

EHFC Annual Report

Canadian Institute of Public Health Inspectors
Annual General Meeting, Regina, Saskatchewan
June 26, 2006

The Seventeenth Annual General Meeting of the EHFC will be held on June 25, 2006 in Regina, 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 September 2005 in Toronto, Ontario.

Any significant decisions taken at the June 25th EHFC AGM will be reported orally to the CIPHI AGM.

Trustees:

There were several changes in the composition of the Board of Trustees for 2005-2006. 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 – Keith Smith; 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.

It is also proposed to increase the number of Table Officers 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, 2005 totaled \$48,941.22 representing a net increase of approximately \$6,571, over the year ended December 31, 2004.

Operating expenses of the Foundation in 2005 were \$3,842.00 down from 2005 due largely to the non-submission of some Trustee expenses in 2005 and expected now in 2006. The operating surplus for 2005 was \$5,658.00. Even with the submission of these expenses, there would remain a net operating surplus.

Of these funds, \$22,284.68 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 Awards, and the Lilli Ann Zahara award.

The 2005 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 both donations and revenues are down from previous years, although the operating surplus is larger. This is in part to competing opportunities for donations (the Tsunami tax benefit was extended and Hurricane Katrina relief appeals), and the delay in getting anticipated awards started in 2005. It is expected that 2006 will provide a better situation as the Foundation undertook a contract study for Health Canada on public health unit participation in waterborne disease situations which will provide a large boost to revenues (approximately \$9,500) which will provide funds for the Awards programs. In addition several provincial branches have now committed to make donations, and requests will be made of others to follow suit.

Continued efforts will be made in the final months of 2006 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 developed criteria for the awards, for screening applicants, selecting the winners, and publicizing the awards and announcing the winners. In addition it was decided to increase the number of Len Hiebert Awards to five and to increase the award from \$100 to \$250. Arrangements have been made to have the administration of the awards carried out, with conditions, by the five colleges and universities having environmental health programs. Information on the awards and the selection criteria will be 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.

Food Safety Partnership:

EHFC is represented in the Food Safety Partnership by Duncan Ellison and Keith Smith. The Partnership has completed a ground up revision 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 has been appointed to the Partnership's Board of Directors and has 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.

Fundraising:

The Fundraising Committee is jointly led by Klaus Seeger and Tim Roark. There was a successful venture last year to complete a study for Health Canada on Public Health Units' role in responding to waterborne health incidents which contributed \$9,500 to the Foundations 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 is looking for additional fundraising activities besides simply seeking donations from members of CIPHI and the general public. 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 2006 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. Several changes are being 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 were higher than in 2004, but this cannot be expected to continue as the current products are dated and the market may be nearing satiation. 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.

Environmental Health
Foundation of Canada

The Research and Education Arm of the Canadian Institute of Public Health Inspectors
Website: www.ehfc.ca

Fondation canadienne de
l'hygiène du milieu

Respectfully submitted on behalf of the Trustees,

A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and appears to read "T. Ellison".

T. Duncan Ellison
Chair,
Board of Trustees

EHFC Board of Trustees for 2005-2006

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

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