

POLICY # 1

Environmental Health Foundation of Canada

Project Weighting Criteria

Weight	Criteria	Draft definition #	Score	Total
3	Link with EHFC objectives	Extent to which it fulfills one or more objectives		
3	Environmental health need	Extent to which it meets an obvious need based on risk, population affected and humanitarianism		
2	Partnership potential	Likelihood of the project attracting partners with human and financial resources, or proof of partners already involved in the project		
3	Ethical standards	Adherence to accepted ethical standards as set out in the CIPHI Code of Ethics, for example		
3	Quality of outcome(s) appropriate to environmental health	Extent to which the outcome(s) are measurable, tangible		
2	Value for investment	Investment to include effort on the part of the EHFC as well as the overall budget		
2	Impact on EHFC profile	Capacity to increase the public awareness of the EHFC's role in environmental health		
2	Uniqueness of contribution	Extent to which it makes a contribution that no one else can, or is making		
3	National impact	Degree to which the findings or products can be generalized across Canada		
2	International impact	Degree to which the findings or products can be applied internationally		
1	Contribution to overhead	Capacity to be a cost recovery or revenue producing initiative		
1	Resources	Availability of EHFC human and financial resources require for the proposal		
Totals				
3 - 1			5 - 1	135 max

Determinations of Rating Factors

Rating of 5 - The proposal meets *all* of the criteria of the category

Rating of 4 - The proposal meets the *majority* of the criteria of the category

Rating of 3 - The proposal meets *half* of the criteria of the category

Rating of 2 - The proposal meets *some* of the criteria of the category

Rating of 1 - The proposal meets *few* of the criteria of the category

Rating of 0 - The proposal meets *none* / of the criteria of the category

Approved September 4, 1998

Policy #2

Environmental Health Foundation of Canada

Financial Policies

In these Regulations the expression “Foundation” shall be construed as “The Environmental Health Foundation of Canada”.

1.0 FINANCIAL CONTROL

- 1.1 The Treasurer of the Foundation must be appointed at each Annual General Meeting (AGM) and shall have overall responsibility for the proper administration of the Foundation’s financial affairs. S/he shall issue, after consultation with the Board of Trustees (Board), such financial instructions as s/he deems necessary to discharge his/her responsibilities.
- 1.2 The Treasurer shall be responsible for the main accounting records and the year end accounts of the Foundation, for approving the accounting systems to be used and for ensuring that those systems are properly maintained.
- 1.3 The Treasurer shall arrange and control the banking operations of the Foundation. S/he shall be the main signatory of all cheques or payment orders drawn on the accounts of the Foundation, and originating all automatic debits or credits to the Foundation. The Board may authorize the Treasurer and two other Trustees to sign cheques and payment orders. All bank accounts shall stand in the name of “The Environmental Health Foundation of Canada”.
- 1.4 The authority to make withdrawals must reside with the Chair and the Treasurer and one other person subject to the direction of the Trustees. Any two, so registered with the financial organization holding the Foundation’s account(s), can make withdrawals unless the amount to be dispensed exceeds \$500.00 whereupon three signatures are required. Note, the third signature need not appear on the cheque but be in the form of a letter or email received by the Treasurer authorizing the issuance of the specific withdrawal. ***Revised June 25/06***
- 1.5 The Treasurer shall direct and control all matters relating to the borrowing of monies by the Foundation and the repayment of those monies should such an action be instructed by the Board.
- 1.6 The Treasurer shall direct and control all matters relating to the investment of monies by the Foundation in accordance with the Board’s direction, and shall submit an annual report to the Council stating the investment policy and practices being followed, and summarizing the investments made over the preceding year.

