

*Report of the Environmental Health Foundation of Canada to the 2009 Annual General Meeting of CIPHI.*

Environmental Health  
Foundation of Canada

Fondation canadienne de  
l'hygiène du milieu

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

*Inspectors - Inaugurated 1989*

Website: [www.ehfc.ca](http://www.ehfc.ca)

### **EHFC Annual Report**

Canadian Institute of Public Health Inspectors  
Annual General Meeting, Kananaskis, Alberta  
May 4, 2009

The Twentieth Annual General Meeting of the EHFC will be held on May 3, 2009 in Kananaskis, AB, 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 2008 in St. John's, Newfoundland and Labrador.

Any significant decisions taken at the May 3<sup>rd</sup> EHFC AGM will be reported orally to the CIPHI AGM.

#### **Trustees:**

There were no changes in the composition of the Board of Trustees for 2008-2009. The current list of the 13 trustees is provided in Annex 1.

#### **Officers:**

At the St. John's AGM, the Board of Trustees reconfirmed its current list of Officers, but appointed Michael Florian (NS) as Chair, Shendra Brisdon (BC) as Vice-Chair, and Duncan Ellison (ON) agreed to serve as Secretary. Klaus Seeger (ON) remained as Past-Chair and Tim Roark (BC) remained as Treasurer.

#### **Meetings:**

During the period following the St. John's AGM, the Trustees held two teleconference meetings to continue their work program. These meetings took place on December 14, 2008 and February 22, 2009. It is planned that there will be an ad hoc working and brain storming meeting on the morning of May 3, in Kananaskis, followed by a formal meeting of the Board of Trustees in the early afternoon, followed by an open Annual General Meeting to which all CIPHI members are invited to attend.

#### **Organization and structure:**

The Board of Trustees revised its Committee structure and revised the terms of reference for each Committee and set work priorities for each Committee. The revised Committee list is as follows (with the lead Trustee identified): Governance – Michael Florian; Finance – Tim Roark; Awards – Marilyn Lee; Food Safety – Klaus Seeger; Water Safety – Duncan Ellison; and Communications – Pam Scharfe.

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

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**Governance:**

The Chair of the Governance Committee is the Chair of the Board of Trustees – Michael Florian. 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 Strategic Plan established in 2005 remains unchanged, but the Governance Committee will begin to focus on the 2010-2015 plan in Kananaskis. Also on the agenda for the governance Committee is the question of commercial sponsorships and the issue of conflict of interest.

The Regulations and Administrative Policies of the Foundation were reviewed for currency and applicability, and revised Regulations were adopted and have been presented to the National Executive Committee for approval. Notable amongst the changes are the assignment of responsibilities for the Officers and the creation of a special group to be known as Friends of the Trustees, who might be Trustees in waiting but who also have agreed to help the Trustees by participating in Committee activities.

These changes to our “Regulations” was approved by the Board of Trustees during their teleconference meeting on June 15<sup>th</sup>, and now require ratification by the National Executive Committee.

**Finance Committee:**

The Chair of the Finance Committee is the Treasurer of the Board of Trustees - Tim Roark. It reports that although the financial resources of the Foundation have been increased, the Foundation has not yet reached a sustainable basis in respect of the Foundations Awards and Scholarships. The Finance Committee now incorporates all aspects of the financial affairs of the Foundation include revenue generation, fund raising and expenditure controls.

The financial resources of the Foundation at December 31, 2008 totalled \$88,028.68 representing a net increase of \$9,513.74, over the year ended December 31, 2007.

Operating expenses of the Foundation in 2008 were \$24,024.64, up significantly from the \$7,839.00 in 2007 due largely to the purchase of TempSafe materials for distribution and sale.

Revenues of the Foundation in 2008 were \$33,538.38 compared to \$13,987 in 2007 – the increase being significantly due to sales of products, some increase in individual and Branch donations and in receipt of funds under “other contributions”.

Of the total funds of \$88,028.68 held by the foundation, \$47,707.30 are held in a segregated endowment fund to provide for the four awards administered by the Foundation: These are the **CIPHI – EHFC Continuing Education Award**, the **Len Hiebert EHR Award**, the **Lilli Ann Zahara Award**.

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The **NSF Food Safety Award** is supported annually by NSF International of Ann Arbor, MI.

The 2008 financial records for EHFC were reviewed by the appointed auditors and after their detailed review, were approved. The annual Charitable Organization Report to Revenue Canada, which is based on the audited annual financial statement, will be submitted within the allowed time frame.

It is expected that 2009 will continue on the same upward financial path although somewhat slower given the economic circumstances of the period. Increased efforts will be made to seek industry support for the foundation and its important projects.

Continued efforts will be made in the final months of 2009 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 Committee:**

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. 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.

**NSF International Award**

An annual award of \$1,000 for studies in the area of Food Safety.

Winners of the awards are posted on the EHFC Website and announced in the EHFC periodic newsletter.

**Food Safety Committee:**

EHFC is a founding member of the Partnership and maintains its membership. Pam Scharfe represented EHFC in the Food Safety Partnership. During 2008-2009 the

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Partnership devoted its efforts in a new program – “Be food safe” which focussed on four essential methods: “clean, separate, cook and chill”. Details of the program can be found at [www.befoodsafe.ca/en-home.asp](http://www.befoodsafe.ca/en-home.asp).

Details of Partnership activities can be found at their national website: [www.canfightbac.org](http://www.canfightbac.org) and will include continued efforts to promote consumer food safety directly as it has to date.

With this change in orientation by the Partnership, the Food Safety Committee will continue to promote the use of the Foundation’s TempSafe© logos and program, and will be looking for other projects to commence in late 2009 or 2010.

**Water Safety Committee:**

This Committee was formed during the year with the view to bringing together all the water related projects including 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 utilize DVDs and include also the booklets along with them. A sponsor for this project is still being sought.

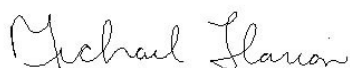
**Communications Committee:**

This Committee reviews all EHFC publicity activities and brochures, and the website which is also undergoing some redesign to provide more user-friendly surfing around the site. This initiative and updating should assist our goal to increase the funds in support of the projects and awards of the Foundation. A large number of changes have been identified over the year, and others identified for further amendment by Mike LeBlanc who is the web master. The goal of keeping the site current and expanding the information remains.

**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 me, or any of the other Trustees. In particular we are seeking persons from Alberta, New Brunswick and Newfoundland, where we have no representatives at present. 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,



Michael Florian  
Chair  
Board of Trustees

**EHFC Board of Trustees for 2008-2009**

There are 13 Voting Trustees\* and 1 Honorary Trustee as follows:

<b>Trustee</b>	<b>Province</b>	<b>Function</b>
Michael Florian	Nova Scotia	Chair
Shendra Brisdon	British Columbia	Vice-Chair
Klaus Seeger	Ontario	Past Chair
Tim Roark	British Columbia	Treasurer
Duncan Ellison	Ontario	Secretary
Adam Grant	Ontario	President CIPHI
Pam Scharfe	Ontario	
Peter Rogers	Manitoba	
Dean Sargeant	Manitoba	
Ken Cross	Saskatchewan	
Ron de Burger	Ontario	
Marilyn Lee	Ontario	
Len Gallant	Prince Edward Island	
Dr. John Blatherwick	British Columbia	Honorary Chair

\* The Regulations of the Foundation permit a total of 17 voting Trustees.