

1968 November

# THE ONTARIO BRANCH



CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

## NEWSLETTER

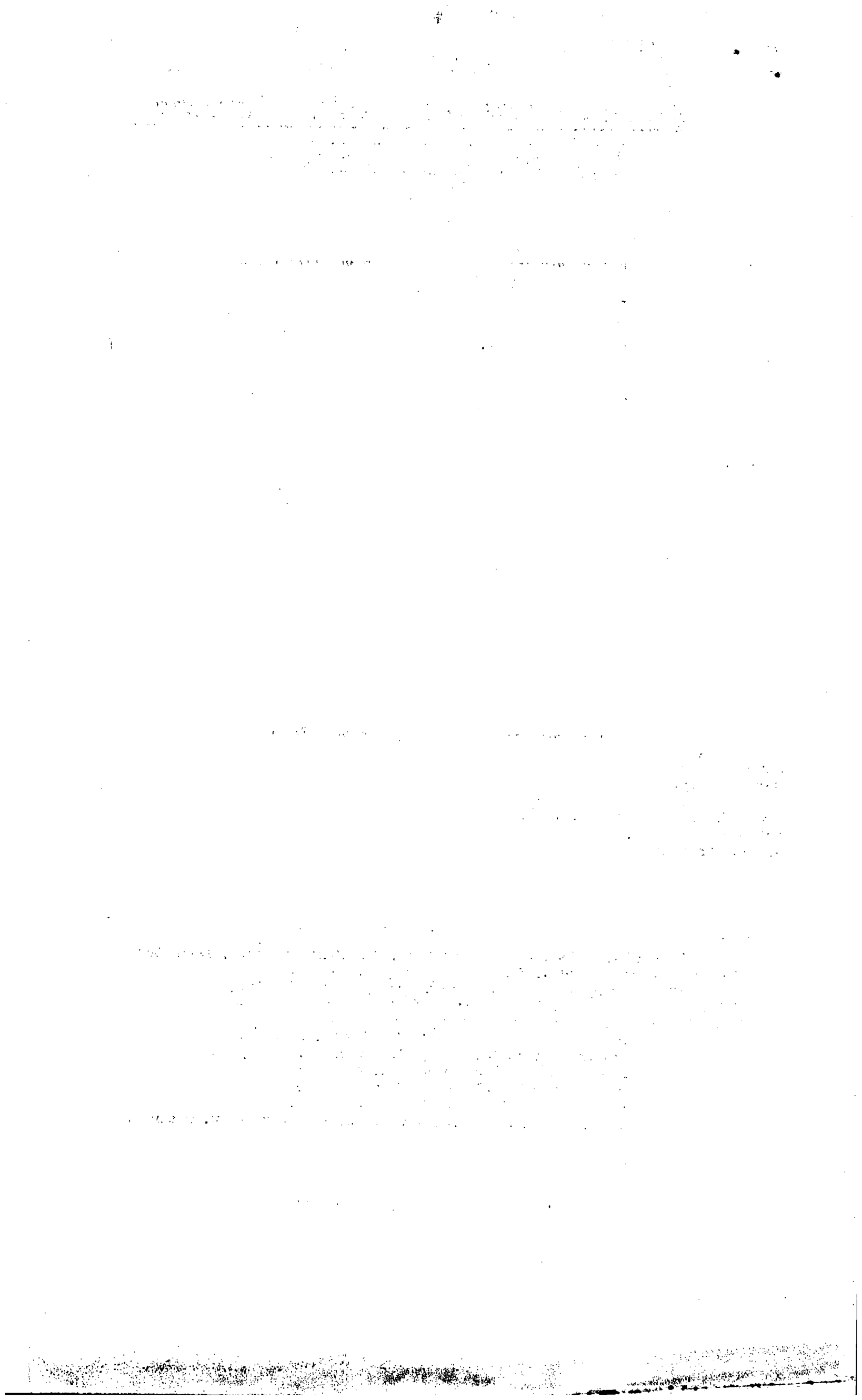
*November 1968*

GORDON E. ANDERSON,<sup>1</sup>  
2062 Clarence Drive, Sarnia, Ontario

Return Postage  
Guaranteed by:

Gordon E. Anderson, C.P.H.I.(C),  
2062 Clarence Drive,  
SARNIA, Ontario.

IMMEDIATE PAST PRESIDENT - Larry Lychowyd, 8 Martinview Court, Islington.  
PRESIDENT - James Sandul, 564 Danforth Avenue, Sudbury.  
SECRETARY - Gordon E. Anderson, 2062 Clarence Drive, Sarnia.  
TREASURER - Roger Paquette, 9 Birch Street, Garson, Ontario.  
COUNCILLORS - Walter Grobelny, 448 Sycamore, Fort William.  
Sid Hester, 212 William Street South, Chatham.  
Wallace MacDonald, R. R. #3, Newmarket.  
Ken Spencer, 15 Odessa Avenue, Etobicoke.  
Bill Straughan, 214 Napier Street, Barrie.  
James Watt, 496 Esther Street, Pembroke.  
Charles Young, 23 B Manitou Crescent, Amherstview, Ontario.



November 15, 1968.

THIS SPACE WAS RESERVED FOR  
THE BRANCH PRESIDENT'S MESSAGE

#### EDITORIAL

As I commence this year as Editor of YOUR NEWSLETTER, let me begin by expressing your's and my thanks to Bill Straughan for his labours of the past, on OUR behalf. YOUR NEWSLETTER will be as good or as bad as YOU permit it to become. Without your participation and concern, it will resolve into the narrowed opinions of but a few. WITH your active assistance it will fulfill it's envisioned role as the median by which ALL Public Health Inspectors may be kept informed and abreast of those activities which affect the SCIENCE OF SANITATION.

YOUR comments, constructive criticisms and news items are anticipated with relish. I would request permission to "Edit" any lengthy news items in the interest of space.

Future NEWSLETTERS will be published on the 15th of JANUARY, MARCH, MAY & SEPTEMBER, 1969. Any item intended for publication must be received not LATER THAN the 5th of that particular month.

Effective with the January issue the Newsletter will be published on regular letter size paper. Many Inspectors have complained that past issues printed on legal size paper were difficult to file, owing to their size. You will readily see that this proposed new format will be more expensive as more stencils, paper and postage will be required.

If you really care, please share.

