

Proposal to ...

The Laidlaw Foundation

for the

Children's Environmental Health Partnership

Development Phase Application

Presented by ...

*Canadian Environmental Law Association (CELA) - Lead
Canadian Association of Physicians for the Environment (CAPE)
Health Promotion and Environmental Protection Office – City of Toronto (HP&EPO)
South Riverdale Community Health Centre (SRCHC)
Resource Library for the Environment and the Law
The Commons Group
The Women's Health and Environments Network*

*April, 2001
Prepared by*

Kathleen Cooper
*Canadian Environmental Law
Association*
cela@web.ca
416-960-2284 ext.221

Tonya Surman
The Commons Group
tonya@commonsgroup.com
416-531-2782

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Contact Person

Kathleen Cooper
Researcher
Canadian Environmental Law Association
416-960-2284 ext. 221

Charitable Registration Number

(Resource Library for the Environment and the Law): 88983 2390 RR0001

Title of Project

Children's Environmental Health Partnership (CEHP) – Development Phase

Project Budget

Total Project Budget = \$118,800
Request from Laidlaw Foundation = \$68,800

Project Description

The Children's Environmental Health Partnership has emerged in recognition of the need for greater collaboration among environmental and health groups to improve and enhance their respective and collective work. The partner organizations submitting this application and those providing letters of support comprise the principle non-governmental organizations in Canada working on children's environmental health issues.

This group has come together with the ultimate objective of building a primarily online public face to this partnership that will provide a common space where the member organizations are clearly linked and working together. Through this shared portal web site, the partners will pursue further collaborative research, policy development, information resource integration, community learning initiatives, education programs and social marketing campaigns. This web site will act as an information and communications hub for the partnership. It will be a stand-alone web site but be supported by partner web sites. This model provides a single on-line location for the partnership but also ensures that each of the partners maintains their own online autonomy and independence.

In order to achieve these larger objectives, this application is proposing a development phase which will involve conducting necessary research, database collection and partnership development that will feed into the development of a technical and business plan for the larger Children's Environmental Health Partnership (CEHP).

Problem Definition

There is growing awareness across Canada of the challenges that exist in protecting children's health from environmental contaminants. Alongside this awareness, a great deal of research and some related educational activity has occurred within non-governmental organizations in recent years. Some of this work has been funded by the Laidlaw Foundation's Environment Programme.

In particular, the Foundation has supported the *Children's Health Project*, a collaborative effort of the Canadian Environmental Law Association and the Ontario College of Family Physicians' Environmental Health Committee. The first product of that collaboration was a report summarizing the findings of a 20-month investigation into the adequacy of the standard setting process for protecting the health of children in Canada and specifically, in the province of Ontario. The report also provided a detailed review of research into the greater susceptibility and exposure of children to environmental contaminants. While the partners were preparing the *Environmental Standard Setting and Children's Health* report, and since its publication, it became increasingly evident that there was a great need for further research, collaboration and education. This work is what the Children's Environmental Health Partnership hopes to achieve.

The *Children's Health Project* has been the impetus for a group of organizations to further their collaborative work. These groups realize that there needs to be a coordinated network and partnership of all the groups working on this issue in Canada. The need to work together in partnership is keenly felt by organizations who are often asked for the same information; participate in the same consultations; and who seek funding support from the same sources. There are concerns about overlap and duplication among our respective areas of work. With resources already so finite, duplicating our efforts and/or competing with each other is counter-productive. It only makes sense to coordinate our activities and make the total greater than the sum of the component parts.

Through a solid and coordinated partnership, the groups would seek to:

- pool resources, specifically research, technology and promotion in order to avoid overlap and duplication in our respective work and to enhance the quality of the work
- share expertise and learn from each other as a way to efficiently build on our knowledge base
- facilitate efficient information dissemination strategies in order to respond to the increasing public demands for information and educational resources

Governments - federal and provincial - as well as the tri-partite Commission on Environmental Cooperation established under the North American Free Trade Agreement are recognizing the need to address children's environmental health issues. Environmental and health organizations have an opportunity to play a leadership role in this work.

The Project

This proposal is for the development phase of a much larger, multi-year project to establish a uniquely Canadian Children's Environmental Health Partnership.

The partnership will initially include the following organizations:

- Canadian Environmental Law Association (CELA)
- Health Promotion and Environmental Protection Office – City of Toronto (HP&EPO)
- South Riverdale Community Health Centre (SRCHC)
- Canadian Association of Physicians for the Environment (CAPE)
- The Commons Group

In addition, discussions about partnership have been initiated with:

- Canadian Institute of Child Health (CICH)
- Pollution Probe
- Learning Disabilities Association of Canada
- Women's Health and Environments Network

Several other organizations have also been approached as potential partners. Letters of support for this application have been received from Pollution Probe, the Learning Disabilities Association of Canada and The Canadian Institute for Child Health. It is our intention to include these organizations and others in the broad partnership as it emerges.

Initial discussions with the core partners have established that there are several shared goals for the larger project. They include, but are not limited to:

1. **Further research** - While there is clear recognition that children's health is at risk from environmental contaminants, it is equally recognized that there is an enormous need for research to address many unknowns and to respond to diverse information needs. The partners will continue to be involved in both primary and secondary research into children's environmental health issues and want to continue to make this information broadly available. However, none of the partners can cover all aspects of this huge field either in researching issues or disseminating information. The information collection and other survey data proposed for the development phase will be essential to informing the individual and collective efforts of the partners in making strategic choices about future research and educational activities.
2. **Policy development** to address emerging health and environment issues is essential in Canada. It is clear from the analysis provided in *Environmental Standard Setting and Children's Health* that provincial and federal law and policy in Canada does not adequately account for the special exposure circumstances and vulnerabilities of

children. The foundation provided by this report establishes a policy reform agenda that will take many years to implement. Such an agenda requires the coordinated effort of those participating in, and contemplated by, this emerging partnership.

3. The development of a **shared portal web site** is the ultimate objective. A primarily online public face to this partnership will provide a common space where the member organizations are clearly linked and working together. It will be a stand-alone website but will be supported by integrated resources that will be drawn from the online resources of the partnership members. This model provides a single online location for the partnership but also ensures that each of the partners maintain their own autonomy and independence. It will also act as a communications and information hub for the partnership and a platform for community learning and public education campaigns.
4. **Integrated information systems** that are accessible through the portal web site will include shared databases, shared information collection strategies, shared promotion and shared sustainability planning among other things. Through the innovative use of technology, the partners have agreed to: share their current information resources with one another and the public; jointly develop and enhance this resource; and share the costs of maintaining the technical infrastructure. This will not only create necessary efficiencies, but it will also give health professionals and the public a 'one-stop-shop' for information related to children's environmental health.
5. **Community learning** initiatives will be included to educate physicians and environmental professionals about each others' issues. Physicians and environmental analysts have a shared interest in the health and well being of children and yet there have been only limited opportunities to build a better understanding of each of these respective communities. Through the development of an online space, these two groups will come together to begin, as well as deepen, existing dialogue, share information, expertise and resources. National collaboration between these two groups is essential to a public education campaign.
6. **Community animation** is necessary within the sector to build better understanding. As an extension to the online space, community animators from each sector will undertake animation, training and capacity building initiatives within and between their respective sectors. This kind of face to face work will be an essential complement to the online aspects of this project. Using a popular adult education approach and a "training trainers" model, community animators will expand the efforts of the partners to engage each other and the public. These efforts will enable: community education; liaison among environmental and health professionals; engagement with public audiences and the media; effective participation in consultations on government policy changes; and many other activities where face to face discussion will occur on children's environmental health issues.
7. An **education campaign** will be directed at physicians and health professionals about children's environmental health issues. The community learning and animation

components will inform a broader education campaign focused on physicians and health professionals to increase awareness about, and activity around, children's environmental health issues. The objective will be to encourage a better understanding of the impact of environmental contaminants on children's health among health professionals.

8. A **social marketing campaign** will educate the public about children's environmental health issues. With health professionals better informed about the real risks, caregivers will be the next target audience. A social marketing campaign will be launched to inform and educate the public about the specific risks associated with common contaminants. The objectives of this campaign will be to change the behaviour of caretakers with regard to environmental contaminants on children's health.

A project of this magnitude requires clear objectives, thoughtful planning and solid partnerships. The partners agree that a significant development phase is required to adequately think through the larger project.

The project components of the development phase lay the foundation for the larger project, while simultaneously providing valuable deliverables in and of themselves. The development phase is intended to provide necessary data collection, research, technical specifications, sustainability planning and evaluation mechanisms to prepare the partners for the implementation stage. The following development phase components are being proposed.

Information Gathering

As part of the information gathering stage, three mechanisms for data collection are being proposed:

Child Health and Environment Survey

In light of the substantial evidence linking children's exposures to environmental contaminants and adverse health effects, the group has identified the need to implement a Child Health and Environment Needs Assessment. The goal of the Needs Assessment is to gain a better understanding of the knowledge, perceptions and practices of parents and other caregivers in relation to children's potential exposures to environmental contaminants. Its findings will inform the development and evaluation of public health strategies and community services and programs.

