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# 2023 Annual Report



**Board of Canadian Registered  
Safety Professionals**

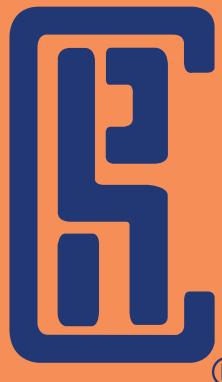
**Conseil Canadien Des Professionnels  
En Sécurité Agréés**

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**Board of Canadian Registered Safety  
Professionals**

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**Board of Canadian Registered  
Safety Professionals**

**Conseil Canadien Des Professionnels  
En Sécurité Agréés**

## 2023 Annual Report

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# Board of Canadian Registered Safety Professionals (BCRSP) Profile

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## Mission

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

**The Board of Canadian Registered Safety Professionals (BCRSP) values diversity, equity and inclusion at all levels of the organization. We welcome and respect the unique perspectives, opinions and experiences of all BCRSP certificants, applicants, and other stakeholders. We commit to working towards removing barriers, internally and externally, to achieve true diversity, equity and inclusion within the BCRSP.**

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.



# Board of Canadian Registered Safety Professionals

## Conseil Canadien Des Professionnels En Sécurité Agréés

In 2005, the CRSP® certification scheme was granted accreditation to ISO/IEC 17024 (Personnel Certification Body) by the Standards Council of Canada and in 2021 the CRST® 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.

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 practices elsewhere.

## 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.

### Practicing Inclusion, Diversity, Equity and Accessibility

We commit to supporting inclusion, diversity, equity and accessibility in our decisions, and actions.

# **Message from the Chair**

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**The BCRSP Governing Board is comprised of volunteers who represent a cross-section of the OHS 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.**



**The Board of Canadian Registered Safety Professionals (BCRSP) appointed Paul Belair, BASc, MBA, CRSP as Governing Board Chair effective July 1, 2023 through June 30, 2025.**

**Paul Belair is the twenty-seventh Chairperson since the certification body's incorporation in 1976 and succeeds Robin Angel, CRSP who served as Chair until June 30, 2023.**

I am honoured to be serving as the Governing Board Chair of the BCRSP.

The BCRSP Governing Board utilizes a strategic plan to set goals for the organization and develops plans to achieve them. The latest iteration of the plan maintains the core elements of previous plan versions and provides focus on key initiatives and strategies to promote certification, the value of certification, and the value of qualified safety practitioners to industry.

The Board's goal is that by 2025, the BCRSP is recognized by industry, post secondary institutions, media, governments and other associations as the accepted certifying body for safety professionals and a credible and influential thought leader regarding the broader OHS landscape in Canada. We are highly visible among employers and safety professionals, and our role in the broader safety environment is clear to all parties. By 2025 our goals are to have:

1. Implemented a certification specific to the needs of entry level safety professionals and additional specialized credentials as the platform for a stackable career-path certification approach
2. Fully defined a road-map for regulation, legal recognition and title protection across Canada

beyond 2025 and attained title protection in one jurisdiction.

3. Taken a leadership position by establishing a national council with a code of ethics to provide a unified voice to government, industry and academia to guide regulation of the safety profession.
4. Enhanced the recognition of our brand and the value of certification through partnerships with insurers, employers and underrepresented groups.

In 2023 a lot of work towards these goals has been accomplished, as well as significant work on internal processes to ensure that the Board and the BCRSP are well positioned for the future.

The reports contained within this annual report highlight the activities and milestones achieved in 2023.

I would like to thank the Governing Board for their passion and contributions at every meeting. I would also like to acknowledge the many volunteers that support the BCRSP. The strength of our certification schemes is rooted in the many committees and volunteers that devote time, knowledge, skills and abilities to the organization. Thank you.

**Paul Belair, BASc, MBA, CRSP  
BCRSP Governing Board Chair**

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# 2023 In Review



## **A summary of 2023 Committee Activity**

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# 1 Communications Committee

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**The Communications Committee shall promote and enhance all communication efforts to support the recognition and advancement of the BCRSP, and its certifications.**

In 2023, BCRSP actively promoted the certifications and its certificants through:

- Presentations to industry and employer groups, and OHS post-secondary program students
- Virtual and in person tradeshows
- Advertising certifications in industry publications
- Issuance of Salary Survey and results published
- Issuance of 8 press releases
- Publishing of the BCRSP Report (email newsletter)
- Profiling certificants in the CRSP&Proud or CRST&Proud social media campaign
- Profiling volunteers in the #VolunteerSpotlight social media campaign
- Creation of new CRSP, CRST and Employer focused videos (launched Q1 2024)
- Update of tradeshow materials (launched Q1 2024)

Across our social media channels, we continue to use them to promote the BCRSP certifications and our certificants. BCRSP is active on 4 platforms – Facebook, Instagram, Twitter (X), and LinkedIn. We have a couple of campaigns that certificants can take part in – the #CRSP or #CRST and Proud campaigns, the #InYourOwnWords campaign, and for our volunteers, the #volunteerspotlight campaign.

