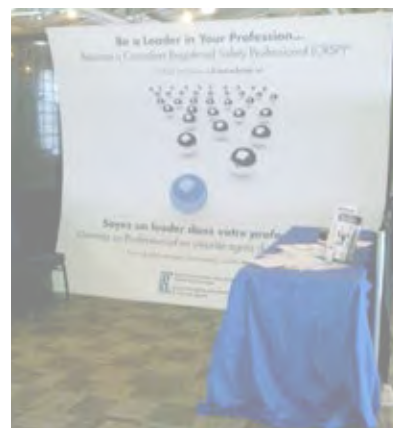
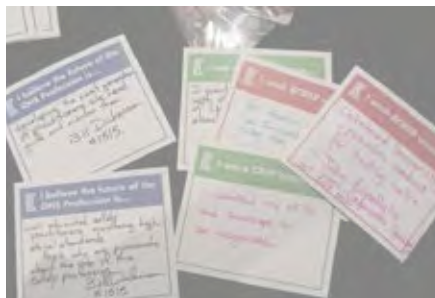
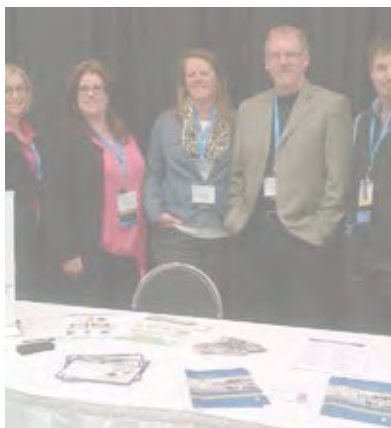




**Board of Canadian Registered
Safety Professionals**

**Conseil Canadien Des Professionnels
En Sécurité Agréés**



ISO17024 (Personnel Certification Body)
ISO 9001 (Quality Management System)



“As a CRSP®, potential employers realize I bring more to the table. What sets CRSPs apart, aside from integrity, commitment and passion is the fact that the certification represents the highest degree of professionalism in the industry. That makes potential employers sit up and take notice. I wanted to be a CRSP® to set me ahead of the pack”

*Michael Amyotte, CRSP
Manager, Occupational Health & Safety and Disability Management
City of Toronto*

Contents

Board of Canadian Registered Safety Professionals/Conseil canadien des professionnels en sécurité agréés (BCRSP/CCPSA)	2
Mission Statement	2
Vision Statement.....	2
Values	2
Governance Team.....	3
2013 Executive Officers.....	3
2013 Governors	3
2013 Chair’s Report – Ronald Durdle CRSP	4
Committees.....	5
Certification and Examination – Kevin J. Dawson, MBA, PEng, CRSP	5
Certification Maintenance - Daniel T. Lyons, MPH, CSP, CMIOSH, CHRP, CRSP	7
Communications – Yvonne O’Reilly, CRSP	8
Finance and Constitution - Dave Turner, MBA, PEng, CMSP, CRSP	13
Internal Audit - Paul Andre, CRSP	13
Nominations and Leadership Development – Howard J. McGraw, CRSP	14
Professional Credentials Recognition: John M. Hollohan, BSc, BASc, CRSP	14
Professional Conduct - Brett Christie, BSc, CRSP	16
Qualifications Review – David A. Williamson, CRSP, CHSC.....	17
Executive Director’s Report – Nicola J. Wright, CAE	19
2013 Auditor’s Report and Financial Statement.....	22

Board of Canadian Registered Safety Professionals/Conseil canadien des professionnels en sécurité agréés (BCRSP/CCPSA)

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)[®]/ Professionnel en sécurité agréé du Canada (PSAC)[®]. With the appointment of the first Board of Governors, comprising 15 leading professionals from a cross-section of safety disciplines, the certification of safety professionals became a reality through the new organization.

The Board of Canadian Registered Safety Professionals (formerly the Association for Canadian Registered Safety Professionals) is a public interest, not-for-profit association with a membership dedicated to the principles of health and safety as a profession in Canada.

The CRSP[®]/PSAC[®] is now a widely accepted form of recognition by industry and government in Canada and many employers require the CRSP[®]/PSAC[®] in order to qualify for a safety position. BCRSP is a recognized leader in high-quality credentialing for occupational health and safety professionals and its sole purpose is to certify professionals in the safety field. BCRSP establishes standards for and verifies competency in professional safety practice and evaluates certificants for compliance with recertification requirements.

In 2005, the BCRSP was granted accreditation to ISO/IEC 17024 (Personnel Certification Body) by the Standards Council of Canada. In 2008, the BCRSP was granted certification to ISO 9001 (Quality Management System) by BSI Group Canada.

Mission Statement

The Board of Canadian Registered Safety Professionals (BCRSP) sets the standard for the certification of occupational health and safety professionals in Canada to create the healthiest and safest workplaces in the world. Professionalism, high standards, continuous learning, and an established Code of Ethics drive the BCRSP.

Vision Statement

A global leader in the certification of occupational health and safety professionals.

Values

- Professionalism In All That We Do
- Passion for our Profession
- Progressive Thinking and Superior Results

Governance Team

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 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.

2013 Executive Officers

Chair: Ron Durdle, CRSP, Department of National Defence, Victoria, BC

Executive Director: Nicola (Nikki) Wright, CAE

Vice Chair: Daniel T. Lyons, MPH, CSP, CMIOSH, CHRP, CRSP, Armtec, Guelph, ON

Public Member: Barbara Nytko

Past Chair: Howard J. McGraw, CRSP, Maple Leaf Foods Inc., Mississauga, ON

Secretary-Treasurer: Dave Turner, MBA, PEng, CMSP, CRSP, Turner Safety Systems, Maple Creek, SK

2013 Governors

Paul Andre, CRSP, Workplace Safety North, North Bay, ON

Covena Hilford, CSP, CRSP, SNC Lavalin, Calgary AB

Paula Campkin, MBA, CRSP, ENFORM Canada, Calgary, AB

John M. Hollohan, BSc, BAsC, CRSP, Nalcor Energy, St. John's, NL

Brett Christie, BSc, CRSP, Aon Risk Solutions, Winnipeg, MB

Yvonne O'Reilly, CRSP, O'Reilly Health & Safety Consulting, Toronto, ON

Kevin J. Dawson, MBA, PEng, CRSP, Omnius Consulting, St. John's, NL

Peter Sturm, CRSP, CHSC, Sturm Consulting, Mississauga, ON

Jason R. Hercun, MBA, CRSP, Devon Canada Corporation, Calgary, AB

David A. Williamson, CRSP, CHSC, SDI Team, Sherwood Park, AB



2013 Chair's Report – Ronald Durdle CRSP

Welcome to our 39th Annual General Meeting, I will be reporting on the events and activities of the past year, 2013.

