

# Annual Report

2017 – 2018



## 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.

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## Ian Watson

# Message from the Chair

### We are pleased to share progress of the organization in 2017.

Strategically, the Board has continued to serve its primary functions effectively. As a policy governance board, members have continued to provide overarching direction and to protect the interests of the organization in all deliberations. It has maintained the external focus that is important for boards of this type, effectively maintaining a healthy separation between strategic oversight and operational management.

Part of this strategic oversight has included continued support to bring the Preventable campaign to Atlantic Canada. The Board has been unwavering in their commitment to establish and maintain the strategic partnerships to bring this important injury prevention opportunity to Atlantic Canada. We remain convinced that Preventable is an important precursor to

more risk-specific injury prevention efforts, and that deployment of Preventable is very likely to increase the effectiveness of these efforts.

Just as importantly, we began planning in earnest for the 2018 ACIP conference, where we will not only celebrate a decade of injury prevention work in Atlantic Canada, but also focus on the opportunities ahead. True to our commitment to collaboration, we have partnered with the Canadian Falls Prevention Conference in recognition of the significant burden of injury presented by falls. The event, to be held in St. John's, Newfoundland, promises to bring injury prevention leaders from across Canada to explore, to learn and to help focus our work for the years ahead.

Throughout, our successes are largely attributable to the work of our Executive Director, Jennifer Russell. Operational leadership is not easy, regardless of the size of the operation.

Jennifer provides this leadership with ease, establishing partnerships where required and always guided by the values of the organization. We are deeply appreciative of her work with us.

We are pleased to share our results within our Annual Report, including full disclosure of our finances – a signal of our ongoing commitment to sound financial stewardship, transparency and accountability. We would also be remiss if we were not 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 Board of Directors 2017/2018

**Shirley Ann Burdock (Vice Chair)** – Injury Free NS

**Janice Campbell** – NB Department of Health

**Natalie Cochrane** – NS Department of Health and Wellness

**Jennifer Heatley** – NS Department of Health and Wellness

**Len LeRiche** – NL Injury Prevention Coalition

**Richard Louis** – NB Trauma Program

**Laura Johnson-Montigny** – Canadian Red Cross

**Laura Lee Noonan** – PEI Department of Health and Wellness

**Jackie Norman** – Safety Services NS

**Sandra Newton** – Child Safety Link

**Kailey Pauls** – NL Injury Prevention Coalition

**Bill Walker (Treasurer)** – Safety Services NB

**Ian Watson (Chair)** – NB Trauma Program

The ACIP Board of Directors would like to introduce a new member to the Board this year – **Natalie Cochrane** from the NS Department of Health and Wellness.

The ACIP Board of Directors would like to acknowledge three members of the board who stepped down this past year. Many thanks to **Janice Campbell, Jennifer Heatley, and Laura Johnson-Montigny** for their contributions to ACIP.

# ABOUT ACIP

A year in review for

## ACIP

2017/2018 was a busy year for ACIP. In addition to continuing efforts to secure an Atlantic Preventable Campaign, ACIP has been planning two conferences highlighting fall prevention and the importance of collaboration for injury prevention. ACIP's activities in 2017/2018 are detailed by its Areas of Focus in the pages that follow.

### **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.

### **Foundation**

ACIP is:

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

### **Areas of Focus**

1. Advocacy & Public Policy
2. Surveillance & Research
3. Sustainability & Growth
4. Networking, Partnerships, & Knowledge Exchange

# ACIP Activities 2017/2018

## Advocacy & Public Policy

### **Cannabis and Injury Prevention**

ACIP participated in several discussions and provincial consultations related to the upcoming legalization of cannabis and its implications for injury prevention. ACIP submitted a letter in response to the Government of Canada Consultation on the Proposed Approach to the Regulation of Cannabis.

### **Public Health Legislation**

ACIP participated in the Newfoundland and Labrador Public Health Legislation stakeholder consultation – an online questionnaire to help modernize legislation to strengthen population health in Newfoundland and Labrador.

