



# BCRSP Annual Report 2019



## 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)®. 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 organization. The CRSP® certification is now a widely accepted form of recognition by industry and government in Canada. Many employers require the CRSP® 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® 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

Monica Szabo, CRSP | BCRSP Governing Board Chair

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 2019 we continued to execute on our strategic plan and the following initiatives were focused on:

- Administration of the Canadian Registered Safety Technician (CRST) certification examinations in March 2019 and August 2019.
- Signing of a partnership agreement with Women in Occupational Health and Safety Society (WOHSS).
- Continued work in collaboration with the Canadian Society of Safety Engineering (CSSE) on the development of and communication on the National Framework for OHS Practice in Canada.
- Continuation of the collaborative work with CSSE on the Accreditation Task Force, charged with developing an accreditation framework for OHS post-secondary program accreditation, including standards, processes, structures and priorities.

## 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.

- Outreach to stakeholders (industry, government, other professional groups), in advancing the need for formal recognition of the OHS profession.
- International outreach to support development of memoranda of understandings and recognition of the BCRSP certifications globally, con't
- Promotion of certification to industry and the profession via presentations at various events and conferences, including the Women in Safety Conference in early March in Calgary.
- 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.
- Revamped Governors' Table and rebranded it to BCRSP Report – now 100% online.
- Completed the Competency Review of the CRSP Examination Blueprint.
- BCRSP was awarded the contract as the INSHPO Secretariat.

I would like to thank the Governing Board for their passion and contributions at every meeting. Finally, I would like to acknowledge the many volunteers that support BCRSP. The strength of our certification schemes are 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!

Monica Szabo, CRSP | BCRSP Governing Board Chair

## Focus: Engagement

The BCRSP does not exist in isolation; partnerships with key stakeholders are beneficial and positively impacts 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 Organisations (INSHPO) and was appointed as the INSHPO secretariat for two years commencing in January 2020. The BCRSP's representative on INSHPO is John Hollohan, CRSP who is currently serving as INSHPO's President Elect.

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 was dissolved in 2019 by the Governing Board

## Volunteer of the Year Awards Recipient Graham Nelson, CRSP



*BCRSP Volunteer of the Year Award presented to Graham Nelson, CRSP, Occupational Health and Safety Specialist at the University of Ottawa. Graham has been a CRSP since 2010 and is a strong advocate for workplace health and safety.. With Governing Board Chair Monica Szabo, CRSP (right).*

due to duplication of mandate with other committees. Thank you to the committee members for their service to the BCRSP: Brad Buck, Dana Mueller, Iqbal Anwer, John Hollohan, Mark Hussey, Martin Benoit, Paul Carolan, Robin Angel, Amanda Sonier.

## Partnership Agreement

On November 27, 2019, the BCRSP signed a partnership agreement with the Women in Occupational Health and Safety Society (WOHSS). The BCRSP and the WOHSS recognize the benefits of a collaborative partnership to improve safety and health in workplaces and the development of occupational health and safety practitioners at all levels. This collaboration includes BCRSP recognizing participation in the WOHSS mentorship program as qualified for professional development credit through the BCRSP's Continuous Professional Development (CPD) program, and WOHSS endorsing BCRSP certifications and promoting recognition that the BCRSP certifications are designed to elevate professional standards and distinguish those who meet a formal education requirement and ongoing practical experience that are essential for the effective practice of occupational health and safety. This agreement demonstrates both organizations an ongoing willingness to seek opportunities for shared projects and collaboration to advance the occupational health and safety profession.

## Recognition Awards

The first recipients of the BCRSP recognition awards were recognized at the 2019 Annual General Meeting. In the individual category, the award was presented to Ebrahim Noroozi, CRSP and in the organizational category the award was presented to the Public Services Health and Safety Association

The BCRSP's Volunteer of the Year was recognized at the CSSE's Professional Development Conference (PDC) held in Winnipeg, Manitoba. The recipient, Graham Nelson, CRSP was recognized for his significant contributions to BCRSP since 2010.

## Stakeholder Satisfaction & Engagement

In 2019, the Certificant Satisfaction Survey was issued, and the survey results were presented to the Governing Board. In addition, a number of BCRSP Connect events were held across the country as a way to connect, and engage with certificants.

## Community Initiatives

The BCRSP continued its support of Minerva Canada in 2019, and Robin Angel served as the BCRSP representative on the Minerva Canada Board.

