

**Development and Approval of Administrative Policies**

**BOARD OF REGISTRATION**



**BC BRANCH**

**Canadian Institute of Public Health Inspectors**

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BOARD OF REGISTRATION

Canadian Institute of Public Health Inspectors,  
B.C. Branch

ADMINISTRATIVE POLICY NO. 1

"Programs Approved by the Board"

Pursuant to the requirement of Section 25(a) of By-law #2, the Board of Registration hereby approves those programs at learning institutes which have been recognized by the Board of Certification of Public Health Inspectors as meeting their academic requirements for the examination for the Certificate in Public Health Inspection (Canada).

Date of Approval October 29, 1988

Effective Date October 29, 1988

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Secretary

BOARD OF REGISTRATION

Canadian Institute of Public Health Inspectors,  
B.C. Branch

ADMINISTRATIVE POLICY NO. 2

"Submission of Dues to the Treasurer"

The Registrar shall submit dues payments to the Treasurer of the B.C. Branch on a regular basis and no less than once per month.

Date of Approval October 29, 1988

Effective Date October 29, 1988

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Secretary

## BOARD OF REGISTRATION

Canadian Institute of Public Health Inspectors,  
B.C. Branch

### ADMINISTRATIVE POLICY NO. 3

#### "Fees set by the Board"

Pursuant to Sections 20(i) and 24 the following fees are established by the Board.

1. An Application Processing Fee of \$25.00 shall be instituted, effective April 1, 1989.
2. (A) The replacement of items shall be in accordance with the following fees:

(i)	Certificate of Registration	\$ 15.00
(ii)	Annual Seal of Registration	\$ 5.00
(iii)	Receipt for Annual Registration Fee	\$ 10.00
(iv)	Annual Registration Wallet Card	\$ 5.00
- (B) The Registrar may require proof of identity of person requesting the replacement of items outlined in Section 2(A).
3. Information from records may be supplied to authorized persons in accordance with the following fees:
  - (i) Hearing Transcripts - The actual cost of preparation.
  - (ii) Records Search \$10.00/hour with a \$10.00 min. charge.
  - (iii) Copying of documents \$0.25/page/side.
4. Copies of documents prepared by the Board shall be available in accordance with the following fees:
  - (i) For a copy of any Administrative Policy of the Board \$2.00.
  - (ii) For a copy of all Administrative Policies of the Board \$10.00.
  - (iii) For a copy of the latest Annual Report of the Board \$10.00.
  - (iv) For a copy of any previous Annual Report of the Board \$10.00.
5. Notwithstanding the fees as outlined in this Administrative Policy, the Board may

waive or direct a refund of any portion of or all of any fee authorized by this Administrative Policy, where the Board determines it to be in the interest of:

- (i) the Board of Registration,
- (ii) the Canadian Institute of Public Health Inspectors, B.C. Branch,
- (iii) the profession of public health inspection.

Date of Approval by the Board \_\_\_\_\_

Effective Date \_\_\_\_\_

Date of Approval by the Executive Committee \_\_\_\_\_

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Secretary

## BOARD OF REGISTRATION

Canadian Institute of Public Health Inspectors,  
B.C. Branch

### ADMINISTRATIVE POLICY NO. 4

#### "Standards of Professional Practice"

These standards are presented as measures against which all individual Registered Public Health Inspectors and Registered Environmental Health Officers can be compared in their actual practice and performance. They are designed to be useful in all work settings and represent minimally acceptable levels of performance.

#### PART A

##### 1. Responsibility of Membership

- (A) Maintain the Principles of Conduct as outlined in Part B.
- (B) Comply with the Continuing Education requirements as set by the Board.
- (C) Maintain the Code of Ethics which are signed by the member when applying for membership. A breach of the Code of Ethics may be considered unprofessional conduct.

