

Environmental Health
Foundation of Canada

The Research and Education Arm of the Canadian Institute of Public Health

Inspectors - Inaugurated 1989

Website: www.ehfc.ca

Fondation canadienne de
l'hygiène du milieu

EHFC Annual Report

Canadian Institute of Public Health Inspectors

Annual General Meeting, Kelowna, British Columbia

June 18, 2007

As approved at the

Annual General Meeting, St. John's, Newfoundland and Labrador

July 20, 2008

The Eighteenth Annual General Meeting of the EHFC will be held on June 17, 2007 in Kelowna, immediately preceding the CIPHI Conference. On behalf of the Board of Trustees, the following is a summary of the activities of the Foundation since the previous AGM in June 2006 in Regina, Saskatchewan.

Any significant decisions taken at the June 17th EHFC AGM will be reported orally to the CIPHI AGM.

Trustees:

There were no changes in the composition of the Board of Trustees for 2006-2007. The current list of the 15 trustees is provided in Annex 1.

Organization and structure:

The Board of Trustees established six Committees to focus activities and share responsibilities as follows (with the lead Trustee identified): Governance – Duncan Ellison; Finance – Tim Roark; Awards – Marilyn Lee; Food Safety Partnership – Duncan Ellison; Fundraising – Klaus Seeger and Tim Roark; and Website – Dean Sargeant.

The following reports summarize any germane activities or decisions in respect of the Committee activities.

Governance:

The Governance Committee is led by Duncan Ellison. The Strategic Plan for 2005 to 2010 focuses on establishing self-sustaining awards funds and building strategic partnerships with CIPHI members to ensure a capability for the Foundation Trustees to be renewed on a regular basis. The By-Laws and Operational Policies of the Foundation are reviewed for currency and applicability.

It is proposed that the number of Trustees should be increased from 15 to 17 to provide additional members to ensure fuller regional representation, to improve work sharing and for rotation into Table Officer positions. This change to our "Regulations" was approved

by the Board of Trustees in 2006 and now a change to CIPHI By-Law #10 will be required at the CIPHI AGM in 2007.

The number of Table Officers was increased by one (to establish the position of Past Chairman) to assist in improved experience sharing, rotation and sharing of responsibilities.

Finance:

The Finance Committee led by Tim Roark reports that the financial resources of the Foundation have been increased, but that we have not yet reached a sustainable basis.

The financial resources of the Foundation at December 31, 2006 totalled \$72,367.11 representing a net increase of \$23,425.89, over the year ended December 31, 2005.

Operating expenses of the Foundation in 2006 were \$5,066.67, up from 2005 due largely to the non-submission of some Trustee expenses in 2005 which are now included in 2006. The operating surplus for 2006 was \$23,425.89.

Of the total funds of \$72,367.11, \$34,454.68 is held in the segregated endowment fund to provide for the three awards administered by the Foundation: The **CIPHI Continuing Education Award**, the **Len Hiebert Award**, and the **Lilli Ann Zahara Award**.

The 2006 financial records for EHFC were reviewed by the appointed auditors, Bill Leith and Charlie Young and after their detailed review, were approved. The annual charitable organization report to Revenue Canada was submitted within the allowed time frame, based on the audited annual financial statement. No response from Revenue Canada has been received.

The Treasurer's report has been prepared and indicates that while the number of individual donations is down from previous years, other revenue increased through contract work undertaken by the Foundation. In addition, generous donations from CIPHI Branches and National contributed significantly to achieving the financial plan. It is expected that 2007 will continue on the same upward financial path.

Continued efforts will be made in the final months of 2007 to reach the goal of being able to establish a self-sustainable Awards program and to expand the number or size of the awards.

Awards:

The Foundation has three awards managed by the Awards Committee chaired by Marilyn Lee. The Awards Committee has published criteria for the awards, criteria for screening applicants, selecting the winners, and publicizing the awards and announcing the winners. The 2005 decisions to increase the number of Len Hiebert Awards to five and to increase the award from \$100 to \$250 were implemented in 2006. Arrangements to have the administration of the awards carried out, with conditions, by the five colleges and universities having environmental health programs worked well in 2006 and will be

continued in 2007. Information on the awards and the selection criteria was published on the EHFC web page and in the Environmental Health Review. The awards and their status are as follows:

The CIPHI-EHFC Continuing Education Award:

The CIPHI / EHFC Continuing Education Award of \$500 is presented to a member of CIPHI who is registered for continuing education.