2019 saw the launch of the Threads of Life/BCRSP scholarship program which awarded four (4) x \$2500 national scholarships available to Threads of Life family members who are students enrolled, either full-time or part-time, in a college or university program. The national scholarship recognizes academic achievement, community involvement, and need. The 2019 recipients were:

- Dion Durant, Nova Scotia
- Stacy Gaylord, Saskatchewan
- Haley Harroun, Alberta
- Brodie Bergman, Prince Edward Island

## 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 2019 volunteers visit the BCRSP website at [https://bcrsp.ca/sites/default/files/BCRSP\\_2019VolunteerList.pdf](https://bcrsp.ca/sites/default/files/BCRSP_2019VolunteerList.pdf)



*BCRSP/WHOSS Partnership agreement signing with Monica Szabo, CRSP and Paula Campkin, CRSP on November 27 2019 in Toronto, Ontario.*



*BCRSP National Education Symposium panel discussion on The OHS Profession in the 21st Century, focused on the future of the OHS profession and the role of education—both traditional and non-traditional in this evolution. Moderated by Kevin Dawson, CRSP, NES Chair, and panelists (left to right) included Nimmi Nayyer-Dua, Team Lead-Program Coordinator, Faculty of Extension - Health Safety Environment & Planning Unit, University of Alberta. Thomas Tenkate, DrPH, MAppSc, MEd, FEHA, FRSPH, Associate Professor & Director, School of Occupational and Public Health, Ryerson University, Barry Wilkes, BSc, PGDip, Director of Strategy, NEBOSH, and President, INSHPO, and Glyn Jones, MAsc, P.Eng., CIH, CRSP, Partner, EHS Partnerships, Faculty, University of New Brunswick OHS Program.*



## 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)

On May 13 & 14, 2019, 40 representatives from Canadian educational institutions that offer occupational health and safety studies at a post secondary undergraduate, graduate, continuing education and distance learning environments met in Ottawa for the 6th annual National Education Symposium (NES). Some of the highlights from this year's NES program were:

- A workshop with educators on the development of an OHS Program Accreditation Framework.
- A panel discussion on The OHS Profession in the 21st Century, focused on the future of the OHS profession and the role of education – both traditional and non-traditional in this evolution.
- Erin Oliver, CRSP, Vice President of Employee Health & Safety, Modern Niagara Group Inc. shared an employer's perspective with educators on what they are looking to see in new program graduates. Erin was joined by her colleague Shannon Bishop who is currently enrolled in an OHS program.
- Other sessions included mapping an OHS program to the INSHPO Framework, an Update from Minerva Canada, and an Integrated program approach. The BCRSP also solicited feedback from educators on the CRSP® Examination Blueprint which is being revised for release in 2020. The next NES will be held in 2021.

### Accreditation of OHS Post-Secondary Programs

The BCRSP and the Canadian Society of Safety Engineering (CSSE) continued work on the joint accreditation task force which is charged with the development of a framework for OHS post-secondary program accreditation, including standards, processes, structures and priorities.

### Certification Standards

We continue to focus on the certification standards with the first administration of the CRST Examination. Work also commenced in 2019 to review the CRSP Examination Blueprint, and a new Blueprint was released in early 2020.

The Equivalency Module Program for CRSPs who do not meet the new education eligibility requirement continues with 62% of CRSPs requiring to do so having completed the modules.

## 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 2019, an external audit was conducted on March 1 by BSI to the ISO 9001 standard, and on June 4-5 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 2019 the Internal Audit was conducted on July 10. 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

2019 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

- Meetings with Ministry of Labour representatives including the Director of Policy and Chief Prevention Officer of Ontario.
- Monica Szabo, CRSP, Governing Board Chair participated in a panel discussion regarding Safer Ontario.
- A proposal/discussion paper drafted for Ontario Ministry of Labour regarding title protection.
- Support drafted for Bill 152, Occupational Safety and Health Day Act, 2019.

### Government - Alberta

- Participated in dialogue in Alberta with Alberta Government, and the Alberta Society of Health & Safety Professionals.

### Government - British Columbia

- Outreach/follow up on the WorkSafe BC Consultation 'Proposed policy amendments and practice materials regarding the Certificate of Recognition (COR) Program'.
- Conference call with WorkSafe BC to discuss engagement opportunities.

### Government - Federal

- Letter in support of the harmonization of OHS legislation sent.

### 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: MeritOntario, Ontario Forest Industries Association, Ontario General Contractors Association, Small Business Owners and Professionals Association, Ontario Association of Architects and Toronto Construction Association, Alberta Construction Safety Association, SafeCare BC, AgSafeBC, BC Forest Safety, Independent Wood Processors Association,
- Met with CSSE and worked on the development of the National Framework for the OHS Profession.
- Outreach and discussions with the Canadian Registration Board for Occupational Hygienists (CRBOH)

### Communication

- Joint communication with CSSE on professional regulation, including survey results.