GORDON E. ANDERSON, C.P.H.I.(C),  
Editor,  
NEWSLETTER.

#### IN THIS ISSUE:

- Branch By-Laws, Revised to 1968 (Separate for easy reference).
- October 1, 1968 Branch Committee Minutes.
- North Bay Conference Report by T. Elliott, C.P.H.I.(C).
- Keynote Address to North Bay Conference.
- "Be A Resourceful Health Inspector".
- Employment Opportunity - Kingston.
- 1968 Ontario Branch Conference Business Meeting Minutes.
- October 19, 1968 Branch Committee Minutes.
- Interim Salary Survey Report Revised to June 1, 1968.

#### JANUARY 1969 ISSUE WILL INCLUDE:

1968 Branch Conference Papers Presented by Dr. K. A. Devlin.  
1968 Branch Conference Papers Presented by Mr. John Jaffrey.  
Paper Presented by D. W. Knight to Area #3 Inspectors, October 9, 1968.

North Bay  
October 1st, 1968

Ontario Branch Committee Canadian Institute of Public Health Inspectors held a meeting in the board room of the Empire Hotel, North Bay.

L. Lychowyd, President presided with the following members present:-

Watt	Young
Anderson	Schaub
Dodgson	Wood
Straughan	

The meeting opened at 8:15 P.M.

After considerable discussion it was moved by Anderson, seconded by Watt that the minutes be adopted as circularized.

Thos. Elliott, Chairman of the local committee attended and outlined the programme for the Conference. He explained that the Wednesday noon luncheon was by courtesy of the local board of Health.

Mr. E. Wood presented the Secretary's Report.

Mr. President and Members:

I wish to express regrets at having been forced through illness to miss two Committee meetings during the past year. This is something over which we have no control.

During the seven years I have been a member of the Ontario Branch Committee, I trust I have been able to contribute some small part to the betterment of working conditions and salaries for the Public Health Inspector.

The last three years as secretary have entailed considerable work but has been a rewarding experience.

Since I have decided to no longer seek election to this Committee, I would like to thank the other members who have assisted me in this office and often kindly overlooked mistakes. To those who will be continuing in office, I wish Good Luck.

During the period since last meeting, I have received 48 pieces of correspondence and made suitable reply where indicated. All letters are on file.

I trust I may leave one thought with you: "He hath done what he could".

Moved by Wood

Seconded by Straughan

That this report be received.

CARRIED

Several letters were read by the Secretary and suitable replies indicated.

Mr. H. Schaub presented the Treasurer's Report

From: March 24th, 1968 to September 30th, 1968

Balance on Hand, March 24th, 1968

General Fund	\$ 649.36	
In-Service (overdraft)	<u>266.55</u>	\$ 382.81

Receipts to September 30th, 1968

General:		
Memberships	\$1,078.00	
1967 Conference	223.45	
1968 "	395.00	
Exchange included on cheques	<u>1.50</u>	<u>1,697.95</u>

In-Service Training Course	2,821.25	<u>2,821.25</u>
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TOTAL CREDITS		\$4,902.01
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Expenses to September 30th, 1968

General:		
C.I.P.H.I. memberships	552.00	
Executive Meetings	394.20	
Newsletter	60.80	
Continuing Education Committee	66.50	
Salary Survey	52.18	
Presidents Expenses	306.00	
Secretaries Expenses	11.28	
Nominations Committee		
Petty Cash	25.00	
1968 Conference Petty Cash	25.00	
National Conference		
travel expenses (G.Anderson)	50.00	
Area Conference Grants	10.00	
Bank Charges, etc.	7.30	
Floral Tribute (Mrs. Sandul)	10.50	
Audit (Smith Dixon & Young)	<u>30.00</u>	1,600.76

In-Service Training Course:		
Speakers, Printing, etc.	1,964.37	<u>1,964.37</u>

TOTAL EXPENSES		\$3,565.13
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Balance on Hand September 30th, 1968		\$1,336.88
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General Fund	746.55
In Service Training	<u>590.33</u>
	<u>\$1,336.88</u>

Moved by Schaub

Seconded by Watt

That this report be approved.

CARRIED

The following names were presented for re-instatement or new membership:

W.G. Murray	P. Toiger
P.J. McKiernan	S. O'Rourke
C.J. Canning	M. Gariepy
W. Shih	

Moved by Anderson

Seconded by Young

That these applications be approved for membership.

CARRIED

Mr. L. Dodgson presented a report on In-Service Training.

I Registration for Eighth Annual Course

Course "A" - 40  
Course "B" - 47

Course "B", 'Food Hygiene and Zoonoses', was naturally more popular because it had application for almost all inspectors, whereas, Course "A", 'Soil and Water Pollution', was mainly of interest to those working in rural or unsewered areas. Had the class size for the food hygiene course been unrestricted, a larger registration would have resulted.

II Attendance Certificates

Certificates of attendance were sent to candidates who attended all lectures or were absent only briefly on official business.

Certificates Issued:

Course "A" - 38  
Course "B" - 47

III Book of Course Papers

A copy of the book of course papers was sent to the following:

- (a) All Institute members in Ontario
- (b) Non-members who attended the course
- (c) The Minister and Deputy Minister of Health
- (d) All Medical Officers of Health
- (e) All Regional Medical Officers
- (f) Government officials in certain departments
- (g) All course lecturers

The total number of books mailed out is 357.

IV Representation To The Ontario Department of Health

Our request to Dr. M.B. Dymond, Minister of Health, for increased participation by the Ontario Department of Health in in-service training for public health inspectors met with a favourable response. In correspondence, Deputy Minister K.C. Charron has agreed that the Department should assume greater responsibility and suggested that arrangements for further courses be a co-operative effort with the Local Health Services Branch. Mr. W.A. MacDonald, Senior Consultant in Public Health Inspection, was named to represent the Ontario Department of Health.

