

POLICY**POLITIQUE****National Operating Policy # 15**

Subject: Business Forms

Approved: July 16, 2011 by the Board

Reviewed: June 2019

Reviewed: June 2025

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 CIPHI Board of Directors (Board).
- 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 Board.
- 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

Purpose	Revision Date
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 Board.

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

Attachment # 1a: Letter Head Template (English)



Date

Addressee

To Whom It May Concern:

RE: Subject

Write your letter here...

Sincerely,

Your Name



Jour

Destinataire

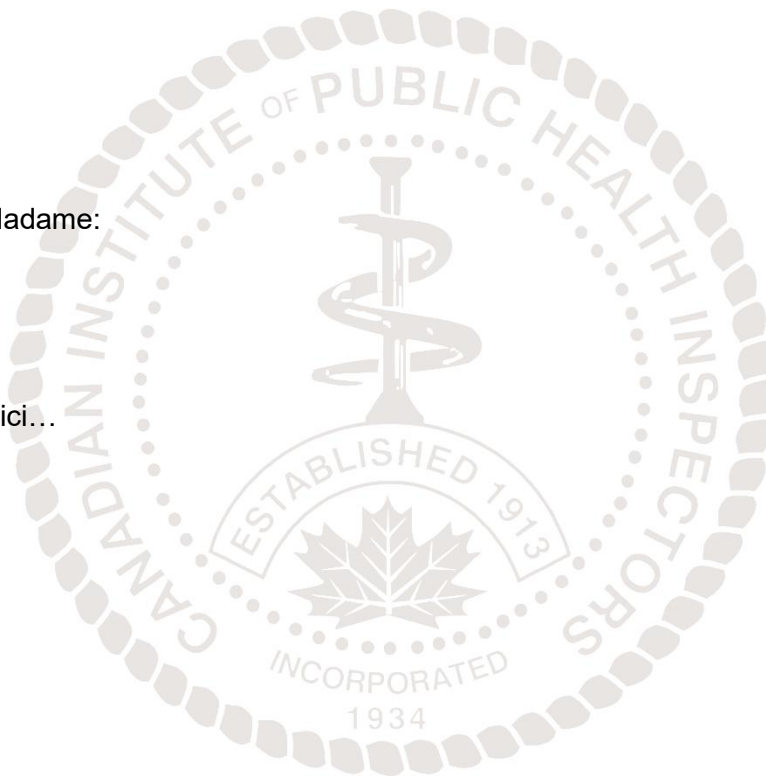
Cher Monsieur ou Madame:

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

POLITIQUE

National Operating Policy #
<i>Subject: Topic of Policy</i> <i>Approved: Date and Approving Body (ie: Board)</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>
Revised: June 2025



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

MINUTESDate
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