



POLICY MANUAL

July 2021

IPAC Ottawa Region Policy Manual Review and Revision Record

| Reviewed | Revised |
|-----------------|----------------|
| October 2002 | February 2015 |
| May 2006 | May 2017 |
| | November 2018 |
| | July 2021 |

Table of Contents

| | |
|--|----------|
| 1. IPAC Ottawa Region | 1 |
| 1.1 Chapter Mission | 1 |
| 1.2 Chapter Vision | 1 |
| 1.3 Chapter Objectives | 1 |
| 1.4 Amendments of the Terms of Reference | 1 |
| 1.5 IPAC Canada Terms of Reference Process | 2 |
| 2. Tenure of Office | 2 |
| 2.1 President | 2 |
| 2.2 President-Elect | 2 |
| 2.3 Past-President | 2 |
| 2.4 Treasurer | 2 |
| 2.5 Other Executive Positions | 3 |
| 3. Executive Responsibilities | 3 |
| 3.1 President | 3 |
| 3.2 President-Elect | 4 |
| 3.3 Past-President | 4 |
| 3.4 Secretary | 4 |
| 3.5 Treasurer | 5 |
| 3.6 Membership Coordinator | 5 |
| 3.7 Education Coordinator | 5 |
| 3.8 Conference Education Coordinator | 6 |
| 3.9 Webmaster /Social Media Coordinator | 6 |
| 4. General Meetings | 6 |
| 4.1 Structure | 6 |
| 5. Interest Groups and Sub-Committees | 7 |
| 5.1 IPAC Canada Interest Groups | 7 |
| 5.2 IPAC OR Interest Group Representatives | 7 |
| 5.3 IPAC Canada/PCI Canada Sub-Committees | 8 |
| 6. IPAC Ottawa Region Funds | 8 |
| 6.1 Management of IPAC Ottawa Region Funds | 8 |

| | |
|---|----|
| 6.2 Assistance for Conferences, Seminars, Symposiums | 9 |
| 6.2.1 Funds | 9 |
| 6.3 Eligibility Criteria for Financial Assistance | 10 |
| 6.4 Sponsorship of Chapter President at IPAC Conference | 10 |
| 6.5 Funding for CIC Exam/Pin and CIC Recertification | 11 |
| 6.6 Honoraria for Guest Speakers at IPAC OR Meetings | 11 |
| 6.7 Membership Dues | 11 |
| 7. Election Results Notification | 12 |
| APPENDICES | 13 |
| APPENDIX I: Nomination Form | 13 |
| APPENDIX II: Eligibility Criteria for Financial Assistance Form | 14 |
| APPENDIX III: IPAC OR Expense Form | 15 |
| APPENDIX IV: IPAC OR Proxy Vote Form | 16 |

1. IPAC Ottawa Region

The name of this Chapter is IPAC Ottawa Region. IPAC OR is a recognized abbreviation for the IPAC Ottawa Region Chapter. IPAC OR is a Chapter of Infection Prevention and Control Canada-Prévention et contrôle des infections Canada (IPAC Canada/PCI Canada), functioning under the by-laws enacted by IPAC Canada/PCI Canada.

IPAC Canada/PCI Canada is a registered charity and a non-profit society with Canada Revenue Agency. IPAC Canada/PCI Canada's official charity number is 11883 3201 RR0001. IPAC OR's business number is 11883 3201 RT0006.

1.1 Chapter Mission

IPAC OR is a regional multidisciplinary association committed to the wellness and safety of Canadians by promoting best practices in infection prevention and control through education, standards, and advocacy and consumer awareness.

1.2 Chapter Vision

IPAC OR will be a regional/local leader and recognized resource in the Ottawa region for the promotion of best practice in infection prevention and control.

