

## POLICY

## POLITIQUE

### National Operating Policy # 1

*Subject: National Awards*

*Approved: June 16, 2007 by the National Executive Council*

*Last Revised: September 9, 2019*

#### *Objective and Rationale*

The Canadian Institute of Public Health Inspectors (CIPHI) believes in recognizing those individuals or organizations who contribute time, effort and expertise towards the betterment of CIPHI, the field of environmental public health and public health in general.

#### *Specific Operations*

- The National Awards Committee ('the Committee') will develop policies and procedures for all National Awards. All policies shall be approved by the National Executive Council (the 'NEC').
- The Chair of the Committee is the primary contact for all inquiries from members regarding national awards. Members are encouraged to contact the awards chair with inquiries prior to contacting the CIPHI National Office
- The Chair of the Committee will present all nominations received by the National Office annually to the NEC by means of a voting matrix.
- The Chair of the Committee will present all nominations received by the National Office annually to the NEC at a meeting convened preceding the Annual General Meeting and Annual Education Conference.
- A simple majority vote of the NEC is required for a nominee to be successful.
- The name of all award recipients (including nomination narrative) will be included in the appropriate minutes (either pre-conference NEC minutes or Annual General Meeting minutes).
- The Nomination Package (National Award Nomination Form and Supporting documents) is to be distributed and promoted nationally by means of the ListServ and National Website. The Branch Presidents are responsible for distributing and promoting within their branches by means of branch member emails, newsletter, website and other social media. The Nomination Package shall be distributed commencing no later than 90 days prior to the Annual Education Conference.

- The deadline submission should be approximately 60 days prior to the Annual Education Conference to allow for review and selection. The actual deadlines will be at the discretion of the chair / co-chair of the committee. The deadline will be set based on date of the conference, holidays, other mitigating factors, convenient dates (i.e. 1st of month, 15th of month, last day of month).
- There will be no deadline extensions for awards regardless of whether or not a nomination is received.
- The chair will notify nominators of incomplete nomination packages within 7 days of receipt from the National Office. A deadline for re-submission will be at the discretion of the chair / co-chair.
- Current active membership of nominee(s) and nominator(s) is to be confirmed by the awards committee in conjunction with the Branch presidents or designates.
- The awards committee will coordinate the preparation of a suitable award for presentation to the successful nominee(s). All reasonable expenses associated with such preparation will be the responsibility of the Canadian Institute of Public Health Inspectors. See Attachment #1 for approved award designs. The approved phrasing for each award are as follows:

**ALEX CROSS AWARD**

For displaying the highest standard of professional practice.

**ALEXANDER OFFICER AWARD**

For outstanding and meritorious achievements in the field of public health by an organization or agency.

**ENVIRONMENTAL HEALTH REVIEW AWARD**

For excellence in presenting environmental public health issues to the public.

**HONOURARY MEMBER AWARD**

For outstanding support, contribution and service to the Canadian Institute of Public Health Inspectors and the profession by an individual who is not a holder of the CPHI(C).

**LIFE MEMBER AWARD**

In recognition of your outstanding service to the Canadian Institute of Public Health Inspectors, the profession and/or your community.

**PRESIDENT'S AWARD**

For outstanding service to the Canadian Institute of Public Health Inspectors while in office.

- The awards committee will coordinate preparation of a suitable engraved plate measuring (3" width by 1" tall) to personalize each award in the following format:

Year of Presentation (e.g. 2007) Name of Recipient

- The date inscribed on an award shall be the year in which the award was issued.

