northern Lights and Peace Country Health. We are excited to have Aspen join us to offer insight and perspective into some of the issues we deal with in northern Alberta.

There are a couple of staffing changes for Northern Lights Regional Health Authority. Les McIntosh resigned from Ft. McMurray in February and Keith Orlaw will be leaving High Level at the end of March. Keith is going south to the Kelowna area to work for Interior Health in B.C. Best of luck to both Les and Keith!

Two large athletic events were held in the Northern Zone in the late winter months. The Peace River area hosted the Alberta Winter Games from February 13-16. Shortly thereafter the Arctic Games were held in Ft. McMurray. Both events went fairly smoothly, without a doubt due to the advanced planning and hard work of the local public health inspectors in the area.

Jim Meagher's temporary absence from Peace Country Health once again resulted in mass chaos. A water main break in Grande Prairie on March 11, 2004 caused the city to issue a local state of emergency. All non-essential water services were halted. The state of emergency was lifted later in the day when the break was successfully repaired. At the same time, one of the local school's was experiencing a rash of enteric illness. It was later confirmed to be Norwalk and approximately 100 students were affected.

Not knowing the results of nominations for Northern Zone Councilor at the time of writing this report, I would like to take this opportunity to express how much I have enjoyed this position over the last two years. I look forward to continued involvement in the Alberta Branch.

Respectfully submitted,

Koreen Westly  
Northern Zone Councilor



**Capital Zone Report  
Annual General Meeting  
March 27, 2004**

Spring has sprung in the Capital Zone (we think) and along with it news of some new babies! Nyall and Karen Hislop welcomed a new member to their family, Brandon Edward born in November. Karen will be returning to work in July and then Nyall will be off until November. Sharon Regimbald and husband Dave had baby number two her name is Michaela. Sharon is due to return to work in October. There must be something in the water in Edmonton as two more maternity leaves will happen this year.

We said a sad goodbye to Diane Luka in November as she moved to Red Deer and is working with the David Thompson crew. We miss you! So along came...**Phi Phan** from Taber and Chinook Regional Health. Phi is a great addition to the Food Protection Group although he misses good corn. Also new to the Capital Zone is **Wojciech Drobina** from British Columbia. He has filled the maternity leave in the St. Albert office.

In January the entire Environmental Health Services completed the Incident Command System Orientation. This system is a model for command, control, and coordination of emergency response at an emergency site.

As the summer starts to approach staff are preparing for a busy summer of festivals, farmers markets and special projects. One project that will commence is the Wabumun Air Study. Capital Health will be undertaking the sampling and administrative oversight of this air study.

The Alberta Branch Fall workshop preparations are underway. The workshop is scheduled for October 7-8, 2004 at Bernard Snear Hall, University of Alberta. The topic is Water Codes of Practice.

Respectfully submitted,

Cheryl Galbraith  
Capital Zone Councilor

Simon Sihota  
Capital Zone Councilor



## Central Zone Report Annual General Meeting March 27, 2004

Effective immediately after the Annual General Meeting, The Central Zone will consist of East Central Health and David Thompson Health Regions.

We are proud to announce Ms. Zaheen Nanji from David Thompson Health Region as the new Central Zone Councillor for the upcoming 2004-2006 term, as elected by zone members.

### Life goes on in **East Central Health**:

- There is still some inspector coverage overlap in the North, with Brian Levine of Aspen Regional Health still covering the Town of Two Hills, while David Fong covers the town of Vegreville and Greg Ward takes care of parts of County 21 and Lamont County.
- Pam Williams is still on long-term disability due to nerve damage in her leg. Everyone is hoping she will be able to return to work on a part-time basis this summer.
- Doug Everett and Tricia Herridge are providing coverage out of Camrose these days.
- It appears that the musical-chair situation in terms of 'who works where' in East Central missed Gordon Corcoran in Wainwright.

### There has been a great deal of activity in the **David Thompson Health Region**:

- Most people are aware that Rob Elliot resigned his position as Director of Health Protection with DTHR. This resulted in an extensive reorganization within the Public Health division, and Dan Richen is now the Manager of the Environmental Health program. Rob will be taking a well-deserved break to hone his golf game and play with his granddaughters before considering his options. He has NOT retired!
- Zaheen Nanji has transferred offices within DTHR, moving from Red Deer to Wetaskiwin. Unfortunately Zaheen was involved in a car accident in February; although she suffered no serious injuries, Zaheen is on a reduced work schedule until she recovers from the bumps and bruises.
- With the transfer of the Didsbury district of Mountain View County to Calgary Health Region, Garth Gosselin has relocated to the Olds office of DTHR. After six weeks of debris removal, Doug Johnston has cleared an area in his office to share with Garth.
- Adam Stokowski, our student PHI, is taking some time off in April to prepare for the BOC examinations. We all wish him well, but with the training he had in DTHR he should find the orals to be a breeze (hurricane speed).
- Most of the PHIs escaped the winter doldrums by heading to warmer climes... Zaheen and her husband went on a Caribbean cruise, Garth and Karen tanned in Mexico, and Quentin Schatz spent his honeymoon on the Mexican Riviera. On the other hand, Keith Lee spent his vacation doing face plants in the East Kootenays.