## National Framework

A collaboration with CSSE continued 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.

# 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 2019, the Governing Board committed funding to a number of improvement initiatives and had a planned budget deficit as a result. These initiatives include:

- Planned additional work on the online application system.
- The continued work and initial execution of the Canadian Registered Safety Technician (CRST) certification examination.
- The development of joint partnership projects with CSSE such as the Joint Accreditation Task Force and the National Framework.

The 2019 Auditor's Report and Financial Statement are presented starting on page 15 and the Statement of Operations and Operating Fund Balance shows a deficit for 2019, however, the Board was able to invest significantly in the improvements identified above due to the organization's 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.

# Letter from the Executive Director

Nicola J. Wright, CAE



Dear Certificants,

2019 was another busy year for the BCRSP and we continued to promote the value and importance of certification for the OHS profession.

I would like to start by highlighting the efforts of the office team in 2019 as we saw significant growth in new CRSP certifications along with the roll out of the CRST examination process. Thank you to Sunipa Sensarma, Alastair DeRozario, Carly Ducharme, Jason Boyer, Stuart Taylor, Stuart Moulton, and Leslie Wright for the great work that they do.

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 2019.

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



# 2019 In Review

## Continuous Professional Development

**928** certificants were due for submission

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

**36** certifications revoked

928 certificants, with the exception of those certified in 2018 and non-practicing certificants, whose registration numbers ended in either 7 or 2, were required to submit for their continuous professional development (CPD) cycle. 36 individuals had their CRSP® certification revoked for failure to comply with the mandatory CPD requirements.

## CRSP Examination

**1273** examinations written resulting in 724 CRSP certifications granted

## Item Development

**144** new items added to either the CRSP or CRST Item Bank

**2227** items in total in the CRSP item bank and 1458 items in the CRST item bank

## CRST Examination

**125** examinations written resulting in 54 CRST certifications granted

## Professional Conduct & Discipline

In 2019 in total, **3** professional conduct cases were reviewed.

- 3 cases closed
- 1 case was withdrawn by the complainant
- 2 cases closed due to lack of evidence submitted.

## Nominations & Leadership Development

In 2019, the BCRSP received **30** Expressions of Interest (EOI) for the position of Governor

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 2019 Annual General Meeting (AGM) held in Toronto, Ontario.

## Qualifications Review

Statistical Report as of December 31 2019	CRSP	CRST
Active certifications	5082	54
Certifications approved since last AGM	724	54
Applicants eligible to write the examination	1227	125
Total # of applications received in 2019	361	258
Total # of examinations delivered	1273	125

### Communications

In 2019, BCRSP actively promoted the certifications and its certificants through:

Participation in **16** tradeshow

Delivery of **10** presentations at conferences or to OHS post-secondary program students

Advertising in **7** different publications

Issuing of **11** press releases

Publishing of **8** newsletters

Hosting **7** Connect/Networking events

Profiling **12** certificants on the BCRSP blog through an interview article or the In Your Own Words feature

### Social Media

The BCRSP is very active on social media and in 2019 we:

Grew our audience across all channels (FaceBook,

Instagram, LinkedIn, Twitter) by **20%**

Twitter accounted for the most engagement growth,

with **20246** new actions

# 2019 Auditor's Report and Financial Statement

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

Financial Statements

December 31, 2019



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

**December 31, 2019**

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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, 2019, 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, 2019, 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.



Mississauga, Ontario  
April 22, 2020

Chartered Accountants  
*Licensed Public Accountants*

**The Board of Canadian Registered Safety Professionals**  
**Statement of Financial Position**  
**December 31, 2019**

	2019 \$	2018 \$
<b>Assets</b>		
Current Assets		
Cash	1,107,865	1,160,007
Short term investments (note 2)	1,411,932	1,383,162
Government remittances recoverable	-	5,234
Prepaid expenses	65,355	38,351
<b>Total Assets</b>	<b>2,585,152</b>	<b>2,586,754</b>
<b>Liabilities and Operating fund balance</b>		
Current Liabilities		
Accounts payable and accrued liabilities	49,224	56,516
Government remittances	22,063	-
Deferred revenue	645,000	520,050
<b>Total Liabilities</b>	<b>716,287</b>	<b>576,566</b>
<b>Operating fund balance</b>	<b>1,868,865</b>	<b>2,010,188</b>
<b>Total Liabilities and Operating fund balance</b>	<b>2,585,152</b>	<b>2,586,754</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, 2019**