I sincerely thank our Governing Board for the excellent governance they provided the BCRSP in 2013. The time and energy that they provided to the BCRSP for meetings, workshops and committee work is greatly appreciated.

BCRSP's 2012-14 strategic plan is providing the pathway for our continued success.

The 2013 Governing Board was very active with our By-Law revisions to align us with the new *Canada Not-For-Profit Corporations Act*. The Board also agreed on a transition plan to reduce the size of the Governing Board from fifteen Governors to ten.

Professionalism, high standards, continuous learning, and an established code of ethics drive the BCRSP.

2013 Activities

January	Governing Board orientation for the new 2013 Governors held at the Mississauga office.
February	Governing Board meetings and workshops held in Halifax, Nova Scotia. This included the CSSE Board of Directors and the BCRSP Board of Governors actively involved in a shared work shop.
March	Participated at the Institute of Occupational Safety & Health (IOSH) conference held in London, England. The BCRSP is well respected internationally.
April	Participated at the Partners in Prevention safety conference held in Mississauga, Ontario.
May	Participated at the North America Occupational Safety & Health (NAOSH) Week launch in North Vancouver. This included the Canadian Society of Safety Engineering (CSSE), the American Society of Safety Engineers (ASSE) and Threads of Life. The BCRSP hosted the third National Education Symposium May 13th & 14th in Mississauga.
June	Governing Board meetings, workshops and the 2013 Annual General Meeting held in Winnipeg, Manitoba. Also in June we attended the BC Safety Charter event to acknowledge and sign our support in "Principal" to the British Columbia Health and Safety Leadership Charter. We participated at the American Society of Safety Engineers conference held in Las Vegas, Nevada.
September	Participated at the International Network of Safety & Health Practitioner Organizations (INSHPO) conference and meetings in Montreal, Quebec. Also in Montreal we participated at the CSSE Professional Development Conference and presented our 2013 Volunteer of the Year award to Brooks Patterson, CRSP.
	
October	Governing Board meetings and workshops held in Ottawa, Ontario. This included a Professional Development day for the Board of Governors.
November	Held three Connect events in Thunder Bay, Calgary and Vancouver. The three Connect events were excellent and well attended.

The BCRSP is in good financial shape. We have approximately 4200 certificants with approximately 350 candidates in the exam process. We appreciate and thank Nikki Wright and the entire Fletcher Wright Associates Inc. family for their professionalism and dedication as BCRSP's management team. The most important part of my message is to thank all of our volunteers, their contribution and dedication is what makes the BCRSP one of the best Occupational Health and Safety organizations globally.

Committees

Certification and Examination – Kevin J. Dawson, MBA, PEng, CRSP

Development and validation of the test forms for each CRSP® Examination (CRSPEX) administration, monitoring of examination candidate performance, and overall oversight of the examination process is the responsibility of the Certification and Examination Committee (CRSPEC).

In 2013, the members of the CRSPEC were Kevin Dawson (Chair), Brenda Marsh (Vice Chair), Marc Barré (French subject matter expert), Dennis Bolger, Kevin Huber, Sonia Lal, Jennifer MacFarlane, Derrick Murray, MéliSSa Nadeau and Graham Nelson. Other support included Dustin Shullick (examination consultant/facilitator - ASI), Nicola Wright and Tina Stowe (BCRSP staff resources).

The CRSPEC met on May 23-26, 2013 and November 8-10, 2013 at the offices of the Board's examination consultant Assessment Strategies Inc. (ASI) in Ottawa. At these meetings the CRSPEC completed a review of the results of the May and October 2013 examinations which included validation of the examination question performance, a forensic analysis of candidate performance and review of candidate comments. In addition, multiple examination test forms, for use in the October 2013 and May 2014 administrations, were developed and validated. In each case the developed test forms reflect the current (2010) BCRSP Competency Blueprint and were validated utilizing a modified Angoff method.

2013 Examination Statistics

Administration	Total # of Candidates Writing	% Passed
May 2013	328	54%
October 2013	304	61%
Total for 2013	632	57.5%
Total since 2001	5,793	59.5%

As can be seen, the overall pass rates are in line with the historical norm and analysis of the examinations' development and results from both a statistical and administration perspective continues to reflect established professional guidelines for test validity and reliability.

To maintain its status as a valid, reliable determinant of a qualified candidate's competency as an OHS professional, it is important that the CRSPEX accurately reflects current OHS practice. This is achieved through a formal continuous evaluation and improvement process (CIP) for:

- the examination's subject matter domains;
- the competencies required to practice within these domains and the resulting *CRSP Examination Blueprint*;
- the associated domain Study Guides;
- the Item Bank of examination questions from which the test forms are drawn.

Per the BCRSP management system requirements, this exercise is completed on a five year cycle.

As noted above, to ensure continuity the individual Study Guides for each Examination Blueprint domain must be regularly reviewed. In 2013, the Study Guides for the Risk Management and the Accident Theory domains were reviewed and are in the process of being re-issued.

In addition, on February 20-22, 2013 some members of CRSPEC and the Chair of the Item Writing Sub-Committee participated in an Item Bank maintenance session at the ASI office in Ottawa. The purpose of this meeting was to review questions which have exhibited poor statistical results in examinations, review question content for correctness and validity, and update references for currency to source material.

The current version of the *CRSP® Examination Blueprint* was issued in 2010 and the next revision is scheduled for release in 2015. The development process for the revised *CRSP® Examination Blueprint* includes:

- the establishment of a Review Committee;
- the gathering of feedback on current practice and trends from key stakeholder groups such as Educational Providers, Study Guide Authors, the CRSP® Board, the CRSPEC and IWC etc.;
- the development and issue of a Competency Survey to all certificants.