1.3 Chapter Objectives

- To provide a forum for professionals in infection prevention and control and other allied professionals in healthcare to network and share ideas from the full continuum of healthcare (acute and long-term care, community and homecare as well as pre-hospital care).
- To share knowledge and expertise with healthcare workers to decrease the incidence of healthcare-associated and community-acquired infections.
- To advance professional excellence through continuing education.
- To enhance the practice of IPAC by advocating for certification among Chapter members.
- To foster research activities and support the publication of results by Chapter members.
- To promote IPAC OR and its members as regional experts in IPAC.
- To promote/champion/further IPAC Canada/PCI Canada as the national body of experts in IPAC.
- To promote infection prevention and control as a clinical specialty that is an integral part of total healthcare delivery.

1.4 Amendments of the Terms of Reference

Terms of Reference may be amended at any general meeting by an affirmative vote of the majority of those present, provided that the proposed amendments have been submitted in writing to the

membership three (3) weeks prior to the meeting OR may only be amended once per year providing that the proposed amendments are submitted to the membership 3 weeks prior to the meeting.

1.5 IPAC Canada Terms of Reference Process

- A Chapter is a group of individuals bound by affiliation and organized for the purpose of promoting the general and specific goals of IPAC Canada/PCI Canada.
- Chapters are endorsed by IPAC Canada/PCI Canada and are organized and operated in accordance with the rules and regulations established by IPAC Canada/PCI Canada, without conflict to IPAC Canada/PCI Canada By-laws.
- The IPAC Canada/PCI Canada Board of Directors must approve any changes in the name of the Chapter.
- Dissolution of IPAC OR must be done in accordance with IPAC Canada/PCI Canada bylaws. On the winding up or dissolution of the organization, funds or assets remaining after all debts have been paid shall be transferred to IPAC Canada/PCI Canada.
- The Executive shall be the liaison between the IPAC Canada/PCI Canada Executive and the Chapter members.
- The Executive coordinates the business of the Chapter and ensures that the objectives of the national association are met at the local level.
- The Executive meets as needed throughout the year and at the direction of the membership.
- Candidates for Chapter Executive must be members in good standing of IPAC Canada/PCI Canada and IPAC OR and agree to fulfill the functions of the position as outlined.
- Executive meetings: The President will call not less than two meetings of the Executive per year, which will consist of business arising and ad hoc issues.

2. Tenure of Office

2.1 President

- The President will be elected for a two-year term of office.
- This position may be renewed once at the end of his/her tenure.

2.2 President-Elect

- The President-Elect is elected for a one-year term of office followed by 2 years as President.
- The President-Elect will replace the President as necessary and upon resignation of the President or absence of the President.

2.3 Past-President

- The Past-President sits for a one-year term after leaving the position of President.

2.4 Treasurer

- The Treasurer is elected for a two-year term.
- The position may be renewed at the end of the first two-year term at one year term intervals.

2.5 Other Executive Positions

- Secretary
- Education Coordinator
- Education Conference Coordinator
- Membership Coordinator
- Webmaster/Social Media Coordinator

All Other Executive Positions listed above are elected for a one-year term and may be renewed at the end of the first tenure. Additional positions may be added with the consent of membership. Positions may be combined except for the positions of President and Past President.

3. Executive Responsibilities

3.1 President

- In consultation with the Executive, acts as spokesperson for the Chapter.
- Directs the Chapter's activities including supporting the dialogue to identify the objectives and goals for the upcoming year.
- Is responsible for calling meetings and sets the agenda.
- Chairs Executive and Chapter meetings.
- Delegates activities to all Executive Members, as necessary.
- In collaboration with the Treasurer supports the creation of the budget for the upcoming year.
- Prepares the annual report and submits to IPAC Canada/PCI Canada by December 31st of each calendar year.
- Will serve for a two (2) year term of office following one year as President-Elect.
- Prepares the President-Elect to assume office.
- Regularly consults with all members through Committee Chairs.
- Participates as ex-officio for all committees.
- Before year-end, at the request of IPAC Canada/PCI Canada, submits an updated list of IPAC OR Executive, Standing Committee Members and Interest Group Representatives to IPAC Canada/PCI Canada.
- Actively supports succession planning by reaching out to IPAC OR members in respect to nomination for President-Elect position.
- Actively reaches out to members of IPAC OR to encourage nomination to Executive positions.