Some of the specific research questions of the Needs Assessment will be:

- Is the public informed of the potential for children's exposures to environmental contaminants? If so, to what degree are they informed and what are the gaps in their knowledge base?
- What is the variability in knowledge according to socio-economic and cultural parameters?
- What sources of information do people rely on most often? (e.g., media, physicians, Internet, publications, etc.)
- How do people relate this information to their own child's health?
- What sorts of behaviours (on the part of parents and children) put children at risk of exposure?
- What concerns do the public express most often with regard to children's environmental exposures? (Are these based on sound information or misinformation?)

As the first step towards the Needs Assessment, HP&EPO have hired a consultant to undertake a framework study between January and June 2001. The objectives of the framework study are:

- To conduct interviews with Toronto Public Health staff and key informants from other agencies
- To conduct an updated literature review regarding child health and the environment
- To develop the goal, objectives, and study methods (including both qualitative and quantitative components) of the Needs Assessment
- To develop a quantitative survey instrument (questionnaire) with content validity
- To explore the scientific merit and feasibility of using the internet as a survey method

A project advisory committee has been established to guide the development of the framework study. The committee consists of representatives from other disciplines within Toronto Public Health (Family Health and Healthy Environments), Toronto Children's Services, Ministry of the Environment, School Boards, Environmental Health Clinic of the Sunnybrook and Women's College Hospital, Canadian Institute of Child Health (CICH), Canadian Environmental Law Association (CELA), Pollution Probe, and South Riverdale Community Health Centre. The committee is co-ordinated by HP&EPO.

A major component of the framework study is to develop a quantitative survey instrument (survey questionnaire) to be used in a public telephone survey as a part of the Needs Assessment. The target population of the survey is parents and other caregivers of children between 0 to 12 years of age living in Toronto. The survey will be conducted by a professional survey company using random digit dialing to generate randomized telephone numbers. To minimize the margin of error associated with sampling and to ensure the sample is representative of the target population, a minimum of 800 to 1000 completed interviews are needed. This will reduce the margin of error to between 1 to 3 percent 95 times out of 100. The questionnaire will contain 20 to 30 mostly closed-ended questions regarding the respondents' knowledge, perceptions and practices in relation to children's potential exposure to environmental contaminants. Demographic and socio-economical data will also be sought to facilitate interpretation of the findings. The survey company will be asked to analyse the data and collate and interpret them in a final report. It will take about three months to plan and administer a survey of this size.

The framework study has already been funded and lays the foundation for the Needs Assessment. The Needs Assessment will establish a much needed baseline on which to build the CEHP.

Virtual Institute / Environics Survey

The Internet public is not a representative audience in which to establish clear survey results. It is however, an excellent tool to better understand how to reach a target audience, particularly online.

The *Virtual Institute*, working in partnership with *Environics*, has developed a 23 question survey that is a subset of the larger *Environics* national polling data collected in their social values survey. When a respondent answers these 23 questions, they can be mapped onto the national polling data map of social values in Canada. This mapping allows us to better understand our target audience – caregivers. In addition to the standard 23 questions, up to 6 additional questions can be asked that are specific to the unique requirements of the CEH partners.

The results of the survey will provide the CEH partners with an understanding of how to more effectively reach the target audience in its education and social marketing campaign. It will identify relationships, demonstrate trends and provide us with effective communication vehicles and strategies to reach the target audience.

In order to achieve our objectives with the *Virtual Institute* (VI) survey, the partners will undertake the following steps to deliver this project:

1. Work with VI to customize the questionnaire and formulate the 3-6 additional questions that are targeted specifically to children's environmental health issues.
2. Build a partnership with the *Today's Parent* web site or another similar, high-traffic web site in order to ensure that we can reach our target audience.
3. Customize the web-based interface for survey respondents. Ensure that the survey is integrated into the *Today's Parent* site.
4. Engage the web sites audience to take the survey by promoting it on their web forums and potentially offering incentives to take the survey.
5. Once 300 surveys have been completed, analysis of the data can begin. Additional completed surveys will also be used if they are completed, but 300 is the minimum necessary to provide the baseline for analysis.
6. The *Virtual Institute* will do a data analysis and provide a written and oral report to the CEH partners.

Ultimately, the survey results are intended to inform the social marketing campaign by providing solid information about how to reach caregivers in the future.

Inventory Of Community-Based And Web-Based Resources

The inventory will consist of a detailed scan of information that currently exists on the subject of children's environmental health. Some of this work has already been done or is occurring and can form in-kind contributions to this project.

The inventory will be comprised of resources drawn from existing databases of information from among the partners, a literature review and web-based resources. This community-based inventory will be particularly focused on resources available in Ontario. It will summarize the programmes and services, research and educational materials, community-based actions, advocacy and policy development being done related to children's health and the environment.

A multi-level approach to information-gathering/environmental scanning will be used. All the partners, and especially South Riverdale Community Health Centre and Canadian Environmental Law Association have extensive contacts in the environmental health field. These contacts will be the starting place for the scan. Umbrella organizations in related fields will also be included at the onset of the scanning process. The Canadian Institute for Child Health and HP&EPO will also be contributing, in kind, their collections into the larger database.

The initial list of organizations that will be scanned will include but not be limited to:

- Allergy and Environmental Health Association of Canada
- Association of Ontario Health Centres

- Canadian Society for Environmental Medicine
- Canadian Association of Physicians for the Environment
- Canadian Environmental Law Association
- Canadian Institute for Child Health
- Canadian Institute for Environmental Law and Policy
- Centre for Health Promotion – University of Toronto
- Children’s Hospital of Eastern Ontario
- Children’s Hospital of Western Ontario
- Environment Canada
- Greenpeace
- Health Canada
- Hospital For Sick Kids
- International Institute of Concern for Public Health
- Learning Disabilities Association of Canada
- Lung Association
- Ontario College of Family Physicians
- Ontario Green Communities Association
- Ontario Healthy Communities Coalition
- Ontario Ministry of Health and Long-term Care
- Ontario Ministry of the Environment
- Ontario Public Health Association
- Pollution Probe
- Resource Library for the Environment and the Law
- Ryerson Polytechnic University Environmental;
- Sunnybrook/Women’s College Hospital Environmental Health Clinic
- Toronto Board of Education
- Toronto District Health Council
- Women’s Health and Environments Network
- York University Faculty of Environmental Studies

The collection of this information in a database is essential for the implementation stage of the project. Initially, the information will be catalogued in a simple microsoft access database. This has been selected for its ease of use and accessibility. HP&EPO have offered the use their database infrastructure as a foundation on which to build the collection. It is anticipated that the data collected would be put online during the implementation stage of the project.

The Inventory will reveal what is available and what is not available. A collection of this nature is never complete as additional resources are always being added. This said, the partners feel that with a solid environmental scan, they can ascertain the needs of the community. The scan will inform the specific project deliverables for the implementation stage.

This information gathering effort will also dovetail with the partnership development work. As the inventory grows, so do the potential partnerships.

Partnership Development

The project team presenting this application and the organizations offering their support represent the beginnings of the broader partnership.

Partnership is never easy. The best intentions often result in conflict and tension. Good partnerships are built on transparent and solid foundations. This baseline will include developing a shared vision, clear objectives and realistic deliverables. It requires the time to agree on how a project will be governed, administered and implemented.

Partnerships require that each member have the autonomy to make their own decisions, while having the incentive to collaborate for their own greater good. Good intentions may be superseded by personal interest. The potential benefit of collaboration must outweigh the costs of being involved.

The initial members of the CEHP are committed to ensuring that the partnership development process is undertaken with clear expectations, solid partnership agreements and a thorough partnership development process to engage and involve those organizations that would like to participate.

As such, the CEHP is proposing that the following steps be taken to develop the partnership:

1. The current members of the CEHP are committed to expanding the group. As a part of this, they will work to identify other stakeholders that might want to be involved. The letters of support for this application are an indication of this developing goodwill.
2. Although there is a commitment to expanding the group, there is also a realization that maintaining a workable sized group will be essential. Key stakeholders and content developers will be targeted for participation in the CEHP.
3. The inventory development will be used as a way to engage and invite other organizations to participate in the CEHP.
4. A governance model will be sought that will satisfy the needs of the group.
5. Formation of a management committee of the broader CEHP to ensure that day-to-day decisions can be made easily will be created.
6. Development of partnership agreements and clear contracts with all partners will be undertaken.
7. Meetings of the management committee be held on an as-needed basis.
8. Meetings between existing partners and potential partners be held on an as-needed basis.
9. At least one broad consultation process be held among all of the potential partners.
10. An e-mail list of partners be created to maintain communication and coordination amount the partners.

11. Legal expertise be sought to ensure that the governance model and partnership agreements are workable.

In order to develop the partnership, this application is seeking support to cover the travel, communication and meeting costs that will be incurred in order to develop and deepen the broader effort. Coverage of legal costs are also necessary since a partnership agreement will be essential to the success and smooth operation of the larger effort.

The partners are willing to contribute their time largely in kind. Travel and communications costs will be largely internalized to each partner organization where possible. Some resources have been allocated to ensure that representatives from key groups can participate.

Project Development

The project development components will be informed by and build upon the information gathering and partnership development phases. The results of the two surveys and the inventory will provide the partners with a quantitative and qualitative baseline on which to build the project and evaluate its success. The partnership building will establish who the partners are, what they want to do and their respective capabilities.