On May 13-14, 2013, the CRSPEC Chair attended the BCRSP's third National Educational Symposium (NES) part of which was devoted to a discussion of current practice and evolving trends within OHS. On October 2-4, 2013, a Competency Review Committee with representation from the CRSPEC, the IWC, Study Guide authors, and ASI met at the ASI office in Ottawa to develop a list of relevant knowledge domains and associated competencies expected of an OHS professional practicing in 2015. The proposed revisions to the *CRSP® Examination Blueprint* and the associated changes to the domains and competencies will be validated via a Competency Survey which will be sent to all certificants in early 2014.



Competency Review Committee

Back row (l-r): Catherine Drum, Marc Barré, Kevin Dawson, Cathy Higgins, Brenda Marsh
Front row (l-r): David Halton, Carmen Mager

The CRSPEC is assisted in the development of the Item Bank by an Item Writing Sub-Committee (IWC). The IWC met at ASI's offices in Ottawa October 23-25, 2013. Members of the 2013 IWC Committee were Carmen R. Mager (Chair), Tom Barnett, Paul Carolan, Robin Kilty, Mustang Randall, Adeshina Sadiq, Susan Stever, Heather Tomsic and Teresa Wong Tooze.

The session focused on writing case-based questions rather than independent questions. A total of 51 potential questions were approved and an additional 275 items reviewed. In addition to the formal IWC meeting, the Board hosted three Item Writing Workshops (IWW) as follows: Red Deer, June 3-4, 2013; Halifax, October 7-8, 2013; and Winnipeg, 4-5, 2013. The intent of the IWW is to increase the pool of certificants who could potentially serve on the IWC and also to generate an additional bank of potential examination questions. A total of 38 CRSPs participated and 421 potential independent questions were produced. At the end of 2013, the Item Bank contained 1374 items in various stages of readiness. Of these items, approximately 1150 items are "exam ready" and suitable for use on an examination test form.

As noted in last year's report, in response to candidates' post examination feedback the CRSPEC committed to improve candidate exposure to the format and structure of the examination through the development of a practice examination. On May 9-11, 2013 members of the CRSPEC met at the ASI office in Ottawa to complete this activity. The result was a 100 question practice examination mapped to the current *CRSP® Examination Blueprint*. The *Practice Examination* will be made available to applicants as part of the registration process.

As a credentialing organization it is incumbent on the BCRSP to ensure that the certification and examination processes used to establish that candidates possess the required competencies and knowledge to be certified as CRSPs comply and reflect credentialing best practice. The BCRSP maintains membership in the Institute for Credentialing Excellence (ICE)

and actively participates in the activities of this organization. From November 11-14, 2013 the Vice Chair of the CRSPEC and a representative from the Board office attended the annual ICE conference. Among the topics featured at the conference were test security, item bank maintenance, test form development, question development, and on demand testing.

Experience over the past four to five years has seen a significant increase in both the complexity and time commitment with respect to all aspects of the CRSP® examination process. It must also be noted that the CRSPs currently involved in the process are all volunteers with competing demands on their time from both employer and personal perspectives. To mitigate this impact, in October 2013 the Board approved changes to the examination process, Item Bank life cycle, and committee structure. The IWWs will become an integral part of the process with 1-3 being held annually. The focus of the IWW will remain as is and will be responsible for the initial development of questions for the *Item Bank*. The IWC process will be expanded to two groups of CRSPs each meeting once per year. The IWCs will be responsible for taking the examination questions developed at the IWWs to an “exam ready” state. The CRSPEC will continue to meet twice per year and remain responsible for the development and validation of the examinations. The CRSPEC will also retain overall responsibility and accountability to the Board for the entire examination processes. Finally, a separate Item Bank Maintenance Sub-Committee (IBMC) will be formed and meet once per year. The IBMC will be responsible for the upkeep of the questions in the Item Bank including reference validations and upkeep as well as upkeep of the *Practice Examination*.

Finally, I would be remiss as Chair if I did not recognize the tremendous contribution of time and effort made by the many CRSP® volunteers who participated in the examination process throughout the year. It is through their efforts that success in the CRSP® continues to be a truly defining moment in the career of an OHS professional.

Certification Maintenance - Daniel T. Lyons, MPH, CSP, CMIOSH, CHRP, CRSP

In 2013, 505 applications from organizations offering occupational health and safety seminars, courses, and conferences were processed to allocate Certification Maintenance Points (CMPs).

643 CRSPs, with the exception of those certified in 2012 and non-practicing CRSPs whose registration numbers ended in either “1” or “6”, were notified of their CMP submission requirements in January. Worksheets and documentation were due on June 30, 2013. After the expiry of a six-month grace period ending December 31, 2013, 22 CRSPs had their designation suspended for failure to submit CMP worksheets as per BCRSP Bylaws. This number represents 3% of certificants required to submit their CMP worksheets. This compares to suspensions of 2.5% in 2011, 3% in 2010, 4% in 2009.

Improvements to the Certification Maintenance Program

The Committee continues to examine improvements to the Certification Maintenance Program, including recommendations reflecting the Bylaws (and proposed changes), Certification Maintenance Program Policies and Guidelines and other supporting documents.

2014 Certification Maintenance Program Requirements

Certificants whose registration number ends with “2” or “7” were notified of their CMP submission requirements in January 2014. Worksheets and documentation (as required) are due at the BCRSP office by March 30, 2014.

The Certification Maintenance Committee consisted of Dan Lyons (Chair), Paul Andre (Vice Chair), Jason Hercun, Peter Sturm, and Dave Turner.

Communications – Yvonne O’Reilly, CRSP

I am pleased to outline key initiatives undertaken by the Communications Committee in 2013 to achieve our mandate to develop plans and programs which, when implemented, will increase public understanding and acceptance of the Canadian Registered Safety Professional (CRSP®/PSAC®) as the designation of choice for occupational health and safety professionals. The Committee oversees the Board’s internal and external communication program.

The Communications Committee consisted of Yvonne O’Reilly (Chair), Jason Hercun (Vice Chair), Brett Christie, Peter Sturm and David Williamson.

The Regional Communications Liaisons (RCLs) are a sub-committee of the Communications Committee and consisted of Jeff Bencharski (Manitoba), Rick Burley (Saskatchewan), Lynn Cohoe (British Columbia), Sandra Coventry (Alberta North), William Foote (Atlantic Canada - Newfoundland), Stewart Franck (Atlantic Canada - Nova Scotia), David S. Johnston (Ontario - GTA), Peter Lineen (Alberta South) and Tom Welton (Ontario North).

In 2013 RCLs Robert Erickson and Ebrahim Noroozi also completed their terms and a vacancy was advertised for the Quebec RCL was which filled in early 2014.

Along with the goals identified in the *BCRSP Strategic Plan*, the Committee was focussed on implementing year one of the multi-year *Communications Plan*.

Strategies were developed to reach the following three targets:

1. Employer/HR/Job Specifier
2. Prospective Certificants (including OHS students)
3. Certificants – CRSPs

Short term goals include increasing the number of new applicants, retaining existing certificants and becoming better recognized within the industry by employers and OHS practitioners.

Goals that expanded beyond year one of the plan included achieving greater recognition of the CRSP® designation by employers, Government and OHS practitioners, along with increased demand for the certification, and a better understanding of what is an OHS professional by our target audiences.

A workshop was held in the spring of 2013 with members of the Committee and the RCLs to review the Operational and Communications Plans and determine priorities, goals and long term action plans.

Website Redevelopment:

Revising the website was the first step in implementing the Plan, and Phase 1 was completed in November 2013. Significant changes included specific areas for prospective certificants, existing certificants and employers, and the addition of more resources and testimonials. Website navigation was improved, along with more direct links to our social media initiatives, (Twitter and LinkedIn).

Social media statistics (as of December 31)

LinkedIn Group Members	547
Twitter Followers	574

Additional upgrades being planned for Phase 2 of the website.

Brand Marketing/Advertising:

The BCRSP continued to place advertisements in national health and safety and human resources publications to maintain and grow the recognition of the CRSP®/PSAC® Certification Program. Additional brand marketing initiatives included:

- Hire a CRSP®/PSAC® Brochure – updated the brochure targeted at employers, and made plans to distribute (31,100) copies to HR associations in Alberta and Ontario during the first quarter of 2014
- Become a CRSP®/PSAC® Brochure - drafted new brochure to promote the designation to OHS practitioners and students, with plans to finalize and circulate in 2014
- Wikipedia Insert – drafted content to create a Wikipedia posting CRSP®/PSAC® designation
- Advertising – developed a new ad for use in print, online, and tradeshow material
- Drafted on infographic about the CRSP® credential



BCRSP Tradeshow booth

Trade Shows & Conferences:

BCRSP continued with the existing strategy to promote the organization and the benefits of the CRSP®/PSAC® designation at more than a dozen high profile national and regional occupational health and safety trade shows.

Date	Location	Show name
February 4 - 6, 2013	Regina, SK	Saskatchewan Safety Council
March 8, 2013	Calgary, AB	Alberta Construction Safety Assn NSCO Conference
April 10 -11, 2013	Sault Ste. Marie, ON	Partners in Prevention Regional Conference
May 6 -10, 2013	Banff, AB	Petroleum Safety Conference (Enform)
May 18 - 23, 2013	Montreal, QC	AIHce
September 15 - 18, 2013	Montreal, QC	CSSE PDC
October 1, 2013	Sudbury, ON	Partners in Prevention Regional Conference
October 21-22, 2013	Calgary, AB	2013 Alberta Health & Safety Conference
October 24, 2013	Ottawa, ON	Partners in Prevention Regional Conference
October 29, 2013	Kitchener, ON	Partners in Prevention Regional Conference
November 5 - 6, 2013	Thunder Bay, ON	Partners in Prevention Regional Conference
November 20, 2013	Niagara Falls, ON	Partners in Prevention Regional Conference
November 26, 2013	Markham, ON	Partners in Prevention Regional Conference



Nikki Wright, Executive Director and CRSP® Marc Barré at AIHce in Montreal, Québec

Presentations

Date	Location	Show name
January 24, 2013	Winnipeg, MB	Safety Services Manitoba Conference
March 8, 2013	Calgary, AB	Alberta Construction Safety Assn NSCO Conference
April 10-11, 2013	Sault Ste. Marie, ON	Partners in Prevention Regional Conference
April 30 - May 1, 2013	Toronto, ON	Partners in Prevention Regional Conference
May 1, 2013	Montreal, ON	AQHSST Conference
October 1, 2013	Sudbury, ON	Partners in Prevention Regional Conference
October 24, 2013	Ottawa, ON	Partners in Prevention Regional Conference
October 29, 2013	Kitchener, ON	Partners in Prevention Regional Conference
November 5 - 6, 2013	Thunder Bay, ON	Partners in Prevention Regional Conference
November 20, 2013	Niagara Falls, ON	Partners in Prevention Regional Conference
November 26, 2013	Markham, ON	Partners in Prevention Regional Conference

The Committee also continued to develop the national strategy to have a greater presence at conferences by seeking out sponsorship and presentation opportunities. The Board participated in panel discussions and presented on the topic of “*The Benefits of Certification*” and was a Gold sponsor for the Ontario Partners in Prevention conferences.

NAOSH Champion:

BCRSP continued sponsorship of NAOSH Week for the fourth year in a row, and BCRSP received recognition in the annual NAOSH Resource Guide and calendar. Representatives were also in attendance at the NAOSH Week launch event in Vancouver.

Webinars & Newsletters:

Continued for the third year to provide and receive positive feedback for the free webinars offered on how to complete the CRSP®/PSAC® application. The webinars and *Candidate Connection* newsletter are examples of successful outreach initiatives, and will carry forward to 2014. The *Governor’s Table* remains a key tool in providing information and updates to certificants, and successfully transitioned to electronic format in 2013.

CRSP® Connect Events:

As part of the strategy to reach out to existing and prospective certificants, a pilot project was initiated to hold three networking receptions entitled CRSP®/PSAC® Connect events in Thunder Bay, Ontario, Calgary, Alberta and Vancouver, BC. The turnout and feedback met our planned expectations, and the Committee approved hosting five events in 2014.

The Committee’s focus for 2014 will be to implement Year 2 of the Communications Plan.

I would like to single out the Board’s Executive Director and Marketing and Communications Coordinator for their support, and in particular for their management of the website development project.

Also, I’d like to acknowledge the Committee members and RCLs for their tremendous commitment and dedication. In particular I’d like to recognize and thank Ebrahim Noroozi (Québec) and Robert Erickson (Saskatchewan) who both completed their term as RCLs.

CRSP® Connect event Vancouver



CRSP® Connect event Calgary



CRSP® Connect event Thunder Bay



National Education Symposium, Mississauga



CRSP® Connect event



Tradeshow Booth

Finance and Constitution - Dave Turner, MBA, PEng, CMSP, CRSP

The Finance and Constitution Committee consisted of Dave Turner (Chair), Kevin Dawson and Ron Durdle.

Bylaws

The *Canada Not-For-Profit Corporations Act*, which governs the BCRSP as a federally incorporated not-for-profit organization, came into force on October 17, 2011. The new Act updates and improves the former Act which dates back to the early 20th century. The new Act requires that all federally incorporated not-for-profits file for continuance prior to October 2014, and as part of that process, a review and update of the BCRSP bylaws is required. The Finance & Constitution Committee completed this review and revision process. A special meeting of certificants was held October 27, 2013 in order to approve filing for continuance and the new bylaw revision.

Finance

The 2013 Auditor's Report and Financial Statement are enclosed in this report starting on page 22.

Internal Audit - Paul Andre, CRSP

The BCRSP has been accredited to ISO 17024:2003 (Personnel Certification Body) since December 2005 and ISO 9001:2008 (Quality Management System) since May 2008. Both standards require annual external audits, internal audits and management system reviews to maintain our conformity to both standards. In 2013, BCRSP transitioned to conducting the internal audit against the newly released 17024:2012 standard in order to prepare the organization and transition it to the new standard.

The BCRSP Internal Audit Committee consists of Paul Andre (Chair), Robin Angel, Dolaine Beauchamp and Scott Needs. The last internal audit was completed by the internal audit committee on July 9-10, 2013. The Internal Audit Committee conducted a review of the BCRSP Management System based on a full management system review, opting to move to the 2014 year in the audit cycle due to the introduction and transition to ISO 17024:2012 as mentioned above. Areas audited by the Internal Audit Committee included:

- Management Commitment/System Requirements
- Certification Process Requirement
 - o Applications
 - o Assessment
 - o Examination
 - o Certification Maintenance
 - o Use of Certificates, Logos and Marks
 - o Disciplinary Action and Appeals
 - o Complaints
- Procurement
 - o HR, Training, IT and Facilities
 - o Document Control/Records Maintenance
 - o Continuous Improvement
 - o Monitoring and Measurement

Subsequent to the internal audit, all non-conformities and opportunities for improvement are presented to the Governing Board for implementation and further action. As part of each Governing Board meeting a management system and summary of input review is conducted, including any on-going work related to opportunities for improvement identified in the internal audit. The Internal Audit Committee will be creating a new audit cycle and internal audit checklist in 2014 to reflect the changes in the newly released 17024:2012 standard.

Nominations and Leadership Development – Howard J. McGraw, CRSP

The Nominations and Leadership Development Committee consists of Howard McGraw (Chair), Kevin Dawson, Ron Durdle, Dan Lyons and Barbara Nytko.

In 2013 we received 15 Expressions of Interests (EOI) for the position of Governor. Five new or returning governors were slated. As well the NLDC completed the appointment of the 2014-15 Executive positions for Vice Chair and Secretary-Treasurer.

In 2013 we completed the process for the Governing Board's Public Member position. The committee was pleased to announce that Andrea Cotroneo had been approved and appointed to the Public Member position on the BCRSP Board of Governors effective January 1, 2014.

The committee continues to assess the Expression of Interest (EOI) process and the Governor competencies and a workshop was held October 2013 which was facilitated by the Institute on Governance.

Professional Credentials Recognition: John M. Hollohan, BSc, BASc, CRSP

In June 2013, the Governing Board approved renaming the Foreign Credentials Recognition Committee to what is now referred to as the Professional Credentials Recognition Committee (PCRC). The Board recognized the need for a focused effort on developing opportunities for the increased recognition of the CRSP®/PSAC® credential.

The mandate of the PCRC is to function in an advisory capacity and make recommendations to the Governing Board on matters related to recognition of the CRSP®/PSAC® credential nationally and internationally. It executes its mandate through activities such as; monitoring legislative changes and government reviews, developing memoranda of understanding with other health and safety certification bodies, as well as building strategic partnerships with other like-minded organizations.

In 2013, the members of the PCRC included; John Hollohan (Chair), Covena Hilford (Vice Chair), Paula Campkin, Dan Lyons, Dave Turner and ex-officio member Executive Director, Nicola Wright.

As the newest standing committee of the Board, the PCRC meet telephonically, on July 25 and September 26 and began the development of a Terms of Reference (TOR) as well as an engagement strategy of certificants. Following approval of the TOR, the committee concluded that participation from certificants would provide an opportunity to strengthen diversity within the committee. A formal expression of interest (EOI) was issued in October identifying desired competencies and skills of prospective committee members. Four certificants were selected to join the PCRC commencing their mandate in January 2014. Committee members include; John Hollohan (Chair), Paul Carolan, Covena Hilford, Mark Hussey, Penny Joseph, Anna Matheson, and Executive Director, Nicola Wright

Memoranda of Understanding

To support global transportability and promotion of the CRSP®/PSAC® credential nationally and internationally, the PCRC continued to monitor existing memoranda of understanding (MOU) and evaluated opportunities to foster new partnerships with other accrediting organizations. Currently, the BCRSP has signed MOUs, recognizing each other's designations, with the Board of Certified Safety Professionals (CSP) and the Institute of Occupational Health and Safety (IOSH). Preliminary discussions are continuing with Singapore, New Zealand and Australia for potential future MOUs.

Board of Certified Safety Professionals (BCSP)

In July, a request to modify the existing MOU with the Board of Certified Safety Professional was received. The modification was required due to the different educational requirements for eligibility of the CSP and CRSP®. In accordance with ISO 17024, revisions to the MOU were made to align the CSP educational requirements, i.e., must hold an Associate Degree in Safety, Health or Environment or a Bachelors, or higher, in any field based on US equivalency. Approval was granted and the revised MOU was issued October 11, 2013.

Electrical Safety Authority (ESA)

The Electrical Safety Authority sought feedback in March 2013 on the draft revisions to their *Air Quality Reporting* forms used for Previous Grow Operations, specifically for Mould and Asbestos. The BCRSP submitted correspondence to ESA requesting that the CRSP®/PSAC® designation be added to the list of professionals who are recognized to conduct or oversee testing and have knowledge and understanding to conduct air sampling and sample collection. The BCRSP were successful in getting the CRSP®/PSAC® accreditation recognized.

International Network of Safety and Health Practitioner Organizations (INSHPO)

The Governing Board continues to actively work with INSHPO through a working group which is tasked with reviewing academic, experience and other requirements in order to identify commonalities amongst certification models globally. This group has been working on advancing occupational safety and health through the exchange of evidence-based practices and the development of a harmonized framework for the profession.

These frameworks relate to:

- Professional Framework
 - Knowledge and Skills
 - Professional Practice
- Certification
- Ethics

In September, the BCRSP participated in the Annual Business Meeting (ABM) of INSHPO held in Montreal in conjunction with the CSSE's Professional Development Conference (PDC).

I would like to thank the Committee members for their dedicated commitment over the past year and I look forward to a challenging 2014.

Professional Conduct - Brett Christie, BSc, CRSP

The BCRSP is committed to enhancing and promoting the role of Canadian Registered Safety Professionals. To do so, the Board sets the highest ethical, technical and professional standards of conduct and performance for current and future certificants.

The Professional Conduct Committee consists of Brett Christie (Chair), John Hollohan (Vice Chair), Paula Campkin and Covena Hilford (members) and the public member.

The Professional Conduct Committee is responsible for addressing complaints or issues brought before them which allege a certificant has violated the Code of Ethics or other items listed in the BCRSP Bylaws. The committee also protects the integrity of the Canadian Registered Safety Professional (CRSP)[®] Professionnel en sécurité agréé du Canada (PSAC)[®] designation by investigating the unauthorized use of the CRSP[®]/PSAC[®] designation. Violations by applicants are now renewed in a separate process, however during 2013 PCC was still reviewing these cases. These cases are outlined below.

During the course of the last year, the Professional Conduct Committee has investigated a number of complaints against Certificants and non-certificants. In 2013 the committee handled three (3) complaints ranging from unauthorized use of the CRSP[®]/PSAC[®] designation by non-certificants to allegations of certificants violating the Code of Ethics.

Certificants

Complaints: 3

Active: 1

Closed: 2

One case from 2013 is still open and pending committee decision

Applicants

Complaints: 1

Active: 0

Closed: 1

Non-certificants

Unauthorized use notification: 13

Active: 0

Closed: 13

The Professional Conduct Committee continues to be vigilant in ensuring high ethical standards for certificants. I would like to thank the committee members and the Executive Director for their dedication and professionalism in dealing with these matters regarding professional conduct and ensuring the integrity of the CRSP[®]/PSAC[®] designation.

Other activity of the PCC includes adoption of one policy revision:

- Professional Conduct Policy

Two other documents are in process of being amended:

- Appeals Policy
- Discipline Committee Policy and associated Terms of Reference

Qualifications Review – David A. Williamson, CRSP, CHSC

The Qualifications Review Committee (QRC) and the Regional Screening Centres (RSC) continued to process a significant number of applications in 2013 for applicants applying for the designation of Canadian Registered Safety Professionals (CRSP)[®]/ Professionnel en sécurité agréé du Canada (PSAC)[®]. The QRC's 16 volunteers processed over 419 applications, approximately 81% of which were forwarded to Regional Screening Centres for interviews in 2013. The 29 Regional Screening Centres across Canada, representing approximately 180 volunteers, interviewed candidates to verify eligibility for writing the examination.

The QRC Committee consisted of David Williamson (Chair), John Sammut (Vice Chair), Michael Amyotte, John Blogg, Kim Gordon, Jennie Houle, Stephen Laffrade, Ed Miller, Thomas Munro, Erin Oliver, Glenn Pringle, Terrance Ryan, Jayne Smith and Neil Strowbridge.

To utilize available time and maximize efficiency for QRC volunteers, the application processing takes place over a full week, four times annually, using the *Guidelines for Qualifications Review Committee Application Evaluations*. A rating system is used to assess formal education, professional development and professional practice. Volunteers on the QRC Committee represent all regions across Canada. Applications approved to proceed in the certification process are sent to the Regional Screening Centres for interview using the standardized *Structured Interview Guidelines for Regional Screening Centres* to ensure consistency of candidate interviews across Canada. Application assessments and interviews in 2013 continued to create high volumes of volunteer hours for both the QRC and RSC. Regular reviews of the assessment process are made by the QRC Chair, Vice Chair and Executive Director to ensure consistency of application reviews and candidate interviews.

The third annual National Education Symposium was held on May 13-14, 2013 at the Centre for Health & Safety Innovation in Mississauga, Ontario. The purpose was to develop a network to foster continuing dialogue between the BCRSP and academic institutions through the sharing of ideas, concerns, and solutions to challenges facing students in OH&S programs. The next NES will be held in 2015.



NES 2013



NES 2013



NES 2013

In 2013, a Certification Review Task Force was created and met on November 25, 2013 to review the current eligibility criteria (formal education, professional development, and professional practice), along with the qualification process (Qualifications Review Committee and Regional Screening Centres). The task force provided recommendations at the February Board meeting. The Board has requested more review on key elements from the task force, so this work will continue in 2014.

The Regional Screening Centre Chairs consisted of

Alberta - Calgary

Scott Desautels, CRSP, CET
Penn West Energy Trust

Alberta - Edmonton

Trevor Johnson, CRSP
Systemera Inc.

Alberta - Fort McMurray

Joe Larson, CRSP
Syncrude Canada

Alberta - Grande Prairie

Wesley Bergesen, CRSP
PennWest Energy

BC Interior - Kamloops

Leon Johnson, CRSP
Cool Creek Safety

BC Lower Mainland - Vancouver

Bruce Jackson, CRSP
WorkSafeBC

BC North – Prince George

Brian V. Brown, CRSP
Free Spirit Ventures Inc.

BC Vancouver Island - Victoria

Ron Durdle, CRSP
Department of National Defence

Manitoba

A.F. (Fred) Carlson, CRSP
City of Winnipeg

New Brunswick - Bathurst

Susan Stever, CRSP
Brunswick Smelter

New Brunswick - Fredericton

Peter V. Sisk, CRSP
NB Power Holding Corporation

New Brunswick - Moncton

Paul Bourque, CRSP
Workplace Health Safety & Compensation Commission

New Brunswick - Saint John

Delbert Getson, CRSP
Del Getson & Associates

Newfoundland & Labrador

Paul Halleran, CRSP
College of the North Atlantic

Northwest Territories & Nunavut

Alex Lacroix, CRSP
NWT Power Corporation

Nova Scotia

Darren Cameron, CRSP
Emera Utility Services

Ontario East - Ottawa

Dianne Walsh, CRSP
Milestone Environmental Contracting Inc.

Ontario East - Peterborough

David Roger, CRSP, CSP
Durham College & University of Ontario Institute of Technology

Ontario Far North – Thunder Bay

Robbin Lavoie, CRSP
School Boards Cooperative Inc

Ontario GTA

Coordinated through the BCRSP Office

Ontario - Kitchener/Waterloo

Jennifer MacFarlane, CRSP
WSPS

Ontario Hamilton/Niagara

Dan F. Monteith, CET, CRSP
Infrastructure Health & Safety Association

Ontario Near North – North Bay

Thomas R. Welton, CRSP
Workplace Safety North

Ontario Southwest - London

Daniel L. Curts, CRSP
3M Canada

Ontario Southwest - Sarnia

Joseph Card, CRSP
Worley Parsons

Prince Edward Island

Bill Reid, CRSP
Workers' Compensation Board of PEI

Quebec

Ebrahim Noroozi, CRSP
McGill University Food Science & Agri Chem

Saskatchewan - Regina

Stephen Wallace, CRSP, CSP
Heavy Construction Safety Association of Saskatchewan

Saskatchewan – Saskatoon

Ed Dyna, CRSP
Cameco Corporation

Yukon Territory

Richard Zral, CRSP
Zral Safety Services

Thank you to Chris Borzecki (Ontario East-Ottawa), Michael MacKenzie (Nova Scotia) and George Stewart (PEI) who completed their term as RSC Chair in 2013.

Executive Director's Report – Nicola J. Wright, CAE

I am pleased to report on the activities of your Board's management team since the last Annual General Meeting held in Winnipeg, Manitoba.

Over the past year, the Governing Board has worked hard to monitor and assess organizational performance, policy and strategic objectives. 2013 was a very busy year as the Board continued to promote the certification of occupational health and safety professionals. While much advancement has been made since 1976, as is evidenced by the growth in recognition and support of the CRSP® certification, there is still much work to be done. 2013 activities included:

Communications

Administration and/or distribution of communications such as *Governor's Table*, the BCRSP website, the BCRSP LinkedIn Group, *Candidate Connection*, information webinars, telephone and e-mail correspondence to keep CRSPs, applicants, and candidates informed on the BCRSP activities, changes and updates.

2013 saw the launch of the "CRSP® Connect" events creating a way for the Board to connect with key stakeholders in various geographic locations. The intent of each event was to provide an opportunity for CRSPs to exchange ideas, network, offer solutions and feedback to the BCRSP. CRSPs were also invited to bring a colleague to this event who may be considering applying for the CRSP®/PSAC® designation in the near future.

These events were extremely well attended and the pilot project revealed that there is a desire amongst certificants to have the opportunity to connect with one another and that certificants are willing to provide feedback via comment cards, post event feedback or conversations with Governors at the events.

Additional support was also provided to the Communications Committee in the development and discussion of other activities identified in the Communications Plan.

Certification Examination

Supported the administration of two examinations in May and October 2013 utilizing computer based testing across the country. Support was provided for the Certification and Examination Committee for their two meetings a year. In addition, three Item Writing Workshops were held as well as an Item Writing Committee meeting. The Competency Review process was initiated and stakeholder feedback was solicited, and a draft set of new competencies for the *CRSP® Examination Blueprint* developed. At the end of 2013, the competencies had been prepared for the validation stage (survey to certificants) which will be completed in the first quarter of 2014.

Qualifications Review Committee (QRC) and Regional Screening Centres (RSC)

Provided administrative support for the QRC and RSC in processing applications, and provided the ongoing processing of information and *Guide to Registration* requests. Support was provided to the task force established with a mandate to conduct a review and recommendation to the Governing Board as it relates to the eligibility requirements for the CRSP®/PSAC®. May 13-14, 2013 the third National Education Symposium (NES) was held. The NES brings together the BCRSP, OHS educators, and other stakeholders to discuss current practices, educational programs and evolving trends in OHS practice and education.

Accreditation

Acted as the liaison to the Standards Council of Canada for the Board's ISO 17024 accreditation; liaison to BSI Management Systems for the Board's ISO 9001 certification, and provided ongoing maintenance of the BCRSP Management System. In 2013, BCRSP received zero (0) non-conformities or opportunities for improvement (OFI) on the ISO 9001 audit and zero (0) non-conformities and six (6) opportunities for improvement (OFI) on the 17024 audit. The low number of non-conformities and OFIs in both audits speaks to the effectiveness of the management system and strength of the BCRSP policies and procedures. In addition, the 17024 standard has been revised and a review of the policies and procedures was initiated in preparation for the new standard.

Finances

Provided maintenance of the Board's financial records, preparation of statements for Governing Board meetings and liaised with the BCRSP's financial auditor.

Certification Maintenance

Administration of the Certification Maintenance Program under the direction of the Certification Maintenance Committee and the processing of 505 requests for CMPs to be awarded for occupational health and safety courses, seminars, conferences. 643 CRSP®/PSAC® certification maintenance submissions were reviewed and approved. Additional support was provided for the Certification Maintenance Committee in their review of the certification maintenance process.

Professional Conduct

Provided support for the Professional Conduct Committee in all cases of alleged professional misconduct or unauthorized use of the Canadian Registered Safety Professional (CRSP)®/Professionnel en sécurité agréé du Canada (PSAC)®.

