

## Ontario Branch Executive Council Minutes

Peel Public Health  
Mississauga, ON

**February 10, 2017**

**Present:** Tony Makrostergios (TM), Tamika Latibeaudiere (TL), Rachael McArthur (RM), Lori Holmes (LH), Eric Devine (ED) (via teleconference), Ray Ramdayal (RR), John Cannan (JC), Kate Beath (KB)

**Guests:** Norine Schofield (NS)(BOC), Grant Lafontaine (GL) (Branch Historian), Steven Rebellato (SR) (ASPPIO), Wendy Pons (WP)(Peel Public Health)

**Guests via teleconference:** Richard Meldrum (RMe)(Ryerson), Tony Amalfa (TA) (MOHLTC), Michelle Marcus (MM) (CoPE), Ken Diplock (KD) (Conestoga), Diana Teng (DT) (Niagara Public Health)

**Regrets:** Beth Driscoll (BD)(CoPE), Anthony Habjan (AH) (Niagara Public Health)

**Chair:** Raymond Ramdayal      **Recorder:** Kate Beath

**Start time:** 8:45am

### 1. Approval of Agenda

Motion to approve the agenda.

Moved: TM

Seconded: RM

Carried.

**2. Review and Approval of Previous Minutes**

Action item under RM should state "complete". Item changed in minutes by RM in order to reflect the correct action time.

Motion to approve the minutes of January 19<sup>th</sup>, 2017 minutes with changes.

Moved: TM

Seconded: KB

**Action item: Minutes to be posted to the website by ED.**

**3. Review and Approval of Electronic Motions**

Electronic vote for CoPE rep took place and Beth Driscoll was the successful candidate.

**4. Branch Historian (GL)**

- Things are carrying on as they have been. Currently in the process of logging all of the information collected into a database. There are lots of items written down to go into electronic database on Google drive which will be accessible to OBEC.
- Today's meeting is a good opportunity to brainstorm and identify anything that may

come up through portfolio presentations and other discussions.

- Utilizing the Ontario Branch News (OBN) and have articles like “Blast from the Past” to disseminate information to our membership.
- Starting to get artifacts out in pictures or physical form. Displays at conferences have been very effective and probably is the prime way to display items. If other health units (HU) want items it can be difficult to get things to them (ex. have to meet someone at the storage locker and hand them the items.) Each year at conferences GL tries to have different displays. Lots of articles and letters by founders of the profession such as hand written correspondence from the beginnings of CIPHI as an organization.
- There have been a lot of issues over the past year across the province re: budget constraints and there’s a lot of threats to all kinds of different roles in public health. More than ever it is really important as an organization that we pull together and share/be proud of the history we have. A lot of other roles in a health unit do not have the kind of background that a PHI has and we need to use this to propel ourselves into the future.
- We stand on advances made in the past that we don’t want to forget and we don’t want to lose roles that we’ve had in the past – it is part of our inherited legacy. For over 100 years we have provided this amazing service to the public and it should be nurtured and OBEC are the ones who should do that. We all need to continue with the great work that we’re doing and to get the message out that we are creating history every day. Try to document and promote what we’re doing. We are not a static profession we are constantly changing and moving, and the role of the historian is to make people aware of the great history we have and increase the great sense of unity that we all have in

order to maintain the great reputation that we have created.

RR Comment

- Need to brainstorm more and clearly understand and define what the purpose and role of the historical artifacts are and how to best utilize them.
- Recent request from York region to do a presentation and they requested historical pictures. Individuals knew to come to CIPHI Ontario and OBEC needs to promote the fact that other HUs and agencies, etc can come to CIPHI Ontario and request historical documents.

KB Comment

- Suggestion to develop themes for the year which may help determine what type of historical information or artifacts to send out or to tailor what information is provided to conferences to the conference theme. For example this year's conference is "courage" so perhaps historical letters about starting the new profession.

JC provided GL with a jump drive of historical OBN items and historical facts. This is the same information that has been provided to the Communication Working Group on Google docs.

ED Comment

- Suggestion to send out a call out to other HUs to send in any older items that they may have
- Suggestion to explore the possibility of having a professional company scan and pdf the

items which may help expedite the process and make it less onerous.

- Suggestion to cross-reference items that are currently on the website with that of other documents OBEC has or update the items that are shared on the website

NS comment

- Suggestion to do some promotion of historical items to our members

**Action Item: GL to contact WP regarding a historical booth and potential theme for the booth at the conference.**

**Action Item: GL to send out email to HUs requesting any historical items or artifacts be sent to CIPHI Ontario for archiving.**

**Action Item: GL to investigate the cost of a professional company scanning and formatting historical documents in a pdf.**

## **5. MOHLTC – TA**

**New Organization Structure at the Ministry and how it played out in programs and how EH affected**

- The branch that TA belongs to now is the Health Protection, Policy and Program branch. It encompasses environmental health, tobacco and smoke free policy, and addiction and substance abuse policy. What's being carried over is food safety, safe water, health hazards (healthy environment) and what has been inherited is skin cancer prevention

for tanning beds and public health inspection expertise (which would be of interest to OBEC especially)

- Public Health Inspection Expertise
  - Currently mapping out all the activities that PHIs do across all the regulations and guidance documents. Some inspections are annual, on demand or more regular frequencies; so they're mapping that out to see what that looks like first. More about the mapping in late spring/early summer.
- Tanning bed is different than what they're used to. Very bare bones program at the moment. As protocols and guidance documents are updated a closer look will be had at that. Looking at this over the next 5 or 6 months.
- Across the divisions menu labelling is with the Healthy Living branch so they have been trying to support the implementation.

