



# The Canadian Registration Board of Occupational Hygienists

**ROH™-The Mark of Professional Competence-ROHT™**

## 31st Annual General Meeting

Thursday, June 14, 2018

Montreal



# Agenda

- **Approval of Agenda**
- **Approval of Minutes of the 2017 AGM**
- **President's Report**
- **Treasurer's Report**
- **Registrar's Report**
- **Committee Reports**

External Affairs

Communications

By-Laws

ROH Examination

ROHT Examination

Registration Maintenance

Registration Maintenance Points

Promotion

- **Members' Discussion**
- **Other Business**
- **Adjournment**



# Agenda & 2017 Minutes

**MOTION TO APPROVE**



# President's Report

## What is the CRBOH?

A federally incorporated, not-for-profit organization, which sets standards of professional competence for occupational hygienists and occupational hygiene technologists in Canada.

Registration with the CRBOH confers the right to use the professional designation and title:

- **Registered Occupational Hygienist (ROH™)**
- **Registered Occupational Hygiene Technologist (ROHT™)**



# President's Report

## CRBOH's Mission

- To advance the professional practice of occupational hygiene by defining minimum levels of professional & technical competence.
- To register & accept as members those applicants demonstrating such competence.
- To prescribe standards of professional & ethical conduct.
- To further the practice & foster the profession of occupational hygiene in Canada and internationally.





# President's Report

## 2017-2018 Board of Directors



**Michele Kutz**  
ROH-Central  
& Western Prov.  
(2017-2019)



**Shamini Samuel**  
ROH-Central  
& Western Prov.  
(2015-2018)



**Harvey Wong**  
ROHT-Western  
(2015-2018)



**Capucine Ouellet**  
ROH-Quebec  
(2015-2018)



**René Leblanc**  
ROH-Quebec  
(2017-2019)



**Ken Keill**  
ROHT-Eastern  
(2017-2019)



**Mike Welsh**  
ROH-Ontario  
(2017-2019)



**Yang Ting Shek**  
ROH-Ontario  
(2015-2018)



**Richard Blais**  
ROH-Atlantic  
Provinces  
(2017-2019)



**Liz Krivonosov**  
Registrar



# **President's Report**

## **Highlights 2017-2018**

- Strong effort on Promotion (banners), presence at conferences
- Working towards implementation of online membership database (Wild Apricot) and new website
- Purchased GICs to ensure financial stability
- Review of Oral Exam process to assess sustainability of future examiners
- Involvement with IOHA
- Development of a Strategic Plan (draft)



# **President's Report**

## **Highlights 2017-2018**

- Clear position on Membership renewals (late dues and registration maintenance)
- Redesigned Newsletter to stay close to our members
- Members recognition (volunteers, milestones)





# **Treasurer's Report**

**Capucine Ouellet**



# Treasurer's Report

## Audited Financial Statement

### Financial Position

ASSETS-Current	2016	2017
Cash and cash equivalents	\$107,864	\$116,061
Short term investments	\$20,128	\$20,066
Prepaid expenses	\$1,319	\$2,979
<b>TOTAL</b>	<b>\$129,311</b>	<b>\$139,106</b>

LIABILITIES-Current	2016	2017
Accounts payable and accrued liabilities	\$6,181	\$5,844
Deferred Revenue	\$23,370	\$25,420
<b>TOTAL</b>	<b>\$29,551</b>	<b>\$31,264</b>



# Treasurer's Report

## Audited Financial Statement

### Statement of Revenue

REVENUE	2016	2017
Exam fees	\$10,375	\$8,150
Membership dues	\$71,259	\$70,065
Job Postings	\$3,500	\$6,000
Interest income	\$149	\$149
<b>TOTAL</b>	<b>\$85,283</b>	<b>\$84,364</b>



**CANADIAN REGISTRATION BOARD OF OCCUPATIONAL HYGIENISTS**  
**STATEMENT OF OPERATIONS AND NET ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**Statement of  
Operations  
and net  
assets**