The In-Service Training Committee, along with Branch President L.A. Lychowyd and Dr. D.A. Barr of Ryerson Polytechnical Institute, met with Mr. MacDonald on September 11, 1968. At this meeting the following proposals were approved for presentation to the Ontario Department of Health and to the Ontario Branch Committee:

- 1.) That the Ontario Branch, C.I.P.H.I., continues to make the arrangements for two one-week courses at the University of Guelph in April of each year.
- 2.) That in addition to the Guelph courses, the Ontario Branch arranges for a one-week course at Ryerson Polytechnical Institute during the winter season.
- 3.) That the work and cost of printing and distributing the book of course papers for the above courses be assumed by the Ontario Department of Health.
- 4.) That the Regional Public Health Service of the Ontario Department of Health develop regional educational workshops of one day or more duration on specific subjects. It was proposed that these workshops be sponsored and conducted entirely by the Regional Public Health Service and that not just senior, but all inspectors in each region be given the opportunity to attend.
- 5.) That the Ontario Department of Health be invited to appoint one or two representatives to the Ontario Branch In-Service Training Committee.
- 6.) That the Ontario Department of Health set up an educational workshop committee to develop regional educational workshops. It was proposed that this committee include two members of the Ontario Branch In-Service Training Committee to insure the co-ordination of all the activities in in-service training.

Moved by Dodgson

Seconded by Schaub

That this report be adopted.

CARRIED

Moved by Anderson

Seconded by Straughan

That since the work of the in-service training committee must be commenced immediately, this executive recommend to the in-coming executive that Mr. Lloyd Dodgson be now appointed as Secretary Treasurer of such committee; his duties to consist of receiving registration fees, paying bills, keeping accurate accounts conducting correspondence and distributing promotional literature--in brief to perform all necessary financial and secretarial duties.

CARRIED

The last report of the Salary Survey was printed in the last issue of the News Letter.

G. Anderson reported on the success and financial results of the advertising in the programme. He reported a balance of approximately \$475.00.

Moved by Watt

Seconded by Dodgson

That this report be approved.

CARRIED

The President reported that the Ontario Branch had secured a Gestetner machine from National.

Moved by Straughan

Seconded by Young

That \$125.00 be sent to National in payment for this machine.

CARRIED

Moved by Anderson

Seconded by Young

That suitable flowers be presented to the wife of the local chairman and of the Medical Officer of Health.

CARRIED

A letter from Mr. R. Paquette was discussed and it was the opinion of the members that Highway officials inspecting restaurants in highway property were not infringing on the duties of Public Health Inspectors.

The President named Mr. Herb Watters and Mr. Paul Ross as scrutineers, and Ray Gibbon, R. Paquette and Luke Crawford as resolutions committee with the deadline for resolutions set at 9:30 Friday morning.

Moved by Watt

Seconded by Young

That the expenses for this meeting be authorized paid.

CARRIED

Meeting adjourned at 10:30 P.M.

..... PRESIDENT SECRETARY .....

REPORT RE 1968 ANNUAL CONFERENCE

The Conference Committee now wish to submit a final report on the Conference for your files, and to complete the task assigned to us.

The total registration was 108, including delegates, wives and students.

The attendance at the meetings and business sessions averages 84.6%. When you consider the normal drop off on the final morning, you will see that this figure indicates that for the major programme we enjoyed almost 100% continually.

Enclosed is a financial turnover of \$83.00. This represents the final profit of the local committee. It does not include the profit from the sale of advertising in the programme nor rental of exhibitor's space, as these are under your own Directors and Gord Anderson.

Income:	Registration	\$868.00	
	City	83.00	
	Board of Health	<u>198.12</u>	\$1,149.12
Expenses:	Hotel	823.12	
	Pres. Reception	111.00	
	Permit	10.15	
	P.O. Box	6.35	
	Gifts (Speakers)	42.00	
	Printing, Postage	43.50	
	Entertainer	<u>30.00</u>	<u>\$1,066.12</u>
	PROFIT		\$ 83.00

Also enclosed are the papers by John Jaffrey and Dr. K. Devlin, of Cambrian College, in case you wish to public them in future.

We have sent letters to all participating speakers and P.C.O. thanking them for their part in the show, and to the ladies on the local committee. We have all the receipts and vouchers on file here along with copies of all correspondence prior to and after the Conference, should anyone wish to have them in future.

To the Executive we would make several suggestions which would be helpful to future conference committees from our experience.

1. Renew the custom we formerly had of providing a list of instructions on the requirements of the Executive at Conferences. This would state the time

Cont.....

ANNUAL BRANCH CONFERENCE REPORT Continued.....

desired for meetings, the space for Executive meetings, and the reservation of President's room and any special guests which must be paid by the committee. The instructions should detail the local printing and mailing responsibility in detail.

2. List the speakers required, and if possible make a suggestion for the Conference theme.

3. Find another method of receiving ballots other than renting a Post Office Box, which is becoming very difficult.

4. Give consideration to a Branch gift for presentation to speakers. If this were an annual procedure, the gifts could be obtained in quantity and the Directors could provide them on the occasion. We found that obtaining gifts was a problem, and then when we decided on one the cost kept us from obtaining as many as we would like to have been able to present.

5. The committee should negotiate with the commercial firms in advance to provide general entertainment rather than just rooms. The wine and cheese idea was very successful, and the opportunity exists for other companies to pick up such things as a luncheon, a breakfast, special gifts, ladies entertainment, or some local activity at reasonable cost and to which all delegates and wives could attend. They would also have the advantage of being included in the programme format for extra advertising.

We appreciate the assistance of the Branch Committee, and from the comments the show was successful. We hope that Gord is able to add to the profit to help the Branch funds.

Yours very truly,

T. E. ELLIOTT, C.P.H.I.(C),  
Conference Committee.

NOTE: We hope that all readers will overlook the relatively poor duplicating of the many pages of this Newsletter. Your Editor and staff simply were not used to the Branch's newly acquired Gestetner. Hope to do better with the January edition.

Speaking of the January Newsletter, if you should not receive your copy by the 20th, it may be that your dues are by then delinquent. Why not avoid this by sending your \$12.00 to the Treasurer, Roger Paquette, 9 Birch Street, Garson, Ontario?.

KEYNOTE ADDRESS TO THE ONTARIO BRANCH CONFERENCE, OCTOBER 2ND AT NORTH BAY  
BY E.W.R. BEST, M.D., D.P.H., C.R.C.P.(C), DIRECTOR, LOCAL HEALTH SERVICES  
BRANCH, ONTARIO DEPARTMENT OF HEALTH.

Mr. Chairman, Ladies and Gentlemen:

I very much appreciate the invitation to participate in the Annual Conference of the Ontario Branch of the Canadian Institute of Public Health Inspectors.