#### PART B

##### 1. Principles of Conduct

The member shall:

- (A) Conduct their private affairs such that public confidence and trust in the integrity, objectivity and impartiality is conserved and enhanced;
- (B) Act in a manner within their profession that will stand up to the closest public scrutiny;
- (C) Have no private interests that would affect any government actions in which they participate;
- (D) Arrange their private affairs in such a manner that will prevent real, potential or apparent conflicts of interest directly or indirectly;



- (E) Not solicit, accept transfers of economic benefit, gifts, hospitalities or other benefits other than the customary hospitality or other benefits of nominal value and within normal standards of hospitality. The member must ensure that anything accepted would not bring suspicion on the maintenance of their objective integrity and impartiality;
- (F) Maintain confidentiality of information regarding their dealings from the general public's scrutiny unless the disclosure of these dealings will benefit the protection of the health of the public;
- (G) Not take advantage, or benefit from information that is obtained during the course of their official duties and responsibilities;
- (H) Avoid any form of preferential treatment to relatives, friends or organizations in which they may have any direct or indirect interest;
- (I) Hold no outside office or employment that could place on them demands inconsistent with their official duties or that could question their objectivity;
- (J) Ensure that their conduct and language meets acceptable social standards;
- (K) Conduct themselves in a manner in which no discrimination is practiced on the basis of race, religion, sex or marital status within their professional relationships;
- (L) Act at all times with fairness, loyalty and courtesy to any associate, employer and member of the public;
- (M) Conduct their work with devotion to high ideals, honesty, perceived honour and integrity;
- (N) Seek opportunities to work for the advancement of the health and safety of any community;
- (O) Guard against conditions which are dangerous or threatening to the environment;
- (P) Seek to ensure that all standards required by law are met to ensure protection and improvement of the environment;
- (Q) Not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects or practice of another person;

- (R) Not associate with or allow the use of their name by any enterprise of questionable character, or by one which is known to engage in unethical practice.

Date of Approval by the Board

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Effective Date

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Secretary

## CODE OF ETHICS

As a Member of the Canadian Institute of Public Health Inspectors, I acknowledge:

That I have an obligation to the sciences and arts for the advancement of public health. I will uphold the standards of my profession, continually search for truths and disseminate my findings; and I will strive to keep myself fully informed of the developments in the field of public health.

That I have an obligation to the public whose trust I hold and I will endeavour, to the best of my ability, to guard their interests honestly and wisely. I will be loyal to the governmental divisions or industry by which I am retained.

That the enjoyment of the highest attainable standard of health is one of the fundamental rights of every human being without distinction of race, religion, political belief, economic, or social condition.

That being loyal to my profession, I will uphold the Constitution and By-laws of the Canadian Institute of Public Health Inspectors and will, at all times, conduct myself in a manner worthy of my profession.

My signature hereon constitutes a realization of my personal responsibility to actively discharge these obligations.

### Role of the Credentials Committee Chairman

1. Evaluate the ongoing appropriateness of Administrative Policies #5 and #6.
2. Review applications for registration with a particular view towards the experience of the applicant. For example, have they had sufficient relevant qualified experience in one of the designated professions within the past five (5) years.
3. Assist applicants by providing information concerning the requirements of the Board of Certification, appropriate fees, availability of resource material, etc.
4. Liaise with the Board of Certification regarding the re-entry examination process.
5. Answer enquiries from members, prospective members and employers regarding relevant work experience.
6. Review the re-entry examination to ensure that it continues to meet the needs of the Board of Registration.
7. Ensure the appeal processes are in place and are appropriately explained to applicants, i.e., an appeal from the Board of Registration to the Executive Committee of the C.I.P.H.I., B.C. Branch, via the Branch President or an appeal from the Board of Certification to the National President of the C.I.P.H.I.
8. Participate actively on the Board of Registration.
9. Develop recommendations for consideration by the Board of Registration regarding criteria which could comprise the definition of ongoing maintenance of competence.

## BOARD OF REGISTRATION

Canadian Institute of Public Health Inspectors,  
B.C. Branch

### ADMINISTRATIVE POLICY NO. 5

#### "The Practice of Public Health Inspection"

For the purposes of the Board of Registration, the practice of Public Health Inspection shall include those persons, having their C.I.P.H.I.(C) or C.S.I.(C), who are involved in teaching, consulting, administering in the field of environmental health and/or working in health agencies. This shall include, but not be limited to, those persons in the following specific positions:

Public Health Inspector  
Environmental Health Officer  
Community Care Licensing Officer  
Instructor in Environmental Health  
Senior Environmental Health Inspector  
Senior Public Health Inspector  
Assistant Chief Public Health Inspector  
Chief Public Health Inspector  
Chief Environmental Health Officer  
Consultant, Community Care Licensing Branch  
Program Manager, Environmental Health Protection Service  
Director, Community Care Facilities Licensing  
Director, Public Health Protection Branch  
Director of Environmental Health  
Regional Manager, Public Service Health  
Executive Director, Environmental Health Protection Service

An application for registration received from a person employed in a non-aligned field shall be referred to the Board of Registration who may forward it on to the Credentials Committee for a review on a case-specific basis. A recommendation from that committee shall be provided for the consideration of the full Board.