- Meets with the Chapter Council representative as indicated, sharing concerns on behalf of IPAC OR members.
- Is the official spokesperson for the Chapter and will represent the Chapter without advance approval from the membership.
- Will act as liaison with outside professional associations when infection prevention and control input is requested or required.

3.2 President-Elect

- Acts as parliamentarian.
- Chairs Executive and Chapter meetings in the absence of the President.
- Assumes responsibilities as delegated by the President.
- Prepares to assume the role of President.
- If a President is not able to complete the term in the first year, the Executive will call a meeting to determine a replacement. If this occurs in the second year of the term, the President-Elect will take this responsibility.
- Actively reaches out to members of IPAC OR to encourage nomination to Executive positions.

3.3 Past-President

- Accepts responsibilities as delegated by the President.
- Chairs Chapter meetings in the absence of the President and President-Elect
- Provides support to the President-Elect / President as needed.
- Actively reaches out to members of IPAC OR to encourage nomination to Executive positions.

3.4 Secretary

- Attends IPAC OR Executive and Chapter meetings and records the minutes and attendance. Minutes of committee and Chapter meetings shall be distributed to members prior to the next meeting via email. Copies are maintained in the Chapter files. When available, recordings may be accessible.
- Distributes minutes, meeting agendas, membership list and additional information as directed by the President.
- Acts as custodian of all documents, records, correspondence, minutes of meetings, papers and books belonging to IPAC OR, except for financial records which are kept by the Treasurer.
- Ensures arrangements for meeting dates and room bookings are confirmed.
- Actively reaches out to members of IPAC OR to encourage nomination to Executive positions.
- Manages the IPAC OR Gmail (ipacottawaregion@gmail.com) account with support of IPAC OR President.
- Supports the President in facilitating annual voting for IPAC Executive (i.e., sends out nomination forms see Appendix 1 and positions available).
- Sends minutes and agenda to the President for review prior to sending to the membership.

- Sends minutes and agenda to the Chapter President on the Monday prior to the IPAC OR meeting to ensure it can be loaded to the digital platform.
- Sends minutes and agenda to the membership no later than the Monday prior to the Chapter meeting.

3.5 Treasurer

- Maintains full and accurate accounts in official record books of all receipts and disbursements. Records are to be kept for seven (7) years.
- The Custodian of all receipts. A duplicate receipt book should be kept. Receipts will be provided for Chapter events and to all others, who pay money to the Chapter with exception of tax receipts for donations. This can only be issued by IPAC Canada/PCI Canada.
- Deposits all Chapter-related monies to the credit IPAC OR in a bank approved by the Executive.
- Receives annual IPAC OR membership fees for deposit into the IPAC OR account.
- Disburses IPAC OR funds under the direction of the Executive.
- Files T5 slips issued by banks for interest earned with financial records.
- Provides an annual Financial Report to the membership at the last meeting of each year.
- Provides an annual Financial Statement to the President and, after review, for submission to the IPAC Canada/PCI Canada Finance Director, via the MSO, using Form 14 from the IPAC Canada/PCI Canada Policy and Procedure Manual by January 31 of the next calendar year.
- Prepares a statement of accounts prior to transfer of records to the incoming Treasurer.
- Provides Expense Forms to the Executive, committee members and others as appropriate.
- Prepares overall proposed budget by the end of calendar year for submission to the Executive.
- Presents a proposed annual budget to membership for approval at the final meeting of each calendar year.
- Actively reaches out to members of IPAC OR to encourage nomination to Executive positions.
- Provides a brief update on Treasurer activities at each IPAC OR meeting.

3.6 Membership Coordinator

- Actively promotes and encourages membership in IPAC Canada/PCI Canada.
- Receives and compiles membership information as forwarded from IPAC Canada/PCI Canada.
- Maintains a list of current members; updates contact information as needed and sends updated list to Secretary and President as changes occur.
- Provides a brief update on membership at each IPAC OR meeting.
- Actively reaches out to members of IPAC OR to encourage nomination to executive positions.