- Presentation of awards to the successful nominee(s) will be made during the National Annual Education Conference as per Awards Overview Chart below.
- If the recipient(s) is unable to attend to receive their award, a branch designate of the recipient(s) will accept the award on their behalf. A suitable alternative method and time of presentation will be arranged. A photo to be submitted for publication.
- The National Office will retain a copy of all documentation received in support of each nomination of an award and shall forward copies to the CIPHI Historian within 60 days of the conclusion of the Annual Education Conference at which the awards were initially presented.
- Following the presentation of the awards the awards committee in conjunction with the branch president or designate will forward the citation and photo of the award ceremony to the Environmental Health Review for publication at the discretion of the Editor. The awards committee will coordinate the information being forwarded to the Branch President where the recipient resides for local publication at the discretion of the Branch Executive, and to the namesakes family.
- All reasonable expenses incurred by the committee in the performance of its duties are the responsibility of CIPHI.

<i>Awards Overview</i>				
<b>Award</b>	<b>Ceremony</b>	<b>Presenter</b>	<b>AGM Ratification</b>	<b>Funding Available</b>
Alex Cross	President's Banquet	Chair and Co-Chair of Committee	No	N/A
Alexander Officer	National Awards Luncheon	Chair of Committee	No	N/A
Environmental Health Review Award	National Awards Luncheon	EHR Editor or Designate	No	N/A
Honorary Member Award	National Awards Luncheon	Chair of Committee	Yes	N/A
Life Member	President's Banquet	Chair of Committee	Yes Refer to By-Law	Refer to Appendix 1E
Presidents' Award	National Awards Luncheon	Chair of Committee	No	N/A

### *Accountability*

- The Committee will be responsible for making day to day operational decisions within the framework of its mandate.
- The Committee, through the Chair, will be advised of regularly scheduled Executive Council meetings and will provide a written report of its activities as required.
- The Chair of the Awards Committee shall provide a written report of its activities, when necessary.
- All documentation required to conduct the Committee's business shall be properly dated and signed.
- Copies of all documentation shall be forwarded to the National Office on a regular basis.

### *Attachments / Appendices*

National Operational Policy #1-A – Alex Cross Award: [page 5](#)  
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### *Document Change History*

Initial Draft – March 2007

Approved – June 16, 2007 by National Executive Council at 73rd Annual Education Conference (Kelowna)

Revised - November 3, 2017

Revised - March 21, 2019

Revised: September 9, 2019 (NOP #1-E)

## National Operating Policy # 1-A

*Subject: Alex Cross Awards*

*Approved: June 16, 2007 by the National Executive Council*

### *Objective and Rationale*

Although many members of the Canadian Institute of Public Health Inspectors (CIPHI) participate in association activities, it is recognized that certain members make a significant contribution to the organization. Consequently, CIPHI is of the opinion that these special efforts deserve recognition and will acknowledge the individual deemed to have made such a contribution with special distinction, specifically the Alex Cross Award. A suitably engraved plaque will be presented to the member who, in the opinion of the National Executive Council (NEC), has displayed the highest standards of professional practice during the previous year.

### *Eligibility and Criteria*

To be eligible for consideration, the nominee **must** be a current CIPHI Member of any membership class and their nomination must demonstrate:

- A significant contribution to the advancement of CIPHI, the field of environmental public health and/or their community; and/or
- Promotion of the professional standards of the Canadian Institute of Public Health Inspectors; and/or
- Exemplary leadership in dealing with a critical issue affecting environmental public health or public health.

### *Other Requirements*

- Nominations for the Alex Cross Award must be made and seconded by a current CIPHI Member of any membership class.
- Nomination packages must include:
  - A descriptive narrative detailing the attributes of the nominee
  - A concise version of this narrative of no more than 350 words that can be used for the presentation of the award to the recipient at the President's Banquet. Please note that if a concise version is not provided, the awards committee will edit the submission for length prior to the presentations.

- A copy or bibliographic list of the work for which the nominee is to be considered

#### *Operational Specifics*

- The Alex Cross Award will be presented at the President's Banquet
- The Alex Cross Award will typically be presented to only one (1) individual per year. However it is understood that there may be just cause to recognize two or more individuals, in which case the awarding of more than one Alex Cross Award will be at the discretion of the NEC.