Date of Approval

April 28, 1990

Effective Date

April 28, 1990

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Secretary

## BOARD OF REGISTRATION

Canadian Institute of Public Health Inspectors,  
B.C. Branch

### ADMINISTRATIVE POLICY NO. 6

#### "Re-entry Requirements and Procedures"

An applicant for registration who has not practiced, as described in Administrative Policy #5, within the five (5) year period prior to the date of application shall not be registered until he or she produces a Professional Refresher Certificate as issued by the Board of Certification of the Canadian Institute of Public Health Inspectors.

An applicant for registration who has practiced, as described in Administrative Policy #5, within the five (5) year period prior to the date of application, but on a limited basis, shall be required to submit proof, satisfactory to the Board of Registration, of ongoing maintenance of competence. Such proof may include relevant work experience and continuing education which has been successfully completed. The Board of Registration, having reviewed the proof of competency submitted by the applicant, may require the applicant to produce a Professional Refresher Certificate.

When an applicant has been disallowed registration by the Board of Registration, the following procedure may apply.

1. The Registrar shall advise the applicant of the Board of Registration's decision within fourteen (14) days and provide the applicant with the address of the Board of Certification and a "Re-entry Examination Application Form".
2. The applicant shall submit the Re-entry Examination Application Form to the Board of Certification along with the prescribed fee.
3. After successful completion of the Re-entry Examination, the original application for registration shall be reviewed by the Board of Registration along with the results of the re-entry examination.

4. Any appeal must be made to the appropriate Board within the time frame specified by that Board.
5. An appeal to the Board of Registration must be received by the Registrar within thirty (30) days of receipt of notification.

Date of Approval April 28, 1990

Effective Date April 28, 1990

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Secretary



## BOARD OF REGISTRATION

Canadian Institute of Public Health Inspectors,  
B.C. Branch

### ADMINISTRATIVE POLICY NO. 7

#### "Continuing Education Requirements"

"Whereas continuing education is an essential part of the life of a professional person and whereas the field of Environmental Health is complex and rapidly changing, it is incumbent on Registered Public Health Inspectors and Registered Environmental Health Officers to fulfil Continuing Education requirements in order to maintain their registered status."

**PURPOSE:** To ensure that all Registered Public Health Inspectors/Environmental Health Officers complete continuing education requirements as stipulated. This policy sets out the details of these requirements, how the hours are credited and how they are recorded.

The following provisions apply to the earning and crediting of continuing education credits:

**1. Continuing Education Credits (C.E.C.'s) Required in Three Year Period:**

Commencing on January 1, 1992, (or in the year the member is first registered, if registration occurs after January 1, 1992) to maintain registration or eligibility for registration, those registered must complete 45 hours of approved continuing education courses or equivalent approved continuing education programs within any three year period. The three year period will commence in the year the member is first registered.

**2. Approval for C.E.C.'s:**

Continuing education credits are approved in one of two ways:

- (a) The Board of Registration will grant prior approval to existing courses directly related to the field and will mail a list of these pre-approved courses to registered members annually at membership renewal time.

These courses will include related courses at B.C.I.T., U.B.C., S.F.U., University of Victoria, University of Washington, Community Colleges, Open Learning University, as well as Ministry of Health, Federal and Municipal In-service sessions.

- (b) On request, the Board of Registration will consider granting approval for new courses, individual courses and courses more remotely related to the field as well as for conferences, professional presentations and technical articles published in journals.

**3. Earning Continuing Education Credits:**

Generally speaking, Continuing Education Credit hours are earned for academic courses, non-academic courses, seminars, workshops and conferences in the following subject areas:

- (a) Functional fields of environmental health including air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing institutional health and safety, community care facilities licencing, community noise control, radiation protection, recreational facilities, soil and liquid waste management and disposal, vector control, drinking water quality, dairy sanitation, communicable disease control, land use and occupational health and safety.
- (b) Environmental Health Administration, Information systems, Environmental Health Law, Environmental Health Planning. Communication and Health Education Skills, Management Courses and courses in the Behavioural Sciences.