### **Revised Sponsorship Policy**

ACIP is revising its own sponsorship policy to account for any implications from agencies that are known to cause harms to public health and/or do not align with ACIP's values. These revisions were prompted by the upcoming legalization of cannabis.

## Surveillance & Research

### **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). Through this initiative, ACIP annually collects data on agricultural fatalities in the Atlantic region and partners with other collaborators and the Alberta Injury Prevention Centre to produce surveillance reports.

## Sustainability and Growth

The ACIP Board of Directors has undergone change but continues to have participation from government and non-government representatives from the four Atlantic Provinces. ACIP is pleased to have continued support and engagement of partners and funders.

## Networking, Partnerships & Knowledge Exchange

### **Risk and Resiliency**

In partnership with Child Safety Link, ACIP hosted a risk and resiliency conversation with PEI stakeholders in Fall 2017. This rounded out the last Atlantic conversation to determine the Atlantic injury prevention perspective, reactions, worries, and/or opportunities for the topic of risk and resiliency. Themes from this conversation will be collated into the overall summary report and next steps will be outlined.

ACIP continues its participation on the Injury Prevention Working Group of the Sandbox Project, with a focus on developing a national position statement related to risky play. Membership of this working group is very diverse, with participation from physical activity, mental health, sport and recreation. This work remains ongoing.

## Preventable

ACIP has made great progress in efforts to bring the Preventable campaign to Atlantic Canada – securing half of the funds required for a 4-6-month implementation of the campaign.

Working with Bloom Non-Profit Consulting Group, ACIP developed and adapted a strategy for securing partnerships and for communicating with potential partners about Preventable within an Atlantic context.

ACIP hosted several sponsor events to raise awareness of Preventable in the Atlantic region, and to garner partner/sponsor interest in becoming involved in campaign activities. Sponsor events included:

Halifax, NS – June 7, 2017

St. John's, NL – July 25, 2017

Moncton, NB – September 21, 2017

ACIP has participated in various meetings, conferences, and other knowledge exchange events to speak about Preventable. Examples of some of these events include:

Safety Services NS Workplace Health and Safety Conference

Saint John Regional Hospital Foundation's Dragon's Den Event

ACIP will continue working on Preventable efforts into the 2018 – 2019 year.



Preventable: Mission

## Seniors Falls – 4<sup>th</sup> Canadian Fall Prevention Conference

ACIP and the Memorial University School of Human Kinetics and Recreation are co-hosting the 4<sup>th</sup> Canadian Fall Prevention Conference June 11-12, 2018 in St. John's NL.

The theme for the conference is *Taking Action Together*. The conference will bring together experts from across Canada and from around the world to share fall prevention research, programs, and updates in falls and injury prevention across different ages.

## 2018 ACIP Injury Prevention Conference

ACIP is excited to host the 2018 Injury Prevention Conference June 13, 2018 in St. John's, NL. The theme of the conference is *Growing Stronger Together*. The conference seeks to celebrate a decade of injury prevention and discover new ways to move forward.

## National Participation

ACIP continues to be an active member and co-chair to the Canadian Collaborating Centres on Injury Prevention, a community of practice.



ACIP continues to represent Atlantic Canada as a Board Member to the Canadian Association of Road Safety Professionals (CARSP).



This year ACP was invited to be a member of the Trauma Association of Canada's Injury Prevention Subcommittee and has participated in several meetings to date.

## Communication

ACIP continues to operate a website and listserv as a hub of injury prevention resources, events, and news items.



ACIP Website Homepage

# Financial Review 2017/2018

**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, 2018 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, 2018, 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.

Fredericton, NB  
June 6, 2018

  
Chartered Professional Accountants

Independent member of Porter H&M International, professional services group.

