

REGULATIONS GOVERNING THE COUNCIL OF PROFESSIONAL EXPERIENCE OF THE CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

Adopted December 3, 2009

Amended and approved

July 11, 2024

PREAMBLE

Historical Background

The Canadian Institute of Public Health Inspectors (CIPHI) Board of Certification directs and manages the certification of Public Health Inspectors through its Certificate in Public Health Inspection (Canada), or “CPHI(C)” credential. This certification is the first step for an individual entering the field, to ensure that they have the requisite experience to be able to function in the field. Until 2009, there was no obligation to demonstrate continued competency following certification. Any CPHI(C) holder remained certified regardless of whether they still practiced in the field or pursued educational or professional development.

In 2009, CIPHI developed a professional recognition and continued professional development program to facilitate CPHI(C) holders in keeping abreast with continuing developments in the field of environmental public health.

The Council of Professional Experience (CoPE) was created by CIPHI to monitor the Continuing Professional Competencies program of environmental public health professionals. CoPE oversees individuals in possession of the CPHI(C) designation in developing continually higher levels of professional competency. This will allow CPHI(C) holders to address continually evolving challenges of environmental public health practice.

REGULATIONS

Definitions

1. In this Regulation:
 - a) “CIPHI” means the Canadian Institute of Public Health Inspectors
 - b) “Council” means the Council of Professional Experience established pursuant to this Regulation
 - c) “CPHI(C)” means the Certificate in Public Health Inspection (Canada)
 - d) “National Executive Council” or “NEC” means the National Executive Council of CIPHI
 - e) “National Representative” means a CoPE representative that is separate from any specific Branch.

Establishment of the Council of Professional Experience

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2. There shall be a Council of Professional Experience which shall include members as hereinafter provided.
3. Where circumstances require abbreviation of the formal title of the Council of Professional Experience, the Council may be referred to as CoPE.

Membership

4. The appointment of members to CoPE is subject to the approval of the NEC.
5. There may be up to 15 members of CoPE.
6. CoPE membership should, as practicable, consist of:
 - a) A Chairperson, Vice Chair and Past Chair as per the Election and Appointment of Officers section of this Regulation;
 - b) The NEC, in consultation with CoPE, shall appoint a CIPHI member-at-large to be a National Representative.
 - c) One member selected and appointed from each Branch of CIPHI, to act as Branch Representatives; and
 - i. In the event two or more Branches wish to appoint a shared representative, a written notice must be forwarded to the Chairperson of CoPE outlining the agreement for shared representation.
 - ii. In the event a Branch is unable to appoint a representative to CoPE they must provide written notice of this to the Chairperson of CoPE.
 - iii. In the event a Branch wishes to appoint one additional member to CoPE they must forward a written request to Chairperson of CoPE for consideration by CoPE.
 - iv. In the event there is a vacancy, CoPE may elect to fill it with the selection and appointment of a CIPHI member-at-large.
7. All CoPE members must be engaged in the discipline of Environmental Public Health and in possession of the CPHI(C) designation.
8. As far as is practical, CoPE should also:
 - a) have at least one member who is fluent in Canada's two official languages,
 - b) be representative of the regions of Canada, and
 - c) include persons employed by
 - i. Municipal and Regional Health Authorities
 - ii. Provincial Government
 - iii. Federal Government
 - iv. Canadian Forces
 - v. Private Industry
 - vi. Higher Education Institutions
9. All members must remain a CIPHI member in good-standing and shall not be enrolled in the Progressive Compliance Cycle for the duration of their appointment.

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10. Members of CoPE shall take office upon ratification of their appointment by the NEC for a three-year term of office with an option to be reappointed for an additional three-year term. Reappointment is subject to ratification by the NEC.
11. Members of CoPE may serve a maximum of two consecutive terms.
12. A Secretary of CoPE may be appointed to carry out any administrative function necessary for its operations. Such an appointment shall not be in effect until ratification by the NEC.
13. Members of CoPE must abide by the CIPHI Code of Conduct policy. Disciplinary action including the removal of a member from CoPE may be taken, as per Section 1.5 of the policy.