2023 Committee Members: Robin Anne Condon, Sylvie Giroux, Steven Hnatishin, Kevin Kachanoski, Anna Matheson, Heather Moon, Leena Paul, Marylene Provost, Thomas R. Welton (Chair) In 2024 Tulika Mishra, and Kate Peardon joined the Committee.

# 2 Continuous Professional Development Committee

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**The Continuous Professional Development (CPD) Committee oversees the administration of the continuous professional development program and make recommendations for improvement to the Governing Board.**

889 certificants were required to submit for their continuous professional development (CPD) cycle. 92% of submissions were reviewed and approved. 74 individuals had their certification revoked at the end of 2023 for failure to comply with the mandatory CPD requirements.

The CPD Committee also approved 3 additional ethics course providers in 2023.

2023 Committee Members: Adina Negru, Sarah Rasoul, Jason Roy, Nicole Salmon, Dave Turner (Chair). In 2024 Sarah Rasoul assumed the role of Committee Chair, and Debasish Kakoty, Joseph Nip, and Noel Slaney joined the committee.

# 3

## Examination Committees

**Core to what we do as a certification board, the examination committees include the CRSP® Examination Committee, the CRST® Examination Committee, the Item Writing Committee, and the Item Bank Maintenance Committee, and the newly formed Item Review Committee.**

**The CRSP® Examination Committee plans, develops and manages a program through which examinations are administered and maintained in support of the CRSP® professional level certification.**

2023 Committee Members: Marc Barre, Roberto Camba Baldomar, Katheryn Carley, Rick Donato, Jenny Kin Ling Ho, Michael Kary (Chair), Vsevolod Kuzmenko, Beryl Ludwig, Laura Mullowney, Derrick Murray, Jason Rogowski. In 2024 Stacia Gunn, and Ashley Mckie joined the Committee.

**The CRST® Examination Committee plans, develops and manages a program through which examinations are administered and maintained in support of the CRST® certification.**

2023 Committee Members: Paul Carolan, Casey Chan, Catherine Drum, Robert (Bobbie) Hurley, Graham Nelson, Joseph Kutryk, Sonia Lal, , Absalom Pierce, Mustang Randall (Chair), Alfred Rehn, Aman Singh. In 2024 Michael Gouthro and Olivier Plante joined the committee.

**The Item Bank Maintenance Committee reviews items and updates (including reference checks) independent and case-based items in the bank using the competencies in the CRSP® and CRST® Examination Blueprint for use by the CRSP® and CRST® Examination Committees on the certification examination.**

2023 Committee Members: Michael Fears, Robin Kilty (Chair), Sonia Lal, Carmen Mager, Laura Mullowney, Melissa Nadeau, Heather Tomsic. In 2024 Michael Fears and Tara Jukes joined the Committee.

**The Item Review Committee reviews items and updates (including reference checks) independent and case-based items developed by the Item Writing Committee and Item Writing Workshops using the competencies in the CRSP® and CRST® Examination Blueprint for use by the CRSP® and CRST® Examination Committees on the certification examination.**

2023 Committee Members: Tom Barnett (Chair), Kevin Dawson, Beryl Ludwig, Carmen Mager, Melissa Nadeau, Michael David Powers, Adeshina Sadiq. In 2024 Judith (Jodi) Flatt joined the Committee.

**The Item Writing Committee develops independent and case-based items using the competencies in the CRSP® and CRST® Examination Blueprints for use by the CRSP® and CRST® Examination Committees on the certification examinations.**

2023 Committee Members: Roger Belair, Lidia Felber, Judith Flatt, Chad Kavanaugh, Jenny Kin Ling Ho, Tara Jukes, Megan Martin, Natalie Oree (Chair), Jason Rogowski, Rajaleshmi Subbiah, Murray Sunstrum, Jessica Wong.