• 328 King St, Fredericton, NB, E5B-5C3 • Office - (506) 458-8815 Fax - (506) 458-7375 • [www.nicholsonbeaumont.com](http://www.nicholsonbeaumont.com) •

# Atlantic Collaborative on Injury Prevention

## Statement of Financial Position

As at March 31, 2018

	<u>2018</u>	<u>2017</u>
<b>Assets</b>		
<b>Current</b>		
Cash	\$ 330,571	\$ 290,634
Prepaid expenses	1,586	1,570
HST receivable	<u>3,506</u>	<u>890</u>
<b>Total assets</b>	<b><u>\$ 335,663</u></b>	<b><u>\$ 293,094</u></b>
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 2,500	\$ 2,500
Deferred revenue - Note 2	221,315	184,170
Employee deductions payable	<u>2,004</u>	<u>2,004</u>
	<b><u>225,819</u></b>	<b><u>188,674</u></b>
<b>Net assets</b>		
Unrestricted - Page 3	<u>109,844</u>	<u>104,420</u>
<b>Total liabilities and net assets</b>	<b><u>\$ 335,663</u></b>	<b><u>\$ 293,094</u></b>

Approved by



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

## Atlantic Collaborative on Injury Prevention

### Statement of Operations and Changes in Net Assets

For the Year Ended March 31, 2018

	<u>Budget</u>	<u>2018</u>	<u>2017</u>
<b>Revenues</b>			
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	20,000
Funding - Province of Prince Edward Island	10,000	10,000	10,000
Conference sponsorships	-	300	-
Other revenue	<u>3,600</u>	<u>167</u>	<u>219</u>
	<u>103,600</u>	<u>100,467</u>	<u>100,219</u>
<b>Expenditures</b>			
Salaries and benefits	75,347	75,195	73,851
Translation	600	543	588
Accounting and legal	2,625	2,625	2,825
Dues and fees	31	191	31
Website expenses	300	224	230
Projects	5,000	-	3,332
Office expenses	1,350	574	1,925
Bank charges	550	600	509
Insurance	2,093	2,097	2,082
Travel and meals	7,500	2,647	4,281
Meeting expenses	2,000	1,398	1,792
Telephone	3,600	4,745	3,780
Accommodations	2,500	1,313	2,014
HST expense	1,000	2,616	1,231
Courier and postage	<u>350</u>	<u>275</u>	<u>336</u>
	<u>104,846</u>	<u>95,043</u>	<u>98,595</u>
Excess of revenues over expenditures (expenditures over revenues) before special project	(1,246)	5,424	1,824
Other revenues - Note 2	-	32,855	8,750
Other expenditures - Note 2	<u>-</u>	<u>(32,855)</u>	<u>(8,750)</u>
Excess of revenues over expenditures (expenditures over revenues)	(1,246)	5,424	1,824
Net assets - Beginning of year	<u>102,796</u>	<u>104,420</u>	<u>102,796</u>
Net assets - End of year	<u>\$ 101,550</u>	<u>\$ 109,844</u>	<u>\$ 104,420</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, 2018

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	<u>2018</u>	<u>2017</u>
<b>Cash derived from (applied to)</b>		
<b>Operating Activities</b>		
Excess of revenues over expenditures (expenditures over revenues)	\$ 5,424	\$ 1,824
Net changes in cash relating to operations		
Accounts receivable	(2,616)	2,152
Prepaid expense	(16)	(1)
Accounts payable and accrued liabilities	-	1
Deferred revenue	<u>37,145</u>	<u>158,250</u>
Net cash provided through operating activities	39,937	160,026
Cash - Beginning of year	<u>290,634</u>	<u>130,608</u>
Cash - End of year	<u>\$ 330,571</u>	<u>\$ 290,634</u>

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

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# Atlantic Collaborative on Injury Prevention

## Notes to the Financial Statements

As at March 31, 2018

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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.

#### (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.

#### Risk management policy

The organization does not consider they are exposed to any risks through these financial instruments.

### 2. Other revenues and expenditures

These amounts consists of revenues received and expenses incurred for the "Preventable" project. Any amounts collected during the year for the project that have not been paid out have been recorded as deferred revenue.

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