	2017	2016
<b>REVENUE</b> (Note 5)	\$ 84,364	\$ 85,283
<b>EXPENSES</b>		
Accounting and bookkeeping	7,071	6,847
Advertising and promotion	1,165	-
Bank charges and credit card fees	4,273	4,000
Dues and subscriptions	1,711	1,647
Postage and courier	794	1,146
Insurance	1,890	1,890
Legal fees	1,356	568
Directors travel expenses	25,000	23,085
Office and administration	21,366	24,084
Storage and archiving	1,017	847
Conference and tradeshow expenses	4,906	-
AGM and meeting expenses	4,683	3,809
Internet and web expense	1,051	1,046
	76,283	68,969
<b>EXCESS OF REVENUES OVER EXPENSES</b>	8,081	16,314
<b>NET ASSETS, BEGINNING OF THE YEAR</b>	99,760	83,446
<b>NET ASSETS, END OF YEAR</b>	\$ 107,841	\$ 99,760



**CANADIAN REGISTRATION BOARD OF OCCUPATIONAL HYGIENISTS**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**Statement of  
Cash Flows**

	2017	2016
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 8,081	\$ 16,314
Changes in non-cash working capital		
Prepaid expenses	(1,660)	(43)
Accounts payable and accrued liabilities	(337)	1,325
Deferred revenue	2,050	20,910
<b>Net cash provided by operations</b>	<b>8,134</b>	<b>38,506</b>
Net increase in cash	8,134	38,506
Cash and cash equivalents, beginning the year	127,992	89,486
<b>Cash and cash equivalents, end the year</b>	<b>\$ 136,126</b>	<b>\$ 127,992</b>
<b>Cash and cash equivalents consists of the following:</b>		
Cash and cash equivalents	\$ 116,061	\$ 107,864
Short term investments	20,066	20,128
	<b>\$ 136,127</b>	<b>\$ 127,992</b>



# **Treasurer's Report**

## **Appointment of Auditor for 2017**

**Turner Moore Chartered Accountants**  
Ontario





# Independent Auditor's Report

- “We have audited the accompanying financial statements...
- “Management is responsible for the preparation and fair presentation ...
- “Our responsibility is to express an opinion ... based on our audit...
- “We believe that the audit evidence we have obtained is sufficient & appropriate to provide basis for audit opinion...
- “In our opinion, the financial statements present fairly, in all material respects, the financial position of CRBOH as at Dec 31, 2017 ... in accordance with Canadian accounting standards for not-for-profit organizations.”



