

REGULATIONS GOVERNING THE COUNCIL OF PROFESSIONAL EXPERIENCE OF THE CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

Adopted December 3, 2009

PREAMBLE

Historical Background

For many years, the Canadian Institute of Public Health Inspectors (CIPHI) has directed and managed the certification of Public Health Inspectors through its Certificate in Public Health Inspection (Canada), CPHI(C) credential. This certification is the first step for an individual entering the field, to ensure that he/she has the requisite experience to be able to function in the field. Until now, there has been no obligation to demonstrate continued competency improvement following certification. Any CPHI(C) holder remained certified regardless of whether he/she still practiced in the field and stayed current.

In response, CIPHI has developed a professional recognition and continued development program to facilitate CPHI(C) holders in keeping abreast with continuing developments in the field of environmental public health. Past public health incidents such as the *E.coli* outbreak in Walkerton in 2000, the waterborne cryptosporidiosis outbreak in North Battleford in 2001 and the SARS crisis in 2003 are all examples of incidents that required the expertise of EPHPs such as Public Health Inspectors and Environmental Health Officers. Monitoring the continued development program of public health professionals is necessary to identify whether individuals who are in possession of the CPHI(C) designation possess adequate levels of competency in order to address continually evolving challenges of Environmental Public Health Practice.

REGULATIONS

Definitions

- 1 In this Regulation:
 - (a) "CIPHI" means the Canadian Institute of Public Health Inspectors
 - (b) "Council" means the Council of Professional Experience established pursuant to this Regulation.
 - (c) "Council Senior" means the member of the Council who has seniority in length of membership on the Council. If two or more members have equal seniority based on their respective length of membership, the Council Senior shall be the individual whose surname is first, alphabetically.
 - (d) "C.P.H.I. (C)" means the Certificate in Public Health Inspection (Canada)
 - (e) "National Executive Council" or "NEC" means the National Executive Council of CIPHI

Establishment of the Council of Professional Experience

- 2 There shall be a Council of Professional Experience which shall include members as hereinafter provided.
- 3 Where circumstances require abbreviation of the formal title of the Council of Professional Experience, the Council may be referred to as CoPE.

Membership

- 4 The appointment of any person to be a member of the Council is subject to the approval of the National Executive Council.
- 5 All of the members of the Council shall be drawn from health disciplines.
- 6 There may be up to 15 members of the Council.
- 7 Council membership must, at a minimum, consist of:
 - (a) At least two members who do not possess the CPHI(C) credential, drawn from health disciplines other than Environmental Public Health. These members are chosen and appointed by the Chairperson in consultation with the Council.
 - (b) One member appointed by the NEC as their representative to the Council.
 - (c) One member appointed from each Branch of CIPHI as representatives of their respective Branch.
 - (i) In the event that two or more Branches wish to appoint a shared representative, a written notice must be forwarded to the Chairperson of the Council outlining the agreement for shared representation.
- 8 All members, excluding the members drawn of health disciplines other than Environmental Public Health, must be engaged in the discipline of Environmental Public Health and in possession of the C.P.H.I.(C) designation. At least 6 of those members must be practicing Environmental Health Officers or Public Health Inspectors.
- 9 All members, excluding the members drawn of health disciplines other than Environmental Public Health, must remain members of CIPHI for the duration of their appointment.
- 10 Members of the Council shall take office upon ratification of their appointment by the NEC for a three-year term of office with an option to be reappointed for an additional three year term.
- 11 Members of the Council may serve a maximum of two consecutive terms.
- 12 As far as is practical, the Council should also
 - (a) have at least one member who is bilingual;
 - (b) be representative of the regions of Canada, and
 - (c) include persons employed by:
 - (i) Municipal and Regional Health Authorities
 - (ii) Provincial Government,
 - (iii) Federal Government.
 - (iv) Canadian Forces - Preventive Medicine Division
- 13 A Secretary of the Council may be appointed to carry out any administrative function necessary for the operations of the Council. Such appointment shall not be in effect until ratification or the NEC.

Election of a Chairperson

- 14 The Council shall elect a Chairperson from the members who are in possession of the C.P.H.I. (C) credential.
- 15 The Chairperson elected in accordance with §14 shall take office upon ratification by the NEC.

- 16 The Chairperson shall be elected for a three-year term and may serve a maximum of two consecutive terms.
- 17 In the event a member of the Council appointed by the NEC or a Branch(es) is elected Chairperson, then a new representative shall be appointed by the appropriate body to replace the newly appointed Chairperson.
- 18 In the event that the Chairperson:
- (a) resigns, or
 - (b) is unable to carry out the duties of the office
- the Council shall elect another member to be the Chairperson.
- 19 In the event that
- (a) the Council is unable to elect a successor, and
 - (b) the current Chairperson is unwilling to continue in office,
- the Council Senior and the President of CIPHI, in consultation, shall appoint a person to be Chairperson.
- 20 Notwithstanding anything contained in this Regulation or in any administrative policy made under authority of these Regulations, a Chairperson appointed under §19 at the time of such appointment shall be in possession of the C.P.H.I. (C) credential, but need not be a member of the Council at the time of their appointment.
- 21 Notwithstanding anything contained in this Regulation or in any administrative policy made under authority of this Regulation, a person appointed to be Chairperson under the provisions of §19 shall:
- (a) take office immediately following the appointment, and
 - (b) have all the rights, privileges and responsibilities of a member of the Council during the period of the appointment.