Once the partnership foundation is established, the technical plan and the strategic business plan will begin to solidify the project, the relationships and the anticipated outcomes.

Technical Plan

A technical plan is an essential step to developing any technical project. It will assess the technical capacity and needs of members of the partnership. It will assess the goals and objectives of the project and it will explore what is technically feasible given the future capacity of the partners to maintain the systems and the future of technology. From this detailed examination, an Internet-based strategy will be developed to meet the needs of the CEH partnership.

CEHP is pursuing the development of a technical infrastructure that would have the following benefits:

- All shared tools will be available from the Internet.
- A database driven web site means that program staff can post directly to the Internet without having a technical intermediary.
- Integration of information systems means that individual groups can specialize in their research and yet still derive direct benefits from a shared information system.
- All databases would have a customizable front-end that would reside on individual partner web sites, enhancing their individual web sites
- Shared public portal would result in a shared shared information access, maintenance, common educational strategy, reduced technical and promotional costs and more effective campaign impact.

The above is only an initial list of technical benefits. Significant work will need to be undertaken to prepare the organizations for this type of information management system.

In order to get a better understanding of how this integration will work, log into www.apc.org/actionapps to get a better understanding of how collaborative publishing tools work. Although the CEHP web site will need more sophisticated database tools, the approach is the same.

The technical plan will come together in a four-step process:

User & Partner Technical Review

This project component will involve a technical survey, interviews, capacity needs of the project and will result in a report.

The technical survey will be circulated to various people within the partner organizations to gather information about current information management systems. It will explore how organizations manage their information resources, what database systems they are currently using, the field structure of their databases and how they handle information distribution.

Interviews will be held with individuals from each partner group to further explore the organizations current information infrastructure, technical capacity of the organization and future technical dreams.

Working closely with the business planning process and the partners, information will be gathered about the capacity needs of the project. For example, the CEHP would like to publish events on their web site. Some type of events calendar will be needed for the project.

All of this information will culminate in a User & Partner Technical Review that will be provided both to the individual organizations as valuable in itself, but will also lay the foundation for the next steps of the technical planning process.

Business Analysis and Options

The results of the needs analysis and user requirements will lead to a clear articulation of the technical pieces that are needed to make this project functional. With a clear understanding of the information overlaps, unique systems, collection duplications of the partners and the user requirements for the project, a business analysis and options paper will be developed.

This Options paper will outline the various technical activities that will occur on the site and how this functionality might be met. Its primary purpose will be to get responses and feedback from the partners in order to move confidently to the articulation of the technical requirements.

Technical Requirements

The technical requirements are the foundation on which the site will be built. Resulting from the previous processes, the requirements document will outline the following:

- Information architecture
- Custom database features
- Software requirements
- Flow charts
- Vendor needs

- Information integration mechanism
- Site map

The technical requirements will outline how to proceed with the technical aspects of the CEH partnership.

Technical Budget & Workplan

The technical budget and workplan will fit into the business plan, informing the overall project from a technical perspective.

Business Plan

A project business plan will outline in detail each of the larger project components from initial research through to the social marketing campaign. It will provide a detailed implementation strategy, financial analysis, partnership agreements, sustainability planning, project risk management, milestones and an evaluation strategy for the project. The business plan will reflect the culmination of the research findings and partnership development and will provide a detailed roadmap explaining how to move forward. The following table of contents provides a detailed overview of what the business plan will include.

- 1. Executive Summary**
- 2. The Vision**
 - 2.1. Mission
 - 2.2. Project Goals
- 3. The Partnership**
 - 3.1. Governance
 - 3.2. Partnership Agreements
- 4. Objectives**
 - 4.1. Community Learning
 - 4.2. Collaboration
 - 4.3. Education
 - 4.4. Other Objectives
- 5. The Audience**
 - 5.1. Identifying the Audience
 - 5.1.1. Physicians
 - 5.1.2. Environmental Community
 - 5.1.3. Health Professionals
 - 5.1.4. Caregivers
 - 5.2. Telephone Survey Results
 - 5.3. Internet Survey Results
 - 5.4. Audience Demographics
 - 5.5. Trends
- 6. Services/Project Components**
 - 6.1. Research

- 6.2. Policy Development
- 6.3. Public Web Site
 - 6.3.1. Shared Web Portal
 - 6.3.2. Shared Databases
 - 6.3.3. Shared Promotion
- 6.4. Extranet - Online Community
 - 6.4.1. Shared Resources
 - 6.4.2. Discussion/Exchange
- 6.5. Community Learning
 - 6.5.1. Online Community
 - 6.5.2. Community Animation
 - 6.5.3. Education Campaign
- 6.6. Social Marketing – Caregivers Campaign
- 6.7. Future Developments
- 7. Business Strategy**
 - 7.1. Fundraising Strategy
 - 7.2. Shared Costs
 - 7.3. Revenue Generation Opportunities
 - 7.4. On-going Sustainability
- 8. Marketing Strategy**
 - 8.1. Target Audience
 - 8.2. Message
 - 8.3. Distribution Vehicles
- 9. Technical Strategy**
 - 9.1. Technical Systems at a Glance
 - 9.2. User & Partner Requirements
 - 9.3. Business Analysis & Options
 - 9.4. Technical Requirements
- 10. Management & Organization**
 - 10.1. Key People & Experience
 - 10.2. Committees
 - 10.3. Consultants
 - 10.4. Partners
 - 10.5. Organizational Structure
 - 10.6. Roles & Responsibilities
 - 10.7. Intellectual Property and Ownership Rights
 - 10.8. Training & Organizational Capacity Building
 - 10.9. Job Descriptions
- 11. Workplan**
 - 11.1. Timelines by Project Component
 - 11.2. Overall Timelines
- 12. Critical Risks & Challenges**
 - 12.1. Summary of Major Challenges to Overcome
 - 12.2. Potential Risks and Problems
 - 12.3. Worst-case Scenario's
 - 12.4. Risk Management Strategy

13. Evaluation Plan**14. Financial Projections**

- 14.1. Development phase Financial Statement
- 14.2. Financial Analysis for each project component
- 14.3. Project Budget
- 14.4. Funding Requirements

15. Supporting Documents**16. Appendices**

The completion of the Business Plan will be the primary responsibility of the Commons Group and will be built from input from the findings of the Development phase, all of the partners and detailed research and planning. The Business Plan will play the dual role of the foundation on which the CEH partnership is built and the basis for seeking further project funding.

Evaluation Plan

Program evaluation is now used extensively in both the public and private sectors to increase accountability and program effectiveness. A comprehensive evaluation plan will be developed for CEHP to ensure that each aspect of the project is monitored on an on-going basis and that the benefits and achievements are identified and objectively measured.

Contingent upon funding, a consultant with knowledge and experience in program evaluation will be retained to develop a comprehensive evaluation plan that consists of the following three major components:

1. Development of a program logic model
2. Development of a process evaluation including methods and process indicators
3. Development of an outcome evaluation including methods and outcome indicators

A logic model is a diagrammatic representation of a program depicting the relationships between the program objectives, activities, indicators, and resources.¹ A logic model is useful in that it:

- (a) schematically describes a program to stakeholders and funders to clarify how the program is structured
- (b) shows how different components and activities of a program are linked, and
- (c) integrates program planning and evaluation to ensure that, for example, all the objectives are measurable and indicators for success are identified.²

Process or formative evaluation refers to the provision of short-loop diagnostic feedback about the quality and implementation of a program.³ The goal of any process evaluation is to determine whether the program strategies and activities have been implemented as planned. A program may appear to fail to achieve its intended benefits simply because it is not implemented or delivered as it is originally intended to. Therefore, prior to undertaking any forms of outcome or impact evaluation, a process evaluation is necessary

to document the extent to which a program is faithfully delivered as planned, and to decide whether the discrepancies in the implementation are likely to undermine the effects (expected impact) of the program. The telephone survey being proposed will provide the baseline data for the impact evaluation.

Profiles of Organizations Involved in Project Team

Canadian Environmental Law Association

The Canadian Environmental Law Association (CELA) is a non-profit, public interest organization founded in 1970. CELA is an environmental law clinic – within Legal Aid Ontario - dedicated to providing legal services to low income people and disadvantaged communities, and advancing the cause of strong environmental protection through advocacy, education and law reform. In addition to providing direct legal representation and summary advice, CELA's law reform and public educational mandates include advocacy on ensuring access to environmental justice and protecting citizens environmental rights. This work occurs at the provincial, national and international level. Three strategic campaign areas have been chosen via organizational strategic planning and, although part of the Legal Aid Ontario mandate, these areas are enhanced through funding from additional sources of revenue. CELA's strategic campaigns include the areas of Environment and Health, Water, and Globalization and the Environment.