**4. C.E.C.'s for Research Papers and Professional Presentations:**

Continuing Education Credits will be granted for research articles written by members and for professional presentations made by members, provided they are in the subject areas listed in #3.

**5. C.E.C.'s for Staff Meetings:**

C.E.C.'s will be granted for the educational component only of regular staff meetings (i.e. the portion designated as "in-service training" related to the subject areas listed in #3).

6. **Credit vs non-credit C.E.C.'s:**

C.E.C.'s will be granted on the basis of actual "contact time" for credit courses, seminars, in-service training and conferences and on the basis of three quarters of the contact time for non-credit (audited) courses and self-directed research.

7. **Registration of C.E.C.'s:**

Members who attend a continuing education course or otherwise generate continuing education hours, may request, within sixty (60) days of completion of the course, that approval be given for continuing education credits. Where prior approval has not been granted by the Board, members must submit documentation satisfactory to the Board that the requirements of this administrative policy are met. The Board shall respond within sixty (60) days of receipt of the request. The request shall be made on the approved Continuing Education Registry Form (on the back of this pamphlet) and shall include the following information:

The name of the course, the educational objectives of the course, the number of educational contact hours involved in the course and proof of successful completion of the course (for credit courses).

8. **Extenuating Circumstances:**

The Board may waive or modify requirements for continuing education hours in cases of illness, leaves of absence or disability which prevent the completion of the required number of hours. Continuing education waivers will be determined on a case by case basis.

9. **Administration and Interpretation:**

The Continuing Education Committee is charged with the day-to-day operation and interpretation of these Continuing Education requirements. The Committee will seek input from members, employing agencies and educational institutions in considering approval of courses, assignment of course credit hours and related issues.

10. **Appeals:**

Decisions of the Committee may be appealed to the Board of Registration and are subject to the appeal procedures laid out in By-law #2 - Registration.

Date of Approval

November 29, 1990

Effective Date

November 29, 1990

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Secretary

## BOARD OF REGISTRATION

Canadian Institute of Public Health Inspectors,  
B.C. Branch

### ADMINISTRATIVE POLICY NO. 8

#### "Repayment of Expenses"

Pursuant to Section 20(h) of By-law #2 the following policies are established concerning the repayment of expenses incurred by member of the Board of Registration and others acting on behalf of the Board.

#### TRAVEL EXPENSES

Board members should travel via the most economical means, taking into consideration time for travel, safety and convenience.

##### Plane

Whenever possible, Board members shall arrange for advance booking or seat sale fares. Claims for first class fares will be considered. If a member travels first class, the Board of Registration shall be responsible only for the most economical fare for that flight.

##### Private Automobile

Payment for the use of a private vehicle on Board of Registration business shall be for the actual fuel and parking costs incurred.

##### Other Associated Costs

These will be reimbursed providing the most reasonable method of transportation is utilized, i.e., tax, car rental, bus, etc.

HOTEL

Board members should seek the most economical rates available, i.e., government rates and weekend specials. "Doubling up" is usually most economical and therefore it is policy that members do so whenever possible.

There shall be no allowance for accommodation to those members who reside in the city or immediate area where a meeting is held. The Chairman may grant an exception, taking into consideration travel conditions and personal safety.

MEAL ALLOWANCE

Board members shall be reimbursed for the actual meal costs to the following maximums:

Breakfast	\$ 6.00
Lunch	\$ 7.00
Dinner	\$15.00

RECEIPTS

Any individual expense item above \$10.00 must be supported by a receipt.

Date of Approval October 14, 1989

Effective Date October 14, 1989

Date of Approval by the Executive Committee March 26, 1990

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Secretary

## BOARD OF REGISTRATION

Canadian Institute of Public Health Inspectors,  
B.C. Branch

### ADMINISTRATIVE POLICY NO. 9

#### "Discipline Procedures"

The following procedures are created so that a consistent and complete method of dealing with infractions of By-law No. 2, Standards of Professional Practice (Administrative Policy No. 4), and the Code of Ethics would be available, if needed by the Board.

1. Notification of Complaint

Notification of a complaint against a member must be made to the Registrar. The original notification must be in writing with enough information provided to identify the person lodging the complaint, the member in question, and the circumstances of the incident. Other substantiating information or witnesses should also be provided at this time.

2. Preliminary Action

Upon receipt of a complaint, the Registrar will contact the Chairman. Together, they will decide on one of two courses of action.