- 1.7 The Treasurer shall report at each meeting, and annually, to the Board for the preceding fiscal period and respectively for the year. That report shall contain an assessment of the adequacy of the systems and procedures established to protect the assets and interests of the Foundation and what monies were received and dispersed together with the reasons for that disbursement.
- 1.8 The Finance Committee of the Board shall be responsible for ensuring that:
 - a) financial regulations and financial instructions, including all budgetary and year end procedures, are observed;
 - b) at least two Auditors are presented for consideration of the Board at each AGM. These persons must be independent and cannot be Trustees or Members of the Foundation. They have the right to examine the financial undertakings, account(s), and book(s) of the Foundation and report on that to the Board, with or without that direction, for the time between AGM's; and
 - c) any audit report issued in respect of activities receives a formal response within such reasonable timescale requested.
- 1.9 Members of the Board shall immediately report to the Treasurer any suspected irregularity, fraud or corruption that comes to their attention. Employees discovering grounds for suspecting irregularity, fraud or corruption shall inform the members of the Finance Committee immediately.
- 1.10 Monies in an account(s) in the Foundation's name may be placed only in a chartered bank, credit union or trust company. Operating funds can be held in an account to facilitate cheque issuance while reserve funds may be held in an investment with that same banking organization. Deposits to the Foundation's account(s) must be made within 60 days of receipt. To move money from the reserves into the operating account can be carried out by the Treasurer but must be reported at the next meeting of the Board.
- 1.11 Accounting records must be open to inspection by any Trustee or any CIPHI member upon written notice and the accounting records will then be made available for inspection at the next AGM.
- 1.12 All financial procedures shall be done in accordance with generally accepted accounting practices (GAAP).
- 1.13 Financial disbursements must only be carried out subject to documented and adopted motions at a bona fide meeting of the Trustees.

2.0 **BUDGET ESTIMATES AND BUDGETARY CONTROL**

- 2.1 The Board and Members shall consider annually the anticipated overall financial resources of the Foundation for the following financial year and any implications for future years.
- 2.2 The Board, through the Finance Committee, shall determine each year the budget preparation guidelines to be followed.
- 2.3 The Board shall receive and consider summaries of periodic budget monitoring reports and determine the use to be made of any savings identified and may approve requests for expenditures and supplementary estimates.
- 2.4 The Treasurer shall be responsible for keeping strict overall supervision and management of income and expenditure and for ensuring that no non-essential expenditure is incurred on any activity unless specifically authorized by the Board.
- 2.5 The Treasurer shall issue financial instructions detailing the procedures to be followed in the annual review of charges, the preparation of budget estimates and the preparation of budget monitoring reports and the procedures to be followed by the Trustees in the discharge of their duties.
- 2.6 Expenses for the Trustees shall not exceed the expense policies as set by the CIPHI and amended from time-to-time. In addition, the Board of Trustees may establish additional policies and requirements regarding repayment of expenses.
Revised June 25/06
- 2.6 a Commencing immediately, for 2004 and in future, no travel expenses shall be approved for Trustees to attend the Annual General Meeting unless a donation equal to the expense claim is received at the same time. **Revised June 25/06**
- 2.6 b Travel claims for other meetings where a Trustee will be representing the EHFC will need to be cleared in advance by any two of the following: Chair, Vice-Chair or Treasurer. **New Section Approved June 27, 2004**

3.0 **INCOME**

- 3.1 The Treasurer shall determine how money due to the Foundation shall be collected and banked and shall issue such financial instructions as s/he considers necessary to ensure safe and efficient arrangements are in place.
- 3.2 Investments of the Foundation's reserves are selected in the priority order of security, liquidity and rate of return. These investment(s) are reviewed annually at the AGM of the Foundation with any initial investment being approved by the Trustees on a recommendation from the Finance Committee.

4.0 MISCELLANEOUS FINANCIAL MATTERS

- 4.1 Donations and other financial payments made directly to the EHFC or via CIPHI utilizing an a credit card accepted by CIPHI (VISA, MasterCard, American Express) shall be processed by CIPHI and the donation minus the cost of the credit card service charge shall be paid to the EHFC by cheque from CIPHI within 30 days of receipt of the credit card payment. **New Section Approved June 25/06**

Policy #2 Approved as revised November 28, 1999
Revised June 27, 2004
Revised June 25, 2006

Policy #3

Environmental Health Foundation of Canada

RECORDS MANAGEMENT POLICY

Objective: To maintain a filing system (paper and electronic files) in good order and to provide the basis for a proper Records Retention Program.