3.7 Education Coordinator

- Coordinates the educational component of regular Chapter meetings by actively seeking topics of interest, securing speakers, and organizing an education session for each Chapter meeting.

- Collects suggestions from Chapter members for the purpose of developing future educational sessions at IPAC OR meetings.
- Actively reaches out to members of IPAC OR to encourage nomination to Executive positions.
- Sends the speaker presentation to the Chapter President / Secretary on the Monday prior to the IPAC OR meeting to ensure it can be loaded to the digital platform. Introduces guest speakers using biographies when available at the Chapter meetings.

3.8 Conference Education Coordinator

- Coordinates all external education conferences (i.e., apart and separate from the Chapter meetings) with a minimum one conference per year.
- Actively seeks membership for the conference working group (WG) to support educational conferences. Ideally this should be done in January of each year.
- Acts as the liaison between the WG and IPAC OR executive.
- Duties include but not limited to:
 - Organizing meetings between WG members
 - Supporting topics to be chosen for conference
 - Supporting task allocation to WG members (venue, food, speakers, technology, vendor booths, affiliated partners etc.).
 - Working in conjunction with the Treasurer to support registration,
 - Supporting agenda creation/minutes of meetings/evaluation/poster
 - Liaising with sister Chapters/affiliated partners to ensure that there is no conflict with dates/speakers.
 - Liaising with IPAC Canada/PCI Canada and sister Chapters for advertising of the event.

3.9 Webmaster/Social Media Coordinator

- Works closely with the Executive and Chapter committees to provide timely information to the Chapter website.
- Regularly checks for broken links on the Chapter website and updates accordingly.
- Orients the in-coming Webmaster.
- Attends the annual Chapter Webmasters meeting, when able.
- Provides a brief update on website activities at each IPAC OR meeting.
- Updates social media as necessary.

4. General Meetings

4.1 Structure

- There will be at least five meetings held each calendar year which will consist of a business meeting, round table discussions and an education session.

- The general meeting format is determined by the Executive with opportunity for education and networking as part of the Chapter meeting.
- The schedule of meeting dates will be circulated as soon as meeting rooms are booked.
- Minutes of the last meeting with the agenda for the next Chapter meeting will be circulated to the membership in advance of the next meeting.
- Meetings are open to all paid members. Members may bring guests to meetings. As a guideline, same guest participation would be limited to 2 meetings, after which the guest would be invited to join IPAC Canada/PCI Canada to continue. At the discretion of the Chapter members, exceptions can be made to promote collaboration, networking and sharing of ideas.
- Guests will be encouraged to become active members.
- Non-members are encouraged to come to meetings/listen remotely, in the hopes that they see the value add of membership.
- As much as possible, technology will be leveraged to encourage participation from those who are unable to join in person.
- Ongoing invitations for education sessions will be forwarded to other local Chapters. Invitation for our education sessions will be extended to other Chapters across Ontario/Quebec if the topic is seen as having general interest.
- Quorum for Voting on Policies/Issues
 - A policy or question shall be determined by a simple majority of the votes cast by active members voting. 'Active members' are defined by IPAC Canada/PCI Canada as current IPAC Canada/PCI Canada members.
 - Members may vote by proxy. A proxy will count as one vote per proxy. A sample proxy is set out in Appendix IV.
 - Members present in person or by proxy must exceed 10% of the total membership.
 - Successful vote would be a simple majority, being 50% of those voting, plus one.

5. Interest Groups and Sub-Committees

Members are expected to serve a minimum of one year on their respective committee. Formal resignations from a Committee shall be submitted to the Secretary with a copy sent to the President.