(A) The Chairman may instruct the Registrar to undertake a preliminary review of the complaint to authenticate the allegations and verify the facts.

(B) The Chairman may call a meeting of the Board to discuss the allegations.

- (C) If the Board decides that a hearing is necessary, a date shall be set and both the complainant and the member named in the complaint shall be given at least thirty (30) days notice of the hearing date.

3. Board of Registration

At a meeting of the Board, the Notification of Complaint will be presented along with sufficient information for the Board to make one of the following decisions:

- (A) The allegations are unfounded or unsubstantiated and can be ignored.
- (B) The allegations are correct and uncontested, but of a minor nature. Consequently, the Board shall instruct the Registrar to proceed with corrective action under the Board's authority, as outlined in By-law No. 2 - 42(g).
- (C) The allegations are contested and constitute a significant breach of By-law No. 2, Standards of Professional Practice and/or the Code of Ethics. At this time the Board will decide what specific section(s) has been violated. The Board will formulate charges and appoint a Discipline Committee. If the offence is serious enough and uncontested, the Board may make an interim or permanent order regarding the individual involved. The majority of orders will, however, be made by the Discipline Committee after a proper hearing and as outlined in By-law No. 2 - 42(g).

4. Discipline Committee

The Discipline Committee will conduct an in-depth and complete investigation by way of a hearing. The number of members on the Committee, and the makeup of the Committee will be determined by the Board.

5. Notification of Investigation and Charges

In the event that the allegations appear to be true and substantiated, the member in question must be notified that there will be a hearing of the Discipline Committee regarding these allegations. The following information must be included as part of this notification:



- (A) A copy of the original notification to the Association.
- (B) The specific section(s) of By-law No. 2, Standards of Professional Practice or Code of Ethics that have been violated.
- (C) The proposed time and place of the hearing, requesting the member and/or his/her council's attendance.
- (D) Any other additional information pertaining to the allegations as suggested by the Board.

The notice shall be served by prepaid double-registered post to the last address as shown on the Association's records. Notice shall be a minimum thirty (30) days from the time of receipt of the notice until the hearing date. If the member under investigation fails to appear and answer the notice at the time and place appointed, a hearing may be conducted in his absence upon proof of service of the registered documents.

6. Hearings

- (A) Hearing will generally be held in camera unless the person under investigation requests otherwise in writing or where deemed by the Executive Committee to be in the public interest.
- (B) Hearings may be adjourned at any time and from time-to-time.
- (C) The person under investigation may be represented by Legal Council and has the right to submit evidence, call witnesses, and cross-examine witnesses.
- (D) Evidence, either documents or oral, should be presented to the hearing of the Discipline Committee only when all parties are present.

7. Responsibility for Costs

The Board will bear the following costs:

- (A) The rental of the facilities for the hearing.

- (B) Costs incurred by the Executive Committee.
- (C) Costs of witnesses summoned by the Board.
- (D) Cost of recording of proceedings.

The member under investigation will bear the following costs:

- (A) Cost of attending the hearing.
- (B) Cost of the Member's Legal Council.
- (C) Cost of witnesses summoned by the member under investigation.

8. Findings of the Board or Discipline Committee

At the conclusion of a hearing, the Discipline Committee will compile a report of the allegations, evidence and conclusions. This report will be completed as speedily as possible and presented to the Board and the Registrar for their information. The Registrar will immediately forward a copy of the report to the person under investigation along with a letter stating the conclusions and orders of the Discipline Committee.

9. Orders of the Board and the Discipline Committee

If the Discipline Committee finds the allegations to be substantiated and correct, they may review similar cases with the Board before making an order. An order made by the Discipline Committee or the Board is not alterable by any other body of the Association except in appeal. The order to the Board or Discipline Committee will be communicated in writing by the Registrar to the person under investigation along with a copy of the appeal procedure. This notice will be sent by prepaid double-registered post and be deemed to have been received five (5) days after posting.

10. Appeal

Any order by the Board or the Discipline Committee may be appealed to the Executive Committee. An appeal must be made in writing to the Executive Committee not more than fifteen (15) days after notification of the order on the investigated person. The appeal must state the order appealed and the grounds for the appeal. Any member of the Executive Committee who has had any connections with the original investigation shall not participate in the appeal before the Executive Committee. The Executive Committee will inform the person appealing the order of the time, date and place of the appeal hearing. This hearing must be within sixty (60) days of the receiving of the notice of appeal.