RR Question

- Regarding the public health inspection expertise can you give an example or more insight on that?
- Answer TA: have some internal concepts of what they may want to do with that. Looking for some consistency across the division. For example tanning beds, tobacco and menu labeling require a course or certification prior to inspection whereas for food and water inspections the HPPA dictates that you are able to conduct the inspection. MOHLTC are looking to have consistency across all programs. They haven't been told what exactly goes with it so they have sort of a blank slate to develop guidelines or consistency.
- RR: speaks well to expanding the scope of what PHIs are capable of doing.

RR Question

- Any indication if tanning bed inspections will become more of a routine compliance inspection as opposed to relying on complaints?
- Answer TA: It's more proactive to have regular inspections instead of relying on complaint basis. The hope is that perhaps in the future having regular inspections whether annually or every few years. Inspections that students could carry out and if there are issues with compliance then a certified inspector can follow-up. Example of a program where they'd like to have some consistency.

#### **Survey of Public Health Inspection Training Strategy**

- One page summary sent out by the MOHLTC
- RM: CIPHI Ontario will be sending out the infographic. CIPHI Ontario will be making changes and sending out to membership next week.
- CIPHI extended its gratitude to MOHLTC for their assistance with the Professional Development Needs Assessment survey.
- MOHLTC was happy with the response from PHIs across the province.

#### **Practicum**

- 25 placements program still in place and available for students.
- Recommendations from 2015, funding from 8000 to 10000 for practicum placements and current director is fully supportive of the program.
- One item from evaluation they would still like to implement, have BOC agreement to find out the number of MOHLTC funded placements have sat the exam and were successful. MOHLTC able to obtain information in 2014, however there were issues

with confidentiality. MOHLTC is looking for the numbers, rather than the individual names, they would like to pursue this again.

- Of the candidates sponsored they would like to know out of those sponsored how many passed and are certified and how many are contributing to the capacity of public health in Ontario. The question they want to answer is how many more inspectors are contributing to the workforce because of the program.

TM Comment

- Any person certified as of 2017 has to be a member of CIPHI Ontario and those members are posted on National's website.

NS Comment

- If it's just a request for confirming numbers then that's fine. If the MOHLTC provides a list of sponsored names then it would be simple for BOC to provide numbers of how many sat and how many certified.

**Action Item: NS to connect with TA regarding number practicum sponsored students who sat the boards and number who passed.**

ED Comment

- Suggestion that TA share the 2015 PHI Practicum Evaluation with CIPHI Ontario

**Action Item: RR and TA to connect and determine what sort of update will be provided by the**

## **MOHLTC regarding the 2015 PHI Practicum Evaluation**

### **OPHS**

- Approved and published before the end of the year.

### **6. BOC Update – NS**

- Cannot comment on the exam currently as there are 4 appeals ongoing. No update on the exam for October. Update will be provided at ASPHIO and the update will be for the whole year.
- BOC has been asked to update Form A to remove free membership for new members. Since they have to be members they will need to pay anyway.
- BOC application has been sent out this past week. Close to exam time NS does double check to make sure that they are a member.
- Earlier this year Lake Superior State School was taken off the list as an approved school. Some conditions made by BOC could not be met so approval has been removed. Fall out – some students have enrolled and they will have to continue at other BOC approved schools.
- Conestoga – advisory meeting, very impressive. Students very enthusiastic. Majority of faculty are CPHI(C) certified and past BOC examiners.
- Ryerson did not have any advisory meeting last year at all. Board wrote them a letter letting them know they are required to have an advisory meeting and that staff should be CIPHI members
- Expression of interest to be an Ontario rep on BOC (attached documentation)

- Represents 55% of the certification
- BOC provides lots of homework to the rep. proposal to have 2 reps for Ontario. Branch rep and then exam coordinator
- Would like to get the document posted in the summer
- If position starts in May there would be some value to get it out earlier so the new rep can meet with NS.
- Branch rep starts in January and first BOC meeting in May. NS will be available to consult if need be. The document says May 1 because the first BOC meeting is May 1.
- Ontario Rep – updating all presentations and documents, school meetings
- Exam coordinator – coordinating the 2 exams.
- Branch rep has to be involved in the exam

**Action item: OBEC to review Expression of Interest for Ontario BOC rep by March 15, 2017**

- NS is requesting to split the position into 2 and for her to stay on as exam coordinator until ToR can be updated and new individual trained.

**Action Item: OBEC to discuss NS proposal to stay on as exam coordinator until a new individual can be trained.**

ED comment

- If Lake Superior is not accredited can they be removed from the BOC website? Under the international students document the school is still listed. There are also

incongruences on CIPH Ontario website and BOC website regarding the list of accredited schools.

