

FAX MEMORANDUM

TO: Valerie Hepburn, Toronto Department of Public Health

FROM: Sarah Miller, Coordinator Canadian Environmental Law Association

RE: Health Canada Funding for Cancer Prevention Initiatives

I have discussed your proposal with Michelle Swenarchuk, our Director and we will be forwarding your request to our Board of Directors at their September 8, 1997 meeting. We will be recommending that CELA administer the project for the Breast Cancer Prevention Coalition as long as certain operating conditions can be met.

Having been involved in similar group endeavours in the past we would like to avoid any confusion at the onset of this process. We would recommend that:

- . a project team be responsible to Health Canada, the City of Toronto and deal with day to day matters with them,
- . that a budget outlining all anticipated expenses of the project be developed prior to its commencement,
- . that one person be designated to handle the budget and act as our liaison with the sponsor group,
- . that adequate funds are directed to us to cover the expenses so that we do not have to cash flow the project,
- . that all bills be forwarded with requisition forms for payment to us with adequate lead time to insure timely payments are made and that we can schedule our administrative work on the project and,
- . that we are responsible for only the financial portion of the final report to the funders.

Several things which concern us are:

- . should staff be hired for the project would we be expected to administer and act as employer for the purposes remitting taxes and deductions or would this be contract work? We would not be in a position to offer benefits coverage.
- . would there be any prospect for CELA to receive any remuneration for administering this 1.5 year \$30,000. project?

Congratulations, it sounds like things have gained considerable momentum since I last met with you. Please give me a call to discuss some of the questions we have raised.

Sarah Miller August 21, 1997