On appeal, the Executive Committee may adjourn the hearing to await further evidence; change, uphold the order of the Board or the Discipline Committee, quash the order, or refer the matter back to the Board with or without directions. The decision(s) of the Executive Committee on the appeal, once made, shall be communicated to the person named in the complaint within seven (7) days of reaching their decision.

11. Appeals to the Courts

An investigated person may appeal a decision of the Executive Committee to the Courts on any question of law or fact.

12. Limitations

No action will be taken by the Board on any allegation of misconduct which is more than two (2) years old.

Date of Approval by the Board

April 28, 1990

Effective Date

April 28, 1990

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Secretary

## BOARD OF REGISTRATION

Canadian Institute of Public Health Inspectors,  
B.C. Branch

### ADMINISTRATIVE POLICY NO. 10

#### "Duties and Responsibilities of Members and Officers of the Board"

##### 1. Members of the Board

The duties of a Member of the Board of Registration are provided in By-law No. 2, Registration - of the Canadian Institute of Public Health Inspectors, British Columbia Branch plus any Administrative Policies approved by the Board and in particular, Part 9.1 which deals with Occupational Titles Protection, derived from the B.C. Society Act, R.S.B.C. 1979, Chapter 390 (consolidated February 29, 1988).

In more general terms, Members of the Board of Registration have responsibilities, in both senses of the word: they have an obligation (duty) to see that everything is done in accordance with the appropriate legislation; they must accept the responsibility if things are not done in accordance with the legislation.

Their mandate to "manage" includes the responsibility to undertake investigations and analysis necessary to permit them to have an adequate knowledge of the business and operations of the Board to oversee management, provide guidance and policy development.

They are responsible to the Executive Committee of the Society (C.I.P.H.I. - B.C. Branch) and through them to the membership and the public. They have a duty to be honest, take care, be diligent, act to the best of their ability, and be prudent. Members of the Board must maintain a level of conduct at a level higher than that of the membership. They must conform to the general standards of loyalty, good faith and avoidance of conflict of duty and self-interest. A Board Member must not profit personally by reason of his position as a Board Member.

They must be loyal, act honestly, and exercise the care, diligence, and skill in their dealings as a reasonably prudent person would exercise in comparable circumstances.

A member should act at all times in that he/she believes to be the best interests of the Board as a whole so as to promote the purposes for which it was formed, and in such manner as a faithful, careful, and ordinarily skilful member would act in the

circumstances.

2. The Board of Registration

The members, acting as a Board, have the duty of guiding the Board's affairs in such a manner as to achieve the Board's objective. In so doing, they must exercise their management responsibilities for policy determination and implementation.

Except where authorized by statute, a Board of Registration cannot delegate its decision-making powers. Notwithstanding the ability of the Board to delegate its duties and functions to others, it alone remains ultimately responsible for its conduct.

A committee of Board Members may exercise only those powers of the Board as are specifically designated and subject to any restrictions contained in the By-law No. 2 - Registration, and to any applicable resolutions passed from time-to-time by the Board. The Board of Registration cannot confer on a committee of Directors or on an employee, any higher powers than it itself possesses.

3. Duties of Officers

(A) Chairman

The Chairman shall preside at all meetings of the Board and shall appoint all committees. The Chairman shall be the Chief Executive Officer of the Board and shall:

- (i) sign all Certificates of Registration and other documents as required and as authorized by the Board;
- (ii) direct the functions of the Registrar;
- (iii) have overall responsibility for the operation of the offices of the Board;
- (iv) ensure budgets and financial statements are prepared and submitted to the Executive Committee of the Society in a timely manner and as necessary;
- (v) advise the Executive Committee of the Society of resignations, impending vacancies, or the expiration of the term(s) of Board Member(s).

- (vi) represent the Board before the Executive Committee of the Society, at the Annual General Meeting of the Society, and in discussions with the public, employers, employees, other societies, Boards of Registration, government agencies, and so on;
- (vii) where authorized by the Board, represent the Board in negotiations with employees of the Board, employers, plus other groups and agencies with which the Board deals with from time-to-time.

(B) Vice Chairman

The Vice Chairman shall, in the absence or incapacity of the Chairman, exercise the duties and shall possess all the powers of the Chairman.