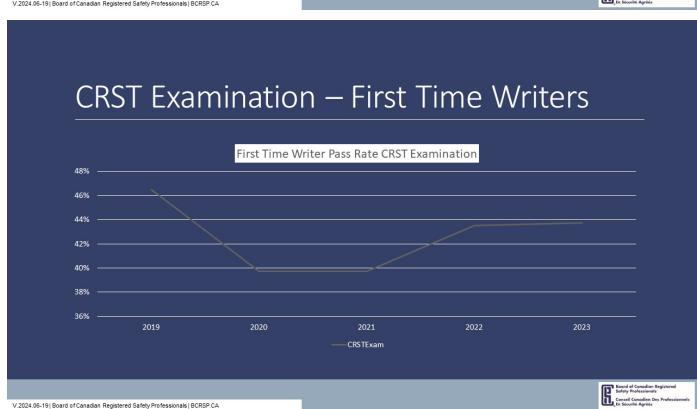
**For the CRSP® certification, 442 examination candidates tested resulting in 257 successful candidates in 2023.**

**For the CRST® certification, 261 examination candidates tested resulting in 115 successful candidates in 2023.**

In 2023 we also held an ad hoc item writing session at which a total of 6 highly experienced volunteer item writers participated in an ad hoc item writing session and collectively generated a total of 102 new items for the CRSPEX item bank. Of these 102 items, 41 were application and 61 critical thinking and 73 case-based and 29 independent.



## CRSP Examination First Time Writers



## 4 Internal Audit Committee

**The Internal Audit Committee provides an independent and objective review of BCRSP's management system and operations to add value and identify areas for improvement.**

In July of 2023, the internal auditors met at the BCRSP office.

There were no non-conformities identified, however four opportunities for improvement were indicated. The opportunities for improvement have been reviewed and appropriate action plans put in place.

2023 Committee Members: Vinaydeep Alvares, Dennis Delgado, James McLaughlin, Virginie Tremblay (Chair).

## 5 Nominations Committee

**The Nominations & Leadership Development Committee oversees the issuing of Expressions of Interest and the election process for the Governing Board as required.**

The BCRSP received 40 Expressions of Interest (EOI) for the position of Governor; and one EOI for the position of public member.

The committee presented a slate of candidate names consisting of new or returning Governors for their approval and had the approved names placed on a ballot for certificants to vote at the 2023 Annual General Meeting held in Ottawa in June of 2022.

This committee term runs July 1-June 30.

2023 Committee Members: Robin Angel, Angela Barrese, Brenda Henry, David Johnston (Chair) Sandy Stephens, Alicia Valliere.



## 6

# Professional Conduct & Discipline Committees

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**The Professional Conduct Committee ensures the ongoing integrity and protection of BCRSP certifications through a professional conduct review procedure addressing complaints against certificants.**

**The Discipline Committee members hear and determine matters related to alleged professional misconduct against BCRSP certificants.**

**The purpose of the BCRSP Code of Ethics & Professional Conduct (the Code) is to provide guidance to ensure that each certificant adheres to high standards of integrity and competence.**

**To review the Code of Ethics and Professional Conduct, visit the BCRSP website at [www.bcrsp.ca](http://www.bcrsp.ca)**

BCRSP maintains both a professional conduct and discipline process that is applied when a complaint is received against a certificant.

In 2023, one professional conduct complaint was received, however insufficient evidence was found, and the complaint was not corroborated by witness information. As such the case was closed with no referral to the Discipline Committee.

All certificants are bound to the Code of Ethics & Professional Conduct, and the BCRSP Bylaws establish investigator powers, the required cooperation of certificants, and the authority of the professional conduct and discipline committees.

There is also an appeals process, and as required an Appeals Committee may be established.

2023 Professional Conduct Committee Members: Jason Clarkson, Lonnie Demas, Andrew Kamel, Aaron Kincaid, Bhaveshkumar Mody, Allan Moore (Chair)

2023 Discipline Committee Members: Michael Arduini (Chair), Lori-Ann Warren, Lesley Pyne, Jo Ann Ortega, Jewel Amond, Dave Elniski, Sandy Stephens

# 7

## Qualifications Review Committee

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**The Qualifications Review Committee (QRC) is responsible for the initial assessment of certification applications and for recommending to the Governing Board changes to the certification criteria and/or process resulting from the committee's ongoing analysis of application review.**

The QRC Committee is responsible for reviewing applications for both the CRSP and CRST certifications.