# MOTION TO APPROVE 2017 Auditor's Report

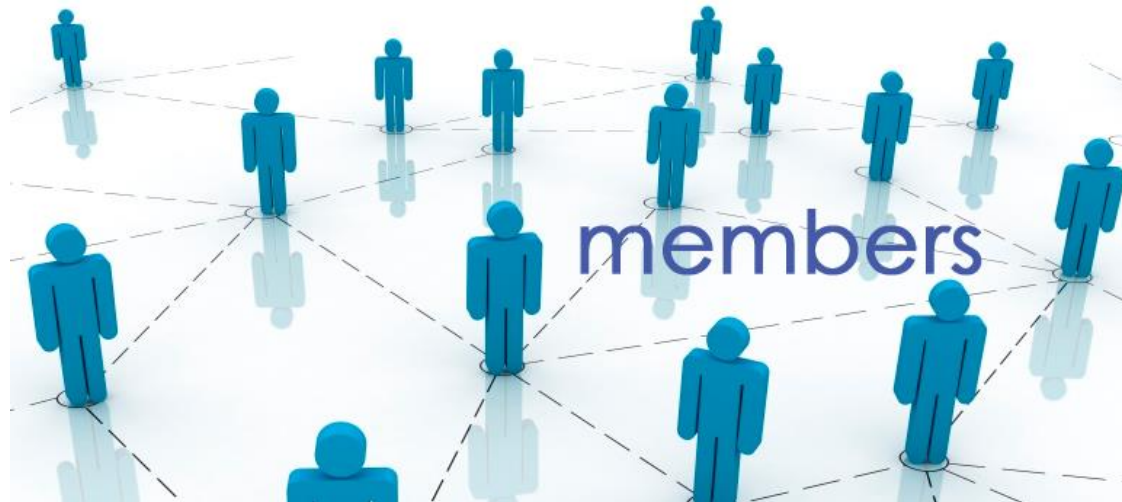


# Registrar's Report





# Registrar's Report



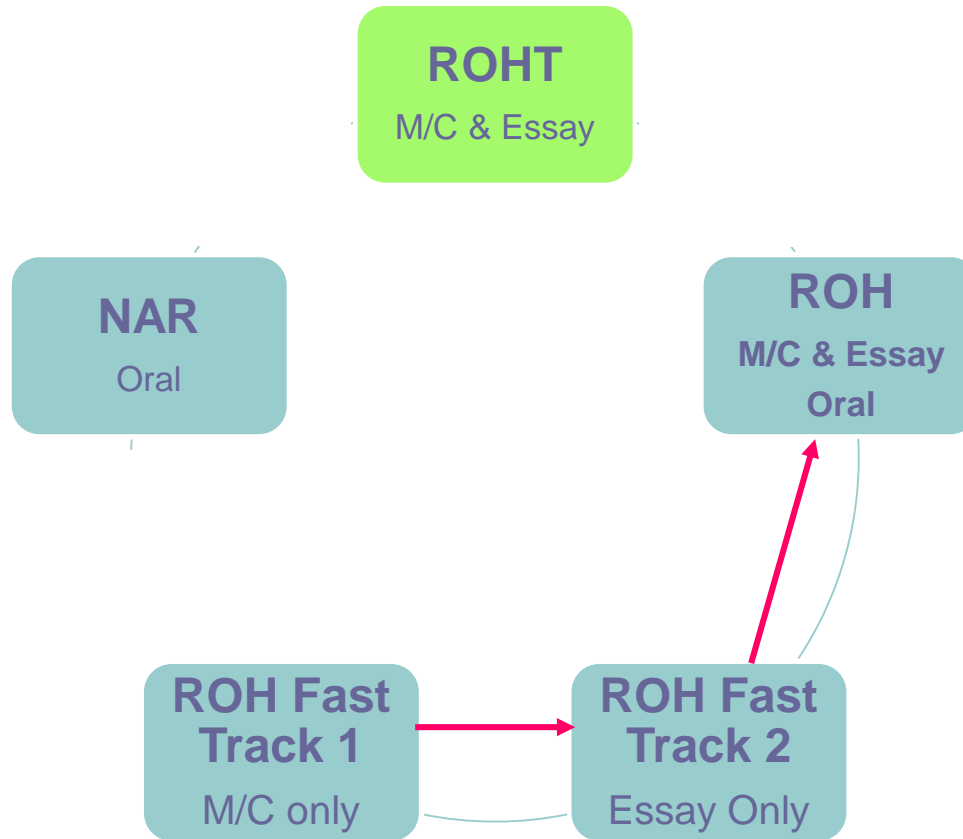
**Membership comprised of:**

- **Renewals of current members**
- **Examinations**



# Registrar's Report

## 5 Examination Types





# Registrar's Report NAR Process

- Applicants who currently hold a certification (e.g. CIH) endorsed by the National Accreditation Recognition Committee of IOHA
- are exempt from ROH written examination component
- challenge the ROH oral examination directly







# Registrar's Report NAR Process 2017

- CRBOH submitted a late application for its NAR renewal
- Application currently being reviewed by the IOHA
- NAR Renewal pending
- CRBOH confident will re-establish its NAR Accreditation soon and accept NAR applications





