



**Board of Canadian Registered  
Safety Professionals**

**Conseil Canadien Des Professionnels  
En Sécurité Agréés**



# **BCRSP Annual Report 2018**



## **Mission**

The Board of Canadian Registered Safety Professionals sets certification standards for occupational health and safety professionals.

## **Vision**

Safe and healthy workplaces through certification.

# Board of Canadian Registered Safety Professionals (BCRSP) Profile

## Who We Are

On February 10, 1976, a newly designated Canadian Corporation was formed for the purpose of certifying qualified safety practitioners as Canadian Registered Safety Professionals (CRSP)<sup>®</sup>. With the appointment of the first Board of Governors, comprised of leading professionals from a cross-section of safety disciplines, the certification of safety professionals became a reality through this new organisation. The CRSP<sup>®</sup> certification is now a widely accepted form of recognition by industry and government in Canada. Many employers require the CRSP<sup>®</sup> certification in order to qualify for a safety position. It also allows the BCRSP to ensure that the highest standards of excellence and professionalism are maintained at all times and by all certificants.

The CRST certification was introduced in 2018 to support the evolving needs of industry. The CRST certification process requires individuals to meet qualification standards, including education and experience requirements, pass the CRST Examination, and stay up to date through a continuous professional development process.

In 2005, the CRSP<sup>®</sup> Certification scheme was granted accreditation to ISO/IEC 17024 (Personnel Certification Body) by the Standards Council of Canada.

In 2008, the BCRSP was granted accreditation to ISO 9001 (Quality Management System) by BSI Management Systems.

## How We Work

We are at a critical time in the evolution of the BCRSP and the safety profession. The demand for OHS practitioners to support safe and healthy workplaces is growing, and as a result, the need for highly-qualified OHS practitioners to achieve these goals is paramount. The expectations of employers in today's world is changing, and with this comes an expectation of higher levels of education. The Global market is driving change, and the Canadian OHS professional must stay in step with advancing practice elsewhere.

We strive to:

- Raise the bar on the certification standards for the occupational health and safety profession.
- Increase the recognition of and demand for BCRSP certifications.
- Collaborate with leading organizations including government, associations, certifying bodies, employers and academia to positively impact the certification scheme, and the value of BCRSP credentials to the profession.

## Goals

**Develop** the **capability** of the OHS profession.

To be an advocate for the OHS profession to **positively influence** safety in the workplace and the community.

**Develop** a community of practice by leveraging **relationships** with stakeholders.

To ensure a sustainable and well-managed organization, with a focus on **continuous improvement**.

## Who We Reach

### External Audiences

Associations, government/regulators, employers and the HR community, OHS educators & students, general public.

### Internal Audiences

Certificants including volunteers, applicants & candidates.



# Letter from the Chair

Kevin Dawson, MBA, CRSP | BCRSP Governing Board Chair & President, Omnius Consulting

Dear Certificants,

I am honoured to have served as chair of the BCRSP over this past year. It has been one of the highlights of my OHS career, allowing me to contribute at such an important time in the evolution of the profession.

In 2018, many BCRSP projects that have been in development for several years came to completion. These projects include:

- The deployment of an online application process for the Board's certifications.
- An updated continuous professional development (CPD) program guidelines and tracking tool through the new online portal.
- The launch of the Canadian Registered Safety Technician (CRST) certification.
- The implementation of the new eligibility criteria for the Canadian Registered Safety Professional (CRSP)® certification.
- The roll out of the BCRSP equivalency modules for those individuals currently certified as a CRSP® who did not meet the new eligibility criteria.
- By-Law revisions that were approved by certificants at the June 24, 2018 AGM. (cont'd)

## Governance

The BCRSP Governing Board is comprised of individuals who represent a cross-section of the occupational health and safety profession and the public. Governance is the processes and practices through which the BCRSP organizes to achieve its mandate. It is concerned with the structures and procedures for decision-making, accountability, control and codes of conduct. It is expressed through legislation, policies and by-laws, and informal norms. The goal of effective governance is an organization that achieves optimal performance and is accountable to the people it serves.

## Our Values

### Professionalism In All That We Do

We commit to our certificants and stakeholders to provide accountability for our decisions, excellence in our management system, integrity and respect in our interactions.

### Passion For Our Profession

We are passionate about protecting people, property and environment.

### Progressive Thinking And Superior Results

We strive to advance the body of knowledge, the competency of the profession, and the value our certificants bring to society. We are never satisfied with the status quo and know that opportunities for continuous improvement and innovation always exist.

- The implementation of the Board's Enterprise Risk Management Framework, and training for all Governors.
- Signing of an MOU with the Safety Institute of Australia, and NEBOSH.