May I first outline the purpose, organization, and staff of the Local Health Services Branch.

**Purpose:** The purpose of the Local Health Services Branch is to stimulate, guide and assist the progressive development of modern Public Health Services across the Province in close correlation with the needs for such services. The Branch promotes liaison and cooperation among agencies whose work affects the health of the public. It assists in the training of health personnel and development of Public Health research.

Essentially, the Local Health Services Branch establishes the main line of contact between the Public Health Division and local Health Departments. In this regard, the Branch is an executive arm of the Public Health Division's Executive Director whose primary responsibility is to ensure adequate Public Health standards throughout Ontario.

**Organization:** The Local Health Services Branch is part of the Public Health Division. The Branch has six units, the Head Office and five regional offices. The Head Office is located in Toronto and the regional offices are located as follows: Northern - Toronto, **Southwestern** - London, Midwestern - Hamilton, Central - Toronto, and Eastern - Kingston.

**Staff:** The basic staff in the Head Office and in its regional office comprises consultants in Public Health in the following areas: Dental, Education, Inspection, Medical, Nursing and supporting staff.

In addition to Local Health Services Branch staff in the five regional offices, the Special Health Services Branch proposes the addition of Engineers, Nutritionists, and Veterinarians.

The Regional Medical Officer, Public Health Dentist, Health Educator, Public Health Inspector, and Public Health Nurse comprise the staff of regional consultants in each regional office. They serve as regional consultants in their areas of special competence and in some instances they provide direct service. Their primary function is to support local Medical Officers of Health and Boards of Health by closer coordination of the resources of the Public Health Division and other divisions of the Department of Health with local Public Health services.

I would like, at this time, to ask a series of questions which I have asked on two other occasions. The first time in addressing the Ontario Health Units Association Annual Meeting in November 1967, and the second time in addressing a Regional Conference on Coordination of Community Resources at Brock University in June, 1968. The questions are:

- Has there been sufficient liaison among the various services within the Provincial Department of Health?
- Has there been sufficient cooperation between the Provincial Department of Health and other departments of Provincial Government, for example, the Department of Education, the Department of Agriculture, and the Ontario Water Resources Commission?
- What about liaison between the Provincial Department of Health and voluntary health agencies? Voluntary health agencies have a long history of giving leadership in Public Health services.
- Can these relationships be improved?
- What about cooperation between the Provincial Department of Health and local Health Units and Health Departments?
- Has the Provincial Department given adequate support to local Health Units and Health Departments?

Cont.....

KEYNOTE ADDRESS Continued.....

- Has the Provincial Department of Health given sufficient support to needed research in local Public Health Services?
- Has the Department given sufficient support to the training of Public Health personnel?
- If there a variation in quality of Public Health Services in different parts of the Province?
- Are some local Public Health Services outmoded or obsolete?
- Are new Public Health Services needed but not yet planned?
- Is it difficult for some local Health Departments and Health Units to adapt to changing needs for Public Health Services? What are the reasons?
- And about staff, are they being efficiently used in relationship to their training?
- Is there a problem in attracting and keeping high quality staff?
- Is understaffing a serious problem and what about staff turnover?
- Is it difficult to maintain stability and continuity of service?
- If there an adequate exchange of needed Public Health information?
- Are community needs being studied adequately?
- Is there adequate liaison among local Health Services in the community?
- Does the Health Unit take the initiative in developing liaison with other Health Services in the community?
- Are finances adequate to support the building of good local Public Health Services?

The individuals attending this Conference might give different answers to these questions, but the very fact that the questions are posed and that they are considered, may in itself, lead to improvements in liaison and cooperation and consultation where these are needed.

I would like to note that the Local Health Services Branch has been active in promoting liaison among the various services within the Provincial Department of Health.

I think you should know that the Senior Consultant in Public Health Inspection has been the Chairman of the Study Committee on Water Surveillance made up of representatives from the Department of Tourism and Information, Ontario Water Resources Commission, and the Public Health Engineering Service.

Dr. Aldis, the Regional Medical Officer, Southwestern Region, is Chairman of an Inter-Departmental Liaison Committee between the Department of Health and the Ontario Department of Agriculture and Food.

One of the questions requires special attention - "Has the Department given sufficient support to the training of Public Health personnel?"

At the present time, there are twenty-three students receiving bursary assistance from the Ontario Department of Health on the second year of the Public Health Inspectors' Course at the Ryerson Polytechnical Institute. Twenty of these students are sponsored by Health Agencies and three are sponsored by the Public Health Division until such time as agency sponsorship can be arranged.

On the first year of the Public Health Inspectors' Course at the Ryerson Polytechnical Institute, there are fifty-one students receiving bursary assistance from the Ontario Department of Health. Twenty-seven of these students are sponsored by Health agencies or Health Departments and twenty-four are sponsored by the Public Health Division until such time as agency sponsorship can be arranged.

I should note for your information that the deadline for full bursary is August 31st in the calendar year. This is a deadline established by our Health Grants Section in order to comply with the requirements of the Treasury Department.

The Senior Consultant in Public Health Inspection has informed me that the Committee on Professional Development was successful in getting approval at the National Conference of the Canadian Institute of Public Health

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KEYNOTE ADDRESS Continued.....

Inspectors in Calgary for a Certificate Course in Environmental Health Administration. This course will be given by correspondence and in night school by the Ryerson Polytechnical Institute.

In April 1968, the Department gave approval in principle to a proposed Advanced Course in Public Health Inspection. The purpose of the course is to provide an advanced level of training for senior supervisory Public Health Inspection staff. The suggested title was, "Certificate in Environmental Health Administration" and the requirements are: (1) Certificate in Public Health Inspection (Canada), and (2) a minimum of three years experience in Public Health Inspection. The course content would include: Personnel Administration, Accounting, Sociology, Community Health, Sanitary Engineering, Food, and Pollution. The proposed twenty-one hours per week would be divided between lectures, laboratory periods and seminars. The course would be located at the Ryerson Polytechnical Institute. It is planned as a one academic year day school course and will hopefully commence in September 1969. At this date, the arrangements for bursary assistance on this course have not been finalized.

Dr. Barr has been initiating the procedures to establish this course. A Curriculum Committee has been set up to deal with the curricula on the technical subjects. The Committee is composed of members of the Local Health Services Branch, Ryerson Polytechnical Institute staff, the Ontario Branch of the Canadian Institute of Public Health Inspectors, and the Toronto City Health Department.