The Len Hiebert EHR Award:

The Len Hiebert Award of (\$250) is administered through each of the five colleges and universities for aspiring students training to become Public Health Inspectors and Environmental Health Officers. The total annual value of this award is \$1,250.

Lilli Ann Zahara Award

The Lilli Ann Zahara Award of \$500 is to commemorate the contributions made by Lilli Ann to environmental and public health in Canada.

In addition, a new award has been obtained from NSF International as follows:

NSF International Award

An annual award of \$500 for studies in the area of Food Safety.

Food Safety Partnership:

Duncan Ellison represents EHFC in the Food Safety Partnership by. The Partnership has spent considerable time examining its role and function, and is emerging as a stronger sustainable organization and program. EHFC is a founding member of the Partnership and maintains its membership. Details can be found at their national website: www.canfightbac.org. Duncan Ellison was appointed in 2006 to the Partnership's Board of Directors and agreed to assume the Financial Director's role. EHFC will continue to be active in encouraging membership in the Partnership and assisting in the achievement of its goals. All Public Health Units should consider joining the Food Safety Partnership and taking advantage of its communication materials, which although directed towards consumer food safety education, bear appropriate messaging for the non-consumer food safety field as well.

Fundraising:

The Fundraising Committee is jointly led by Klaus Seeger and Tim Roark.

There was a successful venture over the years 2005 and 2006 to undertake a study for Health Canada on Public Health Units' role in responding to waterborne health incidents. This contributed \$9,500 to the Foundation's revenues. All the work was done by the volunteer efforts of the Trustees whose respective organizations contributed some in kind support (such as photocopying and mailing reports).

The Committee drew the need for additional fundraising to the CIPHI Branches besides simply seeking donations from members of CIPHI and the general public. As a result the

Branches increased substantially the funding of the Foundation's Awards Program. Possible actions include approaching charitable foundations plus grants and contribution programs of governments and following up on a possibility for an expanded use of the **TempSafe**© symbols. The objective in the rest of 2007 and onwards is to raise more funds and meet the strategic goal of having a self-sustaining Awards program by 2010.

Website:

The web site liaison is Dean Sargeant. A large number of changes have been identified for further amendment by Mike LeBlanc who is the web master, with the goal of keeping it current and expand the information.

Other activities:

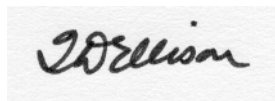
There has been little progress in the **Ed Fleming Memorial Fund** project whose goal is to provide an awareness package on septic tanks, well water and groundwater protection to each library of Canada, as funding becomes available. The costs of meeting this goal would be lessened if we were able to convert the videos to DVDs and include also the booklets along with them. A sponsor for this project is being sought.

Sales of EHFC products in 2006 were lower than 2005, but efforts have been made to improve sales and indications for 2007 are that this will be achieved. However, some of the products are dated and should be revised and new products will be sought.

The Future:

The Trustees of the Foundation are committed to expand the Foundation's activities and influence in the coming years, and would be pleased if any Public Health Inspectors wishing to participate as a trustee in the work of the Foundation would contact T. Duncan Ellison, Chair. The Foundation also welcomes the continuing participation of CIPHI Branches in assisting in raising funds through donations and in generally helping the Foundation carry out its functions.

Respectfully submitted on behalf of the Trustees,



T. Duncan Ellison
Chair,
Board of Trustees

EHFC Board of Trustees for 2006-2007

There are 15 Voting Trustees and 1 Honorary Trustee as follows:

Trustee	Province	Function
Duncan Ellison	Ontario	Chair
Michael Florian	Nova Scotia	Vice-Chair
Klaus Seeger	Ontario	Past Chair
Tim Roark	British Columbia	Treasurer
Pam Scharfe	Ontario	Secretary
Claudia Kurzac	British Columbia	
Shendra Brisdon	British Columbia	
Peter Rogers	Manitoba	
Dean Sargeant	Manitoba	
Ken Cross	Saskatchewan	
Paul Medeiros	Ontario	
Ron de Burger	Ontario	
Marilyn Lee	Ontario	
Keith Smith	Ontario	
Len Gallant	Prince Edward Island	
Dr. John Blatherwick	British Columbia	Honorary Chair