

## POLICY

## POLITIQUE

### 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

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

#### *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



Date

Addressee

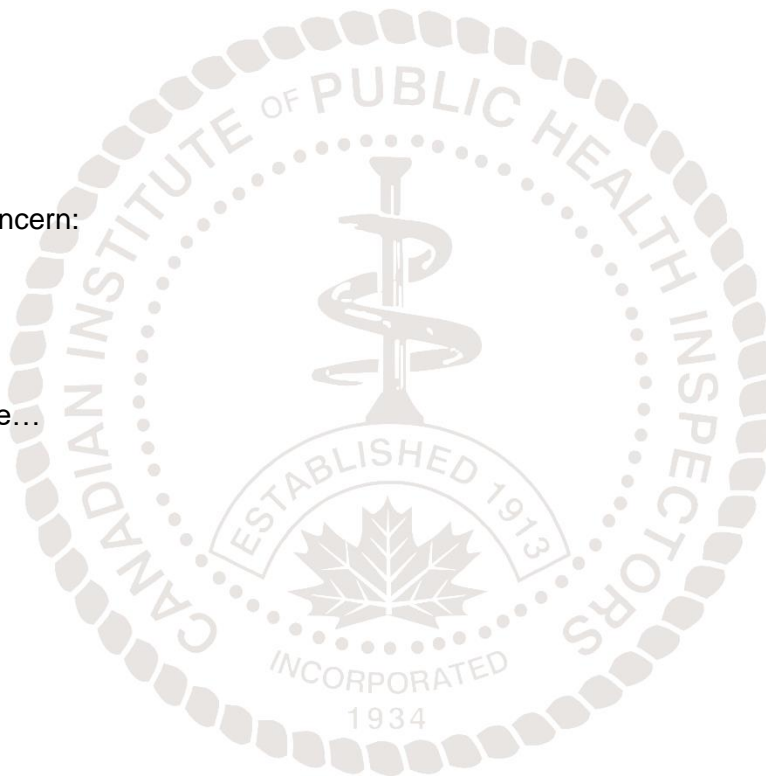
To Whom It May Concern:

**RE: Subject**

Write your letter here...

Sincerely,

Your Name



Jour

Destinataire

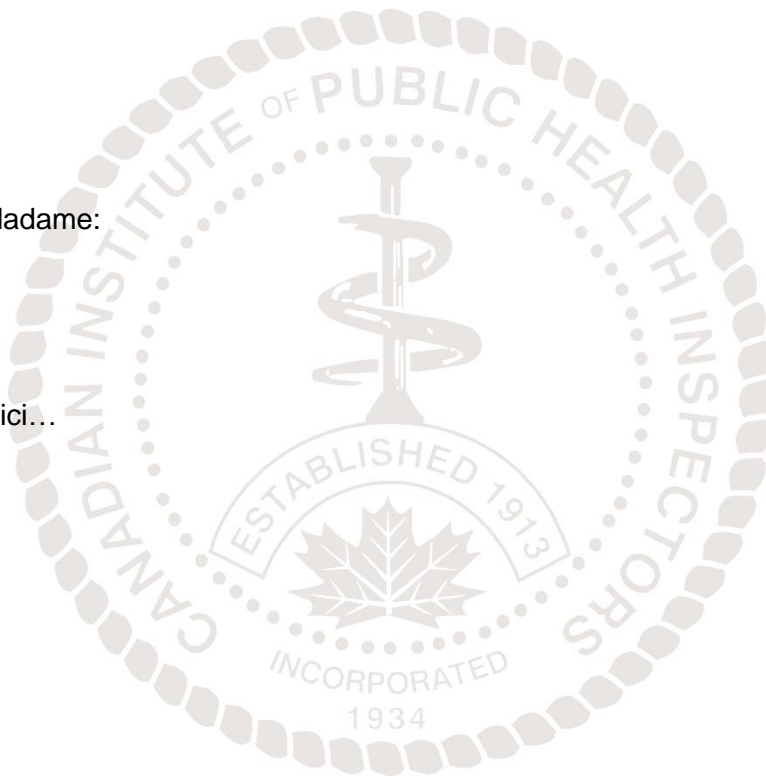
Cher Monsieur ou Madame:

**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: Envelope Template (English)

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: Envelope Template (French)

NOM  
ADRESSE 1  
ADRESSE 2  
VILLE, PROVINCE T0T 0T0



Canadian Institute of Public Health Inspectors

L'Institut canadien des inspecteurs en santé publique

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**POLICY**

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<b>National Operating Policy #</b>
<i>Subject: Topic of Policy</i>
<i>Approved: Date and Approving Body ( ie: NEC)</i>
<i>Reviewed: Date</i>

<i>Objective and Rationale</i>
The Canadian Institute of Public Health Inspectors recognizes that....

<i>Specific Operations</i>
How things operate...

<i>Accountability</i>
_____ is responsible for the administration of _____

<i>Attachments / Appendices</i>
None

<i>Document Change History</i>
Initial Draft / Approval / Reviewed - Date





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## 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 (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

**MINUTES**Date  
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		

Approval/Unapproved Date