→

A number of other projects also commenced in 2018, and work is ongoing on these projects which include:

- Development of the National Framework in partnership with the Canadian Society of Safety Engineering (CSSE)
- The creation of a joint BCRSP/CSSE Accreditation Task Force, charged with developing an accreditation framework for OHS post-secondary program accreditation, including standards, processes, structures and priorities.
- The development of an Ethics Program and Provider Standard and application process to support programs being developed to meet the new mandatory CPD ethics course requirement.
- Outreach to stakeholders (industry, government, other professional groups), in advancing the need for formal recognition of the OHS profession.
- In partnership with the Safety Institute of Australia, contributing to an Ethics Chapter for the SIA's Body of Knowledge.
- International outreach to support development of memoranda of understandings and recognition of the BCRSP certifications globally.
- Ongoing collaboration with CSSE on positioning the BCRSP as the certifying body and the CSSE as the member services organization, providing education, professional development and resources.

I would like to thank the Governing Board for their passion and contributions. Their dedication to advancing BCRSP and the profession have supported a year that has had many initiatives and changes for the organization.

Finally, I would like to acknowledge the many volunteers that support BCRSP. The strength of our certification schemes is rooted in the many committees and volunteers that devote their time, effort and passion to the organization. It has been an honour to have met many of you this past year and on behalf of the Board, Thank You!



Kevin Dawson, MBA, CRSP | BCRSP Governing Board Chair

# Focus: Engagement

The BCRSP does not exist in isolation; partnerships with key stakeholders are beneficial and positively impact the ongoing development of the certification process, and may lead to increased certificant value.

## International Relations

BCRSP continues to be active within the International Network of Safety and Health Professional Organizations (INSHPO) and our INSHPO representative John Hollohan was elected to the position of INSHPO Vice Chair in 2018. BCRSP is an inaugural signatory to the Singapore Accord, which is a call to action for leading occupational health and safety (OHS) professional and practitioner organizations from around the world, supported by INSHPO, to commit to the Global Vision of Prevention through the adoption of a global framework for practice. The INSHPO Global Capability Framework has been an underpinning resource for the BCRSP in the development of the CRST certification scheme, and continues to be utilized by the BCRSP/CSSE Accreditation Task Force as a resource to inform the accreditation framework.

## Credential Advancement & Recognition

The BCRSP's Credential Advancement & Recognition Committee continued to focus on furthering the recognition of the OHS profession and submitted a response to Employment and Social Development Canada (ESDC) and Statistics Canada consultation process on occupations in Canada in July of 2018.

## Volunteer of the Year Awards Recipient Tom Welton, CRSP



*BCRSP Volunteer of the Year Award presented to Tom Welton, CRSP, Director General Prevention Services, Workplace Safety North (centre). Tom's volunteer service has spanned a number of roles with the BCRSP since 2004. With Governing Board Past Chair Paul Andre, CRSP (left) and Governing Board Chair Kevin Dawson, MBA, CRSP (right.)*

## Memoranda of Understanding

In 2018, two memoranda of understanding were signed. In May 2018, then Governing Board Chair Paul Andre signed a MOU with the Safety Institute of Australia (SIA) in Melbourne Australia at the inaugural #SafetyScape Conference. This MOU recognizes each organization's professional certifications.

In September 2018, Board Chair Kevin Dawson signed an MOU with NEBOSH (National Examination Board in Occupational Safety and Health) at the CSSE PDC in Niagara Falls, Ontario. This MOU is the first MOU to formally recognize both the CRST and CRSP certifications.

## BCRSP Brand Ambassadors

The BCRSP Brand Ambassadors are volunteers who conduct outreach to newly certified individuals. They play a critical role in connecting with new certificants to congratulate them on achieving an important milestone in their career and to connect them with resources such as the Certificant's Resource Manual and Continuous Professional Development Program Guidelines. In 2018, BCRSP's 43 Brand Ambassadors connected with 78% of new certificants either via phone call or e-mail.

## Recognition Awards

In 2018, an awards program was created to recognize one individual and one organization or employer who are strong CRSP brand advocates. The criteria for the awards is as follows:

- ➔ Individual CRSP category: recognizes a CRSP who has demonstrated exceptional support and promotion of the CRSP certification.
- ➔ Organization/Employer category: recognizes an organization/employer who has demonstrated exceptional support for their CRSP employees, and promotion of the CRSP certification to their OHS practitioners.

The first recipients of these awards will be recognized at the 2019 Annual General Meeting.

The BCRSP's Volunteer of the Year was recognized at the CSSE's Professional Development Conference (PDC) held in Niagara Falls, Ontario. The recipient, Tom Welton, CRSP was recognized for his significant contributions to BCRSP since 2004.

