

Canadian Institute of Public Health Inspectors
Retirees Advisory Committee
Report to the 2023 Annual General Meeting

Introduction:

The Retirees Advisory Committee (RAC) was established in September 2005 as a joint project of the Canadian Institute of Public Health Inspectors (CIPHI) and the Public Health Agency of Canada to address the need for qualified public health inspectors to deal with potential public health emergencies; determine a framework to serve as a tool to enhance the public health system capacity; and serve as a pilot for the establishment of retiree committees in other public health disciplines. The experience and corporate knowledge of retired public health inspectors should be considered an asset to the future planning of public health initiatives.

Mandate:

The mandate of the RAC is to act as counsel to the CIPHI National Executive Committee (NEC) on issues related to public health capacity:

- Contact retired CPHI(C)s who may be able to assist in times of public health emergencies.
- Identify needs, promote, and champion initiatives within our professional organization of interest to our retired public health professionals.
- Support the vision, mission, and values of CIPHI.

Responsibilities:

The RAC members are available to provide guidance, assistance, and advice on public health issues to CIPHI. Working groups are formed as necessary at the request of the CIPHI NEC through the RAC Chair.

Committee Representatives:

The following CIPHI Retired and Life members make up the committee as of June 2023:

Name	CIPHI Branch
Patrick Murray, Sharon Williams	Newfoundland & Labrador
Gus Skinner, (vacancy)	New Brunswick & Quebec
Leonard Gallant & Joe Bradley	Nova Scotia & Prince Edward Island
Pamela Scharfe & Ken Gorman	Ontario
Bernie Chrisp, (vacancy)	Manitoba
(vacancy)	Saskatchewan
Munira Peermohamed, (vacancy)	Alberta, NWT & Nunavut
Maxine Marchenski & Gundie Volk	British Columbia & Yukon
Peter Rogers (Chair), Lynne Brewer	Federal Government

Since the 2022 CIPHI AGM the Retirees Advisory Committee welcomed Lynne Brewer (Fed) (BC), Sharon Williams (NL), Munira Peermohamed (AB) and Gus Skinner (NB/QC) and bid farewell to Nelson Fok (AB), Russell Scott (SK) and Lesley Andrews (MB). This leaves the committee with one branch with no representation on the RAC plus three branches who are each entitled to an additional representative. In addition, the two representatives from the CIPHI NS-PE branch are both from PE and they have expressed a desire to see someone from NS proper on the RAC to represent that geographical area. While the goal is to have two representatives per CIPHI Branch the reality is that the smaller branches may only be able to provide one rep. Another option to explore is to invite CIPHI members who are within five years of retirement.

Volunteering for the CIPHI Retirees Advisory Committee is an opportunity to give back to our profession by supporting the work of the NEC. Interested CIPHI Retired/Life members should contact their Branch President or send an email to the RAC chair to express their interest or to learn more at: CiphiRetireesChair@gmail.com

Current Initiatives:

- **National Salary Survey:** the CIPHI NEC had requested the assistance of the RAC in February 2022 to update the 2018 national CIPHI salary survey. The 2022 salary survey was provided to the NEC in November 2022 with a further update submitted in the spring of 2023. It was determined, in concert with the NEC, that the Salary Survey should be an evergreen document, updated as new contracts are signed, and managed by the RAC on behalf of the NEC and posted to the CIPHI website.
- **Online Survey of CPHI(C) Retirees:** the RAC created and conducted an online survey utilizing SurveyMonkey in November 2022. The survey link was sent out via an email circulation list maintained by the RAC which included a combination of 103 Life and Retired CIPHI members as well as 47 non-member retirees. Sixty-six percent (66%) of the 150 potential participants responded to the online survey. The questions covered a variety of areas including years retired; CIPHI membership during career and after retirement; benefits of membership relative to the current fee; participation in CIPHI sponsored webinars of interest to retirees, etc. To view a report on a summary of the responses go to www.CIPHI.ca / About Us / Committees and scroll down to the Retirees Advisory Committee. The RAC plans to conduct additional surveys of retired members in 2023 on other topics.
- **Letters of Retirement and Letters of Condolence:** The Committee sends out letters on behalf of the CIPHI NEC and Branches. We welcome receiving information from the Branches and colleagues about new retirees and the passing of colleagues. Details should be emailed to CiphiRetireesChair@gmail.com and a letter will be sent out by the RAC Correspondence Secretary.
- **In Memoriam:** the RAC assists the National CIPHI Office with the preparation of an "In Memoriam" list included in the CIPHI AGM binder. The RAC also produces a power point presentation to be shown during the "In Memoriam" portion of the AGM to assist with memorializing our former colleagues. It is important to note that all holders of CPHI(C) are honoured regardless of whether they were a member of CIPHI at the time of their death.
- **Retiree Contact Directory:** The RAC continues to maintain and update a non-CIPHI member retiree database and ask that retirees provide us with their contact information in addition to email to ensure our files are current. We receive an annual Retiree and Life membership list from the CIPHI Office to update our retiree directory, but it is a challenge to keep track of retirees who are not members of CIPHI. Retirees who are non-members can email their contact information to CiphiRetireesChair@gmail.com