Elections and Appointments of Officers

14. Officers refer to:
 - a) Chairperson
 - b) Vice Chair
 - c) Past Chair
15. Cope shall elect a Vice Chair from its members. In the event that CoPE is unable to elect a Vice Chair, the NEC, in consultation with CoPE members, shall appoint a CIPHI member-at-large to be Vice Chair.
16. The current Chairperson shall inform CoPE members of any upcoming elections.
 - a) Interested CoPE members shall submit an expression of interest to the Chairperson.
 - b) The Chairperson will bring forward all expressions of interest to CoPE members.
 - c) All CoPE members, excluding interested members, must vote by secret ballot in the election.
 - d) In the event there is only one interested CoPE member, a minimum of 50% of members must vote (via secret ballot) in agreement for the election of the interested member.
 - e) If there are two or more interested parties, the member who receives the majority of votes will be elected.
 - i. In the case of a tie, the current Chairperson will make the final decision.
17. The Vice Chair elected in accordance with Section 15 and 16 shall take office upon ratification by the NEC.
18. The Vice Chair shall hold office for a maximum term of one (1) year prior to assuming the office of Chairperson. In the event there is no Chairperson, the Vice Chair shall assume the office of Chairperson immediately after ratification by the NEC. The Chairperson shall hold office for a term of two (2) years.
19. The Chairperson shall assume the office of Past Chair after completion of their term(s). The term of the immediate Past Chair shall be one (1) year.
20. In the event a member of CoPE appointed by CoPE or a Branch is elected Vice Chair, a new representative shall be appointed by the appropriate body to replace the newly appointed Vice Chair.

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21. In the event the Chairperson resigns, or is unable to carry out the duties of the office, the Vice Chair shall assume the office of Chairperson or, if there is no elected Vice Chair, CoPE shall elect another member to be the Chairperson in accordance with Sections 15, 16, and 17.
22. In the event that CoPE is unable to elect a Chairperson, the National President of CIPHI, in consultation with CoPE members, shall appoint a CIPHI member-at-large to be Chairperson.
23. Notwithstanding anything contained in this Regulation or in any administrative policy made under authority of these Regulations, a Chairperson appointed under Section 22 at the time of such appointment
 - a) need not be a member of CoPE at the time of their appointment,
 - b) shall be in possession of the CPHI(C) credential,
 - c) shall be a member in good-standing and shall not be enrolled in the Progressive Compliance Cycle
 - d) shall take office immediately following the appointment, and
 - e) shall have all the rights, privileges and responsibilities of a member of CoPE during the period of the appointment.

Meetings

24. The members of CoPE shall meet as often as necessary to conduct their business, including at least one face-to-face meeting per year.
25. Additional meetings may be called at the discretion of the Chairperson. Costs associated with additional meetings must be covered by the approved annual budget or a special request must be submitted and approved by the NEC.
26. A meeting quorum shall consist of 50% plus 1 of the CoPE members.
27. Every CoPE meeting shall be presided over by the Chairperson or their delegate.

Administrative Policies

28. CoPE may establish administrative policies respecting:
 - a) the establishment of a professional development system for holders of the CPHI(C) credential
 - b) the approval of activities for gaining professional development hours
 - c) all matters connected with the maintenance of CIPHI member professional development hours including the minimum levels required to maintain certification and membership
 - d) the conduct of CoPE meetings
 - e) the roles and conduct of members of CoPE
 - f) disciplinary action applicable to a member of CoPE
 - g) the selection process for a Branch representative or CIPHI member-at-large and a National Representative of CoPE
 - h) the creation of any other positions necessary for the operations of CoPE
 - i) the membership of review committees
 - j) any other matters that fall within the purview of CoPE and which may not be adequately covered by these regulations
 - k) the duties and responsibilities of the CoPE Secretary

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29. All administrative policies created with respect to Section 27 a), b) & c) require approval by the NEC prior to coming into effect.
30. No administrative policy established under Section 27 shall give the Secretary appointed in Section 12 voting rights at meetings, unless the Secretary is a member under the provision of Section 4.
31. Any portion of any administrative policy established by CoPE which is contrary to any portion of this Regulation shall have no force of effect.

Annual Report

32. Every year CoPE shall provide a report to the NEC on its activities for the Annual General Meeting of CIPHI.
33. The annual report required by Section 31 shall include the following information with respect to the period under review:
 - a) list of all changes in CoPE membership,
 - b) list any amendments to these regulations, and
 - c) provide statistics and information deemed to be significant in matters coming under the purview of CoPE, including but not limited to:
 - i. membership numbers,
 - ii. overall compliance levels,
 - iii. member feedback, and
 - iv. anything deemed appropriate by CoPE.

Interpretation

34. Interpretations of meaning and intent with respect to any part of these regulations, or any administrative policy established under these Regulations, and decisions related thereto are the responsibility of CoPE.

Amendment of Regulations

35. Amendments to these Regulations may be made at any CoPE meeting provided that all members have voted on the proposed amendments and that the amendments have received the support of at least a two-thirds majority of CoPE members.
36. Notice of amendment shall constitute a recommendation to the NEC, and this Regulation shall not be considered amended until approved by the NEC.