- Credits to Dan Richen

Don't forget about **Aspen Regional Health**. Future news from this Health Region (if regions stay the same) will be included in the Northern Zone Report. This time, however, it's still here, in its entirety, from Provincial border to Provincial Border:

- The region has been playing the "Who's the MOH today?" or "Medical Officer of Health Musical Chairs" since the metamorphosis of the region in April of 2003. From Dr. Schnee in to Dr. Benade, to Dr. Swann to as-of-today Dr. Predy, the public health or environmental health programs appear to be surviving, through the contact telephone numbers keep changing.
- In the far West, Doug Drysdale and Christine Zaporzan are busy these days, with both Jack Somers and Cheryl Unger away. Jack is on indefinite leave right now, recovering from illness, and will return to work this coming July, or sooner. Cheryl is on vacation for the month of April, travelling through the warm, sunny desert in parts of the Southern United States.
- In West Central, all inspectors are also busy (so they say). On New Year's Eve, Susanna Tay gave birth to a healthy baby boy, and Susanna, her husband and baby are doing well. A sigh of relief was heard when the maternity leave vacancy in Westlock was recently announced as filled – Les McIntosh will be working in the Westlock office starting on April 1, 2004. Development in the West Central part of Aspen has been brisk, giving Jay Jorgensen, Darcey Savage, Philip Callbeck and Ron Pillidge some new issues to deal with, while other ongoing battles continue to be fought – some have already ended up in the courtroom, while others are following.
- In East Central (Aspen, that is), Michael Sidra continues to keep the Slave Lake area in line. He and Marie Beliveau, formerly in the St. Paul office, became engaged over the Christmas holidays. Congratulations. Marie is now working in Edmonton in an internship position for Alberta Health and Wellness. Tony Thepsouvanh is busy keeping the Athabasca area in line, and looks no worse for wear from his daily commute from Edmonton.
- In the far East, Lynne Bollinger, Brian Levine and Nick Simone have been cruising along, at the same time covering the vacancy in the St. Paul office. They hope to have the vacancy filled as soon as possible, for everyone's sake.

This is our final report as Central Zone Co-Councillors for CIPHI Alberta Branch. We wish the best of luck to Zaheen Nanji as the new Zone Councillor, and to all new members of the Alberta Branch Executive. Some final words to our successors: it's all about the golf tournament. Fore!

Respectfully submitted,

Philip Callbeck and Jay Jorgensen  
Central Zone Co-Councillors

## Calgary Zone Report Annual General Meeting

Happy Spring Everyone! The snow is disappearing, the temperature is rising, and the days are growing longer...time for the spring AGM. Also time to start digging for the latest news and gossip around the Calgary region.

On January 15, 2004 a zone meeting was held in Strathmore for the Calgary and Southern zones. Speakers included Dr. Ralph Christian, Veterinary Pathologist, who gave a presentation on Mass Carcass disposal; our own Sarah Nunn, who shared with us her experiences with the Foot and Mouth Disease crisis in the UK; and Stephen Parker, who provided us with information on the new Food and Food Establishments Regulation. This gathering was also an opportunity to present Norm Carlson with his 25-year pin—Congratulations Norm! We had a great turnout, and the meeting was enjoyed by all. Thanks to David Crowe, Mike Gervais, and Phi Phan for their hard work in planning this event.

Along with the arrival of Spring and new beginnings, we are saying good-bye to some of our friends who are leaving the Calgary Health Region to embark on new adventures. Secretary Pat Olesen is retiring to Edmonton after many wonderful years with the Calgary Health Region; Marcy Iwanyk and Jeff Kresowaty have accepted positions with Environmental Health in Terrace, BC. We wish them all luck in their new endeavours!

A Calgary zone report would not be complete without a report on the baby boom our region has been experiencing over the last year. Paul Von Schoenberg and wife Noelia welcomed a baby boy in December 2003; Lynne Navratil and husband Curtis are expecting their second child in June; Kori Woodard and husband Ray are expecting their first child in early April. Congratulations to everyone!!

On February 12, 2004 some of us had the opportunity to attend an inservice presented by the Association of Professional Tattooists (APT) at the Westin Hotel. Although it may not have been what we had all expected it to be (those who were there will know what I am talking about!), it was a good opportunity to learn about the public health perspective of the APT.