Within the area of Environment and Health, CELA's Children's Health Project is entering a third year of productive collaboration with physicians and other environment-focused health organizations. The *Children's Health Project* initial collaboration with the Ontario College of Family Physicians Environmental Health Committee is expanding to include a wide range of organizations working on environment and health issues related to children. <www.cela.ca>

Please see the appendices for the following documents:

- CELA's Current Operating Budget
- List of Directors
- Audited Financial Statement

Canadian Association of Physicians for the Environment

The Canadian Association of Physicians for the Environment (CAPE) is a group of physicians, allied health care practitioners and citizens committed to a healthy and sustainable environment. As an organization composed mostly of physicians, CAPE brings its health expertise to environmental issues and is an important voice for environmental health in Canada. CAPE addresses issues of environmental degradation by educating health care professionals and the public, through advocacy and in close cooperation with partner groups. <www.cape.ca>

Toronto Public Health - Health Promotion and Environmental Protection Office

The Health Promotion and Environmental Protection Office (HP&EPO), formerly known as the Environmental Protection Office (EPO), of Toronto Public Health is a multidisciplinary team with expertise in toxicology, epidemiology, occupational health, social sciences, program evaluation and health promotion. Our mandate is to help create healthy sustainable environments that can meet the health needs of the City's present population and future generations. Our major functions include:

- Promoting health and protecting the environment through education, awareness, and advocacy initiatives such as our Smog Alert Campaign;
- Conducting primary and secondary research on environmental health issues, and developing policies that promote health and protect the environment, e.g. Departmental air and water quality studies;
- Monitoring and responding to emerging environmental issues e.g. hormone disrupters, phthalates in infant formula, and electromagnetic fields;
- Developing progressive strategies to address environmental issues such as emissions from coal fired plants and siting of cell phone transmission towers;
- Reviewing and commenting on guidelines, policies and proposed legislation by provincial and federal governments concerning issues such as air, drinking water, soil and groundwater quality;
- Providing technical, policy, and educational support, and working collaboratively with staff in other units of Public Health and other divisions in the City of Toronto;

Working collaboratively with senior levels of government, the private sector, non-governmental organizations, and the community to support initiatives such as the Toronto Cancer Prevention Coalition. <www.city.toronto.on.ca/health>

The Commons Group

The Commons Group includes people who have been working on collaborative Internet projects and various kinds of online community building since the early 1990s. We have done everything from writing business plans for web sites with a strong community spin to managing and evolving Internet Service Providers to leading large-scale Internet and software development projects for international non-profits. The Commons Group helps people seize the collective power of the Internet. We believe that community and partnership-building are essential ingredients in the success of any Internet endeavour. We work with our clients to dream, plan and build practical, powerful Internet projects that work. The Commons Group has many years of experience with writing business plans and grant proposals that draw on proven collaborative strategies such as partnerships, content sharing, web constellations and online communities. We help with drawing together all of the pieces into a project strategy that maps out the path from vision to practical reality and assist clients when dealing with technical contractors and other vendors. We also write contracts and RFPs for Internet projects and develop requirements, specifications and other arcane technical documents that translate our clients vision into techspeak. Commons can research and source Internet tools free of any

specific product alliances and can facilitate, nurture and support emerging online communities – private or public. <www.commonsgroup.com>

Resource Library for the Environment and the Law

The Resource Library for the Environment and the Law – the Resource Centre - was started by the Canadian Environmental Law Association (CELA) in the 1970s. Since then, it has grown into one of the most extensive publicly available collections of environmental law and policy information in Canada. In 1993, the Resource Centre became a separate registered charitable organization. The Resource Centre includes over 23,000 titles in its computer database, including 2,000 topical research files. The collection reflects the multidisciplinary nature of many environmental issues, including both environmental law and policy, as well as information on fields ranging from environmental science and technology to community education and participation. Areas of particular strength include environmental assessment, environmental law, forestry, Great Lakes, land use, pesticides, toxic substances, trade issues, environmental health, waste management and water quality. <www.ecolawinfo.org>

South Riverdale Community Health Centre

South Riverdale Community Health Centre is a community controlled organization that believes that health is a state of physical, mental and social well being, and that the role of the Health Centre is to provide good quality primary care and to engage in those clinical, social, economic, political, cultural, and educational initiatives that promote health. South Riverdale Community Health Centre adopts the World Health Organization's definition of health: health is a state of complete physical, mental and social well being and not merely an absence of disease or infirmity. It is a fundamental human right which is central to social, economic and personal development.

South Riverdale CHC is one of the rare community health centres with a designated position of environmental health promoter and an articulated commitment to environmental health issues. The South Riverdale CHC has developed a “Healthy Homes Healthy Environments” workshop series on topics including healthy cleaning; healthy pest control; renovations and home repair; food and the environment and children’s health and the environment. The SRCHC has developed a resource manual ‘Making Environmental Health Happen in the Community!’ and the Indoor Air Quality Work group of the SRCHC produced the “Hidden Exposures: A Practical Guide to Creating A Healthy Environment for You and Your Children”. The SRCHC is working with Toronto Public Health to produce factsheets related to hidden environmental exposures during pregnancy.

The Virtual Institute

The Virtual Institute for Progressive Innovation (The Virtual Institute) is a nonprofit institution that seeks ways to stimulate innovation within progressive organizations. It is designed to utilize current and emerging technologies, particularly communication technologies, to push organizations in their thinking, learning, adapting and

communicating, both internally and externally. Our purpose is to challenge orthodoxy and to encourage new adaptive thinking.

The Virtual Institute is part of a diffuse realm within civil society seeking to strengthen the power and democratic efficacy of those who want to ensure that economic risks are shared fairly, that economic development is ecologically and socially sustainable, that the development of human capital moves up the agenda of business leaders and policy makers. It is this network of values rather than orthodoxy that binds us together.
<www.virtualinstitute.org>

The Women's Health and Environments Network

The Women's Health and Environments Network (WHEN) was founded in 1994 in recognition of the need for policy and action in the face of scientific uncertainty. WHEN promotes a holistic approach to women's health and recognizes the truism that a woman's body is a child's first environment. WHEN's goals include building and strengthening knowledge through reflection and action in the widest sense by helping to shift the cultural medical paradigm to holistic and complementary approaches to health promotion including primary prevention. WHEN facilitates the development of resources and strategies for learning and change particularly through the tool of "training trainers", an adult educational tool that trains participants to be environmental health multipliers. Participants in this educational process become better equipped to speak at conferences, organize educational events, lead discussions, respond to consultations on policy changes, respond to media inquiries, etc. <www.web.net/~wnhe/>

Project Management Team Bios

Kathleen Cooper, Canadian Environmental Law Association

Kathleen Cooper has worked in environmental research positions for various public interest organizations since 1985 and is co-author of several publications about environmental lead pollution including *The Citizens Guide to Lead: Uncovering a Hidden Health Hazard*, NC Press, 1986. She joined the Canadian Environmental Law Association as a researcher in 1987. Research, writing, advocacy and community organizing responsibilities at CELA have included getting lead out of Canadian gasoline as well as work on issues such as environmental assessment, toxic substances, food irradiation, pesticides, climate change, land use planning and in recent years, environmental deregulation and natural resource privatization in Ontario. She is principal author of a research project - developed in partnership with the Ontario College of Family Physicians Environmental Health Committee - published in May of 2000 addressing environmental standard-setting and children's health.

Fé de Leon, Canadian Environmental Law Association

Fé de Leon is a Researcher with the Canadian Environmental Law Association. On behalf of CELA, she has coordinated the activities of the Canadian Environmental Network Toxics Caucus since 1994. She assists members of the caucus in responding to policy initiatives and regulatory reform initiatives relating to the management of toxic substances in Canada, including the review of the Canadian Environmental Protection Act. She has co-authored a number of submissions on behalf of the Toxics Caucus responding to the development of a global treaty on persistent organic pollutants. In her capacity as researcher at CELA, Fé de Leon coordinates the publication of CELA's newsletter, *Intervenor*, coordinates the production of documents at CELA for the Walkerton Inquiry, and undertakes projects specifically relating to toxic substances in Canada as well as the Great Lakes basin. Fé de Leon has a Bachelor of Science degree from the University of Toronto.

Kapil Khatter, Canadian Association of Physicians for the Environment

Kapil Khatter is the Executive Director of the Canadian Association of Physicians for the Environment. He is a practicing family physician, a Master's candidate in Environmental Studies and sits on advisory committees for both Health Canada and Environment Canada. Dr. Khatter also served as the acting assistant director of the National Anti-Poverty Organization.

Ann Phillips, South Riverdale Community Health Centre

M. Ann Phillips has a PhD in Environmental Studies with a focus on women's health, and participatory action research as community development. She has a background in Human and Medical Genetics, molecular genetics, women's studies and holistic health. She has been involved in women's health issues, reproductive health and environmental

justice issues for over ten years. As one of the environmental health promoters at SRCHC, she coordinated the prenatal health and environment project; worked with the Don Mount court Health Homes Group; worked on environmental health issues related to the Eastern Avenue Fire and has done presentations related to environment and health.

Mark Surman, The Commons Group

Mark Surman is the founder of The Commons Group. He has worked with dozens of progressive Internet projects around the globe, facilitating open-source software, distributing online publishing, and assisting with cooperative business development. Before founding The Commons Group, Mark served as the director of community and content at Web Networks. The Financial Times.com imprint recently released Mark's co-authored book, *Commonspace: Beyond Virtual Community*.