**Action Item: ED to review the websites and create a list of all incongruences between the two so that they may be removed.**

## **7. 2016 Conference Final Report – Niagara – DT**

### **Key highlights**

- Venue – professional, convenient for delegates
- Social events were well received, people stayed out late, many opportunities for networking
- Prizes/Raffles (i.e. iPhone, hockey tickets, wine, helicopter package, hotel stay, golf) appreciated, through the raffles we were able to raise \$1000 for a local non-profit Niagara Support Services
- Donations – wine for speakers were all donated, golf donations through sponsors – allowed us not to pay for gifts

### **Attendance**

- 218 (full & daily)

### **Financial update**

- Exhibitor Revenue \$75,000
- Projected Revenue >\$48,000, seed money \$20,000 included
- Cost/delegate did not fully pay for their attendance at the conference, compensated

through the exhibitors/sponsors

- Hotel rate \$139 with free parking and WIFI, regular rate for that room was \$240, \$435 for Saturday before conference

#### **Challenges**

- Tried to identifying challenges in advance
- Time management for speakers and the flow
- Delegating responsibilities
- Sponsors/Exhibitors – organization and preparation of timelines, proposals/contracts and contacts for each sponsor/exhibitor. Organizing and customizing exhibitor's specific requirements for each exhibitor and their specific requests.
- Speakers – creating a cohesive, flowing structure for speakers, breakouts and anticipating for last minute changes (i.e. Dennis Stearns for Bill Marler).

#### **Successes**

- All components came together with the speakers, exhibitors and socials events.
- All delegates, NR staff and came together to increase moral
- Hard work paid off
- Positive feedback – even from exhibitors

#### **TM Question**

- \$48,000 does that include the seed money or is that strictly profit?
- Answer DT: Yes that includes the seed money. (CIPHI Ontario will receive \$28,000)

WP Comment

- Request for breakdown of delegates ( ex. How many full registrations vs day registration)

**Action Item: DT to send WP a breakdown of delegates.**

**8. 2017 Conference Update – Peel Region WP**

- Save the date cards passed around.
- Theme is courage and they like it because it is difference and they want something that stands out. Also, want to bring the human element of the profession to light.
- Currently distributing cards to schools, curling, and at BOC exam.
- Three streams are lead, connect and innovate
  - Want to target the speakers to speak on those themes
  - #ciphipeel2017 will be used as the conference hashtag for social media purposes

**Highlights**

- Pearson convention Centre. Tons of room, Hilton (conference accommodations) are located on the same property.
- Sunday social – annual golf tournament will be held at Lion Head golf club. Thinking about putting packages; welcome reception at the Hilton
- Monday – social planned at Strike (axe throwing/knife throwing), will be providing transportation for delegates to the venue. Playing on the superhero theme as delegates can show off their skills
- Tuesday – gala at the Pearson CC (can hold up to 350 people) entertainment with

different cultural dances. Photo hub is coming. They're like a photo booth without the booth. They can brand it with the colours and themes of the conference.

- Wednesday – half day educational sessions and then workshop (perhaps enforcement)
- Website is going live on Monday and then the call for abstracts will go out. [www.ciphipeel2017.ca](http://www.ciphipeel2017.ca)
- Sponsorship committee has started connecting with sponsors – will look into tailoring them to different places as needed. Lead is looking at different types of sponsors for the conference. So far the interest is quite positive.
- Social Media
  - promotion with Giardia via Twitter and Instagram
- Speakers – still in the process of looking for them and having the theme of day for the conference be included in their talks

#### JC Question/Comment

- Will poster presentations be included in the call for abstracts?
- Answer WP: Yes, the plan is to offer on the call for abstracts. They do have space in the venue for poster presentations.
- JC provided some suggestions to WP for poster presentations that may be of interest to our membership

#### ED Question/Comment

- Suggestion to have a professional photographer providing free head shots of all participants at the conference. This was something ED experienced at a previous conference and it was well received by delegates.

- Will the conference schedule be in the traditional format or digital? Answer WP: the plan is to print the program for the bags.
- Any discussion about broadcasting sessions as a webinar format? Answer WP: The social media committee is looking into broadcasting it via YouTube or Facebook. Maybe something can be posted but the committee will take it into consideration.
- Request to have the presentations provided to CIPHI Ontario in an efficient and timely manner, preferably before the conference so that they can be posted or be programmed so that they are posted as soon as possible post-conference.
- If broadcasting the conference via webinar is under consideration then it is something that needs to be further discussed with OBEC.

NS Question

- What date is the branch meeting scheduled for? Answer WP: the schedule has yet to be set. Will discuss with OBEC regarding the OAEC schedule.

**Action Item: WP to connect with TM, RR, and LH to discuss timing and coordinating of OAEC scheduling. (After march 16<sup>th</sup>)**

**Action Item: LH and TM to discuss what OBEC requirements are for the OAEC (ex. Rooms for storage, printing availability).**

## **9. NEC Update – RR (see attached presentation titled NEC Update)**

### **General**

- John and Ray in Halifax and met with members of the NEC.
- Cost-sharing – currently have a formula for COPE, BOC, NEC, and EHFC
- NL branch – Ontario subsidized some costs for their branch
  - There was some discussion regarding merging some of their East coast branches. They would still have representation for the province but not an entire branch executive or BOC exam coordinator.
  - No decision has been made on this at this time.

### **Environmental Health Review**

- Huge cost to provide a printed copy.
- Lots of other provinces are missing sending their update for inclusion. ON will provide an update each time. Also, providing a link to the OBN.

### **Communications policy**

- Trying to merge several policies into one document – amalgamation and renewal of policies related to communications
- There's lots of stale information on our website so the best process for updating that

### **Free Membership**

- Reason for offering the free membership was incentive to join CIPHI. Now with

mandatory membership it has been removed – effective 2018. Decision was not financially driven.