## National Operating Policy # 1-B

*Subject: Alexander Officer Award*

*Approved: June 16, 2007 by the National Executive Council*

### *Objective and Rationale*

In order to recognize outstanding and meritorious achievements by an organization or health agencies in the area of public health or environmental health, the Canadian Institute of Public Health Inspectors chooses to acknowledge those agencies with the Alexander Officer Award. Therefore, a suitably engraved plaque will be presented to those agencies that, in the opinion of the National Executive Council, demonstrate outstanding service and commitment to the public health or environmental health in Canada.

### *Eligibility and Criteria*

To be eligible for consideration, the nomination must demonstrate:

- Achievement of meritorious and outstanding performance for either a specific project or over a prescribed period of time;
- Innovation and excellence in program development and/or management;
- Leadership and development of community participation in environmental health programs; and/or
- Leadership and innovation in planning, prioritization and management of environmental health concerns using risk management evaluations, such as prioritization of program activities with limited manpower and resources.

### *Other Requirements*

- Nominations for the Alexander Officer Award must be made and seconded by a current CIPHI Member of any membership class.
- Nomination packages must include:
  - A descriptive narrative detailing the attributes of the nominee
  - A concise version of this narrative of no more than 350 words that can be used for the presentation of the award to the recipient at the Annual Awards Luncheon. Please note that if a concise version is not provided, the awards committee will edit the submission for length prior to the presentations.
  - A copy or bibliographic list of the work for which the nominee is to be considered

*Operational Specifics*

- The Alexander Officer Award will be presented at the Annual Awards Luncheon
- The Alexander Officer Award will typically be presented to only one (1) individual per year. However it is understood that there may be just cause to recognize two or more individuals, in which case the awarding of more than one Alexander Officer Award will be at the discretion of the NEC.



## National Operating Policy # 1-C

*Subject: Environmental Health Review Award*

*Approved: June 16, 2007 by the National Executive Council*

### *Objective and Rationale*

The Canadian Institute of Public Health Inspectors believes that individuals or organizations that effectively communicate an issue or issues of health significance deserve special recognition.

Communications with the public is an essential mechanism for having public health or environmental health issues identified and addressed. Therefore, a suitably engraved plaque will be presented to the individual or agency who, in the opinion of the National Executive Council, effectively utilizes communication to address a public health or environmental health issue.

### *Eligibility and Criteria*

To be eligible for consideration, the nomination must demonstrate:

- Leadership in effective utilization of communication to bring an issue of environmental health or public health significance to public attention and consideration;
- Publishing works dealing with an issue of environmental health or public health significance; and/or
- Innovative use of communication tools to enhance the association or the field of environmental health.

### *Other Requirements*

- Nominations for the Environmental Health Review Award must be made and seconded by a current CIPHI Member of any class.
- Nomination packages must include:
  - A descriptive narrative detailing the attributes of the nominee
  - A concise version of this narrative of no more than 350 words that can be used for the presentation of the award to the recipient at the Annual Awards Luncheon. Please note that if a concise version is not provided, the awards committee will edit the submission for length prior to the presentations.
- A copy or bibliographic list of the work for which the nominee is to be considered

### *Operational Specifics*

- The Environmental Health Review Award will be awarded at the Annual Awards Luncheon.
- The Environmental Health Review Award will typically be presented to only one (1) individual per year. However it is understood that there may be just cause to recognize two or more individuals, in which case the awarding of more than one Environmental Health Review Award will be at the discretion of the NEC.

## National Operating Policy # 1-D

*Subject: Honourary Member Award*

*Approved: June 16, 2007 by the National Executive Council*

### *Objective and Rationale*

The Canadian Institute of Public Health Inspectors (CIPHI) bestows honorary membership upon individuals of provincial, national or international influence who have furthered the field or profession of environmental public health. The Honourary Member Award is conferred by the National Executive Committee (NEC) on those who demonstrate superior achievement in their chosen field and who demonstrate a special commitment to the ideals and concerns of environmental public health. Recipients are individuals who are not eligible for Regular, Retired or Life membership, but have demonstrated superior achievements that have contributed to the advancement of environmental public health and health care at the provincial or national levels.