Tonya Surman, The Commons Group

Tonya Surman, a principal with the Commons Group, has worked with civil-society organizations since 1991. With over a decade of experience working in the nonprofit community - from grassroots groups to international forums - Tonya has considerable expertise in the areas of communications, strategic planning, human resources, business planning and marketing. Previously, she served as the Executive Director and Director of Communications for Web Networks, where she developed, planned, managed and facilitated a broad range of online initiatives. Tonya has worked with ECO-ED, the Ontario Environment Network, Public Focus, as well as operating an organic food co-op, building a community garden and running a consumer advocacy organization.

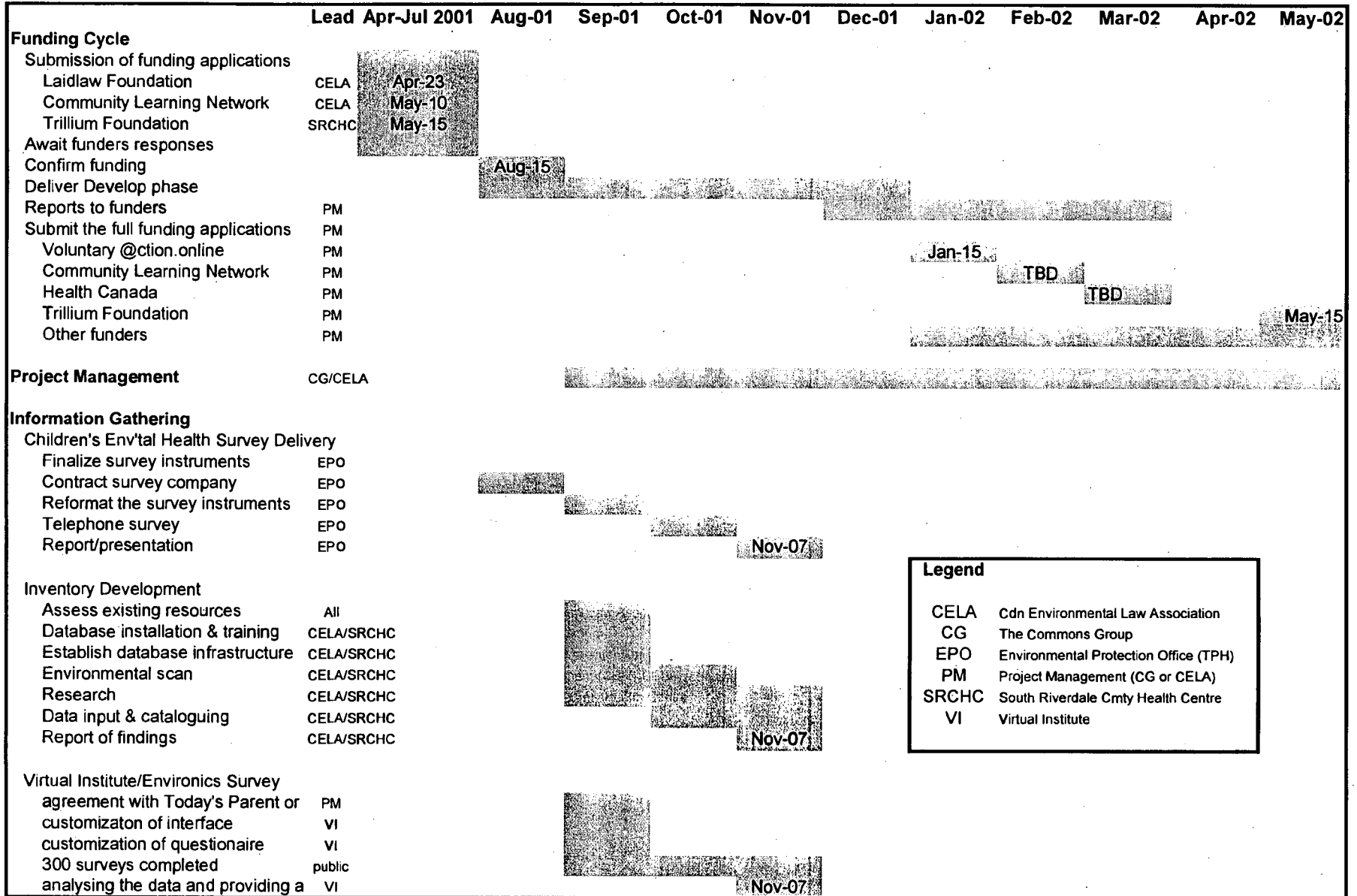
Jane Ying, Toronto Public Health

Jane Ying is currently a program consultant specializing in environmental epidemiology with the Health Promotion and Environmental Protection Office of Toronto Public Health. Her academic training includes an undergraduate degree in Environmental Health and a graduate degree in Community Health and Epidemiology. She has worked extensively and published in the areas of program evaluation, community needs assessment, public survey, and systematic review.

Timelines

See CEHP Development Phase Timelines, pages 1 and 2, inserted after this page.

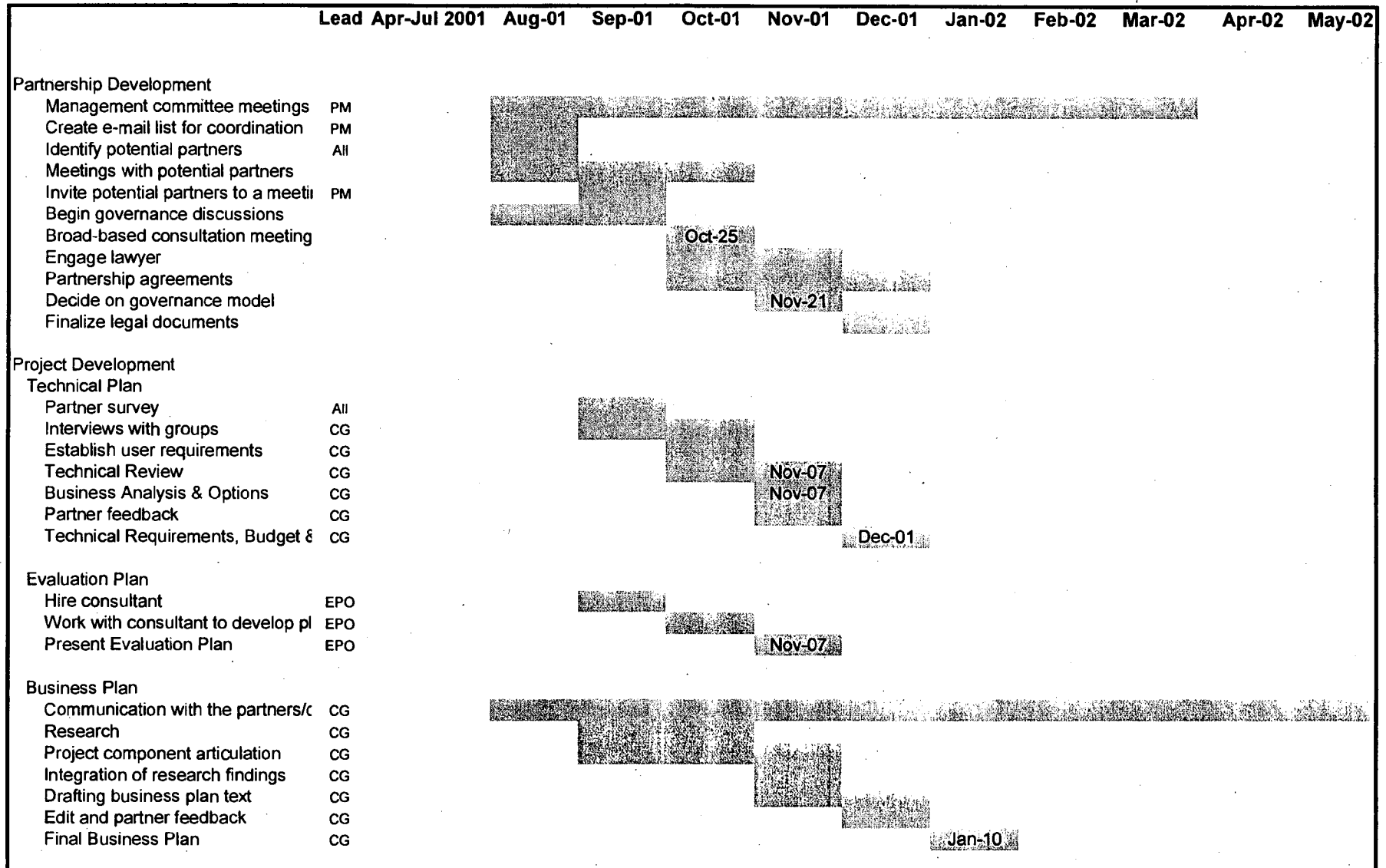
CEHP Development Phase Timelines



Legend

CELA Cdn Environmental Law Association
CG The Commons Group
EPO Environmental Protection Office (TPH)
PM Project Management (CG or CELA)
SRCHC South Riverdale Cmty Health Centre
VI Virtual Institute

CEHP Development Phase Timelines



Budget

See CEHP Development Phase Budget, inserted after this page.