## Stakeholder Satisfaction & Engagement

In 2018, the Certificant Satisfaction Survey was redesigned, and the survey results were presented to the Governing Board. As a result of this survey, improvements were identified for the Board's internal newsletter Governor's Table and a project was launched to review the newsletter. A number of BCRSP Connect events were held across the country as a way to connect, and engage with certificants.

## Scholarships

BCRSP annually awards scholarship to students enrolled in OHS programs and the 2018 BCRSP OHS Student Scholarship recipient was Jeff Sabine, from Saskatchewan Polytechnic Occupational Health and Safety Practitioner Program. Mr. Sabine received a \$4,000 cash scholarship and in recognition of the program that Mr. Sabine attends, the BCRSP awarded \$1,000 to Saskatchewan Polytechnic OHS Practitioner Program.

## NAOSH Week

BCRSP is a proud supporter of NAOSH Week and participated in the 2018 NAOSH Week launch event held in Victoria, BC.

## Community Initiatives

The BCRSP has been an active supporter of Minerva Canada for many years, and Minerva presented to the BCRSP Governing Board in 2018. As a result, the Governing Board has extended its commitment to Minerva for another three years, and appointed Robin Angel as the representative to the Minerva Canada Board for 2019.

In 2018, the BCRSP Governing Board entered into a partnership with Threads of Life. The Association for Workplace Tragedy Family Support, known as Threads of Life, is a Canadian registered charity dedicated to supporting families after a workplace fatality, life-altering injury or occupational disease. The BCRSP partnership looked to create a unique scholarship opportunity to support Threads of Life family members, and the first scholarships will be awarded in 2019. BCRSP is also supporting the Steps for Life walk, held annually by Threads of Life starting in 2019.

## Volunteers

Over 350 volunteers serve on BCRSP committees and task forces and we would not be able to operate without their support. For a full listing of 2018 volunteers visit the BCRSP website at [https://bcrsp.ca/sites/default/files/BCRSP\\_2018VolunteerList.pdf](https://bcrsp.ca/sites/default/files/BCRSP_2018VolunteerList.pdf)



*BCRSP/SIA MOU signing with Paul Andre, CRSP, July 1 2017-June 30 2018 Governing Board Chair, and SIA Chair Patrick Murphy at #SafetyScape 2018, Melbourne Australia.*



*BCRSP/NEBOSH MOU signing with Kevin Dawson, CRSP, July 1 2018-June 30, 2019 Governing Board Chair, and then NEBOSH CEO Teresa Budworth at the CSSE PDC Niagara Falls, Ontario.*

# Focus: Capability

To achieve success, the BCRSP needs to focus on strengthening certification standards and supporting the development of OHS college/university program accreditation. The key initiatives in this area include:

## National Education Symposium (NES)

Planning began in 2018 for the 2019 NES which will be the 6th installment of this event. The symposium is a two-day event for program coordinators, managers, directors, administrators, curriculum developers, instructors and representatives from Canadian educational institutions offering occupational health and safety studies in post-secondary undergraduate, graduate, continuing education and distance learning environments.

## Accreditation of OHS Post-Secondary Programs

The BCRSP and the Canadian Society of Safety Engineering (CSSE) established a joint accreditation task force charged with the development of a framework for OHS post-secondary program accreditation, including standards, processes, structures and priorities. The task force met for the first time via teleconference starting in late 2018 and this work is ongoing into 2019.

## Certification Standards

2018 saw the implementation of the increase in eligibility requirements for the CRSP® certification come into effect, and the launch of the CRST certification scheme. The Certification Maintenance Program also underwent a revision, and was renamed the Continuous Professional Development (CPD) program to more accurately reflect the intention of the program. The Equivalency Module Program for CRSPs who do not meet the new education eligibility requirement was also launched in October. From October-December 2018, 13% of certificants required to complete the modules did so. In addition, the deployment of an online application process for the Board's certifications has led to improved application processing at the Qualifications Review level.

## Accreditation and the Audit Process

As the CRSP® Certification scheme is accredited to ISO/IEC 17024 (Personnel Certification Body) by the Standards Council of Canada, and certified to ISO 9001 (Quality Management System) by BSI Management Systems, the BCRSP certification processes are subject to both external and internal audit requirements.

In 2018, an external audit was conducted on March 17, 2018 by BSI to the ISO 9001 standard, and on May 14-15, 2018 by the Standards Council of Canada to the ISO/IEC 17024 standard. There were no non-conformities identified during either audit.

The BCRSP also has an internal audit process, and the Internal Audit Committee establishes the internal audit plan, conducts the internal audit at the BCRSP office, assesses the management system conformity with ISO 9001 and ISO 17024, determines if the management system is being implemented and maintained, and determines if external and internal audit findings are being actioned and completed according to the action plan submitted to the Governing Board. In 2018 the Internal Audit was conducted on July 18-19, 2018. There were no non-conformities identified during the internal audit and found that a suitable, adequate and effective management system is in place.