Policy Statement: The RM policy should aid, in a systematic way, the creation, use, maintenance and disposition of the records of the EHF.

Legal Considerations: The legal requirements of a proper Records Retention Program must serve two purposes:

1. the Program must be maintained in compliance with applicable federal, provincial and local statutes and with other rules and regulations established by government regulatory agencies; and
2. it must consider the statute of limitations for the period of time during which an individual or organization can bring action in a lawsuit.

For these and other legal considerations (Attachment), all documentation relating to the development and implementation of a Records Retention Program must be retained indefinitely to prove that the Program was developed and operated in a systematic manner. Documentation should also include signed retention schedules, and list of destroyed records. These documents must stay on as permanent records since they provide evidence that records were destroyed in the ordinary course of business. Additionally, if a record is to be destroyed, then it is important that *all* copies (including those kept in individual's files, homes, computers, day files, etc.) be destroyed insofar as is possible to monitor.

Freedom of Information Act: The potential impact of the *Freedom of Information Act* must be acknowledged. The potential impact of the *Act* upon records' purging means that caution should be exercised in disposing of records that pertain to individuals or that involve a decision that has had, or may have, an impact on individuals.

Disposition of Records: Disposition methods are inactive storage, archiving, discarding or destroying. To determine the best method of disposition, each document series must be appraised in order to determine its particular "value": Administrative, Fiscal, Legal, or Historical.

Authorization: No documents (other than duplicates) should be destroyed without written agreement of the Treasurer. Use the Authorization for Destruction of Records form and retain the completed form permanently as part of our documentation. Note: sometimes Government approval is required in order to destroy financial records.

Confidentiality: All records of a sensitive nature and those that identify individuals in any way should be destroyed by shredding.

Filing by Topic: Filing needs to be done by **topic** since retrieving by topic is how people will be able to draw upon the history and past knowledge that has been built up within the organization, without having to rely on personal knowledge that becomes lost because of changing players throughout the years.

Archives: Serious consideration should be given to establishing a centralized method of storing documents.

Records Series: Records Series in use in the EHF includes (but is not limited to):

<u>Series</u>	<u>Value</u>	<u>Disposition</u>
Employment	LH	Keep indefinitely
Committees	LH	Keep Indefinitely
Computer Files	A	Keep for now
Financial	ALF	Keep 8 yrs from last use/entry
General Files	LH	Review Timelines
Legal files	LH	
- Government Reports		Keep Indefinitely
- Insurance		Keep Indefinitely
Memoranda of Understandings	LH	Keep Indefinitely
Minutes	LHA	Keep Indefinitely
Miscellaneous		
- Audio and Video Tapes	H	Keep Indefinitely
- Magazines	A	Keep 1 year
- Office Supplies		
Personal Files	L	Keep Indefinitely
Reports	LH	Cull by usefulness & other availability

Accepted as Guidelines Sept. 17, 2000

Approved February 10, 2010

ATTACHMENT

The textbook, *Information and Image Management*, indicates that the following factors must be included in a Records Retention Program to make it legally sufficient.

1. The Records Retention Program must be developed in a systematic manner;
2. All records must be covered in the records retention program;
3. Records maintained on media other than paper must be included in the Records Retention Program;
4. Records Retention Schedules must have written approval by key personnel of the organization;
5. Records must be systematically destroyed according to the Records Retention Program;
6. The Records Retention Program must be managed;
7. Procedures must be in place to suspend destruction of records involved with litigation and government investigations;
8. Documentation relating to the destruction of records must be maintained indefinitely.

While a Records Retention Schedule can be of great assistance in managing paper and other media files, it is an absolutely crucial document for any office in terms of legal protection.

Policy #4

Environmental Health Foundation of Canada

DONOR RECOGNITION PROGRAM

At the Annual General Meeting of the Foundation on July 28, 2002, the Board of Trustees approved a Donor Recognition Program pursuant to Section 9 of the **Regulations** of the **Environmental Health Foundation of Canada**. The following criteria and specifications were approved.