CEHP Development Phase Budget

Expenses	Total Project Costs	Direct Costs	In Kind Costs	Lead Organization
Children's Env'tal Health Survey Delivery				
Survey management	\$ 10,000		\$ 10,000	EPO
Foundational survey instruments	\$ 5,000		\$ 5,000	EPO
Reformatting the survey instruments	\$ 5,000	\$ 5,000		Survey Company
Telephone survey	\$ 15,000	\$ 15,000		Survey Company
Report/presentation	\$ 5,000	\$ 5,000		Survey Company
Survey coordination	\$ 3,000	\$ 3,000		Survey Company
Sub-Total	\$ 43,000	\$ 28,000	\$ 15,000	
Inventory Development				
Existing information			\$ 15,000	CELA/SRCHC/CICH
Database infrastructure			\$ 1,000	EPO
Inventory management	\$ 5,000		\$ 5,000	CELA/SRCHC/CICH
Environmental scan	\$ 6,000	\$ 3,000	\$ 3,000	CELA/SRCHC/CICH
Research	\$ 8,000	\$ 5,000	\$ 3,000	CELA/SRCHC/CICH
Data input & cataloguing	\$ 2,000	\$ 2,000		CELA/SRCHC
Database software licence	\$ 500	\$ 500		Softchoice Charity
Sub-Total	\$ 37,500	\$ 10,500	\$ 27,000	
Virtual Institute/Enviroics Survey				
development of customized interface	\$ 1,000	\$ 1,000	-	Virtual Institute
Enviroics licensing fee		\$ 1,250	-	Virtual Institute
customization of questionnaire	\$ 3,000	\$ 1,000	\$ 2,000	Virtual Institute
analysing the data and providing a report		\$ 2,250		Virtual Institute
Today's Parent partnership / promotion	\$ 7,500	\$ 2,500	\$ 5,000	Today's Parent or other
Sub-Total	\$ 15,000	\$ 8,000	\$ 7,000	
Partnership Development				
Professional Fees	\$ 25,000		\$ 25,000	All partners
Travel	\$ 4,000	\$ 2,000	\$ 2,000	All partners
Long Distance/Conference Calls	\$ 1,500	\$ 1,500		All partners
Meeting Costs	\$ 4,000	\$ 1,000	\$ 3,000	All partners
Legal Council for Partnership Agreement	\$ 8,000	\$ 3,000	\$ 5,000	To be Determined
Sub-Total	\$ 42,500	\$ 7,500	\$ 35,000	
Project Development				
Participation of the Partners	\$ 35,000		\$ 35,000	All Partners
Business Plan	\$ 20,000	\$ 20,000		Commons Group
Technical Plan	\$ 20,000	\$ 20,000		Commons Group
Evaluation Plan	\$ 4,000	\$ 4,000		To be Determined
Sub-Total	\$ 79,000	\$ 44,000	\$ 35,000	
Project Management	\$ 20,000	\$ 10,000	\$ 10,000	Commons Group
Project Sub-Total	\$ 237,000	\$ 108,000	\$ 129,000	
Project Administration 10%	\$ 23,700	\$ 10,800	\$ 12,900	
Total Developmental Phase Costs	\$ 260,700	\$ 118,800	\$ 141,900	
Income				
Contributions from the partners	\$ 141,900			All Partners
Requesting from Trillium Foundation	\$ 25,000			SRCHC
Request from CLN	\$ 25,000			CELA
Request from Laidlaw Foundation	\$ 68,800			CELA
Project Income	\$ 260,700			

Budget Notes

1. The telephone survey will be administered by the HP & EPO. Given that they have contributed heavily to the development of the survey and the implementation, they will retain the rights to the information found in the survey, but will ensure that all of the partners have unlimited use of the findings.
2. The Virtual Institute survey findings will be owned by CELA. Unlimited rights of use will be granted to the other project participants. Rights of use of this information will also be granted to the Virtual Institute to further enhance their information resource and polling data.
3. The Today's Parent amount is a guess at the costs of promoting the survey on their site. Today's Parent has not yet been contacted to gauge their interest in the project, but we anticipate a positive reception. Alternatively, we will find another partner.
4. In-kind contributions are estimates at the value of the contribution. Given the variability of the project, it is unclear how much time the individual partners will allocate to the project. The more important value is that each of the representatives are willing to do what it takes to fulfill the obligations of the project.
5. The in-kind contribution for existing data is also hard to value. In some cases this information resource has emerged slowly over time without any dedicated staff resources. Whereas, in other cases, dedicated staff resources have been allocated to the collection of data sets. As the number of partners increases over time, the amount of the in-kind contribution will also increase.
6. Project management will be the responsibility of the Canadian Environmental Law Association, however, the Commons Group will be hired to do the project management for this project given the level of expertise that is required to facilitate this partnership and the project components. The Commons Group will deliver project management and the business plan to a maximum of 2.5 days / week between September and December 2001 and 1 day / week between January and May 2002.
7. On the income side, we have not requested that each funder cover individual costs. Instead, we have presented the entire development phase budget. All of the costs are within the guidelines of the potential funders. As such, we are seeking the maximum allocation from the Trillium Foundation and the Community Learning Network with the balance being requested from the Laidlaw Foundation. All of the applications to the various funders are being submitted at around the same time. We hope to hear back from all of the funders at roughly the same time.
8. Project administration fees have been reduced from the usual 15% to 10% for this project. This administration fee covers the costs to the organization of integrating this project into their financial operations, fiscal and legal responsibility and project accountability. It also covers general operating costs such as use of the office equipment, office space and general coordination.

Appendices

Letters of Support

Canadian Institute of Child Health
Learning Disabilities Association of Canada
Pollution Probe

CELA's Current Operating Budget

To follow.

CELA's List of Directors

Most Recent Audited Financial Statements

¹ Rush B, Ogborne A. Program Logic Models: Expanding their Role and Structure for Program Planning and Evaluation. *The Canadian Journal of Program Evaluation* 1991;6:95-106.

² Dwyer J, Makin S. Using a Program Logic Model that Focuses on Performance Measurement to Develop a Program. *The Canadian Journal of Public Health* 1997;421-425.

³ Green L W, Lewis FM. *Measurement and Evaluation in Health Education and Health Promotion*. California: Mayfield 1980, p 27 -29.



Canadian Institute of Child Health Institut canadien de la santé infantile

*Dedicated to the Health and Well-being of Children and Youth
Pour la santé et le bien-être des enfants et des jeunes*

Honourary Patron/ Présidents d'honneur

Her Excellency the Right Honourable/
Son Excellence la très honorable
Adrienne Clarkson, C.C., C.M.M., C.D.
Governor General of Canada/
Gouverneure générale du Canada

Council of Patrons / Conseil des membres bienfaiteurs

Rogers Media, Healthcare &
Financial Publishing
London Life Insurance Company
Veritas Communications Inc.
IMS HEALTH
ScotiaMcLeod Inc.
SmithKline Beecham Pharma
George Weston Limited
TD Bank Financial Group
Copperstone

National Campaign Chair / Présidente de la campagne nationale

The Hon. Judith Erola, P.C.

Board Members / Conseil d'administration

Past Chair / Président sortant

Dr. Graham W. Chance

Chair / Présidente

Dr. Robin Moore-Orr

Vice-Chair / Vice-présidente

The Hon. Judith Erola, P.C.

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Mr. J. Denis Landry

Ms. Sharlene Azam
Mrs. Theresa Odishaw
Dr. Eva L.J. Rosinger
Justice John E. VanDuzer
Dr. Anne Vogel

384 rue Bank Street
Suite 300
Ottawa, Ontario, Canada
K2P 1Y4
Tel: (613) 230-8838
Fax: (613) 230-8854
E-mail: cich@cich.ca
Internet: www.cich.ca

Kathleen Cooper
Canadian Environmental Law Association
401-517 College St.
Toronto, ON M6G 4A2

RE: Funding Applications for Children's Environmental Health Partnership Development

Dear Kathy,

Further to our recent discussions, I am writing to offer the support of the Canadian Institute of Child Health (CICH) for the development of a Canadian-based Children's Environmental Health Partnership. As you know, the CICH tried several years ago to establish the Canadian Children's Environmental Health Network. For a variety of reasons, that project was only moderately successful and we are thrilled to support this new effort. We see the partnership proposal as a revised version of that earlier effort and strongly support the internet-based model. We recognize the need for a development phase to clearly establish both the information needs that exist among caregivers as well as to catalogue the information that exists and that is required to meet those needs. Our ongoing work in this information gathering area will be of assistance during this development phase and we are happy to provide in-kind contributions to the extent that we are able and that the work overlaps and is complementary. We also support the need for face to face meetings to develop the partnership and CICH will also be able to make some in-kind contributions for travel and other expenses to facilitate our involvement in this process. Finally, we strongly support the need for the detailed technical plan to assess the resources and needs of participating organizations in the partnership and the business plan which will provide the foundation for the multi-year fundraising that will be necessary to see the project implemented.

Thank you and the rest of the project team for taking on this initiative. We strongly support it and are looking forward to participating in both the development and implementation of the partnership.