# Across the Country



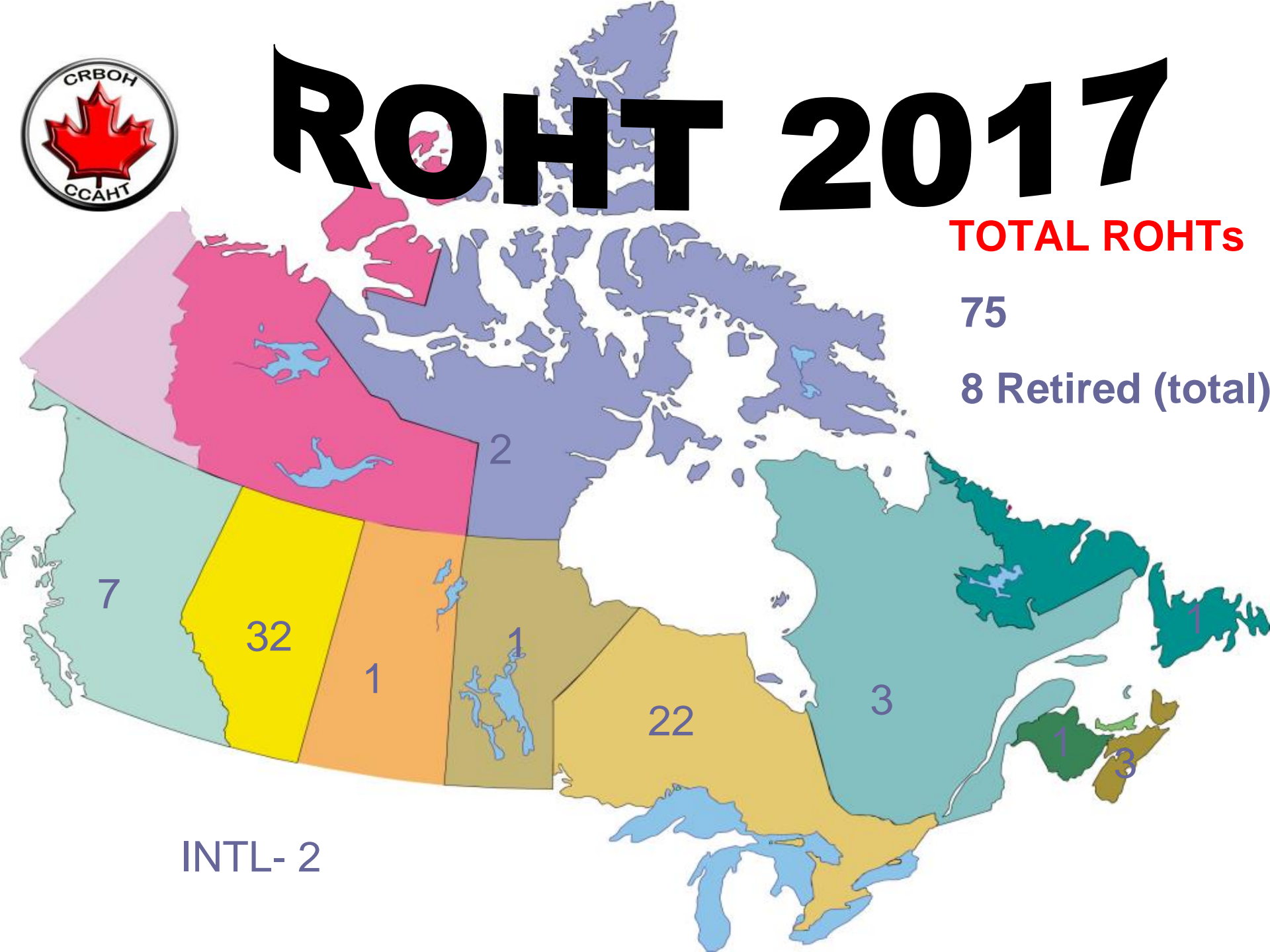


# ROHT 2017

**TOTAL ROHTs**

75

8 Retired (total)

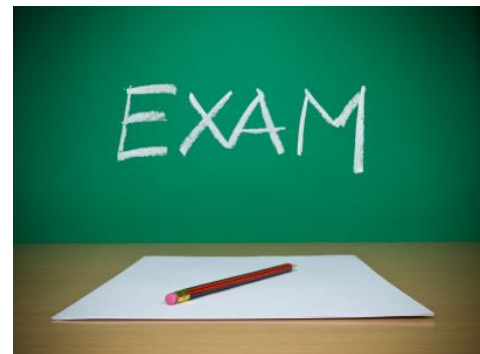


INTL- 2



# Registrar's Report

## New CRBOH Members by Examination



### ROHT

	2015	2016	2017	2018
Total Candidates	3	10	8	4
Withdrawals	0	1	2	0
Writing Exam	3	9	6	4
New ROHT	3	8	5	2