LH Comment:

- Students are paying \$850 plus tax for BOC, student membership is \$56.50 and when they receive a free regular membership it is like CIPHI is giving back to them and congratulating them on their certification. By removing the free membership it is as though this is not being acknowledged as a job well done.

TM Comment

- The goal and the drive with the mandatory membership is keeping us professional and at a high professional caliber.

**Electronic AGM**

- Drafting a paper detailing step-by-step process in order to achieve this and to ensure that NEC needs are met
- Currently exploring potential software providers

**CoPE/BOC**

- New Ontario rep for CoPE

- Changing the way audits are generated
- LSSU is no longer approved by the BOC
- Several school reviews due in 2017
- Plagiarism

**AEC 2017 in Richmond, B.C.**

- November 5-8, 2017
- Theme "Honouring Traditions and Inspiring Innovation"

**Finance**

- Will be updated and finalized
- Carried forward to the next NEC teleconference
- Review options for assigning a new NEC Treasurer
- RR shared ON Branch Finance Committee ToR

**Other topics**

- Professional conduct complaints
- On-line discussion forum
- International relief survey – Discussion about advocacy piece around this.

**10. CoPE Update – MM**

- Current CoPE committee membership consists of: Keir Cordner (BC) as the Chair, Cole Diplock (BC), Jenny Brown (AB), Peter Ross (SK), Beth Driscoll (ON), Michelle Marcus (ON), Ron MacIsaac (NB) and Stephen Ferguson (NS/PEI). The Manitoba and Newfoundland representative positions are currently vacant. Provinces have

been asked to fill these positions, but no representatives have been selected thus far.

- CoPE is currently working with NEC to put new procedures in place for monitoring compliance with the CPC Program. Changes are required as a result of Mandatory Membership for newly certified individuals (effective as of January 1, 2017). CoPE/NEC will advise members of a progressive compliance process once the process is finalized. As a result, forms, the PD Model, and other documents are being revised.
- CoPE is working with cFactor to upgrade the MSC site to make the audit process for users and auditees go more smoothly and correspond to upcoming procedural changes needed to effectively monitor compliance with the CPC Program.
  - For 2017, the auditing process will be status quo. CoPE will be completing audits on 10% of regular members for 2016 (currently CoPE is required to audit at least 5%).
- CoPE sent out reminders in December and January to CIPHI members to complete their PDH entry by January 31, 2017. The audit process will begin in March 2017.

- Changes to auditing will be implemented in 2018 (for auditing 2017 entries), as this is when the first group affected by Mandatory Membership will enter the auditing process.
- A new PDH Approval form has been created. It now includes an option to indicate if a professional development opportunity is recurring. Recurring activities must be the same format / length each time to be considered recurring (e.g. a series of one hour webinars, an online course). This was done so that applicants only have to complete this process every 5 years. However, it would need to be done sooner if changes are made to their professional development opportunity.
- CoPE is considering having a second Face-to-Face meeting this year, as there are many changes to work through, discuss and finalize as a result of the implementation of Mandatory Membership. This will elevate the budget lines submitted to OBEC as of February 1, 2017 if it occurs.

ED Comment/Question

- Randomness – random selection for auditing, some members selected more than once. Are you cross referencing? Answer MM: currently no. Not sure what the algorithm is for selection. Likely will be changed because of mandatory membership.

- In comparing the CIPHI National site and the Ontario site – very little CoPE presence on both sites.
- What are the credential implications for those certified? Answer MM: procedure for how process will work hasn't been finalized yet. The membership will be notified. The NEC will be considering an appeal process. There are a lot of factors to consider and lots of logistical things that are still in process and need to be developed. It will be a progressive compliance program. MM will discuss with the CoPE chair.

**Action Item: MM to develop an update for the OBN.**

**Action Item: MM to discuss randomness of audit selection with chair and rest of CoPE.**

#### **11. ASPHIO Update -- SR**

May 8<sup>th</sup>, 2017 and November 23-24, 2017– Spring and Fall Face-to-Face Meetings

- In the process of changing the structure of the meeting
- Continued need for consistent update from CIPHI Ontario at both meetings but also at the executive meetings

#### **MOHLTC**

- Trying to make some headway with the MOHLTC on a number of items. Connected with them to get perspective on the healthy menu. Looking at our position to get feedback on it from those in the industry. Industry has asked the ministry for some assistance. More than happy to be that conduit of information.

#### **Membership**

- Working to get chairs to represent all 6 regions. There's a lot of inconsistency around the province with respect to different programs. Some programs have strong representation while others do not. What has been lacking over the years is consistency in updates by chairs from each committee (FS, SW, HH) and consistent messaging across all regions.