1. The donor recognition program shall be established effective August 1st, 2002.
2. Donors are recognized for the purposes of the program as being either a **Current** or a **Historic** donor. **Current Donors** are those who make contributions to the Foundation after August 1st, 2002. **Historic Donors** are those who made contributions to the Foundation prior to and including July 31st, 2002.
3. Donors are categorized in accordance with the criteria set out in Section 4.
4. The following donor categories are established:

DONATION LEVEL	RECOGNITION CATEGORY Individual	DONATION LEVEL	RECOGNITION CATEGORY Company
\$5,000 and more	Patron	\$10,000 and more	Corporate Patron
\$2,500 to \$4,999	Benefactor	\$4,999 to \$9,999	Corporate Benefactor
\$1,000 to \$2,499	Advocate	\$1,999 to \$4,999	Corporate Advocate
\$100 to \$999	Supporter	\$250 to \$1,999	Corporate Supporter
\$25 to \$99	Donor	\$50 to \$249	Corporate Donor

5. Requests for anonymity shall be respected.
6. Subject to Section 5, **Patron** and **Corporate Patron**, **Benefactor** and **Corporate Benefactor** and **Advocate** and **Corporate Advocate** donor categories shall receive a *Plaque of Recognition*; **Supporter** and **Corporate Supporter** category donors shall receive a *Certificate of Recognition* and **Donor** and **Corporate Donor** category donors shall receive a *Letter of Appreciation*.
7. Subject to Section 5, the names of donors and their recognition category shall be acknowledged on the EFFC web site – anonymous donors shall be listed as anonymous donors. For **Historic Donors**, they shall be recognized from August 1st, 2002 until December 31st, 2003. For **Current Donors**, they shall be recognized from the date of their donation to December 31st, of the year following their donation. For

Current Donors, the fact of their donation shall be recorded in the Annual Report of the EHFC for the year in which the donation was made. The Annual Report of the Foundation for 2002 shall include in addition to any **Current Donors** in 2002, a list of **Historic Donors**. In the case of the Annual Report and a donor requesting anonymity, the donor shall be listed only as an anonymous donor.

- 2 -

8. Subject to Section 5, special recognition on the EHFC web site shall be provided for **Patrons** and **Corporate Patrons**, and **Benefactors** and **Corporate Benefactors** as outlined below.

For **Benefactors** this may include a photo of the individual. In the case of **Corporate Benefactor**, it would include a photo of a company representative receiving the *Plaque of Recognition* or the company crest or logo, at their choice.

For **Patrons** and **Corporate Patrons** this could also a brief statement regarding the individual or corporation and in the case of **Corporate Patrons** it could include the crest or logo as well as the photo and statement.

9. Notwithstanding the provisions of Section 7, the Board of Trustees may, at their discretion, authorize up to one (1) further year of recognition for **Patrons, Corporate Patrons, Benefactors** and **Corporate Benefactors** as outlined in Section 8.
10. Corporate donors may publicise their support of the EHFC in their own manner, i.e. press releases and/or internal newsletters, for the period in which the Foundation permits, i.e., until December 31st of the year following their donation. A copy of any such publicity shall be forwarded to the EHFC.
11. An official tax receipt for the amount donated and specifying the date donated shall be issued by the EFHC pursuant to the Income Tax Act.
12. At the conclusion of the term of the donation recognition period, a letter of thanks shall be issued by the EHFC to each individual or corporate donor. Solicitation material for further contributions may be included.
13. A special designation of **Champion** or **Corporate Champion** is established to recognize individuals or corporations which support the EHFC in a way other than a single donation. Approval shall be granted on a case by case basis to be decided by the Board of Trustees, based on the merits of the support provided. The award would be applicable for 1 year from date of issuance. A *Certificate of Recognition* similar to those noted above would be issued to the individual or company.
14. Where a person or a corporation has donated annually for a period of 5 years, 10 years or 15 years, etc. the donor shall receive a 5 year, 10 year, or 15 year etc. donation Plaque and a Letter of Appreciation. Such donors shall be provided special recognition on the Web Page and in the Annual Report.