# Registrars Report

New CRBOH ROHT Members - 2018

Petrochelli Cordero

Adam Stokowski

**WELCOME**  
*new members*  
.....

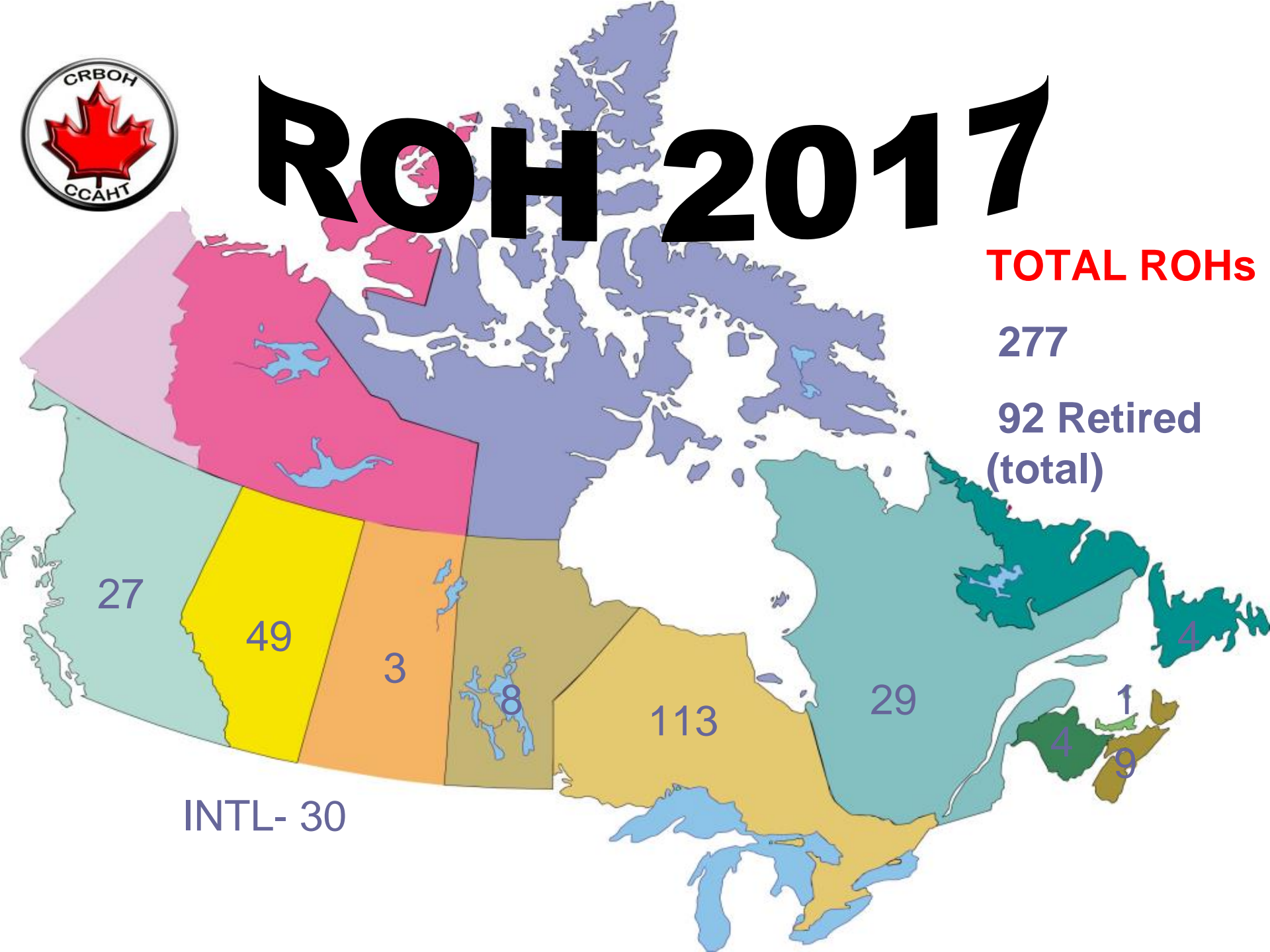


# ROH 2017

**TOTAL ROHs**

**277**

**92 Retired  
(total)**







# Registrar's Report

## Successful ROH Written Exams

ROH	2015	2016	2017	2018
Total Approved Candidates	16	18	23	24
Withdrawn from Exam	6	4	10	4
Writing Exams	10	14	13	20
ROH	Pass/Fail 4 / 9	Pass/Fail 5/10	Pass/Fail 5 / 8	9 candidates
ROH FT1	1 / 1	1 / 1	3 / 4	9 candidates
ROH FT2	0	3 / 3	1/1	2 candidates
				<i>Results pending</i>
Total Pass:	5	9	9	?