#### **Website**

- Representation on the website
- Struggle – ASPHIO lacks a formal place for information, documents, minutes, etc
- Portal has some limitations
- Discussed as an executive – ASPHIO partnering with CIPHI Ontario to drive members by having a link or tab about membership
  - Hope to drive people to other information on the website as well as CPC program
  - Has to be brought to the membership for discussion (will be done in May)

**Action item: ED to look into best way to incorporate ASPHIO into CIPHI Ontario website.**

#### **TM Comment**

- All CIPHI ON documents, etc have been migrated to Google drive – CIPHI Ontario can create an ASPHIO email and add more emails later if needed.
- What in terms of cost is it to add an ASPHIO section to the website? Answer ED: doable at a low cost option. Could develop the partnership page more.
- Would need an approval process through ASPHIO

### **CIPHI Ontario Membership**

- Discussion about ASPHIO members being CIPHI members as well. Q – is there any talk about ensure those ASPHIO members are CIPH members as well? It helps us to look more united. A: logistically things to consider based on the make-up of the membership which is constantly changing. Agree with the premise of the request form an advocacy perspective. The requirement of it can be difficult. Can be brought back to the membership.
- Background of ASPHIO members – previously when asked in 2014 close to half were not members.

**Action Item: CIPHI Ontario to share with SR what percentage of ASPHIO members are also CIPHI Ontario members.**

### **12. Ryerson Update – RM**

#### **Undergraduate Program**

- Thorough undergraduate review of programming, almost through the final stages, program is currently under financial revisions, then to academic standards
- Hopeful that the new undergraduate program will be operational in September 2018
- Slight amendments: removal of courses (46 to 40)

**Graduate Program: Master of Applied Science in Public and Occupational Health and Safety**

- o 6-8 courses and the rest is research
- o Provincial approval is required as well. Hoping within a year or so students will be enrolled
- o Up on the list of departments that need grad programs

#### **Faculty**

- Brian Clarence has retired, no longer replacing retired instructors but with instructional teachers; currently looking for new director and will be appointed in the next few months

#### **Program Advisory Committee (PAC)**

- PAC meeting scheduled for the 21<sup>st</sup> of February, agenda will be coming out soon, Thomas Tenkate will be organizing that agenda.
- How to provide students with extra support and advice regarding plagiarism as a number of students from Ryerson writing the boards have been identified as those involved in plagiarism
- Encouraging all certified staff to become members of CIPHI. School will be providing funds for that

#### **Other**

- TPH – discussion regarding students coming out to do projects. Discussion with peel as well. i.e jurisdictional scans, etc effort to make link with PHU to get more research out
- New building – new health sciences building opening in 2018 (on Church st) and the department will move there

- interview techniques for getting practicums and BOC coming to talk about the boards
- Career fair feedback – very well received. Students really enjoyed the opportunity to talk to PHIs at varying HUs.

ED Question

- As has been previously discussed by OBEC, suggestion to have a “Pubs with Pros vs a Pubs with Profs Night.
- RM will mention it to the student union.

JC Comment

- Request to get a possible contact with someone in the student union.
- Send the information to RM and he will ensure that the students get notified.

LH Comment

- Request to have a student contact to send information to at Ryerson

**Action Item: RM to email LH the Student Union Exec Member contact information.**

**13. Conestoga Update – KD**

**Highlights**

- first official year of the program, launched in fall and had an intake for level 1 (38) and advanced standing (19 students) – coming out of science and health studies program, biotechnology students coming out of 3 year level diploma program have bene

- approved to enter advance standing (11 students) have to take a bridge course
- 2016 applications – level 1 (138, 42 offers, 39 accepted), advanced standing (21 applicants, 19 accept)
- 2017 – do not have level 1 application numbers but have received 23 applications for advanced standing

#### ED Question

- Any students enrolled internationally? Answer KD: 1 student 2016 and 3 applications (2 for 2018 enrollment and 1 for 2017)

#### General Program Feedback

- Challenge is to teach and develop curriculum at the same time. Tried to incorporate lots of case studies and hands on experience. Intro to health sciences and technology using hedgehog, in drinking water course building aquifers and filters, completed some small site assessments for toxicology – had to identify hazards and provide recommendations based on regulations and guidance documents.
- Students seem to really enjoy the program. Advanced standing students especially are very keen for workshops and opportunities
- Introduction to Environmental Health courses introduce concepts and the profession (people from various agencies and backgrounds in public health) to the students
- Part of the program is that students are required to complete a co-op in the summer of year 3. Conestoga is looking for opportunities for students to get co-op positions

and would like CIPHI Ontario to keep them in the loop for practicum opportunities and any needs of health units, etc.

- Request to have CIPHI Ontario members come talk to students about EPHW

LH Question

- Is there a plan to have a career fair as it is a great opportunity to talk to students about awards and bursaries? Answer KD: don't have a career fair for 2017 as no one is graduating. April 21, 2017 they have an awards day in conjunction with applied information science program. They could invite local health units in to have meet and greet, networking, etc. – at Doon campus in Kitchener.

#### **14. Mileage Reimbursement – ED**

- Request to bring mileage request to be on par with the CRA and industry standard
- CRA advises that mileage rates are taxable income. We should investigate if this applies to CIPHI Ontario as a not for profit.

JC Comment

- mileage is not taxable

#### **15. EHFC Donation – RR**

- Request from Tim Roark for a donation to EHFC for 2016. Historically CIPHI Ontario has contributed if it is financially feasible.
-

KB Comment

- Funds could potentially come out of non-operating budget – further discussion can be had tomorrow when we discuss the budget
- Suggestion to submit a detailed proposal outlining intentions with donation

**Decision to not provide a donation for the 2016 fiscal year. For potential future donations CIPHI Ontario requests more clarity regarding use of funds.**

**Action Item: Ray to follow-up with Tim Roark regarding request for a donation.**

**16. Adjournment**

Motion to adjourn the meeting at 3:55pm.