# Focus: Advocacy

The BCRSP has a role in advocating for the OHS profession to positively influence safety in workplaces and the community. The BCRSP's government relations advocacy efforts are supported by Temple Scott Associates, a Government Relations firm based out of Ottawa, Ontario.

## Advocacy & Stakeholder Relations

2018 provided a number of new engagement opportunities for the BCRSP, and several of the initiatives we undertook contributed to building BCRSP's brand with governments.

### Government - Ontario

- Met with the then-Minister of Labour (the Honourable Kevin Flynn) regarding the OHS profession and regulatory recognition.
- Engaged with the Chief Prevention Officer on multiple occasions to ensure that BCRSP issues were understood at the Deputy Minister level in the Ministry of Labour.
- Ran the #StandForOHS campaign during the election period, raising awareness with election candidates about the importance of OHS.
- Held a Queen's Park Safety Professional Advocacy Day, meeting with several new and returning Members of Provincial Parliament, including the Minister of Labour (the Honourable Laurie Scott).
- Engagement with the Chief of Staff to Minister Scott regarding priority issues for the new Government.

### Government - Alberta

- Held meeting program in Edmonton with several officials, including: Deputy Minister of Labour; Director, Professional Governance, Alberta Labour; and Legislative Coordinator, United Conservative Party.

### Government - British Columbia

- Held meeting program in Victoria with several officials, including: Minister of Labour; Deputy Minister of Labour; and Official Opposition (Liberal Party) Labour Critic and other Members of Legislative Assembly.
- Submitted to the WorkSafe BC Consultation 'Proposed policy amendments and practice materials regarding the Certificate of Recognition (COR) Program', specifically in support of the proposed requirements for COR external auditors to hold a CRSP certification.

### Stakeholder Relations

- Arranged and coordinated meetings with the Ontario Chamber of Commerce and the Ontario General Contractors Association.
- Outreach to a number of key stakeholder organizations, including: Canadian Federation of Independent Businesses, Ontario Forest Industries Association, Merit Ontario, Small Business Owners & Professionals Association, Ontario Association of Architects, Toronto Construction Association, and Ontario Good Roads Association.
- Met with CSSE regularly and worked on the development of the National Framework for the OHS Profession.

### Articles

- Publication of an advertorial in the National Post for National Workplace Safety Month
- Publication of the opinion editorial 'What does Oct. 17 mean for workplace safety?', iPolitics, October 12, 2018

## Advocacy Policy

To provide a clear framework for the Board's advocacy work, an advocacy policy was also developed.

## National Framework

A collaboration with CSSE commenced with work focused on the development of a National Framework intended to conceptualize a model of collaboration amongst professional bodies that will help ensure a consistent application of a national standard as regulatory efforts develop in each province and territory. This framework, called the National Framework, is a system of organization intended to foster communication and linkages among organizations, and to minimize administrative and other process duplication to realize a resource effective business model.



*Representatives of the BCRSP meeting with Ontario Minister of Labour Honourable Laurie Scott, MPP on October 31, 2018 at Queen's Park to talk about the importance of workplace safety.*

# Focus: Operational Excellence

The BCRSP relies on the integrity of the certification process to achieve ongoing success. The BCRSP ensures a sustainable and well-managed organization by focusing on continuous improvement efforts and reinvestment in the organization.

## Finances

In 2018, the Governing Board committed funding to a number of improvement initiatives and had a planned budget deficit as a result. These initiatives include:

- The development of the CRST certification
- The implementation of an online application system
- The development of equivalency modules
- The development of joint partnership projects with CSSE such as the Joint Accreditation Task Force and the National Framework.

The 2018 Auditor's Report and Financial Statement are presented starting on page 17 and the Statement of Operations and Operating Fund Balance shows a deficit for 2018, however, the Board was able to invest significantly in the improvements identified above due to the organizations healthy reserve funds.

At each Board meeting, the Finance and Constitution Committee reviews financial statements with the Governing Board, led by the Secretary-Treasurer, in support of the Board's fiduciary responsibilities.

## Enterprise Risk Management

In 2017, the BCRSP commenced on a project to develop an enterprise risk management framework and contracted MNP LLP. The ERM Program Infrastructure establishes the structures for risk management at BCRSP. The Infrastructure specifically addresses the structure and flow of documentation and roles/responsibilities to ensure that tools are in place to enable effective identification, assessment, mitigation and monitoring of risk.

2018 saw the completion of this project with the development of a training module to support Governors, the Executive, and members of the Risk Management Working Group chaired by the Executive Director.

