

Canadian Institute of Public Health Inspectors
Retirees Advisory Committee
Terms of Reference
May 2024

DEFINITIONS

- Canadian Institute of Public Health Inspectors (CIPHI) Retiree Members means a CIPHI Retired Member per the CIPHI National Bylaws definition.
- Life and Regular Members means a CIPHI Life and Regular Member per the CIPHI National Bylaws definition.
- Retired Certificate in Public Health Inspection (Canada) (CPIH(C)) means any former environmental public health professional who has retired from active service, whether they are an active CIPHI member or not.

I. ROLES AND RESPONSIBILITIES

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 CPIH(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 CPIH(C)s:
 - Generate and send letters of condolence to the family of CPIH(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.

II. ACCOUNTABILITY AND RELATIONSHIP WITH CIPHI

The RAC will meet with the NEC on a quarterly basis and annually at the CIPHI national pre-conference business meetings to provide an update on committee projects, advocate for retiree requests, and any NEC projects assigned and develop a work plan for the coming year. The RAC will be responsible for compiling the meeting minutes from these joint meetings. The committee functions as a working group and oversees all aspects of retirees. Sub-working groups for specific projects will be formed as necessary at the request of CIPHI through the RAC Chair. All requests for involvement or participation of the RAC shall be made through and approved by the NEC in accordance with the annually developed work plan.

The RAC will provide a written report for inclusion in the CIPHI Annual General Meeting Report

III. MEMBERSHIP

- The RAC shall be comprised of the following representative(s):
 - Must be active members of CIPHI.
 - A minimum of one and up to two Retired, Life or Regular members from each Branch. Regular members must be within 2 years of retirement.
 - From a cross section of federal, First Nations, municipal, provincial, and private industry.
- The RAC, in consultation with the Branches, will be responsible for identifying and recruiting committee members when vacancies arise. The NEC and relevant Branch President shall be advised of new RAC members.
- The NEC shall approve the appointment of the Chair nominated by the RAC members.
- The term of the Chair shall be two years. An additional term can be considered if approved by the RAC members and the NEC.
- The term of the committee members shall be two years. An additional term can be considered if approved by the RAC members and their respective Branch Executive.
- Each RAC member will complete the CIPHI Code of Conduct and remit the signed form to the NEC.

IV. MEETINGS

The RAC will meet a minimum of four (4) times per year. Additional necessary meetings will be at the call of the Chair. Quorum shall be a simple majority of the voting committee members present at the meeting. The Chair may invite guests to attend meetings as a resource. The Chair will ensure a secretariat for each meeting. Minutes and agendas for the meetings will be circulated to the committee members via email. Approved meeting minutes will be forwarded

to the NEC for review and storage. Meetings shall be run based on CIPHI standard meeting protocols.

- The RAC shall strive for consensus when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue e.g., vote, continue discussion, table the issue to another meeting or take the issue to the NEC.
- The RAC Chair or their designate will participate in the CIPHI National Annual General Meeting (AGM) to speak to the annual RAC report.
- There is an expectation that each RAC member will attend at least 75% of the regular RAC meetings each year.

VII. EXPENSES

The RAC shall not bind the NEC for any cost, expenses, or liabilities not previously authorized.

RAC History and Background

1. BACKGROUND:

The National Advisory Committee on SARS and Public Health was established in early May 2003 by the Minister of Health of the Government of Canada, the Hon. A. Anne McLellan, in the circumstances surrounding the outbreak of severe acute respiratory syndrome [SARS]. The Committee's mandate was to provide a "third party assessment of current public health efforts and lessons learned for ongoing and future infectious disease control." Committee members represented a multitude of disciplines and perspectives from across Canada. Several were directly involved in responding to SARS in different capacities. The committee reviewed source documents, conducted interviews, and engaged consultants to undertake surveys, additional interviews, and analyses to illuminate aspects of the SARS experience. Advice was also sought from a constitutional legal expert. Over 30 non-governmental and voluntary sector stakeholders submitted helpful briefs and letters.

The Committee recommended that the core functions be expanded to include greater investments in: disease surveillance systems; health emergency preparedness and epidemic response capacity; a major and urgently-needed program of development of public health human resources; substantial augmentation of research spending; enhancement of federal laboratories; capacity-building partnerships with provincial and hospital laboratories pending other F/P/T investments; and coverage of relatively neglected areas such as environmental health, mental health, injury prevention, and public health ethics.

During the period following the SARs outbreak in Canada several key reports stressed the importance of strengthening the public health system and public health human resource capacity in Canada. Public health departments and agencies were found to be under constant pressure to fill vacancies with qualified and competent individuals in view of competing agencies and the private sector for qualified staff and the lack of candidates interested in making public health a career. As a result, an innovative initiative by the Canadian Institute of Public Health Inspectors (CIPHI) and the Public Health Agency of Canada (PHAC) in 2005 resulted in the creation of a Retirees Advisory Committee (RAC) consisting of retired Public Health Inspectors (PHIs) from all areas of Canada. The experience and corporate knowledge of retired PHIs was considered an asset to the future planning of public health initiatives 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 health disciplines.

At the September 14, 2006, meeting of the RAC, the CIPHI National President Claudia Kurzac informed the members that the CIPHI National Executive Committee had formally approved RAC as a committee of CIPHI. Darryl Johnson, NL Branch was appointed as the NEC liaison to the committee. The founding committee members were:

Claudia Kurzac (CIPHI President)	Joan Reiter (PHAC)	Carla Troy (PHAC)
Jennifer Lowe (PHAC)	Tim Roark (BC)	Bill Chrapko (AB)
Bill Koroluk (SK)	Dean Sargeant (MB)	Brian Hatton (ON)
Roland Duguay (QC)	D. Savoie (NB)	Jim McCorry (NS)
Len Gallant (PE)	Warick Swyers (NL)	Martin Tonary (HC)