Moved: TM

Seconded: KB

Carried.

**February 11, 2017**

**Present:** Tony Makrostergios (TM), Tamika Latibeaudiere (TL), Rachael McArthur (RM), Lori Holmes (LH), Eric Devine (ED), Ray Ramdayal (RR), John Cannan (JC), Kate Beath (KB)

**Guests:** Ray Copes (RC)

**Chair:** Raymond Ramdayal      **Recorder:** Kate Beath

**Start time:** 8:45am

**17. Membership Support and Engagement – LH  
Membership**

- Recommendation that all working group chairs and members, and executive council CIPHI memberships for CIPHI be renewed by the end of March. Would also like this written into the ToR and/or position descriptions. There have been issues with individuals not renewing their membership until late in the year or until they're booking for attendance to conferences.
- Currently there is no documentation or definition available stating what a "Member in good standing" entails. It can be assumed, given what is contained in the membership application form that completing PDHs, abiding by the code of ethics etc. would imply that someone is a member in good standing however, this has never been defined. One of the issues with regards to verification of PDHs is that OBEC cannot confirm participation in the CPC program due to issues with legalities as mentioned by MM. Member in good standing is associated to all volunteer opportunities, awards and bursaries. LH feels that there needs to be a set of criteria and process to verify if someone is a member in good standing. It will also be important to come up with a process to streamline determining CPC program participating. What is the easiest way to accomplish this?
- Discussion – can CIPHI develop a definition of member in good that can be incorporated into the ToR and other branch documents. We could develop an interim definition and bring it to National and state that we want to adopt it in Ontario and potentially Nationally.

**Action Item: LH to develop a definition of "Member in Good Standing" and forward it to RR to send to NEC for consideration.**

**Working Groups (WG)**

- Communications will be co-chair
- A meeting will be booked with all the chairs in March to discuss the annual review of terms of ref, member and position description and face to face meeting recommendations
- Chairs of both the FS and IDWG working groups will be asked to review their membership and consult with their group re: terms of service. It will be important to ensure there is appropriate turnover or requests to extend terms.
- ToR are all similar with some specifics based on what each working group is responsible for
- Discussion regarding commitment time of working groups.

**Action item: LH to circulate a template version of generic ToR for WG and the chairs will have to create an addendum of specific requirements for the WG.**

**General**

- Discussion regarding creating standard operating procedures for CIPHI ON
- Job description outlining specifics within the executive job
- WG creating work plans to keep them on track and show what they are working on for the year, this will also help with yearly budgeting and proposals.

**Action Item: LH and TL to create a CIPHI ON work plan template by March 16, 2017**

### Student involvement on Working Groups and Student Liaison

- Would like to see a student rep added to applicable working groups that we can pass information from OBEC to the students at Ryerson and Conestoga
- It will be important to include volunteer positions from each school
- Expectations need to be very clear as to what the commitment is, communication requirement with OBEC, and have this embedded into written ToR/member descriptions

#### Discussion:

- Need to include a component of confidentiality based on what is being discussed at the OBEC level re: student involvement
- Important to have a liaison from each school – shows that we see value in participation from both schools
- Want students to flow information back to the schools and to provide information to the executive
- Use the communications WG as a venue for students
  - Students could have their own standing agenda item to discuss their issues or ask questions
- Could have a student from each school to participate in a teleconference, OBEC or the schools can do a call out and it allows for them to take back the information to their school and share it. Students would attending meetings as a guest. Need a commitment or expression of interest

- Discussion – CIPHI ON has a physical presence on each campus; set a date and rep goes to the school and the students ask questions, we can communicate the information we need to them. Could also host a one hour Q&A to discuss mutual concerns/issues.
  - ask them how they want us to communicate with them and what would they want that role to be. OBEC does meet with the schools at PAC meetings and there is a student liaison
- Invite students to one of our meetings as a guest to discuss student issues and collect their thoughts regarding student concerns and issues. Floating the interest out to them regarding having a liaison.
- Tuesday March 21 at 12pm Ryerson – opportunity to speak in Ian Johnson's class – if you're interested in let RR know

**Action Item: RR to check with other branches to see if they have student reps on their executive. And if they do is it clearly delineated as to what their role is.**

#### **Volunteers**

- Where there are volunteers that do not get selected to sit on a working group, perhaps include them as supports for activities from various WG to help support the working groups

#### **Retirees**

- It is important for retirees to be involved in branch activities if they express interest, however consideration will be made re: connections to the field/membership to ensure they have access to up to date information.

- Is there something standard in the NEC regarding retirees and participating on standing working groups/volunteer activities. Would like to be consistent with other branches

**Action item: LH to connect with NS to ensure that she provides any pertinent documents to OBEC to be put onto the Google drive.**

**Action Item: KB to send out contact sheet to OBEC to fill out.**

#### **18. Professional Development – RM**

- Reviewed needs assessment infographic with OBEC. Instead of including the bottom 5 training needs, will have a link at the bottom that will take members to the full standings of the training needs on our website. RM to make changes to infographic and edit excel spreadsheet with training needs and send out to OBEC asap. On approval, the infographic will be sent out via the listserv.
- Discussed that a professional development working group will be developed. RM has received TOR and positions from LH. Looking to have 3-4 members and get the group up and running soon.
- RM discussed what should be on the CIPHI ON YouTube channel. It was decided to keep it to CIPHI only content. Thoughts to take videos at CIPHI social events like curling.
- RM discussed the need for IPAC/PSS speakers for the CIPHI Seminar Series. Asked if

anyone knows of a good presenter or has a presentation to please let RM know. RM has reached out to some individuals that attended the 2016 conference in regards to presentations they thought were good. RM to get in touch with Anthony or Diana from Niagara for the presenters contact information. Speakers are booked until September for this series.