# Letter from the Executive Director

Nicola J. Wright, CAE



Dear Certificants,

2018 was an exciting and busy year for the BCRSP and we continued to promote the value and importance of certification for the OHS profession.

I am privileged to have been able to serve such a dynamic and thoughtful group of leaders that sit on your Governing Board and to work with the hundreds of volunteers that serve on the BCRSP Committees and Task Forces. In a year where there was much change, the Board and volunteers served as the constant thread and provided valuable support for the work that needed to be achieved.

We still have more work to do to promote recognition of the BCRSP certifications, to advance the conversation on accreditation of OHS post-secondary programs, and to connect more effectively with employers, and other stakeholders.

The following pages provide a brief overview of some of the activities that the BCRSP office team and the BCRSP committees have achieved in 2018.

I am honoured to serve as your Executive Director and look forward with anticipation on the year ahead.

If you have any questions, or comments, please don't hesitate to connect with me.

A handwritten signature in black ink that reads "Nicola Wright". The signature is fluid and cursive.

Nicola J. Wright, CAE | BCRSP Executive Director

# 2018 In Review

## Continuous Professional Development

**895** submissions were expected

**96%** of submissions were received and approved

**37** certifications revoked

895 certificants, with the exception of those certified in 2017 and non-practicing certificants, whose registration numbers ended in either 6 or 1, were required to submit for their continuous professional development (CPD) cycle. 37 individuals had their CRSP® certification revoked for failure to comply with the mandatory CPD requirements.

## CRSP Examination

**1180** examination candidates

**405** successful candidates

## Item Development

**97** new items added to the bank

**2083** items in total in the item bank

## CRST Examination

The CRST Examination Committee was formed and held an inaugural meeting. The first CRST Examination forms developed in preparation for a March 2019 administration.

## Professional Conduct & Discipline

In 2018, case 18-001 was referred to the discipline committee, however the certificant named in the case withdrew certification prior to a discipline hearing being held.

In total, **5** professional conduct cases were reviewed.

- 2 cases closed
- 1 case deferred pending the completion of another proceeding
- 1 case remained open on December 31
- 1 case referred to discipline and closed

## Nominations & Leadership Development

In 2018, the BCRSP received **19** Expressions of Interest (EOI) for the position of Governor; and

**5** EOI for the position of public member.

The committee presented a slate of candidate names (3 governors for a 3-year term, and 1 public member), consisting of new or returning Governors for their approval and had the approved names placed on a ballot for certificants to vote at the 2018 Annual General Meeting (AGM) held in Whitehorse, Yukon.

# Qualifications Review

Statistical Report	CRSP	CRST
Active certifications	5119	N/A
Certifications approved since last AGM	405	N/A
Applicants eligible to write the examination	1054	77
Total # of applications received in 2018	951	101
Total # of examinations delivered	1180	N/A

## Communications

In 2018, BCRSP actively promoted the certifications and its certifiants through:

Participation in **11** tradeshow

Delivery of **7** presentations at conferences or to OHS post-secondary program students

Participation in **3** career fairs to promote the OHS profession and certification

Advertising in **8** different publications

Issuing of **11** press releases

Publishing of **6** newsletters

Hosting **7** Connect/Networking events

Delivering **2** webinars on becoming certified

Profiling **11** certifiants on the BCRSP blog through an interview article or the In Your Own Words feature

In addition, the BCRSP tradeshow booth was redesigned, along with some of the print marketing material.