With respect to In Service Training, the Ontario Department of Health received a request from the Ontario Branch of the Canadian Institute of Public Health Inspectors in March 1968 asking the Department to accept further responsibility with respect to In Service Training of Public Health Inspectors. The Department was in agreement with this request and it was suggested that arrangement for further courses should be a cooperative effort with the Local Health Services Branch.

On September 11, 1968, a meeting of the In Service Training Committee and the Department of Health took place at the Hepburn Block, and steps are being taken to make In Service Training a truly cooperative effort.

The following is an excerpt from a paper presented at the Sixth Annual Environmental Health Institute held in Philadelphia, in early 1967 by Thomas Georges, M.D., M.P.H., Secretary of Health, Commonwealth of Pennsylvania, and Harry Steigman, R.S., Director of Sanitation, Division of Environmental Health, Pennsylvania State Department of Health.

What then are the prerequisites that a sanitarian must have to develop an effective environmental Health Program within a community, in order to meet the ever changing role of Public Health. I would suggest a nine-point program for the ideal modern Sanitarian.

1. He must have a total Public Health concept. Environmental Health does not operate within a vacuum in the Health Department, but relates to practically all other problems and disciplines of the Department.
2. He must be technically proficient in all the Sanitary Sciences. This should include --- but not be limited to --- the newer methods of food processing, production and packaging, new insecticides and additives, as well as radiation hazards.
3. He must be capable of communicating readily with all segments of the population. Words and phrases mean different things to different people. In order to educate an individual, we must speak to him in his language, as it were.
4. We must be persuasive and diplomatic. Very few persons are convinced by shaking one's finger at them.

Cont.....

KEYNOTE ADDRESS Continued.....

5. He must recognize the needs of the community. It is necessary that these needs be real and not unduly idealistic or impractical.
6. He must have an understanding of the social and cultural background of the people within his community. We simply do not deal quite the same with a farming group as with an industrial group, or with an industrial group as with a group in a college community. Different racial, religious, cultural, social and educational backgrounds must be considered.
7. He must stimulate interest on long range planning for Environmental Health needs. This involves participation by community groups and community leaders.
8. He must conduct surveys to define the scope and magnitude of community problems and communicate these to the people through all the resources available in the community.
9. He must, in many cases, encourage political subdivisions to enter into joint agreements for the solution of common problems.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

BE A RESOURCEFUL HEALTH INSPECTOR

School days are here again! Readin'; Writin'; and Open House!

Open house would be an ideal time for a Health Unit to advertise its services to the community. The Health Unit, in cooperation with the school authorities, could set up a display on this date. The display could consist of posters, pamphlets and some of the equipment used by the Health Unit staff. For example, the display could contain information respecting the inspectional activities of the Health Unit.

A Public Health Inspector could give a talk, along with a film or slides, to the pupils prior to open house. Posters on basic sanitation by the pupils could be placed on display. Pupils could be assigned to pass out pamphlets of Public Health interest to parents and friends.

Whether it be at open house or on any school day of the year, the Health Inspector would be a most welcome guest in the classroom. The invitation is always there for a Resourceful Public Health Inspector!

Submitted by Alfred Standell, C.P.H.I.(C),  
16 Chestnut Hill, Port Hope. (Northumberland Durham Health Unit).

EMPLOYMENT OPPORTUNITY

Public Health Inspectors for Generalized Program.  
Salary Range \$6,000 - \$7,700, plus  $\frac{1}{2}$  annual increment up to five years  
experience with Health Unit or Department.  
Annual Increment - \$300.00 per year.  
Benefits - Medical  $\frac{2}{3}$  by Health Unit; P.S.I.  $\frac{2}{3}$  by Health Unit.  
Pension - Canada Pension stacked  $6\frac{1}{4}\%$   
O M E R S  
Sick Leave -  $1\frac{1}{2}$  days per month; Special Leave - 5 days per year.  
Holidays - 4 weeks after one year.  
Transportation - 14¢ for 5,000 miles, balance 7¢ per mile  
OR  
\$60.00 per month, plus 5¢ per mile.

Apply to:

Dr. R. A Kelly, Medical Director,  
Kingston, Frontenac and Lennox and Addington Health Unit,  
788 Princess Street,  
KINGSTON, Ontario.

The 29th Annual Business Meeting of the Ontario Branch, Canadian Institute of Public Health Inspectors was held at the Empire Hotel, North Bay, commencing at 1:40 P.M. on October 2, 1968, with the President, Larry Lychowyd, in the Chair.

The Institute Charter and Supplementary Letters Patent were on display.

The roll of the Branch Committee was called by the President, with seven present.

Moved by S. Cowan, seconded by J. Sandul, that G. E. Anderson be requested to act as Secretary in the absence of the Branch Secretary, J. Elmer Wood. CARRIED.

Moved by G. E. Anderson, seconded by W. Johnston, that the 1967 Annual Business Meeting minutes be accepted as circularized. CARRIED.

BUSINESS ARISING FROM 1967 MEETING: Committee to study proposed changes to the Ontario Public Health Act - as this matter has yet to be dealt with by Provincial Health authorities, no report is available at this time.

Re refuse disposal in unorganized territories - a brief search of the files did not disclose any information on this matter.

Re lack of legislation dealing specifically with public wading pools - copies of Branch correspondence with The Honorable M. B. Dymond, Minister of Health for Ontario, and his reply, were read for the information of the meeting.

Re the need for Public Relations, which was referred to National. No apparent action has been taken on this matter by the National Executive.

COMMITTEE REPORTS: The President, L. Lychowyd, referred the members present to the September issue of the Newsletter in which the following reports had been listed:

- (1) NOMINATIONS.
- (2) MEMBERSHIP.
- (3) PROJECT.
- (4) CONTINUING EDUCATION.
- (5) NEWSLETTER.

Moved by A. LaFrance, seconded by G. Powell, that the Committee reports as printed in the Newsletter be accepted. CARRIED,

PRESIDENT'S REPORT: (See Newsletter). Moved by A. LaFrance, seconded by P. Serkowny, that the President's report be accepted. CARRIED.

SECRETARY'S REPORT: (See report under October 1, 1968). Moved by G. E. Anderson, seconded by W. Straughan, that the Secretary's report be accepted. CARRIED.

