

Report of the Environmental Health Foundation of Canada to the 2008 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

EHFC Annual Report

Canadian Institute of Public Health Inspectors

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

July 20, 2008

As approved at the

Annual General Meeting, Kananaskis, Alberta

May 4, 2009

The Nineteenth Annual General Meeting of the EHFC will be held on July 20, 2008 in St. John's, 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 2007 in Kelowna, British Columbia.

Any significant decisions taken at the July 20th EHFC AGM will be reported orally to the CIPHI AGM.

Trustees:

There were two changes in the composition of the Board of Trustees for 2007-2008 – Paul Medeiros resigned from the Board due to competing workloads and Keith Smith was removed from the Board for failure to participate in 4 successive meetings since his appointment. The current list of the 13 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 Strategic Plan established in 2005 remains unchanged.

The Regulations and Administrative Policies of the Foundation were reviewed for currency and applicability.

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Several minor changes have been proposed for the regulations to correct editorial or typographical errors (e.g., internal cross-referencing, rendering Officer position titles gender neutral, introducing and describing a Table Officer position for the Past President). One substantive change has been proposed – to recognize the use of teleconferences and electronic balloting in the place of “face-to-face” meetings and the “show of hands”.

These changes to our “Regulations” was approved by the Board of Trustees during their teleconference meeting on June 15th, and now a change to CIPHI By-Law #10 will be required at the CIPHI AGM in 2008.

In addition the Trustees accepted the suggestion that an Administrative Policy should be developed to recognize a category of volunteer to be known as “Friends of the Trustees”. Persons so identified, would be recognized as volunteers assisting the Trustees to carry out their functions and they would be permitted to attend Trustee meetings, but would not have voting privileges. It is expected that they will provide additional resources for Committee work, and possibly be a source of future Trustees.

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, 2007 totalled \$78,514.94 representing a net increase of \$6,147.83, over the year ended December 31, 2006.

Operating expenses of the Foundation in 2007 were \$7,838.72, up from 2006 due largely to the increase in the value of the awards being issue.

Of the total funds of \$78,514.94 held by the foundation, \$39,511.34 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** and the new **NSF Food Safety Award**.

The 2007 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, which is based on the audited annual financial statement, was submitted and accepted within the allowed time frame.

The Treasurer's report has been prepared and indicates that while the number of individual donations is down from previous years, other revenue such as the interest being earned on funds being held in trust and sales of TempSafe products and septic maintenance brochures have increased. In addition, generous donations from several of the CIPHI Branches have helped significantly in achieving our financial plan. It is expected that 2008 will continue on the same upward financial path although somewhat

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slower. 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 2008 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. 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.

Hank Blok has already received his cheque for the Lilli Ann Zahara Award but will be in St. John's when we can have a photo opportunity.

Food Safety Partnership:

EHFC is a founding member of the Partnership and maintains its membership. Duncan Ellison represented EHFC in the Food Safety Partnership and was the Treasurer again during the year 2007-2008. He stepped aside for the 2008-2009 Partnership year in order to allow the Partnership to refresh its Board.

During 2007-2008 the Partnership was active in promoting consumer food safety through the media and participation in food exhibitions.

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Details of Partnership activities and plans for 2008-2009 can be found at their national website: www.canfightbac.org and will include continued efforts to promote consumer food safety directly as it has to date. However, the focus of the Partnership for 2008 - 2009 will be to support and participate in the *Be Food Safe* campaign started in the USA and adapted to Canada by the Canadian Food Inspection Agency.

Regretfully, the Partnership's Board was saddened to receive notification from the President of the Food Safety Information Society that they had decided to dissolve their organization and the consumer phone line due to lack of committed funding.

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.

To update the professional image of the EHFC the Board of Trustees approved a newly designed display and promotional brochure. The display was on view at the conference in Kelowna and was well received. The background theme was based on the CIPHI display and provides consistency in presenting the different components of the Institute.

The newly developed EHFC brochure uses a similar theme and compliments the new display. The brochure will be available for delegates to view and obtain copies to take back to their office. The combined display and brochure encourages visitation to the EHFC website to obtain more information about the foundation and support the various projects and awards.

In addition, the website is also undergoing construction to provide more user friendly surfing around the site. These initiatives and updates should help provide incentive in our goal to increase the funds in support of the projects and awards of the Foundation.

Website:

The web site liaison is Dean Sargeant. A large number of changes have been made 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.

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 still being sought.

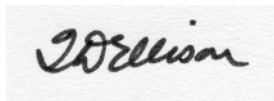
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Sales of EHFC products in 2007 were lower than 2006, but efforts have been made to improve sales and indications for 2008 are that this will be achieved. However, some of the products are dated and should be revised and new products will be sought.

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,

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 2007-2008

There are 13 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
Shendra Brisdon	British Columbia	Secretary
Claudia Kurzac	British Columbia	
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.