	2019 \$	2018 \$
<b>Revenue</b>		
Annual dues	1,320,654	1,227,662
New application fees	242,725	426,203
Product sales and other revenue	83,450	79,248
Examination fees	40,780	32,810
Interest income	29,321	21,707
<b>Total revenue</b>	<b>1,716,930</b>	<b>1,787,630</b>
<b>Operating expenses</b>		
Accreditation	26,797	26,116
Application processing	74,847	49,279
Bank charges	46,315	48,156
Communications	330,182	219,370
Continuing education development	-	95,402
Advocacy	8,853	153,397
Credential Management System	175,885	354,489
Delivery, freight, and postage	10,843	3,913
Donations	25,000	35,000
Examinations	274,549	188,619
Insurance	3,276	3,080
Management fees	518,922	494,212
Meetings	92,724	84,483
Memberships	51,870	26,571
Office expenses	6,074	6,685
Printing	13,300	8,782
Product purchases	11,672	4,135
Professional fees	24,377	31,490
Rent	10,000	10,000
Scholarships	-	5,000
Special Events	47,055	-
Study Guides	1,919	1,641
Technician certification	-	21,280
Travel	96,404	100,488
Website	7,389	23,499
<b>Total operating expenses</b>	<b>1,858,253</b>	<b>1,995,087</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(141,323)</b>	<b>(207,457)</b>
<b>Operating fund, beginning of year</b>	<b>2,010,188</b>	<b>2,217,645</b>
<b>Operating fund, end of year</b>	<b>1,868,865</b>	<b>2,010,188</b>

See Accompanying Notes

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**The Board of Canadian Registered Safety Professionals**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2019**

	2019 \$	2018 \$
<b>Operating Activities</b>		
Excess (deficiency) of revenues over expenditures	(141,323)	(207,457)
	(141,323)	(207,457)
<b>Change in non-cash operating working capital</b>		
Accounts receivable	-	825
Prepaid expenses	(27,004)	(18,286)
Accounts payable and accrued liabilities	(7,292)	27,728
Government remittances	27,297	13,405
Deferred revenue	124,950	200,450
	(23,372)	16,665
<b>Investing Activities</b>		
Short term investments	(28,770)	(20,539)
Decrease in cash	(52,142)	(3,874)
Cash, beginning of year	1,160,007	1,163,881
<b>Cash, end of year</b>	<b>1,107,865</b>	<b>1,160,007</b>

See Accompanying Notes

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**The Board of Canadian Registered Safety Professionals**  
**Notes to Financial Statements**  
**December 31, 2019**

**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, 2019**

**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 \$1,411,932 (2018 - \$1,383,162) consist of redeemable GIC's with variable interest rates that mature within the 2020 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.

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**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. Subsequent events**

Subsequent to the organization's year end on December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization causing a significant adverse effect on the global and Canadian economies and social dislocating impact.

At the time of approval of these financial statements, the organization has determined that there may be financial implications caused by the COVID-19 pandemic. Events planned for the upcoming fiscal period may be disrupted as a result of legislative action. Further to this, it is unclear how and when occupational health and safety workers certified under the organization will be impacted.

At this time, these factors present uncertainty over the company's future cash flows, may cause significant changes to its assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.



# Governing Board

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, Omnius 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, BSc, 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

The following individuals served on the BCRSP Governing Board from July 1, 2019 to June 30, 2020:

## Officers

Chair: Monica A Szabo, CRSP, Szabo Safety & Operations Services, Burlington, ON

Vice Chair: David S. Johnston, CRSP, Toronto Hydro Electric System, Toronto, ON

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

Secretary-Treasurer: Robin Angel, BSc, MSc, CRSP, Regional Director Occupational Health and Safety Division, Nova Scotia Department of Labour and Advanced Education, Halifax, NS

## Governors

Paul Belair, MBA, BSc, CRSP, CHSC, Director, Corporate HS&E, Ledcor, Edmonton, AB

Tehzin Chadwick, MHSc, CRSP, CIH, ROH, Director, EHS, International Foodservice - Americas, Sysco Corporation, Etobicoke, ON

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

David Larson, CSP, CFPS, ARM, CRSP, Senior Vice President, Risk Services Practice Leader, Lockton Companies, Northeast, New York, NY

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

Peter Sturm, BA, CRSP, CHSC, Senior Field Safety Strategy & Solutions Leader, Grainger, Thornhill, ON

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

Public Member: Sandra Stephens, LLB, Counsel Blake, Cassels & Graydon LLP, Toronto, ON



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