Yours sincerely

Don Houston
Director - Environment Programs



National Children's
Alliance Alliance nationale pour
les enfants



LEARNING DISABILITIES ASSOCIATION OF CANADA
TROUBLES D'APPRENTISSAGE—ASSOCIATION CANADIENNE

Maison Kildare House, 323 Chapel, Suite 200, Ottawa, Ontario, Canada K1N 7Z2

Tel: (613) 238-5721 Fax: (613) 235-5391

ldactaac@fox.nsm.ca

http://educ.queensu.ca/lda

April 20, 2001

Ms. Katherine Cooper
Researcher
Canadian Environmental Law Association
517 College Street, Suite 401
Toronto, Ontario
Canada M6G 4A2

Dear Kathy,

I am writing today to express the support of the Learning Disabilities Association of Canada for the proposal to develop the Canadian Children's Environmental Health Partnership. The field of children's environmental health is extremely important, and also large and complex. Those of us who have been working in this area for some time have come to realize the absolute necessity of researching and sharing new information, and working collaboratively on demanding and important issues and projects. The Canadian Partnership as presented, would assist immeasurably in furthering the cause of children's environmental health in this country toward lessening preventable health and developmental problems in children.

We hope this development phase will be able to proceed as soon as possible. We look forward to our involvement in the Partnership.

Yours sincerely,

Barbara McElgunn RN
Health Policy Officer, LDAC

cc Pauline Mantha, Executive-Director

**POLLUTION PROBE**

CLEAN AIR. CLEAN WATER.

April 17, 2001

Ms. Kathy Cooper
Researcher
Canadian Environmental Law Association
401-517 College Street
Toronto, ON M6G 4A2

Dear Kathy:

It is with great pleasure that Pollution Probe agrees to participate in and offer a letter of support for the development of a Canadian-based *Children's Environmental Health Partnership*. As one of the founding partners in the moderately successful *Canadian Children's Environmental Health Network*, we are excited about this new effort for building a strong alliance. We feel that the proposed Partnership would aid in greater collaboration among environmental and health groups to enhance our respective and collective work in the field of children's environmental health.

We recognize the need for a development phase to clearly establish both the information needs of the Canadian public as well as to catalogue relevant information that is required to meet those needs. Our role in this project will complement the skills and expertise of the other partners, particularly in the partnership development and project development phases.

As a partnership-building organization, Pollution Probe will be able to provide assistance and input into the partnership development phase of the project, and support in the form of some in-kind contributions for travel and other expenses to facilitate our involvement in this initiative. In addition, we strongly support the need for and look forward to participating in the design of the business plan and technical plan which will provide the foundation for the multi-year fundraising necessary for a sustainable partnership, and will help in assessing the resources and needs of participating organizations.

Thank you to the project team for developing the partnership concept and for taking on this valuable initiative. We are excited at the prospect of participating in both the development and implementation of the partnership.

Sincerely,

Sandra Schwartz
Manager, Child Health Programme

63 Sparks Street
Suite 101
Ottawa, Ontario
Canada K1P 5A6
Phone (613) 237-8666
Fax (613) 237-6111

**CANADIAN ENVIRONMENTAL LAW ASSOCIATION
BOARD OF DIRECTORS**

April 1, 2001

DIRECTORS	MAILING ADDRESS	TELEPHONE
ELIZABETH BLOCK potter	3 Washington Avenue Toronto, Ontario M5S 1L1	(R) 979-2398
ELISABETH BRÜCKMANN lawyer	253 Borden Street Toronto, Ontario M5S 2N5	(R) 964-1785
MARGARET CASEY environmentalist	105 St. Leonards Ave. Toronto, Ontario M4N 1K6	(R) 489-2496 Fax 489-1528 caseys@interlog.com
JOSEPH CASTRILLI lawyer	98 Borden Street Toronto, Ontario M5S 2N1	(R) 922-7300 Fax 944-9710 jcastrilli@tube.com
KAREN CLARK lawyer	1224-77 Maitland Place Toronto, Ontario M4Y 2V6	(H) 922-7300 (B) 923-3528 Fax 923-5949 karenc@cielap.org
KATHLEEN COOPER	CELA - Researcher	(R) 705-324-1608 cela@web.ca
MIRIAM DIAMOND professor	Dept. of Geography 100 St. George St. University of Toronto Toronto, Ontario M5S 1A1	(B) 978-1586 (R) 533-1303 Fax 946-3886 diamond@geog.utoronto.ca
SHARON FLEISHMAN	CELA - Clinic Assistant	(R) 932-8392 fleishms@lao.on.ca
JOHN JACKSON environmental consultant	17 Major St. Kitchener, Ontario N2H 4R1	(B/R) 519-744-7503 Fax 519-744-1546 jjackson@web.ca
BERNICE KAYE	CELA - Clinic Assistant	(R) 929-4659

DR. KAPIL KHATTER physician	25 Fielding Ave. Toronto, Ontario M4J 1R4	(H) 463-3080
DR. JANET KRULEWITZ physician	115 Blantyre Ave. Scarborough, Ontario M1N 2R6	(B) 429-3205 (R) 699-4295 Fax 699-2860 btelecom@interlog.com
JOHN LANG lawyer	36 Sussex Avenue Toronto, Ontario M5S 1J7	(R) 979-2768 (B) 718-8475
ALAN LEVY lawyer and dispute resolution practitioner	75 Robert Street Toronto, Ontario M5S 2K4	(B/R) 929-8282 Fax 929-9895 aldb@interlog.com
RICK LINDGREN	CELA - Counsel	(R) 613-385-1420 (B) 613-385-1686 Fax 613-385-1952 r.lindgren@sympatico.ca
THERESA McCLENAGHAN	7 William Street Paris, Ontario N3L 1K6	(R) 519-442-1589 (husband's Paris office) Fax 519-442-5567 (cell) (519) 757-5266 (B) mcclenat@lao.on.ca
LISA MCSHANE	CELA - Librarian	(R) 260-4640 mcshanel@lao.on.ca
SARAH MILLER	CELA - Co-ordinator	(R) 203-0821 millers@lao.on.ca
PAUL MULDOON	CELA - Executive Director and Counsel	(R) 604-1244 (B) muldoonp@lao.on.ca
RAMANI NADARAJAH	CELA - Counsel	(R) 703-3589 nadarajr@ao.on.ca

GRACE PATTERSON
lawyer

2 Cornish Road
Toronto, Ontario M4T 2E2

(R) 485-5493
(W) 981-9374
gpatterson@oktlaw.com
general # (W) 981-9330
Fax 981-9350

GRAHAM REMPE
lawyer

116 Robert Street
Toronto, On. M5S 2K3

(B) 392-2887
(R) 324-8965
Fax 392-3848
or 397-5624

PHILLIP SANFORD
lawyer

McCarthy & Tetrault
Box 48, 51st Floor
4700 Toronto Dominion Centre
Toronto, Ontario M5K 1E6

(B) 601-7680
PSANFORD@mccarthy..ca
Fax 601-7569

JUDY SIMON
President of the Board
environmental consultant

94 Gothic Avenue
Toronto, Ontario M6P 2V9

(B)532-4333 ext. 207
Fax 604-8441
jsimon@indeco.com

CATHY SPOEL
Chair of the Board
lawyer

246 Poplar Plains
Toronto, Ontario M4V 2N7

(R) 928-1912
Fax 928-1987
cspoel@home.com

MICHELLE SWENARCHUK

CELA - Counsel

(R) 658-7747
swenar@cela.ca

KEN TRAYNOR

CELA - Researcher

(R) 516-1815
ktraynor@cela.ca

ALAN WILLIS
chartered accountant

1889 Truscott Drive
Mississauga, Ontario L5J 2A1

(R)Tel/Fax (905)855-8529
(w) 977-3222
(B Fax) 977-8585
awilliseca@aol.com

**CANADIAN ENVIRONMENTAL LAW
ASSOCIATION**

**COMBINED FINANCIAL INFORMATION OF
LEGAL AID ONTARIO FUNDS AND OTHER FUNDS**

MARCH 31, 2000

CANADIAN ENVIRONMENTAL LAW ASSOCIATION

COMBINED STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2000

			2000	1999
	LAO Funds	Other Funds	Total	Total
ASSETS				
Cash and short-term investments	\$ 88,629	\$ 95,335	\$ 183,964	\$ 230,678
Grants and accounts receivable	84,207	182,904	267,111	156,925
Prepaid expenses	4,161		4,161	3,806
Inter fund receivable (payable)	<u>18,139</u>	<u>(18,139)</u>		
	195,136	260,100	455,236	391,409
Capital assets	<u>2,565</u>		<u>2,565</u>	<u>5,150</u>
	<u>\$ 197,701</u>	<u>\$ 260,100</u>	<u>\$ 457,801</u>	<u>\$ 396,559</u>
LIABILITIES AND NET ASSETS				
Current liabilities				
Bank indebtedness	\$ 6,128	\$ 31,213	\$ 37,341	\$
Accounts payable and accrued liabilities	<u>132,882</u>	<u>54,099</u>	<u>186,981</u>	<u>128,409</u>
	<u>139,010</u>	<u>85,312</u>	<u>224,322</u>	<u>128,409</u>
Net assets				
Resitriced		101,090	101,090	182,926
Unrestricted	<u>58,691</u>	<u>73,698</u>	<u>132,389</u>	<u>85,224</u>
	<u>58,691</u>	<u>174,788</u>	<u>233,479</u>	<u>268,150</u>
	<u>\$ 197,701</u>	<u>\$ 260,100</u>	<u>\$ 457,801</u>	<u>\$ 396,559</u>

Note:

This financial information is a combination of the audited financial statements of the Canadian Environmental Law Association - Other Funds, and the audited financial statements of Legal Aid Ontario, Canadian Environmental Law Association, as at March 31, 2000 and for the year then ended. Readers can obtain copies of these audited financial statements from the Canadian Environmental Law Association on request.