## Social Media

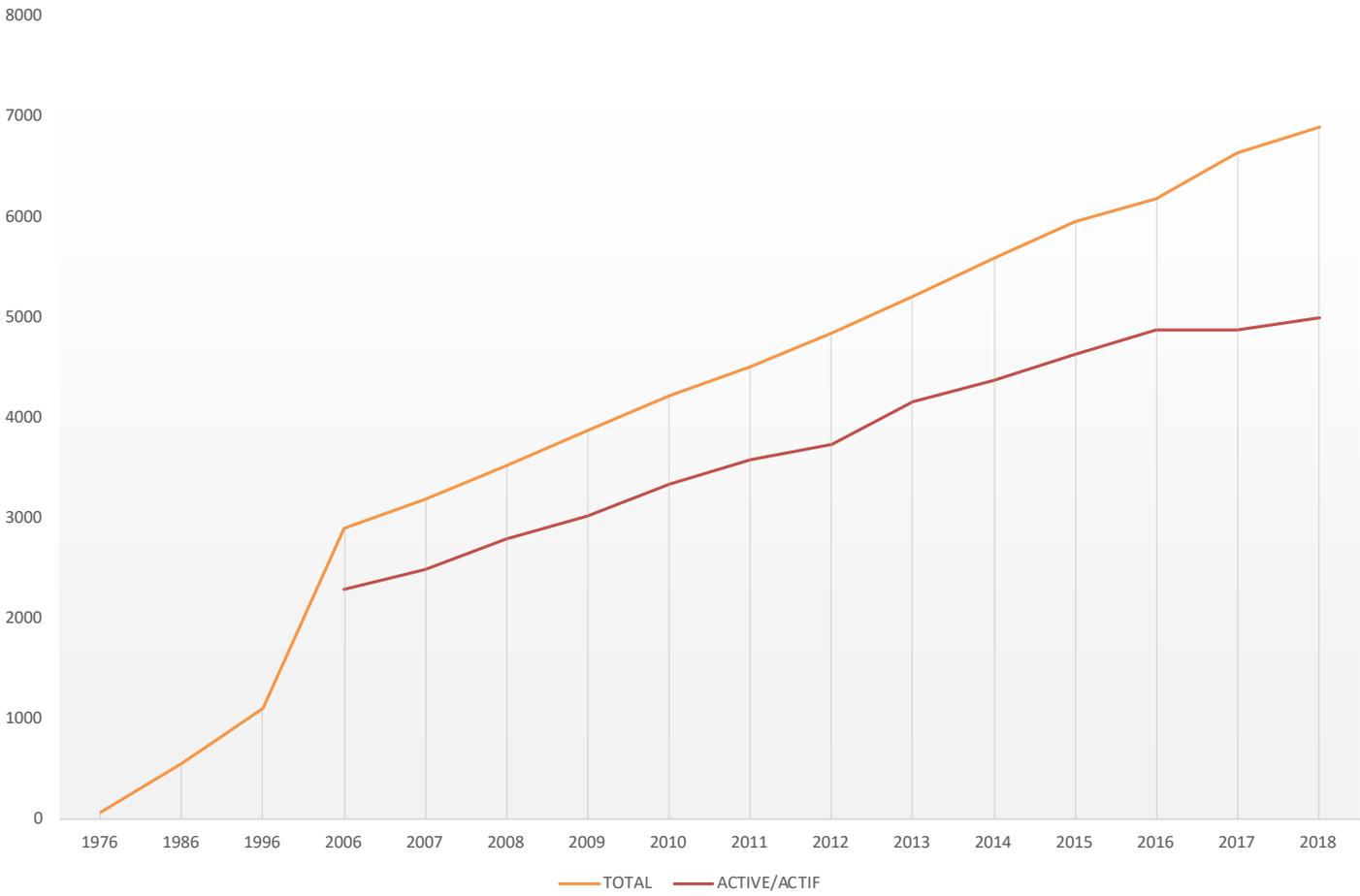
The BCRSP is very active on social media and in 2018 we:

Grew our audience across all channels (FaceBook, Instagram, LinkedIn, Twitter) by **26.9%**

Twitter accounted for the most engagement growth, with **11616** new actions

LinkedIn had the biggest change in engagement of **141.38%**

Canadian Registered Safety Professionals  
1976-2018



# 2018 Auditor's Report and Financial Statement

**The Board of Canadian Registered Safety  
Professionals**

Financial Statements

December 31, 2018



## **The Board of Canadian Registered Safety Professionals**

**December 31, 2018**

### **Table of Contents**

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Independent Auditors' Report	1
Balance Sheet	3
Statement of Income and Retained Earnings	4
Statement of Cash Flows	5
Notes to Financial Statements	6



CHARTERED ACCOUNTANTS

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## **Independent Auditors' Report**

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To the members  
The Board of Canadian Registered Safety Professionals

### **Opinion**

We have audited the financial statements of The Board of Canadian Registered Safety Professionals, which comprise the statement of financial position as at December 31, 2018, and the statements of operations and operating fund balance, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of The Board of Canadian Registered Safety Professionals as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not for profit organizations.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the Canadian accounting standards for not for profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing these financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

## Independent Auditors' Report

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*R+C Chartered Accountants.*

Mississauga, Ontario  
April 29, 2019

Chartered Accountants  
*Licensed Public Accountants*

**The Board of Canadian Registered Safety Professionals**  
**Statement of Financial Position**  
**December 31, 2018**

	2018	Restated
	\$	\$
<b>Assets</b>		
Current Assets		
Cash	1,160,007	1,163,881
Short term investments (note 2)	1,383,162	1,362,623
Accounts receivable	-	825
Government remittances recoverable	5,234	18,639
Prepaid expenses	38,351	20,065
<b>Total Assets</b>	<b>2,586,754</b>	<b>2,566,033</b>
<b>Liabilities and Operating fund balance</b>		
Current Liabilities		
Accounts payable and accrued liabilities	56,516	28,788
Deferred revenue	520,050	319,600
<b>Total Liabilities</b>	<b>576,566</b>	<b>348,388</b>
<b>Operating fund balance</b>	<b>2,010,188</b>	<b>2,217,645</b>
<b>Total Liabilities and Operating fund balance</b>	<b>2,586,754</b>	<b>2,566,033</b>