5.1 IPAC Canada Interest Groups

Interest Group Representatives

- Liaise with appropriate IPAC Canada/PCI Canada Interest Group Chair as indicated.
- Requests participation of membership on an as needed basis.
- Provides a written or verbal update at each IPAC OR meeting, even if there is no current activity to report.

5.2 IPAC OR Interest Group Representatives

IPAC OR will make every effort to have representatives on the following IPAC Canada/PCI Canada Interest Groups:

- Community Healthcare
- Dialysis
- Environmental Hygiene
- Healthcare Facility Design and Construction
- Long Term Care
- Mental Health
- Oncology and Transplantation
- Pediatric and Neonatal
- Pre-hospital
- Reprocessing
- Surveillance and Applied Epidemiology
- Cardiac Care

5.3 IPAC Canada/PCI Canada Sub-Committees

Education Committee Representative

- Liaises with IPAC Canada/PCI Canada Core Education Committee as indicated.
- Updates IPAC OR membership on activities of the IPAC Canada/PCI Canada Education Committee.
- Requests participation of membership on an as needed basis.

Standards and Guidelines Committee Representative

- Liaises with IPAC Canada/PCI Canada Core Standards and Guidelines Committee as indicated.
- Reviews documents sent by IPAC Canada/PCI Canada Standards and Guidelines Committee and responds with comments representing IPAC OR.
- Reports at IPAC OR Chapter meetings and requests an ad hoc committee to review certain documents as requested with representation of expertise depending on the document for review.

Membership Committee Representative

- Acts as the Chapter representative to the IPAC Canada/PCI Canada Membership Committee.
- Is the liaison with IPAC Canada/PCI Canada Core Membership Committee
- Updates IPAC OR Chapter membership on activities of the IPAC Canada/PCI Canada Membership Committee.
- Requests participation of membership on an as needed basis.

6. IPAC Ottawa Region Funds

6.1 Management of IPAC Ottawa Region Funds

- There will be ongoing communication between the Treasurer and the President in regards to allocation of funds/review of expenditures.
- Original receipts are to be submitted for expense reimbursement. Credit card receipts are not to be provided unless an exchange rate is required.
- Expenses are to be approved by the Treasurer and President prior to disbursement using the IPAC OR Expense Report Form. (See Appendix III.)
- All IPAC OR cheques must be signed by both the Chapter President and the Treasurer.

6.2 Assistance for Conferences, Seminars, Symposiums

Philosophy

IPAC OR believes that continuing education is essential and therefore in financially supporting members' continuing education efforts:

- For the professional development of the infection control professional,
- For the quality of patient care in relation to the prevention and control of infection,
- To advance professional excellence through continuing education,
- To enhance the practice of infection prevention and control (IPAC) by advocating for certification among Chapter members

Objectives

- To select programs for which funds for financial assistance from IPAC OR will be allocated;
- To select from the applicants of the IPAC OR membership, those persons who:
 - have demonstrated an interest in infection control education, and
 - are eligible for financial assistance, and
 - have participated in the Chapter, to attend programs for which such funds have been designated.

6.2.1 Funds

- An amount predetermined in the annual budget will be set aside each year for such functions and reviewed annually.
- The amount granted to each applicant per year will be dependent on the available funds.
- The expenses eligible for reimbursement are:
 - Hotel (conference rate)
 - Registration fee
 - Travel (economy airfare, train fare not exceeding economy airfare, or .52 cents/km (based on IPAC Canada/PCI Canada).

- Taxi (receipts are required), Parking (receipts are required)
- Per Diem expenses for meals are: \$15.00 for breakfast; \$20.00 for lunch and \$35.00 dinner. No meal allowance if meals are provided at the event. (receipts are required)
- The applicant will complete the expense form found in the Appendix III and send itemized receipts to the Treasurer. Reimbursement will be made upon receipt of the statement of expenses incurred.
- In the event funds are required prior to the Convention, Seminar or Workshop, a special request will be made to the Treasurer (statement of actual expenses will be submitted after the event).
- For those IPAC members who receive financial support for educational events (i.e. attendance at IPAC Canada/PCI Canada conference), the expectation is that they will attend all days of the event that they were supported for, and at the next IPAC OR meeting, they will share their lessons learned. The format for this sharing is at the member's discretion.