TREASURER'S REPORT:

September 27, 1968.

Canadian Institute of Public Health Inspectors,  
Ontario Branch,  
c/o Mr. Howard Schaub,  
19 Pergola Road,  
Rexdale, Ontario.

Gentlemen:

We report having audited your records for the period September 1, 1967 to September 30, 1968 and attach:

Statement of Receipts and Disbursements  
as at September 30, 1968.

Vouchers and cancelled cheques were produced covering the receipts and disbursements with the exception of the revenue for the In Service Training and the 1967 and 1968 conferences which were supported by statements prepared by the officers

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in charge of these operations. Only the advance of \$25.00 made to the Nominating Committee is shown as an expense, we understand that vouchers in excess of this amount are to be presented but will have to be included in the statement for the following period. The bank balance as at September 5, 1968 has been verified by direct confirmation by your bank.

Your treasurer is covered by a \$3,000.00 fidelity bond.

CERTIFICATE

We certify that, in our opinion, the attached Exhibit is drawn up to reflect clearly the true position of your Institute as at September 30, 1968 according to the explanations given to us and as shown by the books of your Institute.

Yours truly,

SMITH, DIXON & YOUNG,  
CHARTERED ACCOUNTANTS.

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS  
ONTARIO BRANCH

Statement of Receipts and Disbursements for the  
period September 1, 1967 to September 30, 1968.

RECEIPTS

BALANCE ON HAND SEPTEMBER 1, 1967			
Bank Balance:	In Service Training	1,068.63	
	Regular Fund (Overdraft)	<u>260.35</u>	808.28
Petty Cash:	Elmer Wood Secretary	50.00	
	W. Straughan Newsletter	25.00	
	B. Young 1967 Conference	50.00	
	L. Dodgson In Service Train.	<u>25.00</u>	150.00
			958.28
Membership Dues			2,848.00
1967 Conference (Brockville)		2,249.85	
Less Expenditures		<u>1,021.40</u>	1,228.45
1968 Conference			<u>395.00</u>
			<u>5,429.73</u>

DISBURSEMENTS

Membership Dues paid to National Treas.			1,464.00
Honorarium: J. Elmer Wood Secretary		100.00	
Howard Schaub Treasurer		<u>100.00</u>	200.00
President's Expenses			59.27
President's Expenses re Calgary			300.00
Secretary's Expenses			131.68
Treasurer's Expenses			16.00
Executive Meeting Expense			790.70
Area Meeting Expense (Area #6)			20.00
Nomination Expense			25.00
Fidelity Bond Treasurer			12.00
Newsletter Expense			178.20
Honor Student Plaque			30.29
Audit			30.00
Committee on Continuing Education			73.25
Floral Tributes			22.40
Bank Charges			11.20
Calendars			73.38
Salary Survey			52.18
Travel Allowance (G. Anderson)			50.00
In Service Training: Disbursements		3,299.55	
Registrations, etc.		<u>2,821.25</u>	478.30
Total Disbursements			4,017.85

Cont.....

BALANCES ON HAND SEPTEMBER 30, 1968

Bank Balance:	In Service Training	590.33		
	Regular Fund	<u>746.55</u>	1,336.88	
Petty Cash:	W. Straughan Newsletter	25.00		
	L. Dodgson In Service			
	Training	25.00		
	G. Anderson 1968 Conference	<u>25.00</u>	<u>75.00</u>	<u>1,411.88</u>
				<u>5,429.73</u>

Moved by H. Schaub, seconded by J. Gilmour, that the auditor report of Smith, Dixon and Young, Chartered Accountants and attached financial statement be accepted. CARRIED.

Moved by J. Gilmour, seconded by C. Young, that this Branch Conference express it's sincere appreciation to Howard Schaub for the efficient manner in which he has carried out the duties of the office of Treasurer. CARRIED UNANIMOUSLY.

Moved by R. Gibbon, seconded by W. MacDonald, that a vote of thanks and our best wishes be conveyed to the retiring Secretary, J. Elmer Wood. CARRIED.

IN SERVICE TRAINING REPORT: (See Newsletter). Moved by L. Dodgson, seconded by J. Carruthers, that the In Service Training Report be accepted. CARRIED.

Moved by S. Scarterfield, seconded by E. Meyer, that a hearty vote of thanks be extended to the Chairman of the In Service Training Committee, Lloyd Dodgson, for his outstanding leadership in this matter. CARRIED.

CONFERENCE INTERIM REPORT: T. Elliott reported there were a total of 98 at the opening luncheon; 71 delegates, 15 ladies, the balance exhibitors and guests. The Conference Budget had been set to "break even" with 50 delegates, thus a small surplus over expenditures is anticipated.

BY-LAWS REPORT: Moved by R. Gibbon, seconded by H. Rood, that the proposed changes to Section #3 be accepted, including the explanations as given verbally by the Chairman, G. E. Anderson. MOTION WITHDRAWN.

Moved by W. Straughan, seconded by G. Skipwith, that this item be tabled to the Friday morning Business Meeting. DEFEATED - 21 in favor, 28 against.

An amendment was moved by J. Sutherland, seconded by A. LaFrance, regarding Section #3, but was ruled OUT OF ORDER by the meeting Chairman, L. Lychowyd, as there was currently no motion on the floor.

Moved by S. Cowan, seconded by C. Young, that the proposed change to Section #3 be approved. CARRIED.

Moved by S. Cowan, seconded by H. Terry, that the proposed change to Section #6 be approved. CARRIED.

Moved by S. Cowan, seconded by R. Paquette, that the proposed changes to Section #10 be approved. CARRIED.

Moved by H. Rood, seconded by A. LaFrance, that the proposed changes to Section #11 be approved. DEFEATED.

Moved by J. Scott, seconded by H. Schaub, that the proposed changes to Section #12 be approved. CARRIED.

Moved by S. Scarterfield, seconded by L. Shelton, that the proposed changes to Section #15 be approved. CARRIED.

NOTE: The Branch By-Laws, as amended above, are attached to these Minutes.

Moved by G. E. Anderson, seconded by L. Crawford, that this Conference confirm the Branch Committee action in naming L. Dodgson as Secretary-Treasurer of the

In Service Training Committee, whose duties shall include (1) receiving registration fees, paying bills and keeping financial accounts; (2) originating and distributing promotional literature and registration forms; (3) the making of arrangements with the University of Guelph and any other educational institutions that may be involved; (4) conducting all correspondence related to the In Service Training projects staged; and (5) performing all other necessary financial and secretary duties. CARRIED.