Statistical Report	CRSP	CRST
Active certifications	5703	289
Certifications approved 2023	257	115
Applicants eligible to write the examination	481	346
Total # of applications received in 2023	498	331

**The Regional Screening Centres also continue to conduct interviews (no longer mandatory) for CRSP applicants as part of the Board's audit and appeals processes.**

2023 Qualifications Review Committee Members: Krista Collins, Evan Edbom (Chair), Jade Eldridge, Laura Farmaner, Michelle Hogan, Andy Lau, Tammy Levesque, Allen Monk, Marius Normore, Jean-Pierre Petrin, Katherine Reid, Dawne Stevens. In 2024 Judith (Jodi) Flatt joined the Committee.

2023 Interviewers: Michael Amyotte, Svitlana Bondarenko, Shelley Buckshaw, Darren Cameron, M Christi Cooper, Brian Curphey, Jewel Day-Hampton, Scott Desautels, David Erl, Savannah Eliuk, Carmen Ewasuk, Jacquelyn Dionne Facca, Tricia Gibney, Gary Gibson, Rory Gibson, Karen Gregory-Gillett, Sean Harris, Shelby Hayes, Tara Hunt, Katrina Hynes, Bruce Jackson, Leon Johnson, Lisa Kavanagh, Sean Kealey, Dave Larson, Jennifer MacFarlane, Laurie Martin, Tamera Madden, Jessica Meyer, David Nguyen, Darrel Nickerson, Ebrahim Noroozi, Daniel Ouellette, Michael Rakus, William Reid, Shawn Reilly, David Roger, Melissa Runkvist, Marvin Shmyr, Monica Szabo, Garry Towle, Dianne Walsh, Paul Westcott, Cathy Whiffen, Brad Wright.



## 8

# Task Forces & Working Groups

**In addition to the standing committees, the Governing Board from time to time appoint task forces or working groups to conduct work on behalf of the BCRSP. In 2023, the following task forces were in place:**

The Accreditation Task Force (ATF) is charged with overseeing the development of the framework for occupational health and safety post-secondary program accreditation, including standards, processes, structure, and priorities.

2023 Accreditation Task Force Members: Robin Angel (Chair), Dylan Short (CSSE Chair)

Brand Ambassadors support the BCRSP Executive Director in orienting new certificants to the rights and obligations of holding a BCRSP certification.

2023 Brand Ambassadors: Fernando Azevedo, Savannah Eliuk, Ward Flaherty, Karin Godwin, Adrian Goodburn, Lauranna Li, Lex Lovatt, Jeff Love, Roxane Madsen, Donald McInnes, James McLeod, David Murray, Yvonne O'Reilly Adam Palmer, Shrikar Patel, Junmin (Robin) Qu, Dianne Walsh, Paul Westcott, David Williamson, Tara Wright

The CRST® Competency Review Task Force was charged with reviewing and updating the CRST® Examination Blueprint and review of the validation survey results to finalize the Blueprint. The updated Blueprint was published in August 2023.

2023 CRST® Competency Review Task Force Members: Robin Angel, Michael Gouthro, Robert Hurley, Eric Nixon, Manley Osbak, Absalom Pierce, Olivier Plante, Mustang Randall, William Rowan, Sindhu Selvaraj

The IDEA Working Group, which is a working group within the Governing Board, is looking at BCRSP's policies and procedures in relation to inclusion, diversity, equity, and accessibility.

2023 IDEA Working Group Members: Tehzin Chadwick, Mark Fernandes, Philip Johnson, Buck Page, Sandy Stephens

The Military Trades Accreditation Task Force is working with VeCATS to benchmark military occupational training for noncommissioned members against the journeyperson standard to determine equivalency for the purposes of applications to write the CRST exam.

2023 Military Trades Accreditation Task Force Members: David Rebbitt

The National Education Symposium (NES) Task Force was charged with execution of the 2023 NES which is a 2-day symposium for OHS program developers, instructors, and academic institution representatives.

2023 NES Task Force Members: Evan Edbom, Robin Angel, David Williamson

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# Volunteer & Interested Party Relationships



# **BCRSP 2023 Volunteer & Interested Party Relationships**

# International Relations

## International Network of Safety and Health Professional Organisations (INSHPO)

BCRSP continues to be active within the INSHPO and continued to serve as secretariat in 2023. The BCRSP's representative on INSHPO in 2023 was Robin Angel, CRSP who served as INSHPO's Secretary-Treasurer in 2023.

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 Accreditation Task Force as a resource to inform the accreditation framework.

The BCRSP Governing Board had approved funding to support a collaborative research project. INSHPO, in collaboration with the Board of Certified Safety Professionals (BCSP), the BCSP Foundation, the Board of Canadian Registered Safety Professionals (BCRSP), and the American Society of Safety Professionals (ASSP), are funding a collective research investment directed at measuring the impact and value of using safety professionals in the workplace.