6.3 Eligibility Criteria for Financial Assistance

Purpose

To assist and provide funding for IPAC OR members in attending conferences or seminars related to IPAC activities.

- Applicants will submit Appendix I: IPAC OR Funds-Eligibility Criteria for Financial Assistance to the IPAC OR Executive by March 31.
- Using established criteria as set out, it will be the responsibility of the Executive to select the candidates for funding from the applicants. Values for each criterion are shown and decisions will be based on highest accumulated scores. In case of an equal eligibility, the names will be drawn.
- Members may be ineligible (depending on number of applicants) to receive funding if they have received funding by IPAC OR the previous year with the exception of the President.
- The Executive will have final authority in assigning values and has the right to recognize outstanding service.

6.4 Sponsorship of Chapter President at IPAC Conference

The President shall be provided with financial support as requested to enable full participation at the annual IPAC Canada/PCI Canada Conference.

Expenses eligible for reimbursement are:

- Hotel (conference rate)
- Registration fee
- Travel (economy airfare, train fare not exceeding economy airfare, or .52 cents/km (based on IPAC Canada/PCI Canada).
- Taxi (receipts are required), parking (receipts are required)
- Per Diem expenses for meals are: \$15.00 for breakfast; \$20.00 for lunch and \$35.00 dinner (receipts are required). No meal allowance is available when meals are provided at the event.

Reimbursement will be made upon receipt of statement of expenses incurred (see Appendix III for the expense form). If the event funds are required prior to the conference, a special request will be made to the Treasurer/Membership Coordinator. A statement of actual expenses will be submitted to the Treasurer after the conference.

6.5 Funding for CIC Exam/Pin and CIC Recertification

- IPAC OR encourages each member to acquire and maintain the Certification in Infection Control (CIC).
- An amount predetermined in the annual budget will be set aside each year for such functions and reviewed annually.
- Funds for the cost of the Certification/Recertification, will be allocated to any IPAC OR member requesting assistance and meeting eligibility criteria for financial assistance. The amount granted to each applicant per year will be dependent on the available funds.
- Requests/applications must be submitted in writing by December 1 to the IPAC OR Secretary.
- You must be a member of IPAC OR to qualify for financial assistance (must be a member of IPAC OR when challenging the exam/recertifying).
- You must have the ability to show proof of successful certification if required.
- IPAC OR Executive will review the applications and decide upon funding.
- Funds will not be distributed until December.
- Allocation of funds will be posted by no later than December 31 of each year.
- IPAC OR members in good standing will be presented with a CIC pin upon successfully challenging the CIC exam at the December meeting. If the member is unable to attend the IPAC OR meeting, the President or designate will send a personal note with the CIC pin congratulating the member.
- The CIC pin will be presented on a one-time basis in the year of initial certification; lost pins will not be re-issued. Recertification is not eligible for a CIC pin.

Note: Final decision for funding requests will be made by the IPAC OR Executive

6.6 Honoraria for Guest Speakers at IPAC OR Meetings

- Guest speakers may be given an honorarium of \$50.00 at the discretion of the Education Coordinator(s). Guest speakers do not include vendors or Chapter members.
- The Treasurer will arrange for honorarium as needed for any IPAC OR meeting.
- Reimbursement for expenses incurred by speakers must be approved by the Executive.

6.7 Membership Dues

IPAC Canada/PCI Canada membership dues may be paid by the Chapter for all members of the Chapter Executive who are not funded/reimbursed by their institution for said dues. This shall be in effect for the duration of the member's tenure on the Chapter Executive. Should the member not fulfill the duration of the member's tenure, the funds shall be repaid in full.