- **Senators Forum Newsletter:** a 2022 year in review newsletter was released on March 28, 2023, via the CIPHI Listserv and on the Retirees Facebook page and retirees email circulation list the RAC has email addresses for. A new feature is for retirees to send in a written update with relevant photos on their retirement life. To receive the RAC annual newsletter and other information of interest to retirees please send your email to CiphiRetireesChair@gmail.com
- **Facebook Page:** The RAC created a Facebook group “CIPHI Retirees” for those retirees interested in networking with retired CPHI(C)s. There are currently 56 Facebook group members. The aim of the page is to:
 - To connect with CPHI(C) retirees (both CIPHI retired members & non-members).
 - Connect retirees with former colleagues and classmates.
 - Share CIPHI national information such as virtual workshops, etc.
 - Promote retired membership in CIPHI.
 - For group members to share general interest information to retirees.
- **RAC Meetings:** Since the last CIPHI national AGM the RAC has held virtual meetings on October 16, 2022, November 20, 2022, January 15, 2023, April 16, 2023, and June 25, 2023. The meetings continue to be in a ZOOM format.
- **RAC - NEC Meetings:** Since the last CIPHI national AGM, the RAC met virtually on November 1, 2022, February 23, 2023, and May 5, 2023, with the CIPHI NEC President, President-Elect and Past President and other branch executive members to discuss many of the initiatives that the committee would like to move forward on with the support of the NEC.
- **CIPHI Website:** the RAC Past Chair has received a tutorial to carry out updates to the committee’s information page on the CIPHI website. The page is currently being updated to include *Senators Forum* newsletters, Annual Reports, Meeting Minutes, and relevant documents. The RAC page can be found at CIPHI.ca under Committees.
- **Committee Terms of Reference:** after our January 2023 RAC meeting, we presented the CIPHI NEC with a draft bylaw for consideration of designating the RAC as a formal committee of CIPHI as opposed to an ad hoc committee. The CIPHI National Executive Committee officially approved the Retirees Advisory Committee in September 2014 but was never formalized with a bylaw. The RAC has updated their Terms of Reference to reflect the current work of the committee which are currently under review by the NEC.

Future Initiatives:

- **Creation of a National Mentor Award:** the RAC have proposed to the NEC the creation of a new national award to honour our former RAC member and colleague Charlie Young. Charlie was highly respected and recognized several times over in his career for his tremendous commitment to our profession. Charlie was a mentor to so many colleagues and students during his career. The RAC will provide a written proposal to the NEC before the end of 2023.
- **Creation of 60-year (Diamond) and 70-year (Platinum) Awards:** the RAC have proposed to the NEC the creation of sixty- and seventy-year CIPHI membership awards. The NEC supports the initiative, and the committee will be working with them to develop the terms and conditions of these awards as well as the form these awards will take.

- **Professional Development for Retirees:** the RAC Chair would like to pursue preliminary discussions with the CoPE Chair about the implementation of a process for interested retirees to maintain or earn professional development hours. This will be an asset for retirees who volunteer or are called back into service to deal with public health surge capacity. The January 2010 Standards of Practice document detailed a conceptual piece on retirees but was not further developed. With the approval of the NEC, the RAC would like to work with CoPE on this initiative.
- **CIPHI Outreach to Retirees:** the RAC have advocated to the CIPHI NEC for the creation of a communication infrastructure that would facilitate the specific targeting of groups such as CPHI(C) retirees (both CIPHI members and non-members). It is estimated that there are approximately 1,000 CPHI(C) retirees. As of March 31, 2023, there are 69 CIPHI retired members 25 Life members for a total of 94 CIPHI members who are retired. As with most professional organizations, communication with members is primarily now done electronically. There are many ways that CIPHI retired members can stay connected with the profession. The CIPHI NEC created several years ago an email listserv so that CIPHI members, non-members and interested individuals can sign up for via the CIPHI website. CIPHI National and several of the Branches in addition to websites also have Facebook, Twitter, and Instagram accounts that retirees can follow.
- **CIPHI Board of Certification (BOC) Exams:** The RAC continues to advocate that the BOC recruit recent retirees to assist with the work of the BOC as committee members, examiners, and to assist the Branch Exam Coordinators on the day of the exam. This is especially important during times when public health services capacity is challenged such as the current pandemic. The RAC offered to organize with the BOC webinar training for those retirees who have not received the required examiner training.

Respectfully Submitted,

Peter Rogers, UE, B.A., CPHI(C)
Chair,
Retirees Advisory Committee

Date: June 27, 2023