### *Eligibility and Criteria*

To be eligible for consideration, the nomination must demonstrate:

- a commitment to the ideals and purposes of the CIPHI;
- a provincial or national impact with their work;
- superior achievement and leadership in their field of work; and/or
- contributions of long-term significance to environmental public health.

Received nominations will be reviewed for:

- **Completeness.** All criteria must be supported by evidence.
- **Diversity.** Documentation must come from a variety of sources (i.e., letters of support, awards of other achievement, published articles that highlight the nominee's work, etc.).
- **Objectivity.** The evidence must reflect a variety of perspectives and persons who know the nominee's work.
- **Contributions to environmental public health and health care.** The applicability of the nominee's contributions to environmental public health and health care must be evident in the materials.

### *Other Requirements*

- Nominations for the Honourary Member Award must be made and seconded by a current CIPHI Member of any membership class.
- Nomination packages must include:
  - A descriptive narrative detailing the attributes of the nominee
  - A concise version of this narrative of no more than 350 words that can be used for the presentation of the award to the recipient at the Annual Awards Luncheon. Please note that if a concise version is not provided, the awards committee will edit the submission for length prior to the presentations.
- A copy or bibliographic list of the work for which the nominee is to be considered

### *Operational Specifics*

- The Honourary Member Award will typically be presented to only one (1) individual per year. However it is understood that there may be just cause to recognize more than one person, in which case the awarding of additional Honourary Member Awards will be at the discretion of the NEC.
- Upon choosing of a nominee by the NEC, the nomination will be presented to the general membership during the Annual General Meeting for ratification. A simple majority vote (50% plus 1) of the membership in attendance is required for a nominee to be successful.
- The Honourary Member Award will be presented at the Annual Awards Luncheon.

## National Operating Policy # 1-E

*Subject: Life Member Award*

*Approved: June 16, 2007 by the National Executive Council*

### *Objective and Rationale*

The Canadian Institute of Public Health Inspectors (CIPHI) believes that individuals who make an outstanding contribution to the Institute, to the profession and/or to community over an extended period of time deserve special recognition. CIPHI is of the opinion that dedication to the Institute, to the profession and/or to the community is pivotal to the advancement of environmental health. Although many members of the Institute donate significant time and energy to the improvement of the Institute, it is recognized that the contribution of one particular individual represents an overwhelming commitment to CIPHI and environmental health in general. These special efforts deserve recognition therefore CIPHI will acknowledge the individual deemed to have made such a contribution with the Life Member Award.

### *Eligibility and Criteria*

To be eligible for consideration, the nominee must be a current CIPHI Member of the membership class of Regular or Retired and their nomination must demonstrate:

- Significant contribution(s) to the advancement of CIPHI, the field of environmental public health and / or their community over the span of an environmental public health career.

### *Other Requirements*

- Nominations for the Life Member Award must be made and seconded by a current CIPHI Member of any membership class.
- Nominations for the Life Member Award must be forwarded through the Executive of the Branch in which the nominee is currently a member.
- Upon ratification by the Branch, nominations for the Life Member Award must be submitted by a member of the National Executive Council.
- No more than one nomination can be submitted by a Branch
- Nomination packages must include:

- A descriptive narrative detailing the contributions the nominee has made to CIPHI, the field of environmental public health and/or their community
- A concise version of this narrative of no more than 350 words that can be used for the presentation of the award to members at the Annual General Meeting and to the recipient at the President's Banquet. Please note that if a concise version is not provided, the awards committee will edit the submission for length prior to the presentations.