**Action Item: RM to fix infographic and circulate to OBEC for review and comment.**

**Action Item: RM to compile the raw data for Professional Development opportunities to be sent out with the Needs Assessment infographic.**

19. **PHO Update – RC (see attached presentation)**

Estimating the Environmental Burden of Disease in Ontario

Research projects (underway or proposed)

- Air pollution and statins
- Are AQ advisories effective?
  - Evident once whether they are effective or not is lacking, discontinuity analysis, as air pollution goes up a whole array of health issues increase. Looking to see when there is a AQ advisory if there is any break in the continuity of health effects

- Metals in newcomer women
  - Done in conjunction with UofT via Health Canada funding
  - Women of childbearing age arrived in Canada coming from Asian and southeast Asian countries, are these people a high exposure group for lead, mercury and cadmium
  - These women are higher on average than the average Canadian woman s east Asia – mercury and south Asia more lead
  
- Metals in Toronto preschoolers
  - Further assessment on analysis from blood levels in this age group
  - Have a biased sample of preschoolers. They are very affluent and mainly Caucasian and don't seem to have any high levels of metals
  - North Africa and middle east just a slight indication of blood lead
  
- Water systems and NTM
  - Atypical mycobacteria – lab identified a spike in the GTA starting in 2014. Spread through water and water aerosols. Looking at some water system factors mostly in southern Ontario and the presence of mpm??
  - Some associations with some of the disinfection methods
  - Mapped the 43 largest water systems in Ontario representing 75% of the population, can now link all of the MOECC water quality data with the outcome data at ICIS. Now have polygons for those 43 systems. Water system data – treatment, chemical source, methods of test and health

outcome

- Water systems and IBD
  - IBD
    - Researchers in Ottawa looking at water system influences on IBD
    - Hypothesis is that water hardness affects IBD
  - How soon would data be shared (Tony) – should have something by the end of the 2017 (analysis)
  - Water quality and health outcomes
  - Aren't able to look at small water systems – if they get resources would like to map more systems i.e. SDWS
- Environmental Burden other than Cancer
- Sources of lead exposure in S. Asian community (proposed)
  - Hoping to get started on later this year. Interested in identifying as Asian community members who have high blood lead levels that may not have been discovered yet or picked up
  - Offer a blood lead test and test up to 6 items that they have brought from their country of origin.
  - Enough funding to contact 50 people.
  - Discussions regarding how to contact people or do the outreach. Interested in people from India, Pakistan, Bangladesh
  - Goal is to turn up more of the products that are coming up fairly regularly.

Seems to be a pattern of privately imported items –food, cosmetics, pharmaceuticals – that have high lead content and people are being exposed.

- o Provide them with awareness information
- o RR Comment :
  - PHIs within specific health units will have some insight into how to interact with these cultures.
- o RR Comment :
  - What type of items is being tested?
  - Answer: RC - We will leave it to the people volunteering for the study to decide what they want to bring in based on what they may be concerned about.

- PHO interested in workshop, specifically in SW group the health units together and they can do a whole day or half day workshop
  - o CIPHI ON would initiate it and work with a health unit to host
- CO and TSSA – and painting a better picture of CO poisoning as people are still dying during power outages. TSSA want to partner with public health

**Burden of Disease in Ontario (slides attached) - cancer**

- To follow- up on cancer, follows up on WHO
- Want to paint a picture in context – how do they all fit together, hope is when

picture is painted together we can sow here we are making progress

- Hope in Ontario more about UV exposure reduction - #1 exposure of environmental cancer
- Collaboration from CCO

#### **Non-cancer environmental burden (slides)**

- External advisors from academia, government and private sector provided input on pairing selection and methods
- Selected draft hazard (exposure) – outcome (adverse health effect) pairings
- Want to influence policy makers in Ontario – will try to estimate deaths, office days and physician/hospital visits – healthcare costs; looking at the health outcomes as think it will give the great uptake by people they're trying to influence
- Hazard-outcome pairing chart
  - Best to capture FBI and WBI – set a bar of an outcome effect that affects the healthcare system
  - Analysis will try and focus on the outcomes beyond diarrhea with respect to FBI
- Chart of hazards and outcomes to look at

Early 2019 is the potential release date for the above projects

CIPHI ON can assist in disseminating information out to our members.

Discussion regarding the restructuring of the PHO website and how to make it more user friendly to PHIs especially while in the field.