The extension of the Calgary Health Region into the former Headwaters Health Authority is slowly but surely coming along. We've enjoyed the company of several members of the former HHA at some of our meetings and inservices, and look forward to seeing them at future gatherings.

Some exciting news to look forward to: Krispy Kreme donuts are getting ready to open their first location in Calgary. If all goes well, they plan to have their grand opening on Tuesday March 30, 2004. Lucky me, I get to do the approval inspection...yummy, I can taste the donuts already...





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That's all for now...until the Fall GM.

Respectfully submitted,

Kristen Kliciak  
Calgary Zone Councillor





**Southern Zone Report  
Annual General Meeting  
March 27, 2004**

We'll call this a report-by-proxy as this writer doesn't actually work in the Zone he is writing for, but just like all health inspectors out there, we'll all just have to adjust.

**Chinook**

As was mentioned **Phi Phan** left the cozy confines of Feedlot Alley in January to try his brand of public health in Edmonton. Taking his place is a large paperweight placed on his office chair. It does about the same amount of work as Phi did anyways.

And to disappoint the ladies out there, **Sean Robison** is off the market as he has entered a binding agreement for marriage, i.e. he's engaged. Congratulations to Sean for finally snagging his honey and for surviving the actual proposal. Jewelry should not be given when driving, for those who are interested.

The other inspectors continue to keep themselves busy with education courses, regular inspections and participation in various studies such as a blue-green algae survey of Ridge Reservoir.

**Palliser**

Once again the folks in Palliser find themselves without additional positions meaning some administration changes were required. In order to meet the Blue Book standards, the staff now prioritizes the many demands on their time into 4 classifications. '1s' are must-do incident responses such as outbreaks, '2s' are clearly mandated legislated activities such as food inspections, '3s' are population initiatives and finally '4s' are individual services. Thus far, the individual services (such as drinking water test consultations) have been greatest affected. Hopefully, the board will see the light and provide the support that the Environmental Health program needs. However, here's hoping against hope, folks.

Well everyone, it's been a slice-and-a-dice being in the South for the 2+ years and real hootenanny representing the fine individuals that work in the area as Zone Councilor. The new councilor will be **Brian Craig** from the Chinook Health Region (barring any strange occurrences at the AGM). If you should have any comments for CIPHI or concerns, feel free to contact Brian at [bcraig@mail.chr.ab.ca](mailto:bcraig@mail.chr.ab.ca).

Thanks y'all.

Respectfully submitted,

Phi Phan  
Southern Zone Councilor



**Board of Certification Report  
Annual General Meeting  
March 27, 2004**

A number of changes are occurring with the examination process as a result of consultation with board members, candidates, panel members and provincial exam coordinators regarding the inconsistencies across Canada in the examination process. This includes the training of the examiners, marking of reports, content of oral questions presented to the candidates and scoring standards used by different panel members. This review resulted in a 3-year plan to address the consistency of the examination.

Phase 1 of the plan will see the development of a bank of national examination questions and answers that incorporate recognized principles of standardization and scoring, incorporate consensus marking into the draft "Guide for Oral Board Examinations," and formal training of examination coordinators and panel members.

Phase 2 will see the development of an audit process to ensure that the phase one options implemented are effective.

Phase 3 will determine if the above has sufficiently addressed the consistency issue and if not the BOC will consider running the examinations directly at a limited number of examinations sites.

Other areas being addressed include:

- The development of a Practicum Training Guide for training agencies to lay out the roles and responsibilities of the training agency and encourage a consistent approach to the delivery of practica regardless of where in Canada it is offered.
- Reviewing the Inspection Report writing criteria in the candidate information package to ensure the expectations of report content is clear and that the information is consistent with the report marking criteria. This will hopefully address the low quality of reports being submitted by candidates.
- A credentialing committee has been set up to develop a method of tying in professional development credits with the maintenance of the Certificate.
- Changes to the Admin Policy are being reviewed to allow the Board greater flexibility in assessing candidate marks. The appeal process is also under review.

Respectfully submitted,

Peer Mikkelsen

## Membership Committee Report Annual General Meeting – March 27, 2004

Membership 2003 – 2004.....The Numbers are In

The final membership tally is listed in the table below. With the branch hosting the CIPHI National Educational Conference in 2003, our numbers topped off at a record 179! Never has the branch seen such impressive membership numbers. Hats off to the Alberta Branch!

Zone	Regular*	Retired	Student	Corp./Affiliate	Life	Total Membership
Arctic	11	0	0	0	0	<b>11 (6%)</b>
Northern	14	0	2	0	0	<b>16 (9%)</b>
Capital	54	2	19	3	1	<b>79 (44%)</b>
Central	33	0	1	0	0	<b>34 (19%)</b>
Calgary	27	1	1	0	0	<b>29 (16)</b>
Southern	8	1	0	0	1	<b>10 (6%)</b>
<b>Total</b>	<b>147 (82%)</b>	<b>4 (2%)</b>	<b>23 (13%)</b>	<b>3 (0.17%)</b>	<b>2 (1%)</b>	<b>179</b>

### Membership 2004 – 2005 (Current to March 26, 2004)

And it looks like we're off to a good start for 2004 – 2005 as well. These are the first membership numbers since realignment of the zones within the Alberta Branch.