### *Operational Specifics*

- The Life Member Award will be presented to only one (1) individual.
- The total number of living Life Members shall not exceed three (3) percent of the membership, as determined from the National Office.
- As per by-law #1, the board shall consider the criteria of all nominees and the successful nominee shall be chosen by a simple majority vote of the board. In case of an equality of votes, the chair of the meeting, in addition to an original vote, shall have a second or casting vote. (Amended 09/09/2019)
- The Life Member recipient will be provided with:
  - Transportation costs to and from the venue of the President's Banquet. The cost covered for this expense will not exceed \$500.00
  - One member ticket and one guest ticket to the President's Banquet
  - One-night accommodation in the venue of the President's Banquet or a comparable facility in proximity to the venue
  - Other related and approved expenses and per diem as per NOP #8-Expense Reimbursement and Cost Sharing Policy

\*\*Please note that the costs incurred through the provision of the above shall be paid equally between the Branch to which the Life Member nominee/recipient belongs and CIPHI National.

## National Operating Policy # 1-F

*Subject: President's Award*

*Approved: June 16, 2007 by the National Executive Council*

### *Objective and Rationale*

Although many members of the National Executive Council, the Board of Certification, the Council of Professional Experience or the Environmental Health Foundation of Canada donate significant time and energy to the improvement of the Institute, it is recognized that the contribution of certain individuals represents an overwhelming commitment to the Institute and environmental health in general. CIPHI is of the opinion that these special efforts deserve recognition, so upon the departure of these individuals from office CIPHI will acknowledge that individual deemed to have made such a contribution with the President's Award. Therefore a suitably engraved plaque will be presented to those retiring members of the National Executive Council, the Board of Certification, the Council of Professional Experience or the Environmental Health Foundation of Canada who, in the opinion of the National Executive Council, have demonstrated outstanding service and commitment to CIPHI.

### *Eligibility and Criteria*

To be eligible for consideration, the nominee **must** be a current CIPHI Member of any membership class, a former member of the NEC, BOC, CoPE or EHFC and their nomination must demonstrate:

- Outstanding service to the Canadian Institute of Public Health Inspectors while in office.

### *Other Requirements*

- Nominations for the President's Award must be made and seconded by a current CIPHI Member of any membership class
- Nomination packages must include:
  - A descriptive narrative detailing the attributes of the nominee
  - A concise version of this narrative of no more than 350 words that can be used for the presentation of the award to the recipient at the Annual Awards Luncheon. Please note that if a concise version is not provided, the awards committee will edit the submission for length prior to the presentations.

### *Operational Specifics*

- The President's Award will be presented at the Annual Awards Luncheon.
- The President's Award will typically be presented to only one (1) individual per year. However it is understood that there may be just cause to recognize more than one person, in which case the awarding of additional President's Awards will be at the discretion of the NEC.



## National Operating Policy # 1-G

*Subject: 50 Year Award Recognition*

*Approved: February 28, 2016 by the National Executive Council*

### *Objective and Rationale*

Being a member of any organization for 50 years is most certainly an achievement and an important milestone that should be recognized. For those who have done so with the Canadian Institute of Public Health Inspectors, they are not only expressing their support for their profession, but their dedication to the Institute.

The 50 Member Award recognizes the importance of these members and their contributions to the Institute.

### *Eligibility and Criteria*

To be eligible for recognition as a 50 Year Member, the nominee must have been a Regular, Retired or Life member (any combination of) of CIPHI for 50 Years.

### *Other Requirements*

- Specific nominations are not required as this award is based on membership.
- A Member who has reached their 50 Year Milestone, may contact the National Awards Chair or their Branch President.

### *Operational Specifics*

- The National Office in conjunction with the National Historian, will provide the Chair of the Awards Committee with a list of 50 Year Members, at their request. Given known inaccuracies of the membership records, the Committee Chair will provide Branch Presidents and applicable Branch Award Committee Chairs with a list of 47-50 year members from their branch.
- Each Branch President or designate is responsible for verifying the accuracy of the records (connecting with members, historian(s) or retirees) and forwarding the verification to the Committee Chair 45 days prior to the AEC.
- The Branch President or designate will contact the 50 Year Member recipient to discuss time and location for presentation of the award. If a recipient is able to attend, then presentation will be made at the National Annual General Meeting. The Committee Chair / Co-Chair shall be notified of the attendance of the recipient at the AGM.
- Recognition of the 50 Year Members will be announced during the National Annual General Meeting. If the individual is not able to be in attendance at the National Annual General Meeting, the branch to which this member belongs will make arrangements with the Committee Chair for presentation of the Award. The awards will be ordered and engraved by the National Awards Committee.