Meetings

- 22 The members of the Council shall meet as often as necessary to conduct the business of the Council, including at least one face-to-face meeting per year.
- 23 Additional face-to-face meetings and conference calls may be called at the discretion of the Chairperson.
- 24 A meeting quorum shall consist of 50% plus 1 of the Council members.
- 25 Every meeting of the Council shall be presided over by the Chairperson or their delegate.
- 26 Meeting expenses incurred under §22 or §23 for members appointed under §7 (a) (b) (c) will be reimbursed as follows:
§7(a) expenses will be borne by the Council;
§7(b) expenses will be borne by the NEC;
§7(c) expenses will be the sole responsibility of the Branch. In the event that two or more Branches have appointed a shared representative, the costs will be split equally between the partnering Branches.

Administrative Policies

- 27 The Council may establish administrative policies respecting:
- (a) establishment of a professional development system for holders of the C.P.H.I. (C) credential;
 - (b) the approval of activities for the gaining of professional development hours
 - (c) all matters connected with the maintenance of Member's professional development hours including the minimum levels required to maintain certification;
 - (d) the conduct of Council meetings;

- (e) the term of office of a member of the Council;
 - (f) the roles of members of the Council;
 - (g) creation of any other positions necessary for the operations of the Council;
 - (h) the membership of review committees;
 - (i) any other matters that fall within the purview of the Council and which may not be adequately covered by these regulations.
 - (j) the duties and responsibilities of a Secretary of the Council.
- 28 No administrative policy established under §27 shall give the Secretary appointed §13 voting rights at meetings, unless the Secretary is a member under the provision of section §7(a)(b) or (c) inclusive.
- 29 No administrative policy established under §27 shall be deemed to affect the right of the NEC with respect to its representation on the Council.
- 30 An administrative policy established under section §27 shall not come into effect until it has been approved by the NEC.
- 31 Any portion of any administrative policy established by the Council which is contrary to any portion of this Regulation shall have no force of effect.

Annual Report

- 32 Every year the Council shall provide a report on its activities for the Annual General Meeting of CIPHI.
- 33 The annual report required by §32 shall include the following information with respect to the period under review:
- (a) A list of all changes in the membership of the Council,
 - (b) A list of all amendments to these regulations, and
 - (c) Other statistics and information deemed to be significant in matters coming under the purview of the Council, including but not limited to membership numbers, overall compliance levels, members' feedback, disciplinary actions and anything deemed appropriate by the Council.
 - (d) The minimum required information is set out in Schedule 1
- 34 Copies of annual reports shall be made available on request to any government department or agency or to any organization or person on payment of such fee as may be in accordance with a policy established in §27.

Interpretation

- 35 Interpretations of meaning and intent with respect to any part of
- (a) these Regulations, or
 - (b) any administrative policy established under these Regulations, and decisions related thereto
- are the responsibility of the Council.

Amendment of Regulations

- 36 Amendments to these Regulations may be made at any meeting of the Council by a two-thirds majority of those present and voting, providing that the amendment has been provided to the Council at least 60 days prior.
- 37 Notice of amendment shall constitute a recommendation to the NEC, and this regulation shall not be considered amended until approved by the NEC.
- 38 Notwithstanding §36, there can be no amendments to this Regulation that affect:
- (a) the requirement for the Council to include in its membership representatives of the NEC, or

- (b) the requirement of approval of a Council action by the NEC before that action comes into effect as outlined in §30.

Schedule 1: Annual Report Outline

1. Report Date: _____
2. Period Covered: _____
3. Author(s): _____
4. Membership:
 - a. # full _____
 - b. # new _____
 - c. # retired _____
 - d. # on leave _____
 - e. # applying _____
5. Activities:
 - a. # audits
 - i. Total performed _____
 - ii. Per area/ province _____
 - b. Audit outcomes
 - i. compliant _____
 - ii. non-compliant _____
 - iii. disciplinary actions _____
6. Status:
 - a. Degree of compliance _____
 - b. Strengths _____
 - c. Shortfalls _____
7. Trends:
 - a. Multi-year _____
 - b. In lieu of Membership changes _____
 - c. Relative to Goals _____
8. Feedback:
 - a. Comments _____
 - b. Requests _____
 - c. Enquiries _____
 - d. Complaints _____
9. Summary and Recommendations:
 - a. Comments with respect to effectiveness of the process _____
 - b. Comments to CIPHI regarding program revision _____