Zone	Regular*	Retired	Student	Corp./Affiliate	Life	Total Membership
Arctic	9	0	0	0	0	<b>9 (7.3%)</b>
Northern	22	0	2	0	0	<b>24 (20%)</b>
Capital	34	1	10	0	1	<b>46 (37%)</b>
Central	16	1	1	0	0	<b>18 (15%)</b>
Calgary	17	1	1	0	0	<b>19 (15%)</b>
Southern	6	0	0	0	1	<b>7 (6%)</b>
<b>Total</b>	<b>104 (85%)</b>	<b>3 (2.4%)</b>	<b>14 (11%)</b>	<b>0 (0%)</b>	<b>2 (1.6%)</b>	<b>123</b>



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Once again, I'd like to thank our Zone Councillors for working so hard on the membership raffle. Your footwork and incessant harassment of colleagues is what makes this a success! Good luck to everyone that purchased raffle tickets. Members who have renewed will receive full reimbursement for the cost of membership.

And lastly, it has been a pleasure to serve the Alberta Branch for the last 2 years. This will be my final report and I hope another enthusiastic individual will take up reigns and positively contribute to the branch as membership chairperson. I remain committed to our profession and look forward to serving the membership in a different capacity.

Respectfully Submitted,

Tony Thepsouvanh, CPHI(C)  
Membership Committee Chairperson





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**Issues Committee Report  
Annual General Meeting  
March 27, 2004**

Since the last AGM, no new issues have been brought forth by the membership. There are currently no outstanding issues that remain to be addressed by the Executive or the general membership on behalf of this committee. Have a great summer everyone!

**Respectfully submitted**

Simon Sihota  
Issues Committee





**Communications - Newsletter  
Annual General Meeting  
March 27, 2004**

What started as a way to cut costs has apparently spurred the newest trend for the various Branches of CIPHI. The electronic format we currently use in Alberta has been adopted by all of the other Branches that currently publish a newsletter. It's nifty to be a trend-setter.

As for our much beloved Alberta Branch News, work continues on the "Spring" issue with a publication date sometime after the AGM, most likely before the end of April. Members are asked to submit any articles, announcements and the like before April 15, 2004.

Additionally, attempts continue to increase the level of participation among the general membership. With regards to the newsletter, a call for an ad hoc committee for the newsletter has gone out. There have been a few inquiries in the preceding months, which is a good sign.

No other changes are expected to the format of the newsletter. However, with the departure of Stephen Parker, I once again implore members to step up and provide some content for the newsletter.

That's it for now.

Respectfully submitted,

Phi Phan





**Communications Committee - Branch Website  
Annual General Meeting  
March 27, 2004**

A number of changes have been implemented and/or proposed for the Alberta Branch website ([www.ciphi.ab.ca](http://www.ciphi.ab.ca)).

Prior to Christmas, a Members Only section was established, to provide some value for the membership through information and material available only to members of the Alberta Branch. Presently, copies of all Alberta Branch News are available in this section, but we hope to expand this with the provision of minutes from CIPHI and Branch meetings, announcements of upcoming events, and educational material.

For members wishing to gain access to the Members Only section, please submit a Password (6 – 10 alphanumeric characters) to [ab-ciphi@telusplanet.net](mailto:ab-ciphi@telusplanet.net). I keep a database of members' UserIDs and Passwords, so that permissions can be reset if you forget your information.

Unfortunately, a number of problems have been encountered with the Members Only Section. Some were the result of security updates installed by our Internet Service Provider, and some relate to errors in navigation commands throughout the website. When problems are identified they will be corrected. Anyone experiencing difficulties with the website – and particularly the Members Only Section – is asked to drop an email message to [ab-ciphi@telusplanet.net](mailto:ab-ciphi@telusplanet.net).

The website will be undergoing another facelift in the near future, as we attempt to standardize logos and design criteria. At that time, problems with the navigation commands should be corrected.

President Victor Mah has approached the Council of Directors of Environmental Health, and offered the services of the Branch website as a clearinghouse for public documents and information used by RHAs. This could simply be through links to RHA websites for public access, or links for members throughout the province. Our Internet Service Provider has agreed to significantly increase storage capacity to accommodate this initiative.

The website can be a very useful and effective tool for the Branch and membership. If you have any suggestions for improving the site, please contact me at your convenience.

Respectfully submitted,

Dan Richen