Attachment 1: Award Designs and Wording

**Alex Cross Award**  
**For Displaying the Highest Standard of Professional Practice**



**Alexander Officer Award**  
**For Outstanding and Meritorious Achievements in the Field of Public Health**



**Environmental Health Review Award**  
**For Excellence in Presenting Environmental Health Issues to the Public**



**Honourary Membership Award**  
**For Outstanding Support, Contributions and Service to the Institute and Profession**



**President's Award**  
**For Outstanding Service to The Canadian  
Institute of Public Health Inspectors while in  
Office**



**Life Member Award**  
**In Recognition of Your Outstanding Service to  
the Institute, Profession and/or Your  
Community**



February 15, 2016

Dear Colleagues:

Re: Canadian Institute of Public Health Inspectors Awards 2016

The Awards Committee of the National Executive Council of the Canadian Institute of Public Health Inspectors (CIPHI) would like to take this opportunity to remind you of the deadline for National Award nominations. For those interested in submitting a nomination, please ensure that the required information for the particular award is forwarded to the National Office by **May 18, 2016**.

Each year CIPHI recognizes individuals and organizations for their outstanding contributions to the field of environmental public health and/or to the Institute. Awards are presented to individuals and agencies that have been deemed to have made a significant contribution(s) to the professional association, the field of environmental public health and/or to the betterment of public health in general. Listed below are the awards and the general selection criteria. For detailed criteria and nomination forms, visit the National website at <http://www.ciphi.ca/awards.htm>.

**Alex Cross Award**

This award is issued to a member for displaying the highest standards of professional practice during the past year.

Criteria include:

- Significant contribution to the advancement of the association, the field of environmental health and/or the community;
- Promotion of the professional standards of the Canadian Institute of Public Health Inspectors;
- Exemplary leadership in dealing with a critical issue affecting environmental health or public health.

**Alexander Officer Award**

This award is issued to an organization or agency for outstanding and meritorious achievements in the field of public or environmental health.

Criteria include:

- Achievement of meritorious and outstanding performance for either a specific project or over a prescribed period of time;
- Innovation and excellence in program development and/or management;
- Leadership and development of community participation in environmental health programs;
- Leadership and innovation in planning, prioritization and management of environmental health concerns using risk management evaluations, such as prioritization of program activities with limited manpower and resources.

**Environmental Health Review Award**

This award is issued to a member, non-member, individual or organization for excellence in presenting an environmental health issue or topic to the public.

Criteria include:

- Leadership in effective utilization of communication to bring an issue of environmental health or public health significance to public attention and consideration;
- Published works dealing with an issue of environmental health or public health significance;
- Innovative use of communication tools to enhance the association or the field of environmental

health.

**President's Award**

This award is issued to a former member of the National Executive Council who has demonstrated outstanding service and commitment to the Canadian Institute of Public Health Inspectors while in office.

**Honourary Membership**

This award is issued to a person who is not eligible for Regular, Retired or Life membership in the Canadian Institute of Public Health Inspectors, for outstanding support, contribution or service to the association or Public Health Inspectors in Canada in general.

**Life Membership**

This award is issued to a member of the Canadian Institute of Public Health Inspectors for outstanding service to the Institute, to his or her profession and/or to his or her community over an extended period of time.

**Recognition of 50 Year Members**

Being a member of any organization for 50 years is most certainly an achievement but most certainly an important milestone that should be recognized. For those who have done so with the Canadian Institute of Public Health Inspectors across Canada they not only are expressing their support for their profession but are also expressing their dedication to the Institute. Recognizing the importance of these members and their contributions to the Institute over the years is more than well deserved.