Approved on Behalf of the Board



**The Board of Canadian Registered Safety Professionals**  
**Statement of Operations and Operating Fund Balance**  
**For the Year Ended December 31, 2018**

	2018	Restated
	\$	2017
	\$	\$
<b>Revenue</b>		
Annual dues	1,227,662	1,185,214
New application fees	426,203	457,487
Product sales and other revenue	79,248	86,737
Examination fees	32,810	16,999
Interest income	21,707	4,072
<b>Total revenue</b>	<b>1,787,630</b>	<b>1,750,509</b>
<b>Operating expenses</b>		
Accreditation	26,116	30,055
Application processing	49,279	87,341
Bank charges	48,156	42,044
Communications	219,370	153,809
Continuing education development	95,402	-
Advocacy	153,397	171,684
Credential Management System	354,489	-
Delivery, freight, and postage	3,913	9,585
Donations	35,000	10,000
Examinations	188,619	192,553
Insurance	3,080	3,060
Management fees	494,212	444,212
Meetings	84,483	94,010
Memberships	26,571	50,603
Office expenses	6,685	7,097
Printing	8,782	13,813
Product purchases	4,135	4,243
Professional fees	31,490	28,625
Rent	10,000	9,500
Scholarships	5,000	10,000
Special Events	-	41,837
Study Guides	1,641	8,307
Technician certification	21,280	7,761
Travel	100,488	98,897
Website	23,499	13,283
<b>Total operating expenses</b>	<b>1,995,087</b>	<b>1,532,319</b>
<b>Excess of revenues over expenditures</b>	<b>(207,457)</b>	<b>218,190</b>
Operating fund, beginning of year (note 5)	2,217,645	1,999,455
<b>Operating fund, end of year</b>	<b>2,010,188</b>	<b>2,217,645</b>

**The Board of Canadian Registered Safety Professionals**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2018**

	2018	Restated
	\$	2017
		\$
<b>Operating Activities</b>		
Excess of revenues over expenditures	(207,457)	218,190
	(207,457)	218,190
<b>Change in non-cash operating working capital</b>		
Accounts receivable	825	(825)
Prepaid expenses	(18,286)	(878)
Accounts payable and accrued liabilities	27,728	19,047
Government remittances	13,405	6,767
Deferred revenue	200,450	52,255
	16,665	294,556
<b>Investing Activities</b>		
Short term investments	(20,539)	(3,543)
Increase (decrease) in cash	(3,874)	291,013
Cash, beginning of year	1,163,881	872,868
<b>Cash, end of year</b>	<b>1,160,007</b>	<b>1,163,881</b>

**The Board of Canadian Registered Safety Professionals**  
**Notes to Financial Statements**  
**December 31, 2018**

**Nature of Business**

The purpose of The Board of Canadian Registered Safety Professionals is to promote and enhance, nationally and internationally, the health and safety profession. It is a non-share capital corporation, incorporated under the laws of Canada, to be carried on without the purpose of gain for its members and any profits or other accretions to the organization must be used in promoting its objects. As a result of its not-for-profit status, the organization is exempt from income tax under certain provisions of the Income Tax Act.

**1. Significant accounting policies**

**(a) Basis of accounting**

The financial statements have been prepared in accordance with Canadian accounting standards for not for profit organizations.

**(b) Revenue recognition**

- i) Annual dues are set annually by the Board of Directors and are recognized as revenue proportionately over the fiscal year to which they relate.
- ii) New application fees, product sales and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.
- iii) Re-examination fees are recognized as revenue when received and the examination has occurred.
- iv) Interest income is earned from guaranteed investment certificates and recognized as revenue on an accrual basis.

**(c) Use of estimates**

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates.

**(d) Investments**

The investments consist of short-term deposits which are redeemable on demand and are carried at the current market value.

**(e) Deferred revenue**

All membership dues received in the current year for a subsequent year's operations are recorded as deferred revenue and will be accounted for as income in the year to which they pertain.

**The Board of Canadian Registered Safety Professionals**  
**Notes to Financial Statements**  
**December 31, 2018**

**1. Significant accounting policies (continued)**

**(f) Contributions and services**

Due to the difficulties in determining their fair value, contributions and services to the organization are not recognized in these financial statements.