Approved as revised August 20, 2002

Policy #5

Environmental Health Foundation of Canada

Awards Criteria

1. CIPHI - EHFC Continuing Education Award

The Canadian Institute of Health Inspectors and the Environmental Health Foundation announce the availability of a continuing education award for \$500.00 to be given to a member of the Canadian Institute of Public Health Inspectors.

Who is Eligible? Those working in the field of public health who have been ‘a member in good standing’ for a minimum of five (5) consecutive years in the Canadian Institute of Public Health Inspectors prior to application. The recipient can only receive the award once. The applicant is not restricted to applying for an entire program but can be applying for an individual course. The applicant must have taken or plan to start the program or take the course during the current year of applying for the award.

How to Apply? The applicant should complete the following form (also available at www.ciphi.ca) by October 15th and attach a statement on “how further education will benefit me in the field of public health?” The statement is to be a maximum of 500 words. The form and application are to be sent to: Professor Marilyn Lee, School of Occupational and Public Health, Ryerson University, 350 Victoria St., Toronto, ON M5B 2K3. The award will be announced in January following the October deadline.

How Recipient Will Confirm He/She Is Enrolled? The recipient will provide proof of tuition payment within 30 days of the beginning of the semester of the Award. The candidate shall provide proof of successful completion prior to the release of the Award.

No member of the CIPHI-NEC or the EHFC Board of Trustees is eligible for this award

Application

<u>Name:</u>	<u>Place of employment:</u>	
<u>Address 1:</u>		
<u>Address 2:</u>		
<u>City:</u>	<u>Prov:</u>	<u>Code:</u>
<u>Telephone:</u>	<u>Fax:</u>	
<u>Email:</u>		

When did you first become a member of the Canadian Institute of Public Health Inspectors?

(month) (year)

Institute and department you are attending or are planning to attend:

Course or program you are or will attend

Dates of attendance: _____
(start) (completion)

Will you be attending.... Part-time or Full time ?

(signature) (date)

Evaluation Criteria to select CIPHI/EHFC Education Award recipient

1. Applicant currently working in public health? Yes No Not eligible
↳
2. Applicant has been a member of the Canadian Institute of Public Health inspectors for at least one year? Yes No
↳ Not eligible
3. The following is based on the statement from the applicant:

Scoring points
1 = poor to 5 = excellent

 - a. Further education will increase applicant's knowledge of public health activities?
 - b. Further education will prepare applicant to take on more responsibility in his/her employment in an area of public health?
 - c. Student's plan to complete further education are well-thought out?
4. Applicant will pursue:
- part-time (less than a full load of courses) study? Yes = 0 points
- full-time (a full load of courses) study? Yes = 5 points

2. Lilli Ann Zahara Award

The Canadian Institute of Public Health Inspectors and the Environmental Health Foundation of Canada announce the availability of an annual award for \$500.00 to be given to a member of the Canadian Institute of Public Health Inspectors.

Who is eligible to receive the Lilli Ann Zahara Award? Those working in the field of public health who have been “a member in good standing” for a minimum of five (5) consecutive years in the Canadian Institute of Public Health Inspectors. The criteria of the award are dedication, commitment, inspiration and leadership in the field of environmental health, particularly with a commitment to food safety and/or health education. This award can only be won once. No current member of the CIPHI-NEC or EHFC Board of Trustees is eligible for this award.

How to nominate an individual. To nominate an individual, describe in a letter of no more than 500 words, how your nominee fulfils the above mentioned criteria. Forward your letter to Professor Marilyn Lee, School of Occupational and Public Health, Ryerson University, 350 Victoria St., Toronto, ON M5B2K3 by October 15th. The award will be presented at the next Annual General Meeting of the Canadian Institute of Public Health Inspectors.

3. Len Hiebert Environmental Health Review Award

The Canadian Institute of Public Health Inspectors and the Environmental Health Foundation of Canada announce the availability of an annual award of \$250.00 to be presented to a student or team of students conducting a research project in each of the five accredited public health inspection programs in Canada.

The award is given to encourage student participation in research leading to possible publication and sharing of the research results in the *Environmental Health Review*.