If a member should require clarification on any award, please contact the Awards Committee Chair directly at [president@ciphi.ab.ca](mailto:president@ciphi.ab.ca)

Respectfully,

Phi Phan

President, CIPHI Alberta *per* CIPHI National Awards Committee

Attachment # 3  
National Award Nomination Form

As indicated by the box checked, I am submitting a nomination for the following award:

	<p><b><u>Alex Cross Award</u></b> This award is issued to a member for displaying the highest standards of professional practice during the past year.</p>
	<p><b><u>Alexander Officer Award</u></b> This award is issued to an organization or agency for outstanding and meritorious achievements in the field of public or environmental health.</p>
	<p><b><u>Environmental Health Review Award</u></b> This award is issued to a member, non-member, individual or organization for excellence in presenting an environmental health issue or topic to the public.</p>
	<p><b><u>President's Award</u></b> This award is issued to a former member of the National Executive Council who has demonstrated outstanding service and commitment to the Canadian Institute of Public Health Inspectors while in office.</p>
	<p><b><u>Honourary Membership</u></b> This award is issued to a person who is not eligible for Regular, Retired or Life membership in the Canadian Institute of Public Health Inspectors, for outstanding support, contribution or service to the association or Public Health Inspectors in Canada in general.</p>
	<p><b><u>Life Membership</u></b> This award is issued to a member of the Canadian Institute of Public Health Inspectors for outstanding service to the Institute, to his or her profession and/or to his or her community over an extended period of time.</p>
	<p><b><u>Recognition of 50 Year Members</u></b> Being a member of any organization for 50 years is most certainly an achievement but most certainly an important milestone that should be recognized. For those who have done so with the Canadian Institute of Public Health Inspectors across Canada they are not only expressing their support for their profession but are also expressing their dedication to the Institute. Recognizing the importance of these members and their contributions to the Institute over the years is more than well deserved.</p>

\*Please note that criteria for each award can be downloaded from <http://www.ciphi.ca/>

Word count for narrative (where applicable): \_\_\_\_\_

**Nominee Information OR 50 Year Member Information**

Full Name:		
Mailing Address:		
Telephone:	Fax:	E-mail:
Current Position/Occupation:		
Current Employer:		

The nominee:  does know that s/he has been nominated for this award  
 does not know that s/he has been nominated for this award

**First Nominator Information\***

<b>Full Name:</b>		
<b>Mailing Address:</b>		
<b>Telephone:</b>	<b>Fax:</b>	<b>E-mail:</b>
<b>Current Position/Occupation:</b>		
<b>Signature:</b>		

**Second Nominator Information\***

<b>Full Name:</b>		
<b>Mailing Address:</b>		
<b>Telephone:</b>	<b>Fax:</b>	<b>E-mail:</b>
<b>Current Position/Occupation:</b>		
<b>Signature:</b>		

\*Section not applicable for recognition of 50 Year Member Information

**Please be aware of the following:**

- Please attach the appropriate supporting documentation for the award(s) marked. Refer to the specific criteria of the award(s) to ensure that the nomination package is completed.
- Complete applications submitted by deadline will be considered for these Awards.
- The narrative, to be limited to 500 words, will be read during the National Awards Ceremony and / or the President's Banquet. The narrative will be altered at the discretion of the Awards Committee.

**Please send nominations and supporting documents to:**

**CIPHI Awards Committee  
#720 – 999 West Broadway Ave  
Vancouver, BC, V5Z 1K5  
Fax: (604) 738 4080**

**For further questions please contact the National Office (888) 245 8180**

<b>Office Use Only</b>
<b>Date Received:</b>
<b>Nominee Information Complete (Yes / No):</b>
<b>1<sup>st</sup> Nominator Information Complete (Yes / No):</b>
<b>2<sup>nd</sup> Nominator Information Complete (Yes / No):</b>
<b>Narrative and Supporting Documents Received (Yes / No):</b>