



# Atlantic Collaborative on Injury Prevention

## ANNUAL REPORT

2023  
2024



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In 2023-2024, the Atlantic Collaborative on Injury Prevention (ACIP) was able to achieve significant successes and strengthen important partnerships due to the dedication of our new Executive Director and the commitment of ACIP Board members.

With thanks to our former dedicated volunteer, Jessica Gillham, we conducted a comprehensive, selection process for our new ED. Our process involved the creation of a selection committee, consisting of Board members who worked hard to both find the right candidate and to conduct a process that was fair and transparent. Tessa Firth joined our team in July 2023, and she has already made her mark by providing solid operational planning in addition to helping to enhance stakeholder engagement across Atlantic Canada.

At ACIP, we have recognized the importance of networking and collaboration to help with the implementation of effective injury prevention interventions. This has been done in part by providing online platforms, such as Friday Café meetings and the Community of Practice, which encourages ongoing conversations among partners around the leading injury prevention concerns. We also continue to value our relationship with Parachute to ensure Atlantic-wide connection to this important national organization. In addition, ACIP is proud to collaborate with Parachute to explore the possibility of hosting the 2025 Canadian Injury Prevention Conference in Halifax.

We want to express our deep appreciation for the operational funding made available to us through our partnerships with the governments of Newfoundland and Labrador, Nova Scotia, New Brunswick and Prince Edward Island. ACIP's Board has provided sound governance direction with regards to fiscal responsibility in executing contracts and maintaining oversight of accounts and reports. While we continue with efforts to confirm a representative from the Prince Edward Island government, the Board has been active and engaged this year despite being consisted of mostly newer members. I would like to thank them for their contribution which include helping to update ACIP's Strategic Plan.

Together with the Executive and the entire Board, it is my pleasure to share our Annual Report with you. As you read through this report, you will see how ACIP is paving the road to reduce injury by supporting Atlantic partners, encouraging collaboration, and facilitating action in each province. Please reach out if you have any questions or comments.



# ACIP Board of Directors 2023/2024

**Dr. Richard Louis (Board Chair)** - Injury Prevention Specialist,  
Trauma New Brunswick

**Sandra Newton (Vice Chair)** - Manager of Child Safety Link, IWK  
Health

**Bill Walker (Treasurer)** - CEO of Safety Services New Brunswick

**Stephanie O'Brien** - Health Promotion Consultant Department  
of Health and Community Services Newfoundland and Labrador

**Nelofar Kureshi** - Injury Free Nova Scotia

**Tara Hunt** - Newfoundland and Labrador Injury Prevention  
Coalition

**Michelle Proctor-Simms** - Health Promotion Coordinator, Nova  
Scotia Department of Health & Wellness

**Tamela Carroll** - Senior Program Advisor  
Public Health New Brunswick, Department of Health

**Suzanne Baker** - Clinical Coordinator Fall Prevention, Nova  
Scotia Health

**Jessica Gillham** - Financial Assistant Department of Fisheries  
and Ocean Canada (DFO)

# About ACIP

The Atlantic Collaborative on Injury Prevention (ACIP) is a non-government organization that works to prevent intentional and unintentional injuries in Atlantic Canada. ACIP is a collaboration of government and non-government partners from the Atlantic Provinces.

## Vision

An injury free Atlantic Canada.

## Mission

ACIP is the Atlantic voice on injury prevention. ACIP is a positive change agent that provides leadership to prevent injuries and their impact on individuals and communities.

## ACIP is

- Solely dedicated to injury prevention
- A conduit of information
- Action oriented
- Evidence-based
- Committed to addressing the social determinants of injury.

## Area of Focus

- Policy & Advocacy
- Surveillance & Research
- Sustainability & Growth
- Networking, Partnership & Knowledge Exchange
- Equity, Diversity, and Inclusion

# ACIP's Activity Highlights

2023-2024

## Advocacy & Public Policy

### Child Passenger Safety Advocacy Letter

ACIP supported and co-signed Child Passenger Safety Advocacy Letters developed by Parachute, which were submitted to Atlantic Ministries for Child Passenger Safety Week (September 17th-September 23rd). ACIP, Parachute, CSL, and Trauma NB met with the Government of New Brunswick Minister Public Safety in December 2023.

### Supporting the Proclamation of Fall Prevention Month

ACIP worked with the Provincial Board Representative from Newfoundland and Labrador to officially proclaim Fall Prevention Month throughout the province.

## Surveillance & Research

### Presentation of Cost of Injury Data at National Public Health Conference

In November 2023, ACIP submitted an abstract on the Cost of Injury Report and presented this research at the National Public Health Conference in Halifax, NS, in April 2024.

### Canadian Agricultural Injury Reporting (CAIR)

ACIP continues to be the Atlantic collaborator for the Canadian Agricultural Injury Reporting (CAIR) program of the Canadian Agricultural Safety Association (CASA) and Alberta Centre for Injury Control and Research. Through this initiative ACIP collects annual data on agricultural-related injury fatalities in the Atlantic region.