# Recognition Awards 2023

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

**Individual category:** recognizes a CRSP or CRST who has demonstrated exceptional support and promotion of the CRSP or CRST certification.

**Organization/Employer category:** recognizes an organization/employer who has demonstrated exceptional support for their CRSP or CRST certified employees, and promotion of the CRSP or CRST certification to their OHS practitioners.

The 2023 individual category recipient was **Dr Ganapathi Bhat Manchi, CRSP**. Dr Manchi's contributions included:

- ▶ Independently developed and presented a webinar series on 12 different occasions on CRSP Examination success tips, which attracted participants from around the world.
- ▶ Mentored BCRSP examination study groups for 200 hours over the course of three months, delivering training on BCRSP Study Guides. Mentoring led to the success of 18 CRSP candidates.
- ▶ Actively involved on social media in promoting the BCRSP and our certifications.

The 2023 organizational award recipient was **the University of Ottawa**. Contributions included:

- ▶ The university established a competency and capability framework aligning to the INSHPO framework, promoting formal certification from a recognized agency (e.g., BCRSP) for senior positions. The framework maps the INSHPO framework to the occupational health and safety positions at the University of Ottawa. Furthering the competency and capability framework, as part of many current job descriptions, certification has been made a requirement.
- ▶ Paid participation time to attend BCRSP committees has been regularly provided to staff as part of volunteer activities with the BCRSP.
- ▶ All new certificants are encouraged to get involved and give back to the organization not only for continuous professional development purposes, but to leverage the learning and networking opportunities that are inherently critical to the volunteer process.
- ▶ A mini session on the benefits of certification as well as the certification process, was offered to 16 internal personnel in health/safety and related fields. There was considerable interest in both certifications, with desire expressed both verbally during the session and in writing.

**Congratulations to the 2023 Award recipients.**

## 2023 Volunteer of the Year Award

In 2023, the BCRSP awarded Henry Skjerven, CRSP with the volunteer of the year award.

Henry Skjerven has held a Canadian Registered Safety Professional (CRSP) certification from the BCRSP since 1991. Serving on various committees, and as a member of the BCRSP Governing Board 1993-1995, his contributions to the BCRSP have been continuous throughout his 32 years of certification and counting. His most recent volunteer contribution as Chair of the Certification Development Advisory Task Force was an 18-month intensive project to deliver a recommendation to the Governing Board.

As a safety professional Henry has worked throughout Canada and the United States. His experience ranges over the spectrum of OH&S, Human Resources, and Labour Relations. Henry has also contributed significantly to adult education, with teaching a constant factor in his work. He has published well over 100 articles, seminars, courses, and position/research papers, related to OH&S

subject matter.

He credits his success to the BCRSP, especially to Peter Fletcher (BCRSP Executive Director from 1978-2010) and Nicola Wright (BCRSP Executive Director from 2011-current), and to his long-time partner and fellow safety professional, Sandra Coventry, CRSP.

Congratulations Henry!



Henry Skjerven, CRSP  
2023 Volunteer of the Year

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**The Board's Volunteer of the Year program was initiated in 2001 in conjunction with its 25th anniversary and the United Nation's "Year of the Volunteer". To be eligible, candidates must be a certificant in good standing, must have served in one or more volunteer capacities with the BCRSP other than the Governing Board.**

## Threads of Life

In 2023, BCRSP continued to support 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 2023 recipients were:

- ▶ Bryn Fleck
- ▶ Alyssa Grcutt
- ▶ Haley Harroun
- ▶ Julia Titanich

## Volunteers

Over 200 volunteers serve on BCRSP committees and task forces and we would not be able to operate without their support.

**“The best way to find yourself is to lose yourself in the service of others.”**  
– Gandhi

## Accreditation and the Audit Process

As the CRSP® and CRST® Certification schemes are 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 2023, an external audit was conducted on March 30, 2023 by BSI to the ISO 9001 standard, and on June 6 (witness audit), June 29-30, 2023 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.

You can read more about the internal audit committee under the committee reports section of this report.

## Advocacy

We continue to promote discussions with government and other stakeholders on title protection for the safety profession. When we are provided the opportunity to make the case for title protection to politicians, government officials, and business leaders, the discussion has always ended in agreement that what is being proposed makes sense. Simultaneously, we continued to build on strengthening our relationships with other like-minded organizations, notably the Health and Safety Professionals Canada (HSPC) formerly called the Canadian Society of Safety Engineering (CSSE), Women in Occupational Health and Safety Society (WOHSS), Canadian Registration Board of Occupational Hygienists (CRBOH), Alberta Society of Health and Safety Professionals (ASHSP), Conference Board of Canada, Minerva Canada, and the International Network of Safety and Health Professional Organisations (INSHPO).