# Registrar's Report

## Successful ROH Oral Exams

	2015	2016	2017	2018
<b>Total Oral Exam Candidates</b>	18*	16*	12	? Written 5 NAR
<b>PASS (ROH &amp; FT2) NAR*</b>	6 6	10 3	5 5	Pending
<b>Total Pass:</b>	12	13	10	Pending

\* Backlog



# **Registrar's Report**

## **New ROH Members (NAR & Written)**

### **2017**

#### **WRITTEN ROH**

**Chris Fraser  
Amelie Larochelle  
Spencer Matthes  
Brody Mossman  
Lisa Scolaro**

#### **NAR**

**Donald Ashley  
Stephane Dallaire  
Terry Douglas  
Jane Eustace  
Patrick Szwedowski**





# Registrar's Report

## CRBOH Membership 2010-2017

	2010	2011	2012	2013	2014	2015	2016	2017
ROH	285 Ret=37	291 Ret=44	287 Ret=53	279 Ret=55	281 Ret=64	283 Ret= 71	275 Ret= 83	277 Ret= 92
ROHT	65 Ret =3	70 Ret=4	66 Ret=4	60 Ret=4	64 Ret=5	67 Ret = 5	72 Ret = 6	75 Ret = 8
Total	390	409	410	398	414	426	436	452
						14 new	20 new	19 new

Includes Retired members ( non paying)

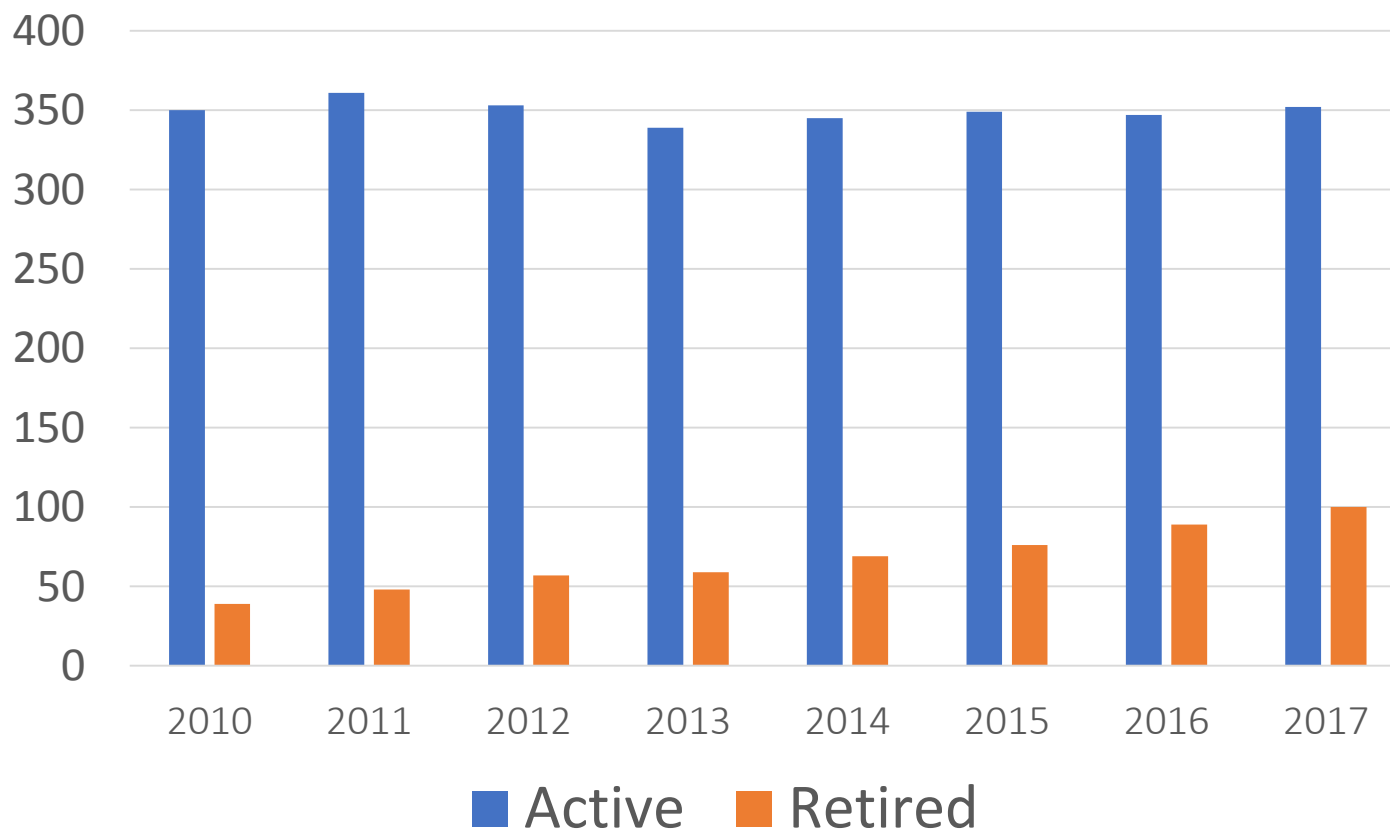
New member through successful examination process