## Sustainability & Growth

### Strategic Planning Process

ACIP worked with Vicki Bryanton Consulting to develop a Strategic Plan for the next five years (2024-2029). ACIP looks forward to engaging with the Strategic plan in the upcoming fiscal.

### Hiring Executive Director

ACIP hired a full-time Executive Director in August 2023. The Executive Director is the primary contact for the organization, and their operational plan is based around the newly developed Strategic Plan.

### Updating ACIP's Website

After hiring the Executive Director, one of the first projects was to update ACIP's website. The website is updated weekly, including recent news, the social determinants of injury, the cost of injury infographics, and more.

Link:<https://www.acip.ca/>

### ACIP's LinkedIn Account

ACIP created a LinkedIn account in effort to engage with partners and make new connections.

## Networking, Partnerships, & Knowledge Exchange

### Memorial University of Newfoundland and Labrador

ACIP formed a new partnership with Memorial University, Faculty of Medicine, Division of Population Health and Applied Health Sciences. This partnership was established with the Master of Public Health Program, to ensure that future graduates are educated and prepared to work within the field of injury prevention.

## Networking, Partnerships, & Knowledge Exchange

### **Brock University, Master of Public Health Program**

ACIP established a partnership with Brock University to supervise Master of Public Health Students. In April 2024, ACIP will be supervising a Master of Public Health student from Brock University.

### **Committee Participation**

#### **Atlantic Alcohol Policy Network**

ACIP continued its partnership with the Atlantic Alcohol Policy Network for the opportunity to network, and stay updated on alcohol policy, and its relationship to injury.

#### **Canadian Fall Prevention Coalition (CFPC)**

Loop and the National Fall Prevention Committee recently merged to become CFPC of which ACIP is an active member. The CFPC keeps ACIP updated on injury prevention news and initiatives happening nationally, and ACIP supports such work when necessary.

#### **Canadian Collaborating Centers for Injury Prevention (CCCIP)**

ACIP continues to be an active member on the CCCIP, as ACIP's Board Chair is the co-chair of CCCIP, and ACIP's ED is a member of the committee.

#### **Child Safety Link Advisory Council**

CSL is an Atlantic wide child and youth injury prevention program. ACIP is a member of their Advisory Council.

#### **Child Safety Link Atlantic Children's Fall Prevention Working Group**

ACIP is a new member of the Child Safety Link Atlantic Children's Fall Prevention Working Group.

#### **Indigenous Fall Prevention Network (IFPN)**

The IFPN is a national organization which ACIP is an active member. The organization uses a culturally safe lens for fall prevention initiatives and work within Indigenous populations.

#### **ACIP's Seniors Fall Prevention Subcommittee**

ACIP created a senior's fall prevention subcommittee which engages with Atlantic partners on a monthly basis.

#### **Child Fall Prevention National Advisory Council**

ACIP continues to be an active member of the Child Fall Prevention National Advisory Council.

#### **ACIP's Friday Café Meetings**

ACIP hosts Café Meetings bi-weekly on Friday's from 10am-11am. These take place on Microsoft Teams, and are themed for every meeting. Partners across Atlantic Canada are sent the invitation for each meeting, and are able to send the invitation to any professionals who may benefit from attending the meetings. Some themes include, Injury prevention funding opportunities, the Social determinants of injury, current work that each attendee is completing, with many other topics to come.

#### **Co-Hosting National Injury Prevention Conference**

Partnered with Parachute, ACIP will be co-hosting the National Injury Prevention Conference in Halifax, NS, in the fall of 2025. Planning started in 2023.

# ACIP's Financial Review

2023-2024

The results of the Financial Review are presented on the next page.  
The Financial Review will be presented in June 2024.





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# **Atlantic Collaborative on Injury Prevention**

**Financial Statements**

March 31, 2024

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# Atlantic Collaborative on Injury Prevention

## Financial Statements

As at March 31, 2024

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NICHOLSON & BEAUMONT  
CHARTERED PROFESSIONAL ACCOUNTANTS

## Independent Practitioner's Review Engagement Report

To the Members,  
Atlantic Collaborative on Injury Prevention

### Report on Financial Statements

We have reviewed the accompanying financial statements for Atlantic Collaborative on Injury Prevention that comprise the statement of financial position as at March 31, 2024 and the statements of changes in net assets, operations, 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 accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.


A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Atlantic Collaborative on Injury Prevention as at March 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

June 6, 2024  
Fredericton, NB

  
Chartered Professional Accountants


Independent member of Porter Hétu International, professional services group.