Through continued dialogue the safety profession will speak with one voice and achieve greater credibility with our stakeholders.

In addition, fundamental to this work is having evidence-based research to support the advocacy effort. BCRSP believes there is a need for there to be research into measuring the effectiveness of OHS practice.

# Governing Board

The following individuals served on the BCRSP Governing Board from July 1, 2022 to June 30, 2023:

## Officers

Chair: Robin Angel, BSC, MSc, CRSP, Strategic Advisor Occupational Health & Safety, Department of Justice, Halifax, NS

Vice Chair: Paul Belair, MBA, BASc, CRSP, VP Health, Safety & Environment, Equinox Gold, Edmonton, AB

Secretary: Mark Fernandes, CRSP, Edmonton, AB

Treasurer: David Larson, CSP, CFPS, ARM, CRSP, Head of Loss Control & Risk Management Services, Ascot Group, Pennsylvania, USA

## Governors

Stephanie Benay, CRSP, Director System Safety and Assurance, BC Hydro, Burnaby, BC

Natalie Carscadden, CRSP, Freelance and Professor (Part-Time), Cambrian College, Sudbury, ON

David Deveau, P.Eng., MBA, CRSP, BEDS, Vice President Environment Health and Safety, Inlands Group of Companies, Truro, NS

Brenda Henry, MBA, CRSP, Director Environment, Health, Safety and Emergency Services, Fanshawe College, London, ON

Larry Masotti, MA, CRSP, President, Minerva Canada Safety Management Education Inc., Windsor, ON

Buck Page, CRSP, CPP, Manager Infrastructure Implementation Safety, Translink, Fort Langley, BC

Will Rowan, CRST, EHS Advisor, Aecon Group Inc., Sherwood Park, AB

Public Member: Sandy Stephens, LLB, VP and Chief Compliance Officer, Alterna Savings, Alterna Bank, Toronto, ON

The following individuals served on the BCRSP Governing Board from July 1, 2023 to June 30, 2024:

## Officers

Chair: Paul Belair, MBA, BASc, CRSP, VP Health, Safety & Environment, Equinox Gold, Edmonton, AB

Vice Chair: Larry Masotti, MA, CRSP, President, Minerva Canada Safety Management Education Inc., Windsor, ON

Secretary: David Deveau, P.Eng., MBA, CRSP, BEDS, Vice President Environment Health and Safety, Inlands Group of Companies, Truro, NS

Treasurer: David Larson, CSP, CFPS, ARM, CRSP, Head of Loss Control & Risk Management Services, Ascot Group, Pennsylvania, USA

## Governors

Natalie Carscadden, CRSP, Freelance and Professor (Part-Time), Cambrian College, Sudbury, ON

Rebecca Chow, BSc, CDMP, CRSP, Manager OHS, District of Saanich, Sannich, BC

Christine Cousins, MSc, CChem, CRST, PMP, Health & Safety Business Partner, Reliance Home Comfort, Guelph, ON

Brenda Henry, MBA, CRSP, Director Environment, Health, Safety and Emergency Services, Fanshawe College, London, ON

Buck Page, CRSP, CPP, Senior Manager Projects and Public Safety, Translink, Fort Langley, BC

Public Member: Sandy Stephens, LLB, VP and Chief Compliance Officer, Alterna Savings, Alterna Bank, Toronto, ON

## 2023 Audited Financial Statement

The 2023 Auditor's Report and Financial Statement are presented starting on this page



### Financial Statements

The Board of Canadian Registered Safety  
Professionals

December 31, 2023

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## Independent Auditor's Report

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To the Members of  
The Board of Canadian Registered Safety Professionals

### **Opinion**

We have audited the financial statements of **The Board of Canadian Registered Safety Professionals** (the "Organization"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations and changes in 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 Organization as at December 31, 2023, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

### **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.

### **Other Matter**

The financial statements of the Organization for the year ended December 31, 2022 were audited by R&C Chartered Professional Accountants who expressed an unmodified opinion on those financial statements on May 1, 2023. The partners and staff of R&C Chartered Professional Accountants joined Grant Thornton LLP on November 1, 2023.

### **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 ASNPO, 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 the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to 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 but 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.

