

**BC Branch CIPHI Executive Meeting**  
**Thursday April 21, 2005**

**Minutes**

**Present:**

Caroline Alexander, Kuljeet Chattha, Steve Chong, Keir Cordner, Jasmina Egeler, Nigel Headley, Tara Hluchy, Salima Kassam, Roopy Khatkar, Joanne Lum, Shawn Parhar, Denis Semail, Gord Stewart, Lis Vallaster, Brent Zaharia

**1. Welcome to New Executive Members**

- Denis Semail joined as Past President
- Brent Zaharia as new corresponding secretary
- New Councillors: Keir Cordner (Vancouver Island); Tara Hluchy and Shawn Parhar (Vancouver)

**2. Approval of Minutes – February 17, 2005**

- *Motion to approve minutes moved by Denis Semail. Seconded by Jasmina. Motion Carried.*

**3. Old Business**

(a) Branch Website Redesign (Steve)

- Proposal: Brandon Roe gave a quote of \$2,450.
- Reference to Richmond's website ([www.richmond.ca](http://www.richmond.ca)) for a logical and clean layout. Steve will try to have contract worded so no money up front until contract is up. We will have form a committee to develop the text/content on the site.
- *Motion to accept Brandon's proposal moved by Gord. Seconded by Keir. Motion Carried.*

(b) CIPHI Display Booth

- Display booths are finished and sent out to the Branches this week.
- Cost is \$1641.38 including GST.
- It is a portable display; portfolios available; power point can be presented to supplement the display.

(c) Sewerage Regulation

- 8 responses received (both for and against);
- Continued education and competency required in order to get approval, as Sewerage Regulation Steering Committee does not recognize the BC Branch as we are not 'Professionals';
- Branch will look into equivalency for BCIT courses. Need to see what credits are offered for those from BCIT - need committee to figure that out. Any faculty at BCIT interested in assisting this? BCIT still need to provide course to give students coming out basic knowledge of land use issues.

- No thought on legal opinion as of now. How much do we want to push issue to recognize PHIs. This will be put out to the members perhaps.
  - Northern Health sent 4 inspectors to take course at Royal Roads.
- (d) Health Act Renewal Project (HARP), Gord/Caroline
- Circulated redraft that Gord did. Need to make it flow better.
  - Respond back to Gord by next week and copy (cc) to the rest of the Executive.
  - **Action item: Gord, Caroline, Kuljeet and Shawn to finalize changes ASAP.**
- (e) Board of Registration Vacancies
- Two vacancies on BOR.
  - Jessica Ip Chan is interested in sitting on committee to fill non-regional position.
  - *Motion to move Dave Butt from a non-regional to region 3 (Thompson, Okanagan, Kootenay) representative, and to appoint Jessica to the non-regional position moved by Keir. Seconded by Jasmina. Motion Carried.*
- (f) EHO/PHI College
- In discussion with Steve, Nick Losito, Tim Roark, Lis and Dave Butt.
  - Tim Roark raised issue to date and to thoughts on using this as an election issue. Tim volunteered to do this. He is trying to arrange a meeting with Ron Duffel (Executive Director of Health Protection, MOHS) to channel information to Andy Hazelwood, Deputy Minister, to see what he can do for us.
  - No movement for PHIs to gain professional recognition as of yet.
  - Nick suggests to put wording into Health Act so we do not have to rely on going through other Health Professions Act and an opportunity has presented itself with the Health Act renewal project.
  - **Action item: Steve will update the final document from the HARP Committee to include this recommendation.**

#### 4. Committees

##### (a) Education

###### *2005 BC Branch Conference Update, Roopy*

- Conference held on March 15 & 16 at Hilton Metrotown.
- 67 participants on Day 1 and 70 on Day 2 (including students and instructors); 13 sponsors and exhibitors.
- Representation from Vancouver Island Health Authority, Fraser Health Authority, Interior Health Authority, Vancouver Coastal Health, Public Health Agency, BCIT (10 students and 1 instructor per day).
- Had update from Directors of Interior Health, VCH and VIHA.
- Conference was well received from evaluations.
- Comments about too many speakers – not enough networking time;
- Overall, better attendance than last year.

- **Action item: Roopy to forward Steve a number of attendance from each region which will be used in a letter of ‘thanks’ to the regional directors;**
- Salima – expenses were just under \$15,000 for the two days. Revenue generated \$5,000 profit. Cost of packaging and hotel was costly. Recommend moving the social to the end of first day (and move the AGM) for next conference.
- More Executive members at the conference. More positive feedback, had more sponsorship and better exhibitors this year.

