

Canadian Institute of Public Health Inspectors

Retirees Advisory Committee

Report to the 2024 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.

Roles and Responsibilities: *(from the new Terms of Reference)*

To advise, promote and support retired environmental public health professionals from all regions of Canada while supporting the pillars, vision, mission, and values of CIPHI:

- Networking with retired environmental public health professionals:
 - Identify retired CIPH(C)s (both CIPHI Retired Members and non-members) and maintain a voluntary contact list that includes relevant contact information and public health skillsets.
 - Send letters of congratulations to recently retired CPHI(C)s including a CIPHI membership form highlighting the benefits and current fee for retired members for their specific CIPHI Branch.
 - Carry out voluntary surveys of retired CIPHI(C)s.
- Advocate on behalf of CIPHI Retiree Members:
 - Generate and distribute an annual update for retired members utilizing the Senators Forum newsletter.
 - Recognize retired members through the Senators Forum newsletter.
 - Create networking opportunities for CIPHI Retired Members.
- Liaise with the National Executive Council (NEC) on behalf of CIPHI Retired Members:
 - Participate in committee projects as directed by the NEC.
 - Prepare an annual work plan for review and discussion with the NEC to ensure that the committee's activities align with the CIPHI pillars, vision, mission, and values.
- Recognition of deceased CPHI(C)s:
 - Generate and send letters of condolence to the family of CPHI(C)s who have passed away.
 - Prepare the In Memoriam list for the CIPHI National Annual General Meeting Report.
- Ensure that all documents, reports, publications, and any other items generated because of the activities of the RAC follow the CIPHI National Operation Policy (NOP) 14 (Logo Use NOP) and all other relevant National Operating Policies and Code of Conduct.

Committee Representatives:

The following CIPHI Retired and Life members make up the committee as of June 2024:

| 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 |

Committee Update:

One of the initiatives undertaken by the RAC over the past two years has been the development of a Terms of Reference. I am pleased to announce that as of the spring of 2024, the NEC approved our submission. Of significance was a change in the membership requirements for the RAC. Previously only Retired and Life members could be on this committee. Effectively immediately, Branches may now appoint Regular Members who are within two years of retirement and have a minimum of 20 years professional experience as a CPHI(C) to the Retirees Advisory Committee.

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 and Regular 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 national Salary Survey was revised and updated in November 2023 and presented to the NEC at that time. Together it was determined 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.
- **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 Annual Newsletter:** a 2023 year in review newsletter was released in June 2024. A new feature is for retirees to submit written updates 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
- **Retirees E-News:** to provide information in a timely manner of relevance to retirees such as upcoming retirement celebrations and colleagues who have passed the RAC will issue e-newsletters using the software MailChimp. Retirees who are non-members can submit their 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. 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.
- **RAC Meetings:** Since the last CIPHI national AGM the RAC has held virtual meetings on, October 29, 2023, January 21, 2024, March 17, 2024, and June 9, 2024. The meetings continue to be in a ZOOM format.
- **RAC - NEC Meetings:** Since the last CIPHI national AGM, the RAC met virtually on November 20, 2023, February 6, 2024, and April 16, 2024, with the CIPHI NEC President and President-Elect 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 [Our Committees – cphi](#)
- **Creation of a National Mentor Award:** the RAC proposed to the NEC the creation of a new national award to honour our former RAC member and colleague Charlie Young. In early 2024 the NEC approved the creation of this award. The RAC will now be collaborating with the NEC on establishing the criteria and eligibility for award recipients beginning in 2025.
- **Creation of a 100 Year Birthday Certificate:** the RAC proposed to the NEC the creation a certificate issued by the NEC to holders of CPHI(C) who reach their 100th birthday. The RAC developed a draft certificate for review and approval by the NEC.
- **Committee Terms of Reference (TOR):** during the past year the RAC and the NEC collaborated on a review and updating of the committee’s terms of reference. A copy of it may be found at [Our Committees – cphi](#)
- **Creation of 60-year (Diamond) and 70-year (Platinum) CIPHI Member Awards:** In addition to the 50-year CIPHI member recognition award, the RAC proposed to the NEC the creation of sixty- and seventy-year CIPHI membership awards. This initiative was approved by the NEC, and the RAC are compiling a list of current

and upcoming sixty and seventy year membership. As well the RAC have worked with a graphic artist to design lapel pins for sixty and seventy year membership for review by the NEC

- **Stories of Interest:** The RAC wants to highlight stories of interest to the membership by featuring notable PHIs. Our first story in 2024 was that of retired PHI, Dennis Alleyne who was the very first PHI to receive his certificate from the Canadian Institute of Public Health Inspectors in 1979, after the transfer of this function from the Canadian Public Health Association on July 1st of that year. If you have an idea for a story that may be of interest to your fellow PHIs, please submit it to ciphiretireschair@gmail.com

Future Initiatives:

- **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 CIPHI 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:** It is estimated that there are approximately 1,000 CPHI(C) retirees. As of March 31, 2024, there are 77 CIPHI retired members and 25 Life members for a total of 102 CIPHI members who are retired. As with most professional organizations, communication with members is primarily now done electronically. There are many ways that retired CPHI(C)s can stay connected with the profession. In March of this year CIPHI National moved over to MailChimp a new email software. If you are a current member of CIPHI your email would have been automatically moved over. Non-members are welcomed to sign up to receive national CIPHI news by going to www.ciphi.ca home page and clicking on the “subscribe” button on the bottom of the page. CIPHI National www.ciphi.ca also has direct links to the CIPHI Branches. As well 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. The RAC offered to organize with the BOC webinar training for those retirees who have not received the required examiner training.

In conclusion, I want to thank all of the members of Retirees Advisory Committee for their dedication and assistance in the work we have undertaken during this past year. Your input, advice and guidance was instrumental in achieving a number of our objectives. I also want to thank the members of the National Executive Committee for their thoughtful insight, review and feedback on the work that the RAC has been doing on behalf of CIPHI. It has been greatly appreciated.

Respectfully Submitted,

Peter Rogers, UE, BA, CPHI(C)
Chair,
Retirees Advisory Committee

Date: June 27, 2024