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, Canada  
May 31, 2024

Chartered Professional Accountants  
Licensed Public Accountants

**The Board of Canadian Registered Safety Professionals**  
**Statement of Financial Position**

As at December 31

2023

2022

**Assets**

Current

Cash	\$ 1,608,477	\$ 1,719,525
Short term investments (Note 3)	426,475	-
Government remittances recoverable	-	22,707
Accounts receivable	7,960	-
Prepaid expenses	<u>44,034</u>	<u>43,005</u>
	<b>2,086,946</b>	1,785,237
Investments	<b><u>1,231,441</u></b>	<b><u>1,340,099</u></b>
	<b><u>\$ 3,318,387</u></b>	<b><u>\$ 3,125,336</u></b>

**Liabilities**

Current

Accounts payable and accrued liabilities	\$ 205,592	\$ 169,626
Government remittances payable	16,152	-
Deferred revenue	<u>683,775</u>	<u>392,675</u>
	<b>905,519</b>	562,301
Operating fund	<b><u>2,412,868</u></b>	<b><u>2,563,035</u></b>
	<b><u>\$ 3,318,387</u></b>	<b><u>\$ 3,125,336</u></b>

On behalf of the Board of Directors

\_\_\_\_ Director

\_\_\_\_ Director

See accompanying notes to the financial statements.

## **The Board of Canadian Registered Safety Professionals Statement of Operations and Changes in Fund Balance**

Year ended December 31	2023	2022
<b>Revenue</b>		
Annual dues	\$ 1,453,660	\$ 1,416,925
Application fees	344,763	274,767
Investment income (loss) (Note 3)	116,909	(52,238)
Product sales and other	64,518	135,556
Examination fees	<u>21,941</u>	<u>29,152</u>
	<u><b>2,001,791</b></u>	<u><b>1,804,162</b></u>
<b>Expenses</b>		
Accreditation	29,111	25,598
Application processing	78,608	78,753
Bank charges	60,491	40,285
Communications	367,527	212,298
Delivery, freight, and postage	11,700	9,784
Donations	50,000	50,000
Examinations	410,959	300,711
Insurance	23,098	3,698
Investment account fees	8,182	7,149
Management fees	604,250	581,795
Meetings	111,488	92,235
Memberships	92,485	73,178
National education symposium	59,758	-
Office expenses	3,348	4,557
OHS Post Secondary Program Accreditation	967	144,345
Printing	1,154	1,686
Product purchases	2,086	3,952
Professional fees	40,200	21,585
Reference texts	5,753	4,590
Research funding	-	12,933
Travel	78,382	75,291
Volunteer management system	33,138	27,601
Website	<u>79,273</u>	<u>20,448</u>
	<u><b>2,151,958</b></u>	<u><b>1,792,472</b></u>
(Deficiency) excess of revenue over expenses	<b>(150,167)</b>	11,690
Operating fund, beginning of year	<u><b>2,563,035</b></u>	<u><b>2,551,345</b></u>
Operating fund, end of year	<b><u>\$ 2,412,868</u></b>	<b><u>\$ 2,563,035</u></b>

See accompanying notes to the financial statements.

**The Board of Canadian Registered Safety Professionals**  
**Statement of Cash Flows**

Year ended December 31

**2023**

**2022**

Increase (decrease) in cash

**Operating**

(Deficiency) excess of revenue over expenses	\$ (150,167)	\$ 11,690
Items not involving cash		
Unrealized (gain) loss on investments (Note 3)	(65,431)	86,613
Realized gain on investments (Note 3)	<u>-</u>	(15,428)
	<b>(215,598)</b>	82,875

Change in non-cash working capital items

Government remittances recoverable	22,707	(16,092)
Accounts receivable	(7,960)	-
Prepaid expenses	(1,029)	(13,444)
Accounts payable and accrued liabilities	35,966	(23,725)
Government remittances payable	16,152	-
Deferred revenue	<u>291,100</u>	(316,792)
	<b>141,338</b>	(287,178)

**Investing**

Purchase of investments	(252,386)	(2,162,761)
Proceeds on sale of investments	<u>-</u>	2,186,802
	<b>(252,386)</b>	24,041
Decrease in cash	(111,048)	(263,137)
Cash, beginning of year	<b>1,719,525</b>	1,982,662
Cash, end of year	<b>\$ 1,608,477</b>	\$ 1,719,525

See accompanying notes to the financial statements.

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

## **Notes to Financial Statements**

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December 31, 2023

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### **1. Nature of Business**

The purpose of The Board of Canadian Registered Safety Professionals (the "Organization") 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.

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### **2. Summary of significant accounting policies**

#### **Basis of accounting**

The Organization has prepared these financial statements in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO"). ASNPO requires entities to select policies appropriate for their circumstances from policies provided in these standards. The following are the policies selected by the Organization and applied in these financial statements.

#### **Revenue recognition**

Annual dues are set annually by the Board of Directors and are recognized as revenue proportionately over the fiscal year to which they relate. Deferred revenue represents membership dues received for a future period.

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.

Examination fees are recognized as revenue when received and the examination has occurred.

Investment income (loss), which consists of interest, dividends, and realized and unrealized gains and losses, is recorded as earned.

#### **Use of estimates**

Management reviews the carrying amounts of items in the financial statements at each statement of financial position date to assess the need for revision or any possibility of impairment. Certain items in the preparation of these financial statements require management's best estimates. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action. These estimates are reviewed periodically, and adjustments are made to excess of revenue over expenses as appropriate in the year they become known.

#### **Donated goods and services**

Due to the difficulty in determining their fair value, donated goods and services are not recognized in the financial statements.

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## The Board of Canadian Registered Safety Professionals Notes to the Financial Statements

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December 31, 2023

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### 2. Summary of significant accounting policies (continued)

#### Financial instruments

The Organization considers any contract creating a financial asset, liability or equity instrument as a financial instrument. The Organization accounts for cash, accounts receivable, investments and accounts payable as financial instruments.

All financial instruments are measured initially at fair value and subsequently at amortized cost, with the exception of investments quoted on active markets, which are initially and subsequently measured at fair value.

For financial assets measured at amortized cost, the Organization regularly assesses whether there are any indications of impairment. Any impairment loss is recognized in the statement of operations and changes in fund balance.

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### 3. Investments

Investments consist of the following:

	<b>2023</b>	<b>2022</b>
RBC Select Conservative Portfolio	<b>\$ 1,231,441</b>	\$ 1,166,009
GIC maturing November 4, 2025, bearing interest at prime rate	<b>252,062</b>	-
GIC maturing June 5, 2024, bearing interest at 1.53%	<b>174,413</b>	174,090
	<b>1,657,916</b>	1,340,099
Less: short term investments	<b>426,475</b>	-
<b>Investments</b>	<b>\$ 1,231,441</b>	<b>\$ 1,340,099</b>
Investment income (loss) consists of the following:		
	<b>2023</b>	<b>2022</b>
Unrealized gain (loss) on investments	<b>\$ 65,431</b>	\$ (86,613)
Dividends and other investment income	<b>48,620</b>	11,865
Interest	<b>2,858</b>	7,082
Realized gain on investments	<b>-</b>	15,428
	<b>\$ 116,909</b>	<b>\$ (52,238)</b>

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

### **Notes to the Financial Statements**

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December 31, 2023

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#### **4. Financial instruments**

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

##### **Other price risk**

Other price risk is the risk that the value of an investment will fluctuate as a result of changes in market prices, whether caused by factors specific to an individual investment, its issue or all other factors affecting all instruments traded in the market. The Organization's mutual fund investments are carried at fair value with fair value changes recognized in the statement of operations and general fund balance.

##### **Credit risk**

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Organization's main credit risks relate to its accounts receivable. The Organization provides credit in the normal course of its operations.

The Organization reduces its exposure to credit risk by performing credit valuations on a regular basis and creating an allowance for doubtful accounts when applicable. At December 31, 2023, the allowance for doubtful accounts is \$Nil (2022 - \$Nil).

##### **Liquidity risk**

Liquidity risk is the risk that the Organization will encounter difficulty in meeting the obligations associated with its financial liabilities. The Organization is exposed to this risk mainly in respect of its accounts payable.

The Organization reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due and maintains adequate cash reserves.

##### **Interest rate price risk**

Interest rate price risk is the risk that the fair value of an interest bearing financial instrument will fluctuate due to changes in market interest rates.

The Organization's exposure to interest rate price risk is limited to its fixed interest-bearing investments and fixed interest-bearing debt.

##### **Other price risk**

The Organization is exposed to certain price risks which cause the fair value of its investments to fluctuate. To protect against this risk, management has developed an investment policy which requires diversified investments to ensure the portfolio meets specific requirements. As a result, it is management's opinion that the Organization is not exposed to significant other price risk arising from its financial instruments.





**Board of Canadian Registered  
Safety Professionals**

**Conseil Canadien Des Professionnels  
En Sécurité Agrées**