

## PROCEDURE

### ENVIRONMENTAL PUBLIC HEALTH MANAGER AWARD

#### 1. Objective

The **Environmental Public Health Manager Award** recognizes a member of the Canadian Institute of Public Health Inspectors (Alberta Branch) who works in the field of Environmental Public Health (EPH) in Alberta, Northwest Territories or Nunavut and acts in a management capacity for an EPH program. The award is given to a member of CIPHI (Alberta Branch) in a management position who, in the opinion of a member(s) of the Alberta Branch, has demonstrated commitment and support of the CIPHI (Alberta Branch) and its activities and/or shown perseverance in advancing the profession of Certified Public Health Inspectors.

#### 2. Eligibility and Criteria

In order to be nominated the following criteria must be satisfied:

- The nominee must be a member in good standing of the Canadian Institute of Public Health Inspectors (Alberta Branch).
- The nomination must be made and seconded by individuals who are members in good standing of the Canadian Institute of Public Health Inspectors (Alberta Branch).
- Accurate completion of the nomination form.
- A narrative of no more than 500 words outlining the accomplishments and contributions of the nominee must be completed and attached with the nomination form.
- Members of the Alberta Branch Executive are not eligible for nomination.

#### 3. Application

The Nomination Form and all supporting documentation must be submitted by one of the following methods:

- Via regular post (must be postmarked no later than April 30) to:

CIPHI Alberta Branch  
PO Box 33066 (Clearview PO), Red Deer, Alberta T4P 0N9

- Via e-mail (must be received no later than 11:59pm, April 30) to:

branch@ciphi.ab.ca

#### 4. General Policy

- All documentation will be reviewed by the Branch Executive to ensure the information meets the criteria outlined in Article 2. For nominations that are deemed complete, they will be assessed for merit and documented evidence. Based on such assessment, a decision will be made by the Branch Executive.
  - Those Branch Executive members who have had contact with the nominee and that may have a conflict of interest arising from such contact shall inform the Branch President in writing and excuse themselves from this award selection process
- Only one award recipient will be chosen by the Branch Executive for each calendar year.
- The recipient's name may be posted on the CIPHI Alberta Branch Website and printed in the *Alberta Branch Newsletter* to inform the membership.
- The Branch Executive will review, assess, and modify this award as necessary to reflect the philosophy and best interests of the Association and its' membership.

#### 5. Award Presentation Details

The following wording is to be engraved on the award that is given to the recipient:

<p>Environmental Public Health Manager Award</p> <p>Year of Presentation (e.g. 2010)</p> <p>Name of Recipient (e.g. Jane Doe)</p> <p>For outstanding support and commitment to CIPHI Alberta and advancement of the profession and practice of Environmental Public Health</p>
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**NOMINATION FORM**

**ENVIRONMENTAL PUBLIC HEALTH MANAGER AWARD**

The **Environmental Public Health Award** is presented to a member of CIPHI (Alberta Branch) in recognition of his or her support of CIPHI (Alberta Branch) and advancement of Environmental Public Health.

The nominee must be a member in good standing of CIPHI, and the nomination must be made and seconded by individuals who are also members in good standing of CIPHI. A narrative of no more than 500 words, outlining the accomplishments and contributions of the nominee, must accompany the nomination form.

The nomination form and supporting information must be forwarded by April 30 using one of the following methods:

**Regular Post**

CIPHI Alberta Branch  
PO Box 33066 (Clearview PO), Red Deer, Alberta T4P 0N9

**Email**

branch@ciphi.ab.ca

**Please Print**

Name of Nominee		
Address		
City/Town	Province/Territory	Postal Code
Name of Nominator	Signature	
Name of Seconder	Signature	

**For Office Use Only**

Date Documentation Received (dd/mm/yyyy):

Reviewed by: \_\_\_\_\_

Documentation Received:

- Nomination Form
- Narrative

Status Check:

	Member (y/n)
Nominee	
Nominator	
Seconder	

Revised 03-April-2023

