THE ONTARIO BRANCH

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

NEWSLETTER

March 1969

Return Postage
Guaranteed by:

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

March 15, 1969 Issue. Next Issue - May 15, 1969.

PRESIDENT'S MESSAGE

AN OPEN LETTER TO NON-MEMBERS:

Roger Paquette, who is not only the Branch's Treasurer, but also the Chairman of the Membership Committee, has been burning the midnight oil trying to find out how many Public Health Inspectors in this Province are paid-up members. His figures are quite revealing as you can see by his report.

I am told that out of the approximate 425 Certificate holding Inspectors in Ontario, of which 398 are in Public Health, only 226 belong to the Institute. As I read this I ask myself:

WHY? should we who are paid-up members compile salary scales and fringe benefits in order to upgrade the Inspector's financial position and working conditions.

WHY? should we who are paid-up members worry and get involved with various Fragmentation Studies of our duties to help protect and secure our profession.

WHY? should we who are paid-up members promote future education so that some day Public Health Inspection can become an accepted registered profession.

WHY? should we who are paid-up members put on In-Service Training Courses so Inspectors can keep up with the changing times at no cost to himself or loss of time.

WHY? should we who are paid-up members run Conferences where Public Health Inspectors get up-to-date information, exchange ideas and have some comradeship.

WHY? should we who are paid-up members encourage Area Meetings so all Public Health Inspectors can express their own personal views which in turn can be acted on by the Executive Committee.

Ask yourself these "WHY" questions and if you get a negative reply to each question, maybe it is just as well that you don't belong to the Institute.

It wasn't long ago that a man without a formal education could be hired as a "Sanitary Inspector".

I wonder how you would feel if suddenly there was no Institute and you had no Association to promote your ambitions, or help in job security?

To those who are paid-up members, we would encourage you to promote membership into the Institute of all known non-members in your immediate areas.

James Sandul, President.

IN THIS ISSUE:

- Branch President's Message.
- Address to Area #3 by D. W. Knight.
- Area #1 Minutes, October 19, 1968.
- Education Committee Report - W. MacDonald.
- Employment Opportunity - Simcoe County.
- Editorial.
- Minutes of March 1, 1969 Branch Meeting.

- URGENT HELP REQUIRED -

SEE BACK OF COVER

ADDRESS BY D. W. KNIGHT, SENIOR PLANNER, COMMUNITY PLANNING BRANCH, ONTARIO DEPARTMENT OF MUNICIPAL AFFAIRS, GIVEN AT A MEETING OF AREA #3 AT COLLINGWOOD ON OCTOBER 9TH, 1968.

I am particularly glad to have this opportunity of meeting you. I am a senior planner in the Community Planning Branch of the Department of Municipal Affairs and the Branch, as you know has frequent contact with you, through your Health Units, when we seek your comments upon plans of subdivisions. We often wonder about the faces behind the replies we receive. If we were artists, we could no doubt have a very interesting time sketching faces to fit the replies. Seriously though, I think you will agree it is so much easier to speak with a person if one knows him personally. I speak for all my colleagues when I say that if you ever feel that some advantages can be gained by meeting to discuss a plan of subdivision, we will always be pleased to go along.

I have been asked to talk to you about the various aspects of processing a plan of subdivision. Before I discuss that subject, perhaps it would be as well if I tell you the definition of a subdivision and under what circumstances approval is required, and of whom.

SUBDIVISION CONTROL

Generally, a subdivision is the division of a parcel of land into more than one piece and the conveyance of that part to another person by way of a deed, or transfer on any sale, or a mortgage. Permission of the Minister is not required to sell any land, whether it is being subdivided or not, if the council has not passed a by-law designating the area as an area of subdivision control, or the Minister, by order, has not placed the area under subdivision control. Once such a by-law or order has been passed however, permission of the Minister, or of a committee of adjustment is required before land can be conveyed to another person, for a period of 21 years or more, unless:

(A) The land is within a registered plan of subdivision, or
(B) The person conveying the land is not retaining any interest in any abutting land, or
(C) The land is being acquired, or disposed of by the Federal or Provincial government, or by a municipality, or
(D) The consent of a committee of adjustment has been obtained.

You may be wondering what a committee of adjustment is. It is a committee or three, or more, persons constituted by a municipality, with the Minister's consent, to consider and make decisions upon applications for minor variances from the requirements of zoning by-laws, (which control the <u>use</u> of the land,) and to consent to individual severances of land. A committee of adjustment cannot be established unless the municipality has a zoning by-law.

Applications for permission to subdivide land take two forms, individual severances, and plans of subdivision.

CONSENTS

An application to sever an individual lot, or up to three or four individual lots, may be made to the committee of adjustment, if there is one, or to the Minister.

A copy of a plan is submitted showing the location of the land and its dimensions, together with certain other information such as its present and proposed use, type of subsoil and details of services to be provided (that is, well or piped water supply, septic tank or privy). If the application is made to the Minister, the community Planning Branch will investigate the application and send a copy of it to the municipality for their comments. A copy may also be sent to the local Medical Officer of Health if thought necessary. Dependent on the comments received and whether the development is in conformity with the Department's policies, or an official plan, the applicant will be advised whether consent will be recommended. If the Department is prepared to recommend consent then the applicant can ask his solicitor to draw up the deeds of conveyance, which are then submitted to the Minister for his signature. Thereafter the document may be registered.

SUBDIVISIONS

When it is proposed to subdivide land into a number of lots for subsequent sale, a registered plan of subdivision is required, from which lots can be sold in the knowledge that they have a clear title. A plan of subdivision cannot become a registered plan of subdivision until the approval of the Minister has been obtained. Approval is given in two parts, draft approval and final approval. An application for draft approval is made to the Minister by submitting a number of copies of plans (usually about twelve), which show the boundaries of the land to be subdivided, which boundaries have been certified by an Ontario land surveyor as being correct. The plan will also show the location, width and names of proposed and existing highways, the relationship of the land to adjoining subdivision, the use of the lots, the layout of the lots and their approximate dimensions, existing natural and artificial features, such as buildings, railways, highways, watercourses, wooded areas, swamps, etcetera, the availability of domestic water supplies, the nature and porosity of the soil, such contours, or elevations as may be required to determine the grade of the highways and the drainage of the land, municipal services available, or to be made available, and details of any restrictive convenants or easements affecting the land.

The Community Planning Branch then circulates copies of the application to various Provincial and Municipal agencies for their comments. These agencies will include the local council or planning board, the joint planning board, if there is one, the local Medical Officer of Health, Ontario Water Resources Commission, the local board of education, department of Lands and Forests, the local conservation authority, railway companies and the Trent canal system. Copies will also be sent internally to the official plans section to check whether the proposal is in conformity with an official plan, and to the design section, who may suggest a more satisfactory or more economic form of layout. In most cases a site inspection and report will be made by the branch.

A summary of the replies received is prepared and discussions may be held with the owner and council to try and overcome any criticisms received, before a recommendation is made.

When draft approval is given it is usually subject to certain conditions which must be satisfied before final approval is given. Typical conditions are:

(a) That the owner enter into an agreement with the municipality dealing with

such matters as the construction of roads and provision of municipal services, drainage, road widening, easement, etcetera.

(b) That 5% of the subdivision area be conveyed to the municipality for public purposes.

(c) That certain amendments be made to the form of layout, or lot sizes.

(d) That a zoning by-law be passed restricting the use of the land, and

(e) That fill be placed on certain low lying lots to enable septic tank tile beds to work satisfactorily. This condition would be imposed at the request of the Medical Officer of Health.

The time taken to reach this stage is about four months but may be longer if protracted negotiations becomes necessary.

The second stage, that of obtaining final approval, does not usually involve much delay so far as the Department is concerned. The owner must grade and surface the roads, install such municipal services as may be required, stake out the lots, satisfy the conditions of draft approval and submit his linen plans, in final form, for the Minister's approval. The Community Planning Branch will seek an assurance from the municipality that all the conditions of draft approval have been complied with and will check that the plans have been correctly drawn, before obtaining the Minister's signature. Copies of the approved plans are then returned to the owner. Copies are also sent to the local registrar and/or master of titles, so that when the owner submits his plans for registration they can be checked against the office copy. Notification of the decision is sent to all the agencies who had been asked to comment and if draft approval is given, copies of the conditions of approval are sent to those agencies who had asked that conditions be imposed. We have particular regard to the reports we receive from local Medical Officers of Health, because their comments are often critical so far as our recommendation to the Minister of Municipal Affairs is concerned.

OFFICIAL PLANS, ZONING BY-LAWS AND THE ONTARIO MUNICIPAL BOARD

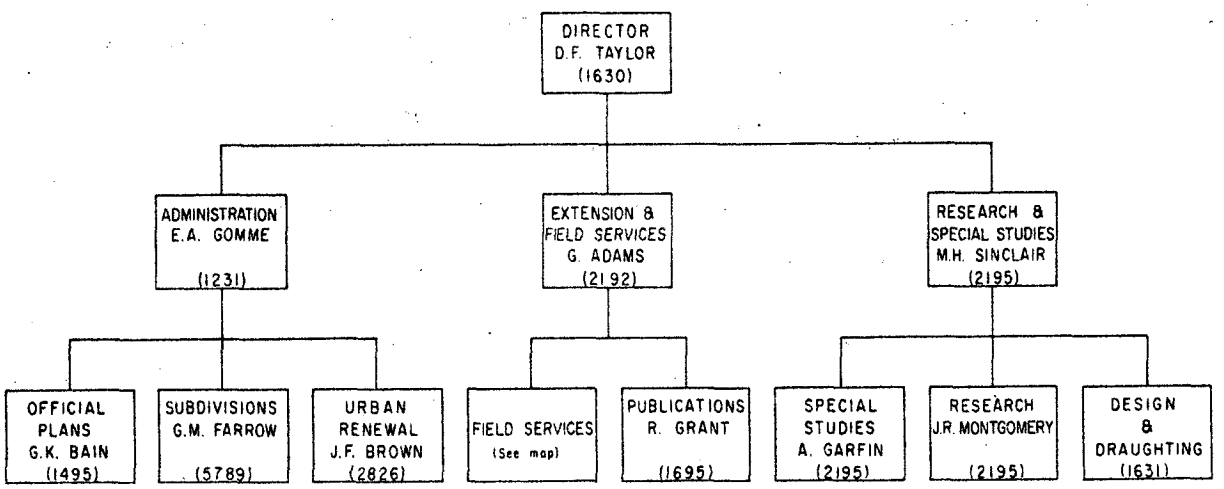
I have referred once or twice to official plans and zoning by-laws. Perhaps I should explain what these are. An official plan is prepared by a municipality and is a statement of its policy for controlling development in its area, usually over the ensuing twenty years. It is generally accompanied by a plan which indicates where the future growth in the municipality is intended to go. An official plan has to receive the approval of the Minister of Municipal Affairs.

A zoning by-law, or restricted area by-law as it is officially called is a by-law passed by a local municipality under the planning act, to control the use, <u>not the sale</u>, of land. They can be passed by any municipality to enable them to restrict and control the siting of such things as scrap yards, gravel pits, or the size or density of dwellings. They are also used to enforce the provisions of an official plan. Zoning by-laws need the approval of the Ontario Municipal Board, which is a separate body from the Department of Municipal Affairs. The Ontario Municipal Board also hears appeals against decisions of the Minister of Municipal Affairs, or of committees of adjustment.

EDITOR'S NOTE: In a letter to Gerald Skipwith, Recording Secretary of Area #3, Inspectors, Mr. Knight stressed that those in the Community Planning Branch would be pleased to discuss matters of mutual interest (particularly plans of subdivisions) with our members at any time and for our guidance has enclosed the following maps showing how the Province is divided for administrative purposes. The names and telephone numbers of the Senior Planners who are responsible for the areas in question are listed.

ONTARIO DEPARTMENT OF MUNICIPAL AFFAIRS

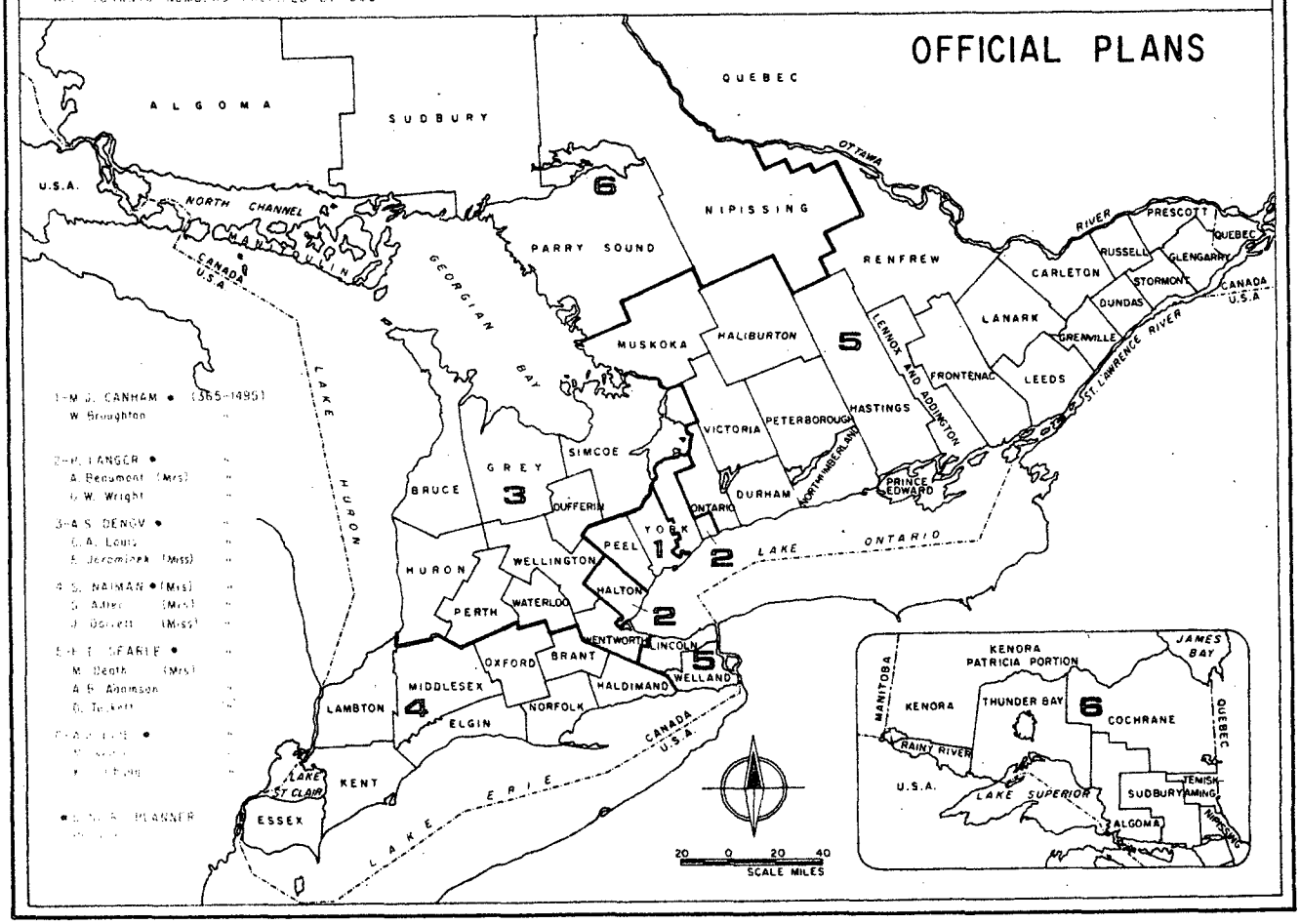
COMMUNITY PLANNING BRANCH



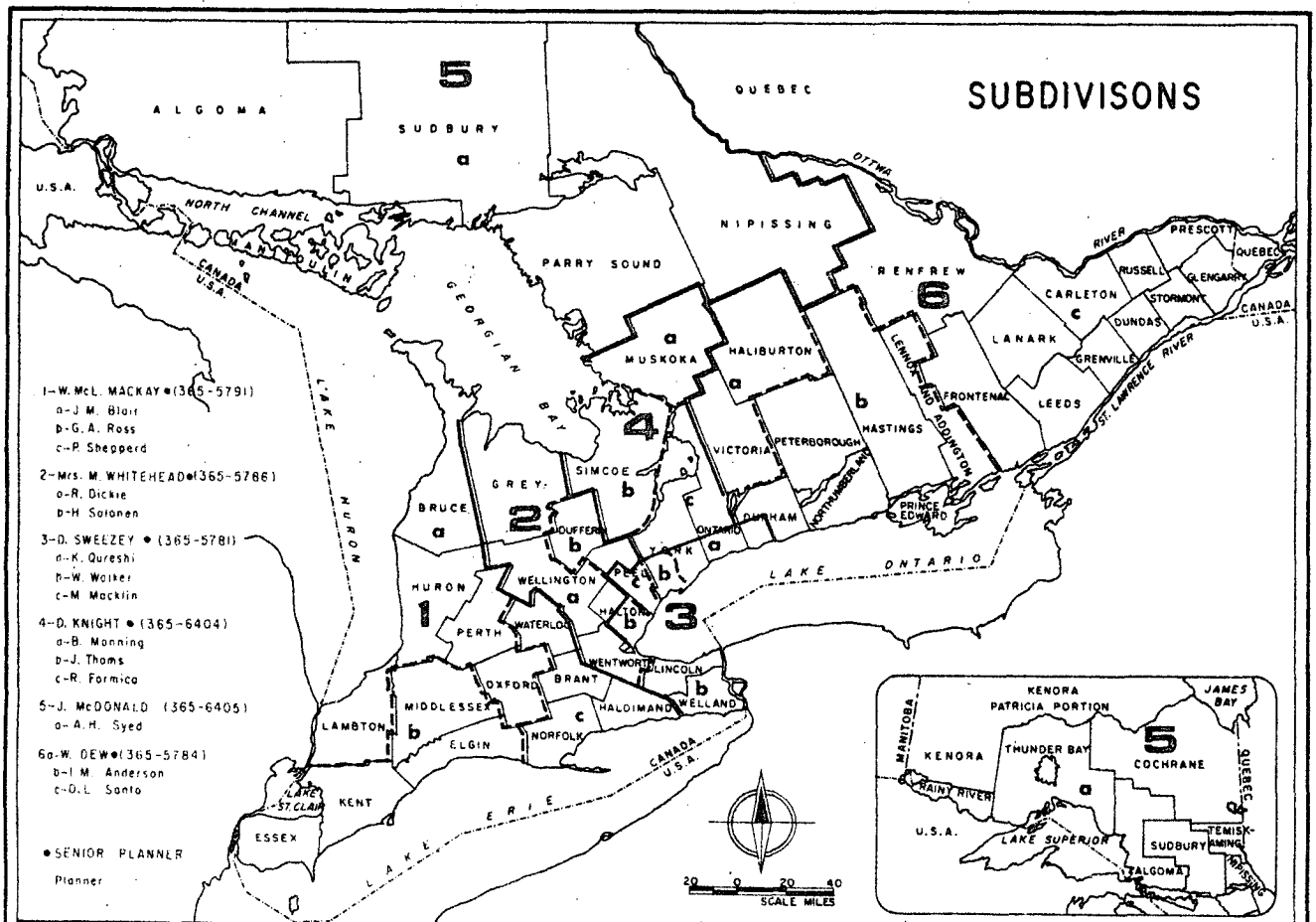
801 Bay St. – TORONTO

ALL TORONTO NUMBERS PREFIXED BY 365

APRIL – 1968



SUBDIVISONS



1-W. McL. MACKAY • (365-5791)
a-J. M. Blair
b-G. A. Ross
c-P. Shepperd

2-Mrs. M. WHITEHEAD • (365-5786)
a-R. Dickie
b-H. Solonen

3-D. SWEEZEY • (365-5781)
a-K. Qureshi
b-W. Walker
c-M. Macklin

4-D. KNIGHT • (365-6404)
a-B. Manning
b-J. Thoms
c-R. Formica

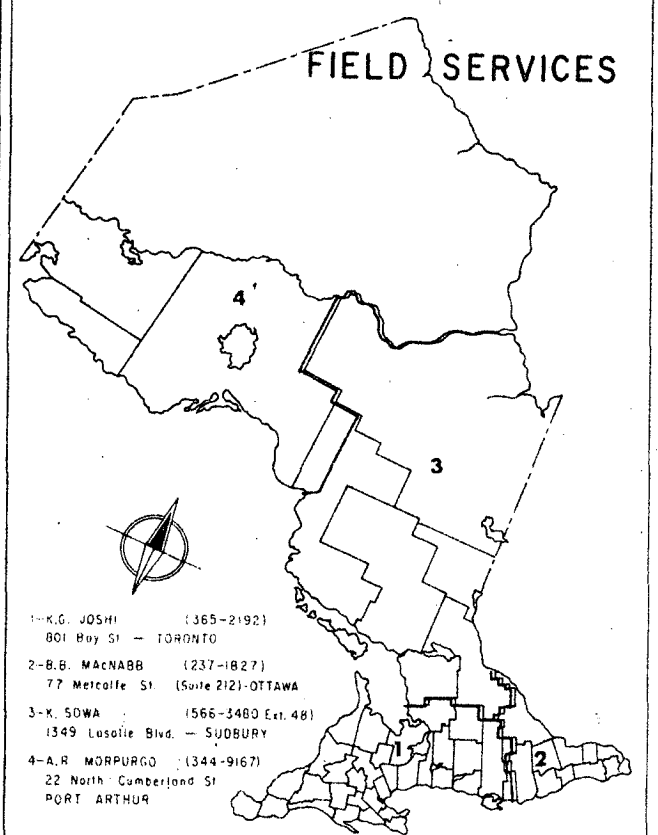
5-J. McDONALD (365-6405)
a-A.H. Syed

6a-W. DEW • (365-5784)
b-I. M. Anderson
c-D.L. Santo

• SENIOR PLANNER

Planner

FIELD SERVICES



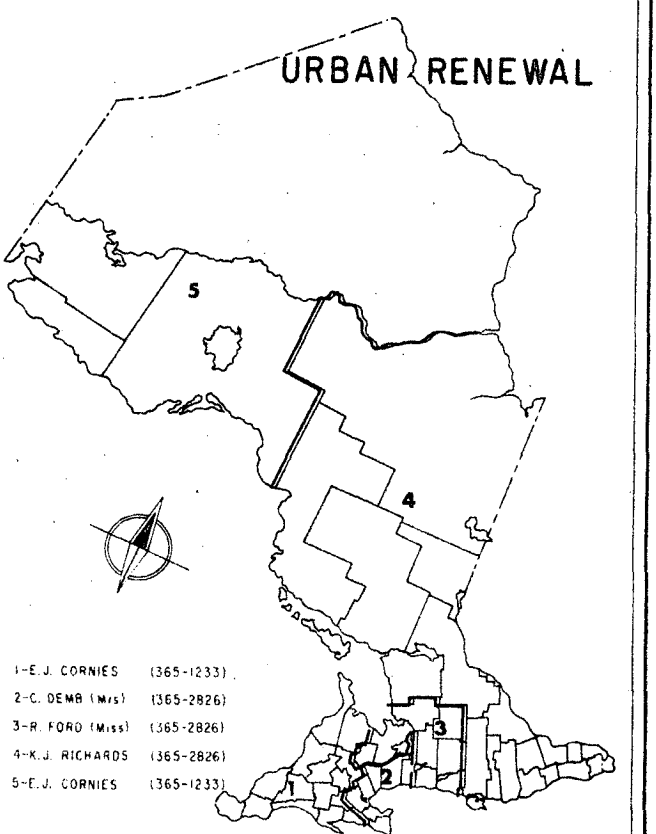
1-K.G. JOSHI (365-2192)
801 Bay St — TORONTO

2-B.B. MACNABB (237-1827)
77 Metcalfe St. (Suite 212)-OTTAWA

3-K. SOWA (566-3480 Ext. 48)
1349 Lasalle Blvd. — SUDBURY

4-A.R. MORPURGO (344-9167)
22 North Cumberland St
PORT ARTHUR

URBAN RENEWAL



1-E.J. CORNIES (365-1233)
2-C. DEMB (Mrs) (365-2826)
3-R. FORD (Miss) (365-2826)
4-K.J. RICHARDS (365-2826)
5-E.J. CORNIES (365-1233)

MINUTES OF THE ONTARIO BRANCH - AREA #1 MEETING HELD IN LONDON, OCTOBER 19, 1968.

Attendance: London - K. Brown, H. Goodfellow, R. Craig, E. Ross, W. Wright, S. Scarterfield, B. Cunningham, D. Sullivan, R. Mercer, G. Fraser.
Sarnia - D. Murtha.
Chatham - T. S. Johnson.
Kent County - R. Beland.
Windsor - C. Wallace, E. Francis, J. Axford, R. Gibbon, P.F.R. Gibbon, R. MacGrain, O. Mio, C. Coutts, D. Brown.
Middlesex - B. Rowe.

The meeting was called to order by R. Gibbon at 10:15 A.M. By arrangement, S. Scarterfield of London introduced the officials from the Regional Office, Ontario Department of Health.

(a) Dr. R. M. Aldis, Regional Medical Officer, was first speaker and he outlined growth, development and recent reorganization of the Department and its effect on local health agencies.
(b) Mrs.E. MacDonald, Regional Public Health Education Specialist, an excellent introduction into the availability of assistance in preparing educational programs with provision of visual aids, literature and other relevant material.
(c) Mr. R. Carson, Regional Consultant in Public Health Inspection, a general outline of types of assistance offered by this new service to Health Units, e.g., Rodent Control, Waste Management and other Environmental Health problems.

Of particular interest is the projected Food Handlers Course to be held at Fanshawe College in London commencing in January 1969. The basic purpose of this first course is to provide a "package unit" which may be utilized by local health agencies to give Food Handler Instruction in their own areas.

A vote of thanks was tendered to Dr. Aldis, Mrs. MacDonald and Mr. Carson for a most interesting discourse.

Mr. B. Cunningham, past National President, gave a report on the National Convention held in Calgary. Of particular interest was the proposed National award to "Inspector of the Year".

Fincial statement was reported showing balance on hand of $6.75. Moved by H. Goodfellow, seconded by D. Sullivan, that this report be accepted. CARRIED.

Minutes of previous meeting were read. Moved by S. Scarterfield, seconded by H. Goodfellow, that the minutes be adopted as read. CARRIED.

New Business

#1 - A discussion was opened by D. Sullivan on the problems confronting Scuba Diving Clubs in the province regarding contamination in compressed air cylinders. Considerable interest was shown by all present and this resulted in a motion by Mr. Sullivan, seconded by T. S. Johnson that: "A resolution be forwarded to Ontario Branch Executive for thier consideration and further investigation of this matter". The motion was carried.

#2 - A general discussion was opened on the proposed re-writing of the Ontario Public Health Act. There was considerable high feeling on other legislation changes brought into force without previous study or discussion by Health Inspectors in the field. It was moved by E. Ross, seconded by T. Johnson, that: "A resolution be forwarded to Ontario Branch Executive requesting them to make representation to the Minister of Health to ensure that conditions under which we are employed as Public Health Inspectors will not be jeopardized by any proposed changes in the Ontario Public Health Act". UNANIMOUSLY CARRIED.

The meeting concluded with an excellent presentation by R. Gibbon on "The Professional Status of Public Health Inspectors". A copy of the text is attached.

Meeting adjourned at 4:10 P.M., with the invitation to hold the next meeting in Windsor in April, 1969.

THE PROFESSIONAL STATUS OF THE PUBLIC HEALTH INSPECTOR

The study of professional status for Public Health Inspectors is a subject which has been under consideration for Lo[illegible] these many years. Some of our aging Inspectors may recall the efforts made during the 1950's, the amount of money spent on the project and the ultimate disappointment in this regard.

This review is based on a report submitted to the National Executive on Branch incorporation and professional societies.

To become acquainted with certain facts, the realm of law was invaded. It must be understood that the investigation was limited to Federal and Ontario Statutes, so that the situation in other Provinces could be quite different, depending on particular Provincial statutes as they may apply.

From the outset, it was ascertained that a Federal Professional Societies Act does not exist. In Ontario, each Professional Society is supported by its own Particular Act. The Nurses' Act, the Architects' Act and the Society of Professional Engineers in Ontario are examples of these. A Professional Societies Act is a Bill, which like any other piece of legislation, must be passed by the Legislature. Before it reaches the floor of the House, the Bill is prepared by legal aid, who shall be satisfied that the educational standards are such that professional status is warranted. Then an elected representative must be found to sponsor the Bill and solicit sufficient support to ensure its passage through three readings. In Professional Societies, the organization is governed by a Board of Directors. This Board is authorized to set the course of instruction and examination, certify successful candidates and impose registration fees. Truly a great and grave responsibility and one not lightly given.

It is abundantly clear that education is the key. With the two year course for Public Health Inspectors now established at Ryerson and British Columbia Institute of Technology and the Certificate in Environmental Health Administration available through correspondence, it is not inconceivable that in time a University degree course may become a fact. When that plateau is reached, the final step toward professionalism may be taken. However, a word of caution seems to be in order.

Under our present system of certification by the Canadian Public Health Association, we enjoy a national identity which permits us to work anywhere in Canada without further examination. Communication between the Provinces is extensive and the National Executive is made up in part of representatives from each Provincial area. A Professional Society on the other hand, is a purely local arrangement, entirely autonomous within the Province. To move from one Province to another, the candidate would be required to sit the local examination and pay the resident registration fee. Under such circumstances, our present National structure would cease to exist.

While this situation may be somewhat in the future, depending on further educational up-grading, it could be that now is the time to commence planning a course of action.

H. R. Gibbon.

To: G. E. Anderson, Secretary. February 17, 1969.

I have received notification that the Certificate Course in Environmental Health Administration at Ryerson has been placed on the list of those approved for more than 50% tuition support by the Civil Service Commission. I am sure that you are aware that this applies only to Civil Service personnel. The fact that the course is on the approved list is used to persuade local boards to give tuition support.

W. M. MacDonald, Senior Consultant,
Public Health Inspection,
Local Health Services Branch.

EMPLOYMENT OPPORTUNITY

Qualified Public Health Inspector required to carry out general sanitation program in own district. Good fringe benefits and car allowance.
Salary: $6400.00 to $ 8300.00, according to experience.
Apply to: Medical Officer of Health,
Simcoe County District Health Unit,
County Administration Building,
114 Worsley Street, Barrie, Ontario.

EDITORIAL:

Some of the names in the lower left hand column on the page headed "Community Planning Branch" did not come through on the electronic stencil. They are, therefore, noted as follows: 1-M.J. Canham, W. Broughton; 2-H. Langer, Mrs. A. Beaumont, G.W. Wright; 3-A.S. Denov, C.A. Louis, Miss F. Jerominek; 4-Mrs. S. Maiman, Mrs. S. Adler, Miss J. Darrell; 5-E.T. Searle, Mrs. M. Death, A.B. Adamson, D. Tuckett; 6-A.J. Elie, M. Welch, K.C. Chang.

Looking for something to do for your Institute? National has asked Ontario to secure a replacement for Larry Lychowyd as Editor and Staff of The "Sanitarian". The job requires three or more Inspectors in a localized area to man such a project. The "Sanitarian" is mailed out four times per year to approximately 750 persons.

Should you have an interest in this matter please contact the Branch Secretary or President, Jim Sandul. I am sure that Larry could give you more pertinent information that you may require.

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

A meeting of the Ontario Branch Committee, Canadian Institute of Public Health Inspectors was held at the Walker House, Toronto, on Saturday, March 1, 1969, commencing at 10:10 A.M., with the President, J. Sandul, in the Chair.

PRESENT: W. Grobelny, L. Lychowyd, J. Watt, J. Sandul, K. Spencer, W. Straughan, R. Paquette and 1969 Conference Chairman, J. Chester.

Apologies for absence were received from C. Young and W. MacDonald.

Moved by G. Anderson, seconded by W. Grobelny, that the minutes of the January 4th, 1969 meeting be adopted as circularized. Amendment moved by R. Paquette, seconded by K. Spencer, that the financial statement of these minutes be rescinded, and be replaced with the following financial statement. CARRIED AS AMENDED.

CORRECTED FINANCIAL STATEMENT - September 30, 1968 to December 30, 1968.

Balance on hand September 30, 1968		
General Fund	$ 746.55	
In-Service Training Course	590.33	$ 1,336.88
Receipts to December 30, 1968.		
General -		
9 memberships 1968 @ $12.00	$ 108.00	
33 memberships 1969 @ $12.00	396.00	
1 re-instatement @ $22.00	22.00	
6 new applications @ 12.00	72.00	
Exchange included on cheques	2.60	
1968 Conference Receipts	364.00	$ 964.60
In-Service Training Course	NIL	
TOTAL CREDITS		$ 2,301.48
Expenses to December 30, 1968		
General -		
1968 Conference	$ 295.72	
C.I.P.H.I.	125.00	
Executive Meetings	351.50	
Newsletter	168.20	
Secretary's Expenses	89.39	
Treasurer's Expenses	18.11	
Nominations Committee	1.48	
Honorariums: Secretary	100.00	
Treasurer	100.00	
Honour Plaque	23.50	
Postage: (Dues notice, Calendar booklet, etc.)	96.00	
Bank Charges	5.70	$ 1,374.60
In-Service Training Course		135.48
TOTAL EXPENSES		$ 1,510.08
Balance on hand December 30, 1968		$ 791.40
General Fund	$ 336.55	
In-Service Training Course	454.85	
	$ 791.40	

CORRESPONDENCE: A number of letters were read by the Secretary, including

- A letter from National re a new Editor and staff for the "Sanitarian".
- Reply from the Minister of Health, Hon. M.B. Dymond, re our interest in the revision to the Public Health Act.
- Letter from Department of Municipal Affairs re the Committee on Uniform Standards for Ontario, and the Branch's reply. On a motion by L. Lychowyd, Seconded by J. Watt, the Secretary was instructed to write the Minister of Health expressing our concern and interest in this matter, enclosing copies of the letter received and our reply, and ask him to consider the possibility of the provision of the Public Health Act, Section 6, Subsection 33, respecting Housing, especially in view of present day public interest in housing and the fact that Ontario is already covered by Health Authorities on a Regional basis. MOTION CARRIED UNANIMOUSLY.
- Reply from National re our comments on apparent deficiencies re Oral Examinations Board. Matter referred to Board of Certification.
- Letter from National re the new membership card folder. Treasurer Paquette had written National, and on a motion by G. Anderson, seconded by L. Lychowyd, the meeting concurred with Roger's observations that the folder be retained. CARRIED.

PRESIDENT'S REPORT: At our January 4th Executive Meeting, I was instructed to send a copy of the Institute's Policy Statement on Housing to the Honourable Paul Hellyer, Federal Task Force on Housing.

This is the policy Statement of the Canadian Institute of Public Health Inspectors, approved for press release at their Annual Convention held in Calgary, July 16, 1968, which reads:

POLICY STATEMENT - HOUSING

The Canadian Institute of Public Health Inspectors, in recognition of the fact that the standard of housing has a profound influence on the health of the occupants, and that the existing shortage of housing in Canada creates the necessity that many sub-standard dwelling units be occupied, recommends:

1. That government housing policy, which is now largely concentrated on the development of new housing, be revised to reflect the need for renovation of older occupied dwellings in need of repair.

2. That Housing Standard Legislation be passed in each Province outlining minimum standards for dwelling units in respect to structure, ventilation, illumination, heating, water supply, waste disposal and overcrowding.

3. That such Housing Standards regulations be administered by Public Health Agencies under the direction of the Medical Officer of Health.

4. That such regulations provide for sufficient penalties for non-compliance on the part of owners and/or tenants, that will assure adequate corrective action.

I also sent a copy of this statement to Mr. Jim Jerome, M.P. for Sudbury, who is also a member of this Federal Task Force.

I have received replies from both Mr. W. H. Neville, Secretary of the Task Force

and Mr. Jim Jerome, M.P., acknowledging our Policy Statement, and thanking us for bringing this useful material to their attention. They are in favour of our recommendations, and claim we will find an awareness reflected in their comments and recommendations in their Report.

A copy of their letters are here attached for your reference.

J. Sandul, President.

Dear Mr. Sandul: January 14, 1969.

Mr. Hellyer has asked me to acknowledge your letter of January 7th, passing along to the Task Force the policy statement approved last year by the Canadian Institute of Public Health Inspectors.

As you may be aware, the Task Force currently is completing its Report, which it hopes to make public before the end of this month. During their deliberations, Mr. Hellyer and his colleagues have been very much aware of the problems raised in your policy statement, and I am sure you will find that awareness reflected in the comments and recommendations of their Report.

On behalf of all the members of the Task Force, may I thank you for taking the time to draw this useful material to their attention.

Yours sincerely,
W. H. Neville.

Dear Jim: February 17, 1969.

I couldn't help thinking of you during recent meetings that we have had with the Transport Minister concerning the views contained in the recently released report of the Federal Task Force on Housing.

We are of course particularly concerned with the very great imperfections in the "bulldozer" approach to housing needs where under-cast areas are levelled to the ground in order to make way for new housing projects. There is contained in this approach the very great economic disadvantage of destroying a good many useful buildings at a time when we are critically short of living accommodation and since we are facing the problem attempting to legislate a new approach in this area I couldn't help reflecting the policy statements that you sent me in your letter of January 7th.

I am pleased to enclose a copy of the Task Force Report for your consideration as I know you will find it interesting.

Thank you again for your interest and your letters.

Yours very truly,
James A. Jerome.

Moved by J. Sandul, seconded by R. Paquette, that the Pres. report be accepted. CARRIED.

SECRETARY'S REPORT: The period since our last meeting has been an extremely busy one for your Secretary, with a total of 65 items of correspondence having been received, and 64 sent out. I was of course disappointed that all the Branch Committee members did not reply to the questionnaire from the Department of Municipal Affairs re Housing Standards.

The Branch is asked to be aware that the Secretary has employed his own personal typewriter for them, but because of age, they are asked to consider at some future date, the purchase of a suitable unit for this office. Moved by G. Anderson, seconded by R. Paquette, that this report be adopted, including expenses of $5.47. CARRIED.

Moved by W. Grobelny, seconded by R. Paquette, that the Secretary be advanced $50.00. CARRIED.

TREASURER'S REPORT: Moved by R. Paquette, seconded by W. Grobelny, that this report be accepted. CARRIED.

December 30, 1968 to March 1, 1969.

Balance on Hand December 30, 1968			
General Fund		$ 336.55	
In-Service Training Course		454.85	$ 791.40
Receipts to March 1, 1969.			
General -			
4 memberships 1968 @ $12.00		$ 48.00	
55 memberships 1969 @ $12.00		660.00	
3 re-instatements @ $22.00		66.00	
3 re-instatements @ $[illegible].00		72.00	
2 new applications @ $12.00		24.00	
1 partial payment @ $12.00		12.00	
Exchange included on cheques		3.00	
Outstanding Cheque		7.48	$ 892.48
In-Service Training Course	NIL		
		TOTAL CREDITS	$ 1,683.88

Expenses to March 1, 1969.			
General -			
Executive Meetings -			
W. MacDonald	$ 5.00		
G. Anderson	20.00		
W. Straughan	7.50		
C. Young	16.50		
J. Watt	42.50		
J. Sandul	44.75		
Walker House Hotel	25.00	$ 161.25	
Secretary's Expenses		60.00	
Treasurer's Expenses		6.60	
Newsletter		24.82	
C.I.P.H.I. (National)		84.00	
Fidelity Bond Renewal		12.00	
Postage		13.00	
Calendar Printing Costs		94.73	
1969 Conference Advance		50.00	
Bank Charges		2.10	$ 508.50
In-Service Training Course:			
Meetings	$ 24.05		
Petty Cash Expense	25.56		$ 49.61
		TOTAL EXPENSES	$ 558.11

Balance on Hand March 1, 1969. $ 1,125.77

General Fund	$ 720.53
In-Service Training Course	405.24
	$ 1,125.77

COMMITTEE REPORTS:

Conference - Chairman, J. Chester, outlined planning and action to date. Most items appear to have been well thought out. The Chairman further reported that they have $ 390.00 in cash from advertisers.

In-Service Training Course - Moved by L. Lychowyd, seconded by W. Straughan, that this report be accepted. CARRIED.

In-Service Training Courses at

(a) University of Guelph - April 21 to 25, 1969 at Guelph.
(b) Ryerson Polytechnical Institute, May 26 to 30, 1969 in Toronto.

The costs as mentioned at the last meeting of the Executive will be thirty dollars ($30.00) per person for the Food Technology Course at Guelph with a maximum attendance of forty or forty-five (40 or 45) public health inspectors. The cost or registration for the Communication Course at Ryerson will be forty dollars ($40.00) per person with a maximum attendance of forty or forty-five (40 or 45) public health inspectors. Lloyd Dodgson and Bob Carson have had meetings at Guelph regarding course content while Stan Cowan and I have had meetings with Dr. Barr in Toronto regarding the content of the course here.

Also a meeting was held with Mr. W.D. Hlibka, Audio-Visual Supervisor of Ryerson regarding his participation in this course.

A brief meeting was held with Lloyd Dodgson in Stratford pertaining to the two courses. A letter or flyer will be sent to the members, non-members and Medical Officers of Health in Ontario advising them of our courses. The attendance will be strictly on a first come first served basis with all monies to be mailed to Lloyd Dodgson prior to the beginning of each course.

Through our last report in the Newsletter, many enquiries have arisen regarding the course at Ryerson. All members were notified of the proposed dates also in that report.

The Committee looks forward to a very favourable response and attendance to our two courses this year.

Respectfully submitted. L. Lychowyd, In-Service Training Course Chairman.

Newsletter - The January issue was mailed to all known members on January 20, 1969, and again a number were returned to the sender for lack of correct addressing. This issue contained 25 pages, plus cover. Because of the extended use of electronic stencils, the cost rose to approximately $120.00 or 40¢ each. To date have not had a return visit from the local Gestetner representative regarding our inquiry about conversion of the manually operated machine to electricity. Moved by G. Anderson, seconded by W. Straughan, that this report, including expenses of $79.24, be accepted. CARRIED.

At this point Mr. Lloyd Duckman and his associates were introduced to the meeting and permitted a brief opportunity to show a film clip on private water treatment. This is a new method of water purification, and they were granted a copy of the membership list so that literature could be distributed.

Membership - Moved by R. Paquette, seconded by K. Spencer, that this report be accepted and the following applications be endorsed for acceptance by National. CARRIED.

Donald Stewart MacVicar, 50 Queen Street, Stratford.
James K. McCaul, R. R. #3, Travistock.
Wm. Kempa, Ryerson Polytechnical Institute, 50 Gould, Toronto 2.
Gerald Davidson, Health Unit, County Building, L'Orignal.

As of March 1, 1969 the total active membership list consists of 226 members.

Twenty-four (24) delinquent members have now been removed from the mailing list pending their re-instatement. All these members have been notified by a form letter advising them of their status. 96 members have paid their 1969 dues thus far.

It is interesting to note that of the 226 active members, 29 are employed by outside agencies. These 29 members are employed by various outside agencies such as, O.W.R.C., L.C.B.O., Federal Departments, C.N.R., Pest Control Services, Ryerson, etc.

The Directory of Public Health Inspection Personnel in Ontario and Place of Employment published by the Ontario Department of Health Local Health Services Branch, Public Health Division indicates 398 Public Health Inspection personnel were employed in Health Units and Health Departments. This list was to the month of October 1968. Of the 398 persons listed, 197 are members of the Institute while 201 are non-members.

As is evidenced by these figures there are still many Public Health Inspection personnel to be recruited into the fold. I would, at this time, solicit advice as to the best means available to entice prospective members and re-instatement of delinquent members.

Respectfully submitted. R.G. Paquette.

Fragmentation - The Chairman was unavoidably absent, but had submitted some information for the Committee. Report expected at the next meeting.

Salaries - Moved by W. Straughan, seconded by K. Spencer, that this report be accepted including the Chairman's expenses of $16.90. CARRIED.

SALARY AND WORKING BENEFITS FOR PUBLIC HEALTH INSPECTORS IN ONTARIO, FOR THE YEAR 1969

ITEM #1 - PENSION PLANS

That all inspectors of an official health agency shall be provided with a pension plan, preferably O.M.E.R.S., or a similar plan that is transferrable. That the contribution cost be divided so that the health agency's share is 2/3 of the cost and the inspector's share is 1/3.

- P.S.I. be provided.
- Bluc Cross be provided.

ITEM #2 - INSURANCE

That the agency look into the matter of supplying group life insurance for public health inspectors at a very nominal rate.

ITEM #3 - CARS

That automobiles be provided or car allowance be granted to inspectors whose duties require them to travel. Such allowance should not be regarded as forming part of the salary.
The ownership of a car must not be a condition for employment. Where it is desirable for an inspector to own his own car, and the agency does not provide a car, arrangement for financing such as interest free loans should be made by the agency.
- Cars supplied by the agency should be on a 24 hour basis, with the agency paying the inspector 4¢ a mile to offset the cost of gasoline, while driving on the agency's time. The minimum type of cars the agency should supply are the standard models of any of the Big 3.
- Car allowance paid to inspectors using their own personal car should be paid at a rate of:
  (a) $50.00 a month plus 10¢ a mile - or
  (b) 15¢ a mile straight. In order for the inspector to cover expenses.
- When available, gasoline for inspectors cars to be purchased at City of Municipal stores at the same rate as charged to other municipal employees, such as Police Cruisers, Fire Department, City owned vehicles.

ITEM #4 - CAR INSURANCE

To those inspectors using their own personal cars, the health agency should subsidize 25% of the cost of the car insurance.

ITEM #5 - VACATIONS

That the inspectors receive upon completion of one full year's employment - four full weeks vacation with pay per annum.

ITEM #6 - STATUTORY HOLIDAYS

The Agency recognize at least 11 statutory holidays:

1.	New Years Day	(Jan.)	7.	Labor Day	(Sept.)
2.	Good Friday	(Mar.)	8.	Thanksgiving Day	(Oct.)
3.	Easter Monday	(Mar.)	9.	Rememberance Day	(Nov.)
4.	Victoria Day	(May)	10.	Christmas Day	(Dec.)
5.	Dominion Day	(July)	11.	Boxing Day	(Dec.)
6.	Civic Holiday	(Aug.)			

ITEM #7 - OVERTIME

In the case of the inspector whose duties require them to be on call evenings or week-ends or holidays, that the agency pay them time and a half, and that a minimum of 3 hours be assessed on any one call.

ITEM #8 - COST OF LIVING BONUS

To be negotiated as required.

ITEM #9 - SICK LEAVE

That inspectors receive cumulative sick leave equivalent to 1½ days per month. Pay a percentage of unused cumulative sick leave as a bonus to inspectors upon leaving, transferring to other agencies or superannuation. That sick leave could accumulate and be paid up to 9 months.

ITEM #10 - CLOTHING ALLOWANCE

(A) Clothing.
The health agency to supply each inspector, after the first 6 months of service, the following articles of clothing:

1. 2 pair of slacks.
2. 1 blazer jacket with agency crest.
3. 1 top coat.
4. 5 pair stockings.
5. 2 neck ties and, or

(B) Clothing Allowance.
A clothing allowance of $150.00 per annum per inspector. The inspector to purchase the clothing and submit the bill to the agency for payment, in order to avoid income tax.

ITEM #11 - CLEANING

That the agency allow a maximum of $50.00 per annum per inspector for dry cleaning of suits, coats, pants and ties and laundering of shirts. That the cleaning firm be paid direct by the agency to avoid income tax.

ITEM #12 - MEMBERSHIP

That membership fees or dues to various organizations associated with Public Health be paid by the agency.

1. Canadian Institute of Public Health Inspectors (Ontario Branch).
2. Canadian Public Health Association (Ontario Branch).
3. Ontario Plumbing Inspectors Association.

ITEM #13 - PUBLICATIONS (for office only, not for each inspector)

Publications and subscriptions of text books, magazines pertaining to Public Health be purchased for the inspectors library. Example: Restaurant magazines, Hospital Sanitation, Plumbing News, Hotels and Motels, etc.

ITEM #14 - EDUCATION

That the agency provide for professional training for inspectors at post graduate or refresher courses, and scientific meetings. Pay tuition fees at any recognized educational institute for any course that the inspector deems advantageous to his work and has successfully attended.

ITEM #15 - EDUCATION PROMOTION

That for every recognized education certificate received by an inspector on his off duty time; that his salary be increased by a minimal sum to encourage him to continue his efforts to advance himself and keep up with the ever changing times.

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS - ONTARIO BRANCH

Salary Recommendations for Public Health Inspectors - 1969.

Group I -

Position and Duties - Staff Inspector I

This group includes staff inspectors carrying out, under minimum supervision inspection duties in any aspect of environmental hygiene including food hygiene and industrial hygiene or in epidemiology and the control of communicable diseases.

Qualifications

The Certificate in Public Health Inspection (Canada), Certificate in Sanitary Inspection (Canada).

Recommended Salary Scale

	Minimum	Year 1	Year 2	Year 3	Year 4	Year 5	Maximum
$	6,400.00	300.00	300.00	500.00	400.00	400.00	$8,300.00

Group II -

Position and Duties - Staff Inspector II

Staff Inspectors, capable of carrying out every phase of Inspection work within a district or area as required by a superior; with knowledge of all pertinent Acts, Regulations, and By-Laws; and with due regard for good Public Relations.

Qualifications

Five years satisfactory service in Group I and Certificate in C.P.H.I.(C) or Certificate in C.S.I.(C).

Recommended salary scale

$8,700.00 to $9,900.00 - four $300.00 increments.

Group III -

Position and Duties

Senior Inspectors, capable of the supervision of Public Health Inspection field work; aiding in the planning and organization of Inspection programmes; and assuming the responsibilities of the Deputy Chief or Chief Inspector in his temporary absence.

Qualifications

As for Group II plus evidence of administrative ability.

Recommended Salary Scale

$10,100.00 to $10,900.00.

Group IV.

Position and Duties

Deputy Chief Inspectors, capable of assuming the responsibilities of the Chief Inspector.

Qualifications

As for Group III. Certificate in Public Health Administration should be expected.

Recommended Salary Scale

$11,100.00 to $11,900.00.

Group V -

Position and Duties

Chief Public Health Inspectors, responsible for Administration; Planning and Organization of Public Health Inspection programmes within given areas; must be cognizant of available Specialist Services; be aware of new developments; and be capable of confering at Senior Executive level.

Qualifications

Certificate in Public Health Inspection and Certificate in Public Health Administration, plus proof of acceptable progressive experience.

Recommended Salary Scale

$12,100.00 to $13,100.00.

Group VI -

Position and Duties

This group includes the Director of Public Health Services in a large Health Department or large Health Unit with the corresponding administrative and supervisory responsibilities related to all aspects of Health Inspection work. This group would also include regional or special services consultants in Provincial or Federal services.

Qualifications

As for Group V

Salary

To be negotiated.

Group VII -

Position and Duties

This group includes Directors of a Division of Food and Environmental Hygiene in local Departments of Health employing 40 or more inspectors, with responsibility for administration of the division. This group would also include the Senior Administrator of Public Health Inspectors in a Provincial or Federal Service.

Qualifications

As for Group VI.

Salary

To be negotiated.

Respectfully submitted. W. Straughan.

Moved by J. Watt, Seconded by W. Straughan that the Ontario Branch, Canadian Institute of Public Health Inspectors approach the Ontario Health Units Association to encourage the hiring of a professional evaluator to assess duties, salaries and fringe benefits of Public Health Inspectors, which after acceptance by the Ontario Health Units Association, would be recommended to Boards of Health in Ontario for adoption. CARRIED.

Public Relations - Moved by K. Spencer, seconded by W. Grobelny, that K. Spencer be authorized to forward his statement and questionnaire related to Public Relations to all known Public Health Inspectors in the Province. CARRIED.

By-Laws Committee - No report at present.

Area Meetings - See map and listings January Newsletter.

A resolution from Area #1 Public Health Inspectors was read re contaminated air supplies found in scuba diving clubs. Moved by W. Straughan, seconded by L. Lychowyd, that a letter be sent to the Ontario Department of Health, and to Mr. Sykes, requesting further information. CARRIED.

Re Area #1 resolution respecting the proposed changes to the Ontario Public Health Act. Correspondence with Area Secretary, R. MacGrain, was read. The Branch Committee felt that this matter had been persued as far as possible at this time, pending further contact from the Minister.

Education Committee - The Chairman was unavoidably absent. See his letter to the Secretary contained in the March Newsletter.

Moved by J. Watt, seconded by W. Straughan, that the Institute, under the Fragmentation Committee, investigate the proposed College of Environmental Studies, under consideration by the University of Waterloo, and the course on Water Technology offered by Georgian College, Barrie. CARRIED.

Report Forms - A sample form adaptable for use in any Food Premise was viewed by the Committee, and their comments offered. It was referred back to the Committee for further study.

Moved by W. Straughan, seconded by J. Watt, that the next meeting be held on Saturday, May 3, 1969, preferable at the Islington Golf Club. CARRIED.

Moved by L. Lychowyd, seconded by W. Grol elny, that the expenses of this meeting be paid. CARRIED.

Moved by J. Watt, seconded by K. Spencer, that this meeting be adjourned at 4:28 P.M. CARRIED.

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PRESIDENT SECRETARY