General Administration

Provided the processing of product orders; monitored career postings to the BCRSP website; attended conferences across Canada with the BCRSP exhibit; distributed information on the Board's Professional Liability Insurance and General Insurance Programs; updated the *CRSPEX Candidate Handbook* for examination candidates; updated the *Certificant Reference Manual* for distribution to new certificants; ensured compliance with the *Personal Information Protection and Electronic Document Act (PIPEDA)*; prepared employer letters for new certificants.

Board

Provided support to the Governing Board and all committees in achieving their objectives.

Bylaws

Supported the work of the Finance and Constitution Committee in the drafting of the revised bylaws and execution of a special meeting of certificants. This special meeting was held October 17, 2013 for the purpose of granting authority to the Governing Board to file for continuance under the *Canada Not-for-Profit Corporations Act* and to approve the revised bylaws. More information on this is found in the report of the Finance & Constitution Committee.

Statistical Report

As of December 31, 2013

Statistical Report	2013	2012	2011	2010	2009
CRSPs	4166	3742	3576	3341	3015
Approved since last AGM	357	339	293	344	355
Applications with QRC/RSC	126	89	236	122	217
Applications awaiting additional information	328	274	363	345	377
Applicants eligible to write the CRSP examination	351	385	414	565	590

I would like to thank all certificants, applicants, and candidates who have taken the time in the past year to provide their feedback, and suggestions to the BCRSP.

In conclusion, I would like to thank the current and past Governors for their dedicated service to BCRSP. They invest countless hours behind the scenes providing valuable strategic input, direction, and leadership to the BCRSP.



2013 Auditor's Report and Financial Statement

**The Board of Canadian Registered Safety
Professionals**

Financial Statements

December 31, 2013



The Board of Canadian Registered Safety Professionals

December 31, 2013

Table of Contents

Table of Contents	
Independent Auditors' Report	1
Statement of Financial Position	2
Statement of Operations and Fund Balance	3
Statement of Cash Flows	4
Notes to Financial Statements	5



CHARTERED ACCOUNTANTS

Independent Auditors' Report

To the members
The Board of Canadian Registered Safety Professionals

We have audited the accompanying financial statements of The Board of Canadian Registered Safety Professionals which comprises the statement of financial position as at December 31, 2013, and the statements of operations and fund balance and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audits is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Board of Canadian Registered Safety Professionals as at December 31, 2013, and its financial performance and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Chartered Accountants
Licensed Public Accountants

Mississauga, Ontario
April 15, 2014

The Board of Canadian Registered Safety Professionals
Statement of Financial Position
December 31, 2013

	2013	2012
	\$	\$
Assets		
Current Assets		
Cash	345,481	611,156
Short term investments (note 2)	1,319,310	1,007,544
Government remittances recoverable	16,773	517
Prepaid expenses	13,334	1,531
Total Assets	1,694,898	1,620,748
Liabilities and Net Assets		
Current Liabilities		
Accounts payable and accrued liabilities	13,292	51,624
Deferred revenue	186,121	137,963
Total Liabilities	199,413	189,587
Operating fund balance	1,495,485	1,431,161
Total Liabilities and Net Assets	1,694,898	1,620,748

Approved on Behalf of the Members



The Board of Canadian Registered Safety Professionals
Statement of Operations and Fund Balance
For the Year Ended December 31, 2013

	2013	2012
	\$	\$
Revenue		
Annual dues	753,901	613,623
New application fees	371,154	261,232
Product sales and other revenue	119,638	128,218
Re-Examination Fees	40,850	30,400
Interest income	12,128	12,460
Total revenue	1,297,671	1,045,933
Operating expenses		
Accreditation	25,084	21,023
Application processing	21,781	21,719
Bank charges	53,883	39,167
Communications	120,686	91,576
Donations	5,000	5,000
Examinations	250,269	183,720
Guide to Registration	39,418	51,302
Insurance	1,783	2,053
Management fees	347,000	283,500
Meetings	41,368	29,593
Memberships	21,920	22,586
NES	14,420	-
Newsletter	466	23,348
Office supplies and sundry	875	8,677
Postage, courier and facsimile	31,433	20,766
Printing	14,928	9,240
Product purchases	9,573	3,510
Professional fees	39,846	18,791
Rent	8,500	8,000
Scholarships	10,000	10,000
Telephone	4,572	5,045
Travel	72,897	78,898
Website	97,645	5,016
Total operating expenses	1,233,347	942,530
Excess of revenues over expenditures	64,324	103,403
Operating fund, beginning of year	1,431,161	1,327,758
Operating fund, end of year	1,495,485	1,431,161

The Board of Canadian Registered Safety Professionals
Statement of Cash Flows
For the Year Ended December 31, 2013

	2013	2012
	\$	\$
Operating Activities		
Excess of revenues over expenditures	64,324	103,403
	64,324	103,403
Change in non-cash operating working capital		
Accounts receivable	-	263
Government remittances	(16,256)	3,552
Prepaid expenses	(11,803)	3,639
Accounts payable and accrued liabilities	(38,332)	(16,132)
Deferred revenue	48,158	(34,953)
	46,091	59,772
Investing Activities		
Short term investments	(311,766)	(12,203)
Increase (decrease) in cash	(265,675)	47,569
Cash, beginning of year	611,156	563,587
Cash, end of year	345,481	611,156

The Board of Canadian Registered Safety Professionals
Notes to Financial Statements
December 31, 2013

Organizational Purpose and Income Tax Status

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. The organization follows the deferral method of accounting for revenue.

(b) Revenue recognition

- i) Annual dues and new application fees are set annually by the Board of Directors and are recognized as revenue proportionately over the fiscal year to which they relate.
- ii) 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 cost or at cost less amounts written-off to reflect the decline in value which is other than temporary.

(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, 2013

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, accounts receivable and notes receivable.
- Financial liabilities measured at cost include bank indebtedness, accounts payable and accrued liabilities, deferred revenue, loan payable and long term debt.

(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 \$1,319,310 (2012 - \$1,007,544) consist of redeemable GIC's with variable interest rates that mature within the 2014 fiscal year.

3. Financial instruments

The significant financial risks to which the company is exposed are as follows:

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



6700 Century Ave., Suite 100, Mississauga, Ontario L5N 6A4