Eligibility. The award is \$250.00, given on Oct. 15th to each of the 5 schools offering public health inspection programs. Each school will then select a student or team of students that has been involved in a research project during the academic year, to receive the award. A liaison person at each of the accredited schools will be responsible for returning the Certification of the School.

Len Hiebert Award

Today's date:

Name(s) of student recipient(s) of award:

Institution:

Title of research project:

Expected completion date of project:

I acknowledge that the above named student(s) is/are in good academic standing and that this research project is being conducted as a credit course or part of a credit course.

(signature of faculty liaison)

I agree to submit a 2-page summary or a fuller paper to the editor of the *Environmental Health Review* for consideration for publication upon completion of the project. I am in good academic standing and this research project is a credit course or part of a credit course.

(student signature)

New Policy Approved July 25/06

4. National Sanitation Foundation – Food Safety Award

The Canadian Institute of Public Health Inspectors and the Environmental Health Foundation of Canada announce the availability of an award in the amount of \$1000.00 to be presented annually. **The award may be given to a member of the Canadian Institute of Public Health Inspectors, a corporate member, or an affiliate, to recognize outstanding contribution to the promotion of food safety in Canada.**

Eligibility. The recipient will be “a member in good standing” for a minimum of five (5) consecutive years in the Canadian Institute of Public Health Inspectors, a corporate member, or an affiliate. Criteria for selection are open and can include:

- Publication of significant research findings
- Pursuit of research activities expected to resolve food safety issues
- Creation of outstanding and effective food safety awareness materials for general or specific target audiences
- Demonstrated leadership and example in the public health inspector field

No current member of the National Executive Board of the Canadian Institute of Public Health Inspectors or Environmental Health Foundation of Canada Board of Trustees is eligible for this award.

Application. Nominations (including self-nominations) should be submitted to Professor Marilyn Lee at marilyn.lee@ryerson.ca by April 15th, accompanied by a statement supporting the nomination or self-nomination of not more than 500 words of text. Accompanying materials may also be enclosed. The statement for nomination or self-nomination should be fully descriptive of the research findings, the research activities, the awareness materials, inspection techniques, etc. The selection criteria for demonstrated leadership is limited to nomination proposals only. The award will be presented at the next Educational Conference of the Annual General Meeting of the Canadian Institute of Public Health Inspectors or at a mutually agreeable event should the candidate not be able to attend the conference.

Revised July 4, 2009 TDR

Policy #6

Environmental Health Foundation of Canada

Links Between Web Sites

The EHFC shall not link its web site WWW.EHFC.CA to other web sites unless it has been determined that the linkage;

1. is in the best interest of the EHFC, and
2. the other site is determined by the Board of Trustees to be a bonafide site who goals are to promote public health and environmental protection.
3. The only exception may be in the case where a link is made in the EHFC web site in a section titled “**Donor Recognition**” and the link is to an agency or corporation which has been accepted by the Board of Trustees pursuant to the **EHFC Solicitations and Donations Policy**.

Approved June 25/06

Policy #7

Environmental Health Foundation of Canada

Solicitations and Donations

The Environmental Health Foundation of Canada and its agents may solicit for donations, bequests, the creation of trust funds, or the purchase of dedicated life insurance policies from individuals, governments, societies, charities and foundations as well as private agencies and corporations. The Board of Trustees may at its sole discretion decline to solicit or accept donations from any contributor when it concludes:

1. Conditions linked to the donation are not in the best interests of the foundation,
2. the goods and/or services provided by the donor are contrary to good public health practice and environmental protection and/or the goals are offensive or not in good taste as determined by the Board of Trustees.