# Registrar's Report

## Trend of Active versus Retired members

Active Members (ROH & ROHT) vs Retired member  
Trend





# **External Affairs Report**

**Chair: Rene Leblanc**

**CRBOH involved with IOHA**

**International Occupational Hygiene Association**

**(R. Leblanc chair of IOHA Communication Committee)**

- Modification of IOHA website**
- Discussion with ICOH executives and increased partnership between our two association – Joint Statement Tuberculosis/Silicosis**

**Presentation of ROH/ROHT at AQHSST conference**

**Presence at AIHcE in Philadelphia. RL member of AIHAs**

**Governmental Affair and International Relation committee**

**Met with CSSE – Quebec Section in June 2018**

IOHA 2018

SAVE THE DATE!

# IOHA 2018



WASHINGTON, DC

FALL 2018

IOHA2018.ORG





# Communications Report

Chair: Yang Ting Shek & Michelle Kutz



SurveyMonkey®



Access



Constant Contact®



Excel



WIX



Google Drive

LinkedIn®



# Communications Report

**Chair: Yang Ting Shek & Michelle Kutz**

- New website and membership database (Wild Apricot)
  - Automation
  - Consolidate communication with membership database
  - Eliminate duplication
- Key milestones
  - New webmaster
  - Migrate communication templates
  - Migrate website and membership information
- Target completion: Fall 2018





# Communications Report

Chair: Yang Ting Shek & Michelle Kutz

and the ***numbers...***

- **12** direct membership communications via Constant Contact
  - Newsletters: 2
  - Member reception (Calgary): 1
  - Annual dues notice: 2
  - Elections: 4
  - Partners-In-Prevention volunteers: 2
  - AGM: 1
- **198** LinkedIn Members



# **Bylaw Committee Report**

**Chair: Ken Keill**

- Approved By-Laws submitted to Corporations Canada
- Policy & Procedure manual under final review



# **ROH Exam Committee Report**

**Chair: Paul Bozek**

**BoD Liaison: Richard Blais**

## **2018 Committee Members:**

Andrea Janzen

Sandra Deike

Carl Woychuk

Cindy O'Brien

Kathy Smolynech

Andrea Sass-Kortsak

Subhash Dandekar

## **Written Exam Locations (March 2018)**

Toronto (5)

Vancouver (1)

Ottawa (2)

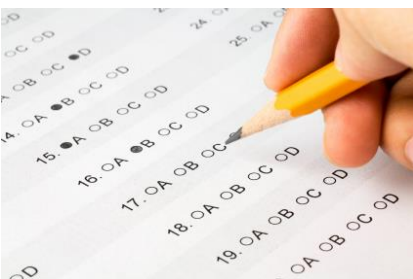
Calgary (2)

Winnipeg (2)

Saskatoon (1)

Montreal (4)

St. John's (2)





# ROH Oral Examination Report

**BoD Liaison: Richard Blais**

- Chief Oral Examiners (COE): Andrea Sass-Kortsak, Lydia Renton, Guillaume Lachapelle
- Oral Exam (OE) panels members:
  - Calgary: Tiffany Clayton, Marshall Denhoff, Shamini Samuel
  - Toronto: Cindy O'Brien, Paul Bozek, Yang Ting Shek
  - Ottawa: Darