

POLICY

<i>Policy Number:</i>	National Operating Policy #15
<i>Subject:</i>	Business Forms
<i>Approved:</i>	July 16, 2011
<i>Last Revised:</i>	July 16, 2011

Objective and Rationale

It is important to ensure consistency in the visual standards of all administrative forms used for the conduct of CIPHI business.

Specific Operations

- Unless otherwise specified, the templates attached to this policy shall be used for CIPHI business.
- Updates to forms will be approved by the National Executive Council (NEC).
- If an approved template does not exist for a specific purpose, a form may be developed using the following guidelines to maintain consistency:
 - CIPHI logo should be at the upper left in colour and the ICISP logo should be at the upper right in colour (see logo use policy for correct colour parameters) or black
 - The organization name should be included in full in English (Canadian Institute of Public Health Inspectors) and French (L'Institut canadien des inspecteurs en santé publique) as part of the logos, if space permits.
 - The base font shall be Arial.
 - No font used in the header, foot or body of the text shall be smaller than 10 points.
 - Final approval of all developed business forms will be by consensus of the NEC.
- The Branches of CIPHI are recommended to also utilize the templates attached as appendices to this policy, as approved and amended, with Branch contact information in place of the National contact information.
- The following forms shall be considered part of this policy

Purpose	Revision Date
Letterhead (En + Fr)	July 6, 2011
Envelope (#10) (En + Fr)	July 6, 2011
Business Card	July 6, 2011
Policy Template	July 6, 2011
Procedure Template	July 6, 2011
News Release Template	July 6, 2011

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Minutes Template	July 6, 2011
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Accountability
The National Office shall be responsible for the maintenance and updating of forms in consultation with the National Executive Council.

Attachments
<ul style="list-style-type: none"> • #1a & b: Letterhead template • #2a & b Envelope template • #3 Business card template • #4 Policy template • #5 Procedure template • #6 News Release template • #7 Minutes template

Approving Officers			
Phi Phan, National President			
_____ (original signed) _____	July 16, 2011		
Claudia Kurzac, Past President		Keir Cordner, President, BC Branch	
_____ (original signed) _____	July 16, 2011	_____ (original signed) _____	July 16, 2011
Jason MacDonald, President, AB Branch		Ryan Philipation, President, SK Branch	
_____ (original signed) _____	July 16, 2011	_____ (original signed) _____	July 16, 2011
Darcy Chrisp, President, MB Branch		Ken Diplock, President, ON Branch President	
_____ (original signed) _____	July 16, 2011	_____ (original signed) _____	July 16, 2011
Oumar Ba, President, Quebec Branch		Mark Allen, President, NB Branch	
_____ (original signed) _____	July 16, 2011	_____ (original signed) _____	July 16, 2011
Barry MacGregor, President, NS/PEI Branch		Sara Timpa, President, NL Branch	
_____ (original signed) _____	July 16, 2011	_____ (original signed) _____	July 16, 2011

Document and Change History
Initial Draft – June 2007
Approved – July 16, 2011

Date

Attachment #1a

Addressee

To Whom It May Concern:

RE: Subject

Write your letter here...

Sincerely,

Your Name



Jour

Attachment #1b

Destinataire

Cher Monsieur ou Madame

RE: Sujet

Rédigez votre lettre ici...

Cordialement,

Votre nom





Canadian Institute of Public Health Inspectors
720 – 999 West Broadway
Vancouver BC V5Z 1K5

Attachment #2a

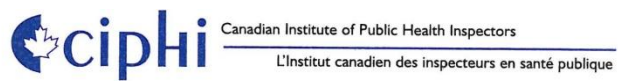
NAME
ADDRESS 1
ADDRESS 2
CITY, PROV T0T 0T0



Institut canadien des inspecteurs en santé publique
720 – 999 West Broadway
Vancouver BC V5Z 1K5

Attachment #2b

NOM
ADRESSE 1
ADRESSE 2
VILLE, PROVINCE T0T 0T0



Phi Phan

Branch President

ALBERTA BRANCH

Box 1674
Drumheller AB T0J 0Y0
Tel: 780-413-5767
Fax: 780-444-6784
E-Mail: phiphan@cha.ab.ca
www.ciphi.ca



POLICY

CIPHI National Operational Policy Template

Attachment #4

<i>Policy Number:</i>	NOP #
<i>Subject:</i>	Topic area
<i>Approved:</i>	Unapproved
<i>Last Revised:</i>	n/a

Objective and Rationale

The Canadian Institute of Public Health Inspectors recognizes that...

Specific Operations

How things operate...

Accountability

_____ is responsible for administration of _____

Attachments

None.

Approving Officers

Name, National President _____ Date _____	Name, National President-Elect _____ Date _____
Name, Immediate Past President _____ Date _____	Name, President, BC Branch _____ Date _____
Name, President, AB Branch _____ Date _____	Name, President, SK Branch _____ Date _____
Name, President, MB Branch _____ Date _____	Name, President, ON Branch President _____ Date _____
Name, President, QC Branch President _____ Date _____	Name, President, NB Branch _____ Date _____

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Name, President, NS/PEI Branch	Name, President, NL Branch
_____ Date _____	_____ Date _____

<i>Document and Change History</i>
Initial Draft/Approved/Reviewed – Date



PROCEDURE

Procedures Template

Attachment #5

Policy Reference: National Awards (NOP #1)

Operational

- Thing to do #1
- Thing to do #2
- etc.

Document and Change History

Initial Draft/Approved/Reviewed – Date

NEWS RELEASE

January 18, 2010

Attachment #6

TITLE OF RELEASE

Vancouver, BC – The Canadian Institute of Public Health Inspectors (CIPHI) is proud to...

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About CIPHI

Federally incorporated in 1934, the Canadian Institute of Public Health Inspectors (CIPHI) is the only professional association for Environmental Public Health Professionals (EHPs) who hold the CPHI(C) credential in Canada. CIPHI's mandate is to advance the profession, science, and field of environmental public health through certification, advocacy, education and setting standards. CIPHI, like no other organization, covers a continuum of public health areas, including food safety, safe water, on-site wastewater disposal, indoor air quality, infectious diseases prevention and control, epidemiology, tobacco reduction, and many more environmental health initiatives. CIPHI's mission is to protect the health of Canadians and to represent all EHPs across Canada.

FOR MORE INFORMATION:

English Contact Name, Position

Telephone: (000) 000-0000
Email: email@here.com

French Contact Name, Position

Telephone: (000) 000-0000
Email: email@here.com



Canadian Institute of Public Health Inspectors



Institut canadien des inspecteurs en santé publique

MINUTESDate
Location

Agenda Item	Notes	Action
1. Call to Order		
2. Approval of Agenda		
3. Approval of Previous Meeting Minutes		
4. Review and Approval of Electronic Motions		
5. Officer Reports		
6. Committee Reports		
7. Standing Items	** Business brought forward from previous meetings **	
7.1. Item A		
8. New Business		
8.1. Item 1		
9. Next Meeting		
10. Adjournment		

Approved/Unapproved Date