# National Operating Policy # 15

**Subject:** Business Forms  
**Approved:** July 16, 2011 by the National Executive Council  
**Reviewed:** June 2019

## 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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letterhead (En + Fr)</td>
<td>July 6, 2011</td>
</tr>
<tr>
<td>Envelope (#10) (En + Fr)</td>
<td>July 6, 2011</td>
</tr>
<tr>
<td>Business Card</td>
<td>July 6, 2011</td>
</tr>
<tr>
<td>Policy Template</td>
<td>June, 2019</td>
</tr>
<tr>
<td>News Release Template</td>
<td>July 6, 2011</td>
</tr>
<tr>
<td>Minutes Template</td>
<td>July 6, 2011</td>
</tr>
</tbody>
</table>

Accountability

The National Office shall be responsible for the maintenance and updating of forms in consultation with the National Executive Council.

Attachments / Appendices

Attachment #1a & b: Letterhead Template: page 3-4
Attachment #2a & b: Envelope Template: page 5-6
Attachment #3: Business Card Template: page 7
Attachment #4: Policy Template: page 8
Attachment #5: News Release Template: page 9
Attachment #6: Minutes Template: page 10

Document Change History

Initial Draft- September 2007
Approved - December 2010
Approved – November 15, 2013
To Whom It May Concern:

RE: Subject

Write your letter here...

Sincerely,

Your Name
Jour

Destinataire

Cher Monsieur ou Madame:

RE: Sujet

Rédigez votre letter ici...

Cordialement,

Votre nom
NAME
ADDRESS 1
ADDRESS 2
CITY, PROV T0T 0T0
NOM
ADRESSE 1
ADRESSE 2
VILLE, PROVINCE T0T 0T0
Canadian Institute of Public Health Inspectors
L'Institut canadien des inspecteurs en santé publique

Ann Thomas, CPHI(C)
National President

720 - 999 West Broadway
Vancouver, BC V5Z 1K5
Main: 1-888-245-8180
Direct: 250-519-3445
Fax: 604-738-4080
Email: president@ciphi.ca
www.ciphi.ca
**Objective and Rationale**

The Canadian Institute of Public Health Inspectors recognizes that….

**Specific Operations**

How things operate…

**Accountability**

____________________ is responsible for the administration of ____________________

**Attachments / Appendices**

None

**Document Change History**

Initial Draft / Approval / Reviewed - Date
Attachment #5: News Release Template

NEWS RELEASE

Date

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 (EPHPs) 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 EPHPs 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
# MINUTES

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

Approval/Unapproved Date