At this point in the Business Meeting the President requested that a moment's silence be observed in memory of members and non-members who had passed away during the last year. Those named were Roy Mahood, Reverend McSween, Frank Moore and Mr. Snell.

Moved by E. Meyer, seconded by J. Carruthers, that this Annual Business Meeting be recessed to Friday, October 4, 1968. CARRIED. Time 3:55 P.M.

The Annual Business Meeting resumed on Friday, October 4, 1968 at 9:10 A.M. with the President, L. Lychowyd, in the Chair. The Institute Charter and Supplementary Letters Patent were on display.

RESOLUTION #1:

Whereas - the Ontario Public Health Act is in process of being reviewed and re-written, and

Whereas - the Public Health Inspectors are vitally concerned with this legislation, and

Whereas - it is provided in the Constitution of the Canadian Institute of Public Health Inspectors that assistance may be offered in the preparation of legislation affecting Public Health,

Be it therefore resolved - that the Executive of the Ontario Branch, Canadian Institute of Public Health Inspectors immediately form a standing legislation committee to review the new act when it becomes available and to liase with the Inspector's Section of the O.P.H.A. legislation committee.

Moved by R. Gibbon, seconded by E. Meyer, that this be accepted. CARRIED.

RESOLUTION #2:

Whereas - this Branch has frequently been advised by their auditing firm that it is desirable to implement a fiscal year to insure that financial statements rendered reflect a true comparison and balance of Branch funds,

Be it therefore resolved - that this Annual Branch meeting recommend that their fiscal year be from January 1st to December 31st, and further recommend that this matter be incorporated into the Branch By-Laws at the earliest opportunity.

Moved by H. Terry, seconded by J. Sutherland, that this be accepted. CARRIED.

RESOLUTION #3 -

Whereas - All of the other disciplines in Canadian Public Health have adopted recognized advanced qualifications and

Whereas - the 34th Annual Meeting of the Canadian Institute of Public Health Inspectors in Calgary voted unanimously to adopt the Certificate in Environmental Health Administration offered by Ryerson as a qualification beyond the Certificate in Public Health Inspection (Canada).

Be it therefore resolved that - the Ontario Branch Committee inform all Public Health authorities in Ontario, including Medical Officers of Health, of the establishment of such an advanced course of studies in order to ensure widest publicity and to encourage early acceptance of this qualification as soon as approved by the Board of Certification.

Moved by J. Sutherland, seconded by I. Gough, that this be accepted. CARRIED.

RESOLUTION #4:

Whereas - this Annual Branch Meeting has approved in principal the idea of establishing (a) a permanent Secretary-Treasurer, (b) to permit the election of a President and 4 Councillors to a two year term of office and (c) to permit the election of five additional Councillors to a two year term of office at the election immediately following instigation of (b) above,

Be it therefore resolved - that this system of election be implemented as follows:

Section 3: The elected Officers of the Ontario Branch of the Canadian Institute of Public Health Inspectors shall be known as the Branch Committee and shall be comprised of: President, Secretary-Treasurer and nine Councillors. All of these Officers shall be elected at the Annual Conference and shall assume office when the Annual Conference at which their election took place has been adjourned.

Section 15: For the sole purpose of assuring that all offices will be filled, the 1969 Nominations Committee shall prepare a slate of officers listing nominees for President, Secretary-Treasurer, and a minimum of nine Councillors, having first obtained their written consent to this nomination on a prescribed form. At the 1969 Annual Meeting, the scrutineers shall declare elected the most successful candidate or candidates for the offices of President, Secretary-Treasurer and nine Councillor positions. All such successful candidates shall serve for a two year term of office except the five Councillors receiving the lesser votes of the membership, who shall serve for one year and the Secretary-Treasurer who may continue in his office for an indefinite period of time, providing that the Secretary-Treasurer shall efficiently serve in his office to the satisfaction of the majority of the Branch Committee members.

The 1970 Nominations Committee shall prepare a slate of officers listing a minimum of five nominees, for the five Councillor positions being vacated, so that in alternate years the Annual Meeting will elect in the first instance a President and four Councillors and the following year five Councillors. In all cases these successful Candidates shall serve for a two year term of office.

Moved by L. Dodgson, seconded by A. LaFrance, that this be accepted. CARRIED.

RESOLUTION #5:

Be it therefore resolved - that the Canadian Institute of Public Health Inspectors, Ontario Branch Salary Committee, be instructed to:

(a) Establish, annually, recommended salary scales for all classes of Public Health Inspectors based on one or all of the following:

- (1) The current average salary of all Inspectors in Ontario.
- (2) The trend established over the past five years by the known increases in average salaries.
- (3) Application of government guide lines for salary increases.
- (4) Cost of living index, etc.

(b) With the assistance of specialists in the field of salary negotiation, prepare a suitably worded form that could be used by individuals or group representatives when approaching their Boards for Salary increases, and

(c) Make the recommended scales and form of application for increase available to any member of the Institute on request.

Moved by S. Cowan, seconded by J. Sutherland, that this be accepted. CARRIED.

Moved by H. Terry, seconded by E. Meyer, that we as an Institute express our thanks to the City of North Bay, Dr. P. S. deGrosbois, Medical Officer of Health, the Chairman, E. J. Pifher, and members of the North Bay and District Health Unit, for hosting this Branch Conference and treating us so grandly. CARRIED.

The scrutineers were then called upon to announce the slate of officers for the 1968-69 term of office. As announced they are:

PRESIDENT: James Sandul  
SECRETARY: Gordon Anderson  
TREASURER: Roger Paquette

The above officers declared elected by acclamation.

COUNCILLORS - in order of election

A. S. Hester  
Charles Young  
W. MacDonald  
James Watt  
W. Straughan  
K. Spencer  
W. Grobelny

Moved by A. LaFrance, seconded by J. Gilmour, that the ballots and nomination forms be destroyed. CARRIED.

Moved by A. LaFrance, seconded by D. Birnstihl, that the Secretary be instructed to write the Minister of Health in regards to the new Public Health Act, advising the Minister of this organization's interest in this matter. DEFEATED.