*2006 Planning Update, Brent*

- Steve circulated contract from Delta Hotel to everyone. Brent is making all changes to contract. Date of finalizing contract is tomorrow. Penalty clause is strict, but is common.
- Initially had 100 rooms blocked (paid for) so we changed it to 50.
- Nick Losito suggested sending up a bus from Lower Mainland, but will also accommodate those flying in from North. Nick will send 30-35 people (but will be sharing rooms) from VCH.
- Dates of conference: May 9, 10 and 11.
- Change time to finish at 5pm on second day. The Board Room will be requested for the AGM.
- Suggest putting exhibitors in lecture halls to not isolate them too much
- Need to get everything on contract re: having space only for exhibitors and not to be used for any other function after each day of conference.
- Brent will have to look into rooms to see if it is big enough for exhibitors.
- Forward any concerns to Brent by the end of today as deadline for any changes is tomorrow.
- Signing authority for funds will be made by Brent (need authorization).
- **Action item: Brent to get revised contract outlining further changes to finish time on day 2 and confirm space requirements for AGM and exhibitors. All changes should be reflected in the contract.**

(b) Membership

*Merchandising Update, Lis*

- All clocks received but will not send out until final list of members received, by the summer .
- Look into internal mail of each health authority. Maybe get one representative from each authority to be responsible.
- **Action item: Lis to work with membership committee in arranging mail out.**

*Membership Update, Steve/Lis*

- So far membership is 30 members short compared to the end 2004.
- Need to contact members to renew.
- **Action item: Lis and committee to send out renewal reminders to all outstanding members ASAP. List to be compiled between 2004 and 2005 member lists.**

(c) Constitution Review, Lynn

- Lynn not present. No further work done.

**5. New Business**

(a) Core Competencies

- The concern at NEC meeting in March in Vancouver was the lack of progress on core competency review.
- Contract issues between Rob Bradbury (contractor) and Health Canada.
- Claudia has taken it over and will fill role of project manager, as we cannot wait. Claudia will ensure project proceeds.
- Summary report sent out today re: development of draft for work force core competency by Dr. Emerson. Will lay framework of core comp project.
- Forward any concerns with draft to Steve and he will forward to NEC.

(b) National Business

*Motion to change Code of Ethics*

- Draft motion which reflect our allegiance with CIPHI vs. the government/employer.
- Please forward any comments on that so it can be brought to NEC meeting.

*Smoke Free Resolution*

- Canadian Public Health Association accepted a policy to not hold meetings or conferences in any city where there is no 100 % smoke free – the gold standard.
- We debated this at the NEC – we are penalizing areas with smoking regulations in place, but not to the extent of the gold standard.
- Draft resolution proposed so meetings and conferences to be held in places with a standard for smoke free, but not to the extent of 100%. Forward any comments to Steve.

*CIPHI Professionalism Resolution*

- Draft resolution out of Toronto because of all the issues from Ontario e.g. Walkerton, Naylor and Hines Reports.

- There is a need for professional maintenance of public health protection staff to be in place. Ties in with core competencies, Health Act rewrite, and development of PHI College.
- Resolution in draft form has been put forth – CIPHI takes back ownership of credentials. We proposed that credentials must be renewed annually with framework in place for continuing education. It is a mandatory requirement for annual membership renewal. Need to look over resolution and wording.
- Resolution in effect resolves the issue that we in BC have been trying to accomplish with the development of a PHI/EHO College.
- Please forward any comments on that so it can be brought to NEC meeting.

(c) BC Page Editor

- Roger will be stepping down at end of year.
- Alex Law agreed to take on the role. He is currently the associate editor on BC Page.
- Tim Roark had concerns that the electronic distribution of BC Page was not getting to the retired memberships. He was interested in taking on the role to mail out to those without email access. Not much of an expense for it (stamps, stationary for print, and envelope). Less than 10 individuals to mail out.
- Kuljeet also volunteered to assist Tim.

(d) Healthy Community Planning

- Part of Trevor Hancock's core competency review for BC.
- Executive should review Roger Parsonage's paper and comment back to him.
- Roger is hoping to get interest from Branch for endorsement at a possible Community Planning Conference (i.e. sponsorship money or display booth at conferences, or sending delegates). Dennis and Jas agree.
- Branch will support any such conferences, but will determine level of support when more information on the conference is available.
- **Action item: Steve to get back to Roger after reviewing paper and conveying Branch support.**

(e) Review of Standing Committees

- Some concerns raised on participation on committees. Expectation on executive is for equal participation by all. Everyone should be on at least one or more committees, and each committee should have a chair. Chair is responsible for directing the work to be accomplished and should develop terms of reference.
- Awards Committee – Neil Nabata (Chair) and Kuljeet.
- Constitution and Bylaw Committee – Lynn (Chair) and Gord.

- Education Committee – 2 co-chairs, Brent and one other to be decided by the 2005 Conference Committee Members. Any input send email to Steve. The 2006 Conference will still be a Branch conference, so planning will be done by BC Branch, in Kamloops and Vancouver. Committee not finalized.
- Membership Committee – Lis (Chair), Jas, Nigel, Brent, Kuljeet, Keir, and Caroline.
- Social – Joanne (Chair), Jas, Nigel, Salima, Shawn, and Tara.
- Health Act Renewal Project – Gord (Chair), Kuljeet, Caroline, Shawn, and Keir.
- Sewerage Regulations – Keir (Chair), Kuljeet, and Dennis.
- PHI College Committee – Lis, Steve, Tim Roark, and Dennis.
- **Action item: Steve to forward finalized committee membership list to Executive.**

## 6. Roundtable

- No comment

## 7. Adjourn

- *Motion to adjourn meeting moved by Dennis. All in favour. Motion Carried.*