**(g) Financial instruments**

The company recognizes and measures financial assets and financial liabilities on the balance sheet when it becomes a party to the contractual provisions of a financial instrument. All transactions related to the financial instrument are recorded on a trade date or settlement basis. All financial instruments are measured at fair value on initial recognition. The company subsequently measures its financial assets and financial liabilities at cost or amortized cost. Changes in the fair value of these financial instruments are recorded in net income.

The company classifies its financial instruments as follows:

- Financial assets measured at cost include cash and short term investments.
- Financial liabilities measured at cost include accounts payable and accrued liabilities and deferred revenue.

**(h) Impairment**

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

**2. Short term investments**

Short term investments of \$1,383,162 (2017 - \$1,362,623) consist of redeemable GIC's with variable interest rates that mature within the 2019 fiscal year.

**3. Financial instruments**

The significant financial risks to which the organization is exposed to is liquidity risk, which is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to liquidity risk arising from its liabilities. The organization's ability to meet obligations depends on the receipt of funds in the form of revenue or advances.

**The Board of Canadian Registered Safety Professionals**  
**Notes to Financial Statements**  
**December 31, 2018**

**4. Capital disclosures**

In managing capital, the Association focuses on liquid resources available for operations. Its objective is to have sufficient liquid resources to continue operating in accordance with the mission despite adverse financial events and to provide it with the flexibility to take advantage of opportunities. The need for sufficient liquid resources is considered in the preparation of an annual budget, the monitoring of cash flows, the comparison of actual operating results to budget and ensuring adherence with the approved investment policy.

There have not been any changes to the Association's capital management strategy during the year.

**5. Prior period adjustment**

The organization learned that government remittances receivable were overstated in the previous year. As a result, the net assets balance as at January 1, 2016 was decreased by \$39,778 and the 2017 financial statements were restated.

# Governing Board

The following individuals served on the BCRSP Governing Board from July 1, 2017 to June 30, 2018:

## Officers

Chair: Paul Andre, CRSP, CEO & President, Workplace Safety North, North Bay, ON

Vice Chair: Kevin J. Dawson, MBA, P.Eng., CRSP, Omnium Consulting, Halifax, NS

Past Chair: Dave Turner, MBA, PEng, CMSP, CRSP, Turner Safety Systems, Maple Creek, SK

Secretary-Treasurer: John M. Hollohan, B.Sc., B.A.Sc., CRSP, EMERA Inc., Halifax, NS

## Governors

Tareq Al-Zabet, CRSP, Ministry of the Environment and Climate Change, Environmental Sciences and Standards Division, Toronto, ON

Robin Angel, BSC, MSc, CRSP, Regional Director Occupational Health and Safety Division, Nova Scotia Department of Labour and Advanced Education, Halifax, NS

Paul Belair, MBA, B.A.Sc., CRSP, CHSC, Director, Corporate HS&E, Ledcor, Edmonton, AB

Public Member: Andrea Cotroneo, Capital One, Toronto, ON

Alireza Golbabai, CRSP, City of Toronto, Toronto, ON

David S. Johnston, CRSP, Toronto Hydro Electric System, Toronto, ON

Dale Shafer, MBA, CRSP, Director, Operational Management Assurance, Barrick Gold Corporation, Toronto, ON

Monica A Szabo, CRSP, Burlington, ON

The following individuals served on the BCRSP Governing Board from July 1, 2018 to June 30, 2019:

## Officers

Chair: Kevin J. Dawson, MBA, P.Eng., CRSP, Omnium Consulting, Halifax, NS

Vice Chair: Monica A Szabo, CRSP, Burlington, ON

Past Chair: Paul Andre, CRSP, CEO & President, Workplace Safety North, North Bay, ON

Secretary-Treasurer: David S. Johnston, CRSP, Toronto Hydro Electric System, Toronto, ON

## Governors

(served until December 31 2018) Tareq Al-Zabet, CRSP, Ministry of the Environment and Climate Change, Environmental Sciences and Standards Division, Toronto, ON

Robin Angel, BSC, MSc, CRSP, Regional Director Occupational Health and Safety Division, Nova Scotia Department of Labour and Advanced Education, Halifax, NS

Paul Belair, MBA, B.A.Sc., CRSP, CHSC, Director, Corporate HS&E, Ledcor, Edmonton, AB

Mark Fernandes, CRSP, General Manager, Intertek Ltd., Edmonton, AB

Marianne Matichuk, CRSP, CHSC, COHS, CNM, Consultant, M. Matichuk & Associates, Sudbury, ON

Dave Rebbitt, MBA, CRSP, CHSC, CET, CD, Consultant, Rarebit Consulting, Fort McMurray, AB

Dale Shafer, MBA, CRSP, Director, Operational Management Assurance, Barrick Gold Corporation, Toronto, ON

Public Member: Sandra Stephens, LLB, Canadian Bankers Association, Toronto, ON



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