7. Nominations and Elections Procedure

- The election shall be held at the fall meeting of IPAC OR .
- Only current, voting members of IPAC Canada/PCI Canada and the Chapter may be nominated to the Executive.
- Voting may take place via casting ballots and/or virtual polling, as required.
- Where only one name is presented for any office, the nominee is elected by acclamation.
- IPAC Canada/PCI Canada shall be notified in writing of the election results by the current President of IPAC OR as indicated by IPAC Canada/PCI Canada .

APPENDICES

APPENDIX I: Nomination Form

Fillable forms can be found on the [IPAC OR Home](#) page.

| IPAC Ottawa Region-Nomination Form | | | |
|---|---|------------------|-----------------|
| <p>Please indicate your interest in volunteering or nominating someone for the following positions. If nominating, provide name (please advise nominee). Please use 1 form per position. Elections will be held during the fall meeting. If you are presently an IPAC OR representative for one of the positions, please confirm your continued interest in the position. Send the completed form to ipacottawaregion@gmail.com.</p> | | | |
| Name of Member Submitting Form: | | | |
| Email: | | | |
| Name of Nominee: | | | |
| x | Nomination/Volunteering for the Year of: | Volunteer | Nominate |
| Executive Committee | | | |
| | President-Elect | | |
| | Secretary (1 year) | | |
| | Treasurer (2 year) | | |
| | Membership Coordinator (1 year) | | |
| | Education Coordinator (1 year) | | |
| | Conference Coordinator (1 year) | | |
| | Webmaster/Social Media Coordinator (1 year) | | |
| IPAC Canada Interest Group | | | |
| | Cardiac Care | | |
| | Community Health | | |
| | Dialysis | | |
| | Environmental Hygiene | | |
| | Healthcare Facility Design and Construction | | |
| | Long Term Care | | |
| | Mental Health | | |
| | Oncology | | |
| | Pediatrics and Neonatal | | |
| | Pre-hospital | | |
| | Reprocessing | | |
| | Surveillance/Applied Epidemiology | | |
| Standing Committees | | | |
| | Education | | |
| | Standards and Guidelines | | |
| | Membership | | |
| 2021 | | | |

APPENDIX II: Eligibility Criteria for Financial Assistance

Fillable forms can be found on the [IPAC OR Home](#) page.

| IPAC Ottawa Region Eligibility Criteria for Financial Assistance Form | | |
|--|---|-----------------------------------|
| <p>This form is to be used by members of IPAC OR to request financial assistance to attend educational IPAC activities or conference.</p> <ol style="list-style-type: none"> 1. Deadline for receipt of applications is March 31st for conferences. 2. Deadline for receipt of applications is December 1st for CIC/Recertification. 3. If there is an early bird payment available only this amount will be reimbursed. Successful applicants will pay for the conference and then submit proof of payment for reimbursement. 4. If you receive funding in the past year you may be eligible in the current year depending on the number of applicants. 5. Successful applicants must plan to present a short summary of the highlights of the event to the IPAC OR membership at the next IPAC OR meeting following the conference. 6. Expectation is that applicant will attend all the days that was submitted for reimbursement. 7. Applicants must be members in good standing with IPAC OR for the year of the funded event. <p>Note: Final decision for funding requests will be made by the IPAC Ottawa Region executive.</p> | | |
| Name of Applicant: _____ | | |
| Email: _____ | | Date of Application: _____ |
| Financial assistance requested for: <input type="checkbox"/> Conference <input type="checkbox"/> CIC <input type="checkbox"/> Education/ Course | | Score |
| Attendance | | |
| 5 | Attended 5 IPAC Ottawa Region meetings in the last year. | |
| 4 | Attended 4 IPAC Ottawa Region meetings in the last year | |
| 3 | Attended 3 IPAC Ottawa Region meetings in the last year. | |
| 2 | Attended 2 IPAC OR meetings in the last year. | |
| 1 | Attended 1 IPAC OR meeting in the last year. | |
| 0 | Did not attend IPAC Ottawa Region meetings in the last year | |
| Participation | | |
| 5 | Member of the current year's Executive. | |
| 4 | Lead of IPAC OR special project (i.e., CIC study group, survey, etc.) | |
| 2 | Participated in IPAC OR education event as part of the working group | |
| 1 | Present on committee/interest group representative for IPAC OR | |
| Financial need | | |
| 3 | Receiving no financial assistance. | |
| 1 | Receiving partial financial assistance. | |
| 0 | Received funding from IPAC OR in the previous year. | |
| Total Score: | | |
| Date Reviewed: _____ | | |
| Approved by: _____ | | |
| 2021 | | |