- Issue is not that there isn't enough stuff, it's navigating how to get to it the information and making it user friendly.
  - PHO app with handy tools that are used in the field ie chlorine calculator
  - Accessing information quickly in the field

**ACTION ITEM: CIPHI ON to provided list of top 10 desired items for PHO to put into an app.**

## **20. Strategic Communications and Partnerships – ED**

### **General**

- Envelopes and cards
  - Card ray received out of storage locker
  - 32 cards out of the storage locker
  - Having a card printed with the CIPHI Ontario logo
  - Cost to get them printed
  - Mike Duncan – stated that they ordered it from some place that may not be around
- We do want to continue sending out cards to those who are successful candidates
- Business Cards
  - Will enable OBEC to engage in partnerships more professionally and having business cards is beneficial
  - Does the card lack the person's name and it just says president and their

contact email

- o Value of presentation and professionalism
- o Discussion regarding what information should be on the card

**Action item: KB and TL to contact at printing companies regarding costs related to different styles and types of cards as well as business cards.**

#### **Working Group**

- Up and running, good commitment
- Meeting next week would like to endorse the co-chairs, has two candidates
- Electronic motion to be circulated
- OBN – JC is an ad hoc member
  - o Can get out 4 issues per year
  - o Using branch news business and OBEC meeting
  - o Content:
    - Membership WG were hoping that they could have a small area for a members spotlight
    - Already doing this and in the current issue they are highlighting a retiree as well as a newly certified – they are being asked the same questions
    - MWG can do it and supply it for OBN – upload bios to folder on the shared drive, set of questions is on the drive. In each issue would like to highlight one member, at least 2. Chance for members to see other members and make connections

- Editor
  - Co-chairs take on the day to day and gathering of material – source and compile and build the issue
  - Eric to be the editor of the content (grammar, spelling)
    - Moved to the approved folder and anything in the approved folder can be put into the platform for sending out.

#### **Website**

- Value in having Mindspin doing some more things to ensure the platform are up to date including some security
- Will discuss further in the budget section
- Feedback – there's a lot of scrolling especially on the partnership page

#### **Sponsorship dollars**

- Currently have partners on our page that are getting free advertising
- Other private parties on there
- Discussion regarding the possibility of charging for partnership page or getting them to sponsor a video for the PHI rounds
- Need to investigate the logistics of sponsorship with respect to a not for profit organization

### **21. Advocacy and Policy - TL**

#### **Erosion of the PHI position (see attached)**

- Communication campaign to our members explaining the value of our membership
- Embedded in that is what PHIs do and why to hire PHIs instead of alternative

professions to do jobs that we do

- Rallying the troops and garnering them behind their profession
- Can you tell me the structure of the IPAC unit
- Disseminate information through CIPHI ON social media
  - Creation of letter outlining the role of the PHIs in Ontario to post on CIPHI ON Branch website
  - Ray's draft letter
- PHIs have a specific set of skills and can do a lot of very different things
- SWOT analysis was completed
  - Weaknesses
    - Budgetary constraints
    - Members/non-members do not see the value of the membership
  - Threats
    - Other prof doing PHI work (e.g. PHNs on IPAC)
    - Not all PH partners members
    - Persons who do not understand the roles of PHIs in Ontario
    - Senior leadership in health units no in support
- Opportunity to get out our messages to our members and our community and partners

RR Comment:

Cancer prevention act some HU have PHIs doing it and others have PHNs to do it

Senior leadership

- Get them to advocate for the PHI and our skill sets

Discussion regarding a survey to go out to our membership or put out some key messages to garner support and advocate.

Where to focus our advocacy energy?

- CMOH at the highest level is who will be the most influential with respect to advocacy for PHIs
  - Dr Williams
  - Laura Pisco
  - aLPHa

PHIs are multidisciplinary, POO and also mandatory membership and CPC program you will have continued, well trained and educated staff.

**Action item: TL to connect with the membership working group chair regarding collaboration on the campaign.**

## 22. Finance

- Discussion regarding having student conference registration include the social events.
- Discussion regarding moving money from our equity and liabilities into the

complimentary registration and awards fund in order to bring it back up to the \$13,000 amount.

- Discussion to move annual donations and sponsorships such as curling and baseball out of the operational budget and into the non-operational budget. Reasoning is that these donations/sponsorships are a constant and therefore coming out of our budget annually similar to that of the complimentary registration/awards fund.
- LH suggested development of a new memorial award named for Ron deBurger which would include two \$500 awards
  - OBEC felt as though there are/will be many individuals who deserve the honour of having their name behind an award
  - Environmental Health Foundation of Canada (EHFC) typically requests \$1000 from CIPHI Ontario each year and if possible with respect to the budget OBEC will donate to EHFC
  - Decision to donate \$1000 annually to the EHFC with the stipulation that the funds be awarded as two \$500 memorial awards and that CIPHI Ontario is the sponsor of the award and will determine the title of the memorial award each year (e.x. who it is honouring)
    - Funds for this award will be part of the non-operational budget

**Action Item: KB to send out motions regarding the new memorial awards, movement of donations and sponsorship funds and the money for the complimentary registration and awards fund.**

**Action Item: LH to speak to Pam Scharfe/Tim Roark re: new award(s) and donation from CIPHI and stipulations.**

Motion to approve the 2017 CIPHI Ontario Budget.

Moved: KB

Second: TM

Carried.

**23. Strategic Plan (see attached presentation)**

- Discussion regarding strategic plan from 2011-2014 and determining if our goals still align with what is in the strategic plan or if there are other directions that we need to focus on
- Membership profile
  - Looking into discounts on memberships to CAA or gym if they are a CIPHI On member – perks to having a membership
- OBEC to consider whether anything is missing in our strategic plan? New ideas? Future challenges and opportunities?

**24. Adjournment**

Motion to adjourn the meeting at 5:10pm.

Move: JC

Seconded: TM

Carried.