# Atlantic Collaborative on Injury Prevention

## Statement of Financial Position

As at March 31, 2024

	<u>2024</u>	<u>2023</u>
<b>Assets</b>		
<b>Current</b>		
Cash	\$ 284,766	\$ 215,218
Accounts receivable	-	30,000
Prepaid expenses	683	1,978
HST receivable	<u>2,532</u>	<u>1,682</u>
<b>Total assets</b>	<b><u>\$ 287,981</u></b>	<b><u>\$ 248,878</u></b>
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 2,650	\$ 5,288
Deferred revenue	34,508	34,508
Employee deductions payable	<u>1,601</u>	<u>-</u>
	<u>38,759</u>	<u>39,796</u>
<b>Net assets</b>		
Unrestricted - Page 3	<u>249,222</u>	<u>209,082</u>
<b>Total liabilities and net assets</b>	<b><u>\$ 287,981</u></b>	<b><u>\$ 248,878</u></b>

Approved by 

# Atlantic Collaborative on Injury Prevention

## Statement of Operations and Changes in Net Assets

For the Year Ended March 31, 2024

	<u>Budget</u>	<u>2024</u>	<u>2023</u>
<b>Revenues</b>			
Atlantic Cost of Injury Project	\$ -	\$ -	\$ -
Funding - Province of Nova Scotia	40,000	40,000	40,000
Funding - Province of New Brunswick	30,000	30,000	30,000
Funding - Province of Newfoundland and Labrador	20,000	20,000	-
Funding - Province of Prince Edward Island	10,000	10,000	-
Other revenue	-	-	106
	<u>100,000</u>	<u>100,000</u>	<u>70,106</u>
<b>Expenditures</b>			
Accounting and legal	5,000	3,226	3,977
Advertising and promotion	500	-	-
Bank charges	900	782	878
Conference expenses	3,500	-	9,609
Courier and postage	100	-	-
Dues and fees	31	640	167
Insurance	2,400	23	2,637
Office expenses	1,200	1,293	324
Projects	6,000	6,100	43,640
Salaries and benefits	65,100	45,022	7,600
Telephone	1,200	1,225	1,025
Travel and meals	150	44	-
Website expenses	2,000	1,505	2,108
	<u>88,081</u>	<u>59,860</u>	<u>71,965</u>
Excess (deficiency) of revenues over expenditures	11,919	40,140	(1,859)
Net assets - Beginning of year	-	<u>209,082</u>	<u>210,941</u>
Net assets - End of year	<u>\$ -</u>	<u>\$ 249,222</u>	<u>\$ 209,082</u>

The notes to financial statements are an integral part of this statement.

# Atlantic Collaborative on Injury Prevention

## Statement of Cash Flows

For the Year Ended March 31, 2024

	<u>2024</u>	<u>2023</u>
<b>Cash derived from (applied to)</b>		
<b>Operating Activities</b>		
Excess (deficiency) of revenues over expenditures	\$ <u>40,140</u>	\$ <u>(1,859)</u>
Net changes in cash relating to operations		
Accounts receivable	29,150	(29,804)
Prepaid expense	1,295	-
Accounts payable and accrued liabilities	(1,037)	2,638
Deferred revenue	-	(1)
	<u>29,408</u>	<u>(27,167)</u>
Net cash provided through operating activities	69,548	(29,026)
Cash - Beginning of year	<u>215,218</u>	<u>244,244</u>
Cash - End of year	<u>\$ 284,766</u>	<u>\$ 215,218</u>

The notes to financial statements are an integral part of this statement.

# Atlantic Collaborative on Injury Prevention

## Notes to the Financial Statements

For the Year Ended March 31, 2024

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### **Purpose of the organization**

ACIP is a non-government organization that works to prevent intentional and unintentional injuries in Atlantic Canada. ACIP is a collaboration of government and non-government partners. As a not-for-profit organization it is not required to pay income tax.

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

The accounting policies of the organization are in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. Outlined below are those policies considered particularly significant.

#### **(a) Cash and cash equivalents**

Cash and cash equivalents include balances in Canadian bank accounts.

#### **(b) Donated materials and services**

Donated materials and services, which would otherwise be paid for by the company, are recorded at fair value when determinable.

#### **(c) Use of estimates**

In preparing financial statements in accordance with Canadian accounting standards for not-for-profit organizations, management must make estimates such as accrued liabilities at the date of the financial statements and the amounts of revenue and expenses reported during that period. Actual results may differ from the estimates.

#### **(d) Revenue recognition**

Revenue is recognized when goods are shipped or services provided and the amount to be received can be reasonably estimated and collection is reasonably assured.

Deferred revenue represents revenue received for projects that has not been spent to date. The revenue is recognized to match expenses for projects in the year incurred.

#### **(e) Capital assets**

Capital assets are expensed the year they are purchased. No assets were purchased during the year.

#### **(f) Financial instruments**

The company initially measures its financial assets and liabilities at fair value, and subsequently measures all its financial assets and liabilities at cost or amortized cost.

Financial assets include cash and accounts receivables.

Financial liabilities include accounts payable.

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