CANADIAN ENVIRONMENTAL LAW ASSOCIATION

COMBINED STATEMENT OF OPERATIONS AND NET ASSETS

FOR THE YEAR ENDED MARCH 31, 2000

			2000	1999
	LAO Funds	Other Funds	Total	Total
REVENUE				
The Ontario Legal Aid Plan	\$ 880,754	\$	\$ 880,754	\$ 763,515
Grants		467,039	467,039	261,455
Donations		26,437	26,437	12,090
Subscriptions		8,629	8,629	10,348
Interest	3,152	4,103	7,255	6,375
Honouraria		4,167	4,167	3,824
Recoveries and other	33,115	110	33,225	9,334
	<u>917,021</u>	<u>510,485</u>	<u>1,427,506</u>	<u>1,066,941</u>
EXPENSES				
Salaries and Benefits	628,461	119,813	748,274	687,522
Contract services		374,230	374,230	109,947
Indirect payments	128,996		128,996	55,346
Occupancy costs	65,952	12,981	78,933	68,555
Communications	16,727	22,020	38,747	20,958
Office and general	26,664	4,568	31,232	21,281
legal disbursements	31,197		31,197	42,937
Travel	2,719	10,456	13,175	4,698
Library purchases	10,715		10,715	8,375
Professional dues	5,581	765	6,346	7,220
Professional fees		3,927	3,927	3,383
Printing and distribution		2,308	2,308	4,153
Capital improvements	1,978	280	2,258	7,078
Loss on disposal of capital assets	672		672	
Capital improvements		116	116	
Amortization	1,913		1,913	2,377
	<u>921,575</u>	<u>551,464</u>	<u>1,473,039</u>	<u>1,043,830</u>
Excess of expenses over revenue before recognition of retroactive pay equity funding	(4,554)	(40,979)	(45,533)	23,111
Retroactive pay equity funding		10,862	10,862	
EXCESS OF EXPENSES OVER REVENUE FOR THE YEAR	(4,554)	(30,117)	(34,671)	23,111
Net assets, beginning of year	<u>63,245</u>	<u>204,905</u>	<u>268,150</u>	<u>245,039</u>
NET ASSETS, END OF YEAR	\$ 58,691	\$ 174,788	\$ 233,479	\$ 268,150

Note:

This financial information is a combination of the audited financial statements of the Canadian Environmental Law Association - Other Funds, and the audited financial statements of Legal Aid Ontario, Canadian Environmental Law Association, as at March 31, 2000 and for the year then ended. Readers can obtain copies of these audited financial statements from the Canadian Environmental Law Association on request.

**RESOURCE LIBRARY FOR THE
ENVIRONMENT AND THE LAW
(TORONTO)**

FINANCIAL STATEMENTS

MARCH 31, 2000

AUDITORS' REPORT

To the Members,
Resource Library for the Environment and the Law (Toronto)

We have audited the statement of financial position of Resource Library for the Environment and the Law (Toronto) as at March 31, 2000 and the statement of operations and net assets for the year then ended. These financial statements are the responsibility of the organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many charitable organizations, the organization derives revenue from donations, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, verification of this revenue was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to donation revenue, excess of expenses over revenue for the year, assets and net assets.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of donation revenue referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the organization as at March 31, 2000 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.


Chartered Accountants

July 13, 2000
Toronto, Ontario

RESOURCE LIBRARY FOR THE ENVIRONMENT AND THE LAW (TORONTO)

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2000

	2000	1999
ASSETS		
Current assets		
Cash	\$ 83,810	\$ 14,460
Short-term investments	10,913	10,578
Accounts receivable	<u>1,924</u>	<u> </u>
	<u>\$ 96,647</u>	<u>\$ 25,038</u>
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable and accrued liabilities	\$ 1,000	\$ 950
Deferred revenue (note 4)	79,490	11,070
Amounts due to Canadian Environmental Law Association (note 3)	<u>4,872</u>	<u> </u>
	<u>85,362</u>	<u>12,020</u>
Net assets		
Unrestricted	<u>11,285</u>	<u>13,018</u>
	<u>\$ 96,647</u>	<u>\$ 25,038</u>

Approved on behalf of the Board:

_____, Director

_____, Director

see accompanying notes

RESOURCE LIBRARY FOR THE ENVIRONMENT AND THE LAW (TORONTO)

STATEMENT OF OPERATIONS AND NET ASSETS

FOR THE YEAR ENDED MARCH 31, 2000

	2000	1999
REVENUE		
Grant revenue (note 5)	\$ 54,580	\$ 112,485
Donations	4,217	2,282
Interest and other	<u>4,806</u>	<u>395</u>
	<u>63,603</u>	<u>115,162</u>
EXPENSES		
Project costs (note 5)	54,580	109,260
Salaries and benefits	6,694	8,998
General and office	3,873	2,877
Rent	<u>3,242</u>	<u>3,352</u>
	<u>68,389</u>	<u>124,487</u>
Excess of expenses over revenue before recognition of retroactive pay equity funding	(4,786)	(9,325)
Retroactive pay equity funding	<u>3,053</u>	<u> </u>
EXCESS OF EXPENSES OVER REVENUE FOR THE YEAR	(1,733)	(9,325)
Net assets, beginning of year	<u>13,018</u>	<u>22,343</u>
NET ASSETS, END OF YEAR	<u>\$ 11,285</u>	<u>\$ 13,018</u>

see accompanying notes

RESOURCE LIBRARY FOR THE ENVIRONMENT AND THE LAW (TORONTO)

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2000

1. THE ORGANIZATION

Resource Library for the Environment and the Law (Toronto) is incorporated under the laws of Canada as a not-for-profit organization in the Province of Ontario without share capital.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the organization are in accordance with Canadian generally accepted accounting principles applied on a basis consistent with that of the preceding year. Outlined below are those policies considered particularly significant:

Revenue Recognition

Grant funding related to current expenditures is recognized in the accounts as a revenue item in the current year. Grants related to the purchase of capital assets is recognized as revenue in the same year the related capital assets are charged to operations.

The organization follows the deferral method of revenue recognition. Under the deferral method, grants received in the year for expenses to be incurred in the following year are recorded as deferred revenue.

Donated Materials and Services

Donated materials and services which are normally purchased by the organization are not recorded in the accounts.

Capital Assets

Equipment and furniture is charged to operations in the year the expenditures are incurred.

3. RELATED PARTY TRANSACTIONS

The organization is affiliated with The Canadian Environmental Law Association ("CELA") in that all members of the Board of Directors of the organization must be full or part-time employees or board members of CELA. During the year the organization contracted with CELA to perform certain services in the normal course of business on its behalf. These services amounted to \$67,500 in 2000 (\$69,785 in 1999).

The amount due to CELA is non-interest bearing and payable based on the availability of funds.

RESOURCE LIBRARY FOR THE ENVIRONMENT AND THE LAW (TORONTO)

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2000

4. DEFERRED REVENUE

Funds received in the year for specific expenditures to be incurred in the following year were as follows:

	2000	1999
Laidlaw Foundation	\$ 40,000	\$ 5,000
The Toronto Community Foundation: For Toronto. For Good.	11,733	
The Ontario Trillium Foundation	8,578	
Salamander Foundation	8,000	
The Law Foundation of Ontario	6,179	6,070
Helen McCrea Peacock Foundation	<u>5,000</u>	<u></u>
Deferred revenue, end of year	<u>\$ 79,490</u>	<u>\$ 11,070</u>

Continuity of deferred revenue for the year is as follows:

Deferred revenue, beginning of year	\$ 11,070	\$ 450
Add cash received from grant funding in year	123,000	123,105
Less grant revenue recognized in year	<u>(54,580)</u>	<u>(112,485)</u>
Deferred revenue, end of year	<u>\$ 79,490</u>	<u>\$ 11,070</u>

5. PROJECT REVENUE AND EXPENSES

Expenses of projects funded in 2000 by grants were as follows:

	Grants recognized	Expenses incurred	Excess of grants over expenses
Salamander Foundation	\$ 20,000	\$ (20,000)	\$ NIL
The Law Foundation	19,891	(19,891)	NIL
The Ontario Trillium Foundation	11,422	(11,422)	NIL
The Toronto Community Foundation: For Toronto. For Good.	<u>3,267</u>	<u>(3,267)</u>	<u>NIL</u>
	<u>\$ 54,580</u>	<u>\$ (54,580)</u>	<u>\$ NIL</u>

During the year, the organization received \$130,000 from Walter and Duncan Gordon Foundation as a flow-through amount and paid to a designated contractor, Miningwatch Canada, on behalf of the foundation.

6. INCOME TAX STATUS

The organization is a charitable organization under the Income Tax Act (Canada) and, as such, is exempt from income taxes and able to issue donation receipts for income tax purposes. In order to maintain its status as an organization registered under the Income Tax Act, the organization must meet certain requirements within the Act. In the opinion of management, these requirements have been met.