APPENDIX III: IPAC OR Expense Form

Fillable forms can be found on the [IPAC OR Home](#) page.

IPAC OTTAWA EXPENSE FORM

Please attach all receipts

CONFERENCE: _____

CLAIMANT INFORMATION:

NAME: _____
 ADDRESS: _____
 SIGNATURE: _____

POSITION: _____
 PHONE: _____
 DATE OF CLAIM: _____

COMPLETE AND EMAIL THIS FORM IN EXCEL TO:
ipacottawaregion@gmail.com

ENTER EXPENSE INFORMATION BELOW. TOTAL IN COLUMN L MUST EQUAL OF RECEIPT
 IF YOU ARE UNSURE ABOUT HOW TO COMPLETE THIS FORM, PLEASE CONTACT IPAC OTTAWA REGION TREASURER

STEP 1: Enter amount of expense INCLUDING GST/HST.
 TRANSPORTATION: \$0.52 PER KM FOR PRIVATE CAR.

Breakfast \$15
 Lunch \$20
 Dinner \$40

STEP 2: Enter Expense
 Amount Before GST/HST
 then enter GST/HST in

Column in Blue
 calculates
 automatically

| DATE | DESCRIPTION/PURPOSE | TOTAL HOTEL INCL. TAXES | TOTAL TRANSPORT INCL. TAXES | TOTAL MEALS INCL. TAXES | MISC. INCL TAXES PLS DESCRIBE | ENTER TOTAL AMOUNT BEFORE TAX GST/HST | ENTER GST/HST | TOTAL (MUST EQUAL TOTAL OF RECEIPT) |
|------|---------------------|-------------------------|-----------------------------|-------------------------|-------------------------------|---------------------------------------|---------------|-------------------------------------|
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| | Sub Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ - |
| | | | | | | | TOTAL | \$ - |

Approved by: _____

Date: _____
 Cheque # _____

APPENDIX IV: IPAC OR Proxy Vote Form

Fillable forms can be found on the [IPAC OR Home](#) page.



CHAPTER PROXY VOTE FORM

This proxy is to enable members who cannot attend the IPAC Ottawa Region (IPAC OR) general meeting to have their vote recorded. Should there be more than one candidate for an open position, elections will be held online and the results announced at the Chapter meeting.

The undersigned Voting Member of Infection Prevention and Control Canada (IPAC Canada) appoints the following IPAC Canada member:

_____.
(Print the name of the IPAC Canada member who will vote on your behalf)

Or, in the absence of another IPAC Canada member to act as proxy holder, appoints Chapter Secretary/Membership Director as proxy for the undersigned to vote for the undersigned Voting Member at the IPAC Ottawa Region to be held on

Unless otherwise indicated below the proxy holder may exercise discretion in voting for or against any resolution at the Chapter Meeting.

| | VOTE FOR | VOTE AGAINST | ABSTAIN |
|---|--------------------------|--------------------------|--------------------------|
| 1. Approval of the Minutes of the | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Receipt and approval of the financial statement of IPAC OR for the period ending December 31, _____ and the report of the auditors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Appointment of Auditors for next fiscal audit. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. To vote in my best interests in all other matters that are brought before the IPAC OR Chapter Meetings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

 Print Name of IPAC OR Member Signing this Proxy

 IPAC Canada Membership Number

 Signature

 Date

This form must be submitted to IPAC OR no later than 3 days before IPAC OR Chapter Meeting by email ipacottawaregion@gmail.com