Approved June 25/06

Policy #8

Environmental Health Foundation of Canada

Matching Grants

The Environmental Health Foundation of Canada not only welcomes donations to our existing awards and projects but also invites the creation of new awards which meet the stated Goals and Objectives of the Foundation. To encourage the creation of new awards, the Board of Trustees has agreed that it will contribute an additional 25% from its uncommitted funds in support of the new award subject to the following conditions:

1. The Board of Trustees must determine and agree by resolution that it has sufficient funds available to make the 25% matching grant.
2. The award must be deposited with and administered by the EHFC. Should a request be received to withdraw the award from the EHFC, the 25% matching grant from the foundation shall remain with the foundation for other uses as determined appropriate by the Board of Trustees of the EHFC. Subject to the receipt of a legally acceptable request from the majority of original donors and the liquidity of the donated funds, those donations and interest generated may be released by the EHFC.
3. A minimum of \$5,000.00 in donations must be received towards the new award by the EHFC.
4. The maximum matching grant that may be approved by the Board of Trustees of the EHFC for a new award shall be \$10,000.00.

Approved February 10, 2010

Policy #9

Environmental Health Foundation of Canada

Friends of the Foundation

The Board of Trustees has approved the creation of a new category within the Foundation to be titled the “***Friends of the Foundation***”. These “Friends” can consist of potential new Trustees, former Trustees or simply other volunteers who wish to assist the Trustees with committee work and/or projects. The following procedures shall apply.

1. A person can be appointed as a ***Friend of the Foundation*** by the Chair of the foundation or by motion of the Board of Trustees. Such notice shall be provided in writing.
2. An appointment will last for a period of one year and is subject to ongoing renewal as outlined in point 1 above.
3. A person who has been appointed as a ***Friend of the Foundation*** can resign at any time. The Chair of the foundation can withdraw the appointment of a ***Friend of the Foundation*** at any time for actions deemed by the Chair or the Board of Trustees as not in the best interest of the Foundation. Written notice is necessary.
4. A ***Friend of the Foundation*** shall not be given any financial authority or responsibility.
5. A person appointed as a ***Friend of the Foundation*** shall cease to be such immediately upon appointment as a Trustee.

Approved May 26, 2010

Policy #10

Environmental Health Foundation of Canada

Fiduciary Responsibility & Duty of Trustees

The Board of Trustees of the Environmental Health Foundation of Canada operates in accordance with the **Regulations** of the Foundation plus the stated **Goals & Objectives** as well as all laws of Canada affecting the Foundation. Trustees must be aware that they have a "fiduciary responsibility and duty" in their role as Trustees of the Foundation as outlined hereafter.

It is the fiduciary responsibility and duty of all Trustees and Officers of the Foundation to act in an honest and faithful manner and to act in the best interests of the Foundation as a "Registered Charity".

All Trustees and Officers must avoid conflicts of interest, except with the Foundation's knowledge and consent.

The duty of honesty also prohibits Trustees and Officers from taking secret rewards and to protect the Foundation's confidential information.

Trustees may take into consideration the interests of the Foundation's various stakeholders, providing that they do not disregard entirely the interests of any particular stakeholder group.

The Foundation is a division of the Canadian Institute of Public Health Inspectors, a Canadian Company, which is a major stakeholder in the Foundation and through the Institute to the Institute's members who are also stakeholders.

Approved May 3, 2009

Policy #11

Environmental Health Foundation of Canada

Reappointment of Trustees

Pursuant to Section 8.5 of the **Regulations** of the EHFC, *“The term of office for all Trustees appointed by the Board shall be two (2) years from the date of their appointment”*. Section 8.6 further states *“Trustees shall be eligible for reappointment.”* In addition, Section 10.1 of the Regulations provides for the enactment of “Administrative Policies” to provide guidance and assist with the operation of the Foundation.

To ensure the effective operation of the Board of Trustees, the following “Guidelines” are approved.

1. Trustees appointed pursuant to sections 8.5 may also be appointed to a second two (2) year term on the Board in accordance with Section 8.6 of the EHFC Regulations.
2. Trustees interested in further appointments pursuant to section 8.6 may only be appointed upon election as an “Officer” of the Board or upon appointment to Chair a Standing or Ad hoc committee of the Board.
3. The Board may consider special or extenuating circumstances for further appointments under Section 8.6 such as:
 - a particular expertise of importance to the board,
 - current participation in a special project, or
 - sole representation of a section of society as defined in Section 5.2.1 of the Regulations.
4. These Guidelines take effect at the conclusion of the 2010 Annual General Meeting of the Foundation.

Approved September 5, 2010