(C) Secretary

The Secretary shall maintain a record (minutes) of each meeting of the Board which shall state:

- (i) the date, time, and place of the meeting;
- (ii) the name of the person in the Chair and any change in the Chair;
- (iii) the number of members present and, where practical, their names;
- (iv) all rulings made by the Chair and the nature and result of any appeals arising from these rulings;
- (v) all proper motions, including the name of the mover and seconder;
- (vi) the results of all votes taken;
- (vii) a list of all reports and documents introduced during the meeting (copies of these reports being attached to the official minutes);
- (viii) a summary of significant points raised during the debate of motions, but not a verbatim account of the speeches;
- (ix) any commitments made by officers or any other persons present at the meeting;
- (x) the time of adjournment;

(xi) the signature of the meeting Secretary.

(D) Registrar

The Registrar, when appointed, shall be directly responsible to the Chairman of the Board and shall:

- (i) conduct and care for all correspondence in the name of the Board;
- (ii) keep a record of the Board's proceedings and accounts;
- (iii) keep and properly file a record of all applications for registration, certificates of registration, examinations, registrations, administrative hearings, and revocations;
- (iv) prepare annually a list of the names and addresses of every person registered by the Board and a list of every person whose registration has been suspended or revoked within the previous year and present said list to the Board at such times as the Board may direct;
- (v) account for all monies spent as directed by the Chairman;
- (vi) have such other duties as may be provided in the Agreement for Services with the Board and as laid out in the By-law No. 2, Sections 29 to 31 inclusive;
- (vii) have the use of the official Seal of the Society for such a period of time for such specific purposes as authorized by a resolution of the Executive Committee of the Society and as directed by the Board of Registration.

4. Duties of Committees

Committees are directly responsible to the Board of Registration. This responsibility is discharged by the preparation and presentation of a report or reports on their activities, findings, and recommendations. The report should contain:

- (i) a quotation of the motion setting up the committee and any interpretations made by the committee;
- (ii) the list of members;

- (iii) a brief summary of the number of meetings held, the types of concerns expressed, as well as an analysis of the approaches covered, the background to the conclusions reached, and a clear statement of the actual conclusions;
- (iv) a separate section containing the recommendations;
- (v) the date and the signature of the Chair and sometimes the signatures of the entire committee.

Before a report, in whole or in part, is presented to the Board, it must be approved by the committee. Dissenting members may prepare and sign an alternate minority report to be submitted simultaneously, but this is always done with the knowledge of the Chair.

Date of Approval by the Board

April 28, 1990

Effective Date

April 28, 1990

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Secretary



BOARD OF REGISTRATION

Canadian Institute of Public Health Inspectors,  
B.C. Branch

ADMINISTRATIVE POLICY NO. 11

"Notice to Registered Members of Administrative Policy Approvals and Amendments"

Every Registered Member of the C.I.P.H.I., B.C. Branch, shall be notified whenever existing Administrative Policies are amended or rescinded and when any new Administrative Policies are approved. The notice shall include the full content of the new policy or amendment and, where necessary, an explanation of the implications, particularly with the rescinding of a policy. Publishing the notice in the B.C. Page or mailing it to all Registered Members at the address provided in the Registry shall be deemed satisfactory notification.

Date of Approval February 2, 1991

Effective Date February 2, 1991

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Secretary

## RESOLUTION

**Whereas** in 1991 the B.C. Branch made a double faceted presentation to the Royal Commission on Health Care and Costs regarding the need to hire additional EHO/PHI's plus the need to urgently address the poor state of public water supplies in B.C.; and

**Whereas** as a member of the British Columbia Committee for Safe Drinking Water, the B.C. Branch carried the message regarding the urgent need for government action to deal with the state of public water supplies in B.C. by way of open presentations to the public, government officials, politicians, water purveyors and others; and

**Whereas** in the 1992 Budget of the Government of B.C., provision is made for the hiring of additional EHO's, plus a number of important initiatives to deal with drinking water quality in B.C.; and

**Therefore Be It Resolved** that the B.C. Branch, C.I.P.H.I., write the Minister of Health (with a copy to the Premier) and congratulate her and her officials for the important initiatives which have been announced to date and encourage her to continue this important process with the approval of legislation covering Drinking Water and Watershed Management. Additionally, request that monies be made available to assist in resolving outstanding health-related problems presented by unsuitable drinking water systems so that every citizen on a public water system can receive a safe drinking water supply.