BIDS FOR THE 1969 BRANCH CONFERENCE: A letter addressed to this Annual meeting from the Medical Officer of Health for Scarborough was read by J. Chester. Moved by H. Terry, seconded by W. Johnston, that we accept the invitation of Scarborough for 1969. CARRIED.

At this point the retiring President, L. Lychowyd, turned over the official gavel of office to the newly elected President, James Sandul, who congratulated Larry on his three years as President.

After a few brief words by James Sandul, it was moved by H. Terry, seconded by G. Powell, that this Annual Business Meeting be adjourned. CARRIED.

Time 9:56 A.M.

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY

PH.D. THESIS  
SUBMITTED TO THE FACULTY OF THE DIVISION OF THE PHYSICAL SCIENCES  
IN CANDIDACY FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

BY  
[Faint text, likely the author's name and title]

[Extremely faint text, likely the abstract or beginning of the thesis body]

A meeting of the Ontario Branch, Canadian Institute of Public Health Inspectors was held at the Walker House, Toronto, on October 19th, 1968, with the Branch President, James Sandul in the Chair. The meeting commenced at 10:20 A.M.

The President welcomed the Branch Committee members to this meeting and expressed his pleasure that all members were able to be present.

PRESENT: Past President, L. Lychowyd; President, J. Sandul; Secretary, G. Anderson; Treasurer, R. Paquette; Councillors, W. Grobelny, S. Hester, W. MacDonald, K. Spencer, W. Straughan, J. Watt and C. Young.

Moved by R. Paquette, seconded by J. Watt, that the minutes of the October 1, 1968 meeting be accepted as circularized. CARRIED.

BUSINESS ARISING FROM THE MINUTES: Re: Department of Highways personnel inspecting Food Premises on their leased properties. This matter was originally brought to the attention of the Branch Committee through a letter from R. Paquette. There was considerable discussion on this matter, namely as to whether these Highways Department employees were infringing on the Public Health Inspector's duties. L. Lychowyd related some discussions he had previously with an official of the Highways Department, also W. MacDonald had held discussions with Highway's Department officials. The general consensus was that there was little infringement on the rights of the Public Health Inspector as D.H.O. officials were also interested to determine whether all terms of their lease agreements were being met. Better liaison with this Department was indicated.

#### COMMITTEE APPOINTMENTS:

Membership - R. Paquette.  
In Service Training - L. Lychowyd.  
Public Health Act Revisions - G. Powell.  
Newsletter - G. Anderson.  
1969 Branch Conference - J. Chester.  
Salaries & Benefits of the P.H.I. - W. Straughan.  
Project Committee - S. Hester.  
Branch Calendar - J. Sandul.  
By-Laws & Nominations - J. Watt.  
Inspection Forms - W. Grobelny.  
Area Meetings - W. Grobelny.  
Education Committee - W. MacDonald.  
Public Relations - K. Spencer.  
Fragmentation - C. Young.  
Study of Staffing Requirements in Health Agencies - W. MacDonald.

There was considerable discussion on the various committee appointments, particularly for the benefit of the several new Branch Committee members, as well as to how the individual assignments could best be accomplished. Moved by G. Anderson, seconded by L. Lychowyd, that the above noted Branch Committee appointments be confirmed, with power to add. CARRIED.

Moved by L. Lychowyd, seconded by W. Grobelny, that a list of the current Branch Committee be drawn up by the Secretary and be made available to the following individuals and groups, and that these same be placed on the mailing list for the Branch Newsletter. CARRIED.

Hon. M. B. Dymond, M.D., Minister of Health.  
John Barr, Director, Division of Sanitary Engineering,  
Ontario Water Resources Commission.  
Ontario Public Health Association.  
Ontario Health Units Association.  
All Branch Secretaries.  
National President.  
National Secretary-Treasurer.

TREASURER'S REPORT: As the Treasurer had just assumed his office, he was unable to give a full report to this meeting. Bank balance as of October 16, 1968 was \$1,905.98. The account is in the process of being transferred from Etobicoke to Sudbury now that all the necessary signatures have been secured.

SECRETARY'S REPORT: Similarly as the office had only been occupied by the Secretary for a matter of days, there was no formal report outside of the October 1st, 1968 meeting minutes and the minutes of the 1968 Branch Conference. Moved by G. Anderson, seconded by W. MacDonald, that the Secretary's Report and request of reimbursement of \$17.24 be approved. CARRIED.

NEW BUSINESS: Re: Our Representatives on the Oral Examinations Board. Those members who had served the Branch on the September examinations were requested to submit their impressions, both positive and negative. Letters had been received from some of these members and others were present. Many concerns were expressed by both those present and the submitted letters. It was, therefore, moved by L. Lychowyd, seconded by J. Watt, that a letter be sent to the National Executive expressing concerns re: (1) the apparent concern of inspector examiners to fail candidates on an oral board; (2) the apparent lack of communication with both examiners and students to inform all concerned as to what the future of candidates might be if failed; (3) to recommend that the composition of oral examination boards not include Veterinarians or Engineers; and (4) to request that examiners be made aware of the course content on which the candidate is to be examined, and that these concerns be referred to the Board of Certification of the Canadian Public Health Association. CARRIED.

BUSINESS ARISING FROM LAST ANNUAL MEETING: There had been a motion, which was DEFEATED, instructing the Secretary to write the Minister of Health in regards to the Public Health Act revisions. The consensus of the Branch Committee was that this matter was not fully understood by the Branch Conference meeting, thus leading to it's defeat. It was, therefore, moved by S. Hester, seconded by K. Spencer, that the Secretary be instructed to write to the Minister of Health advising him of this organization's interest in the proposed revision of the Ontario Public Health Act. CARRIED.

Moved by W. Straughan, seconded by W. Grobelny, that the Secretary be advanced \$25.00. CARRIED.

Moved by C. Young, seconded by W. Grobelny, that the expenses of this meeting be paid. CARRIED.

Moved by L. Lychowyd, seconded by W. Grobelny, that the next Branch Committee meeting be held at the Walker House, Toronto, on January 4, 1969, commencing at 10:00 A.M. CARRIED.

Moved by R. Paquette, seconded by S. Hester, that this meeting be adjourned. CARRIED. Time 4:25 P.M.

.....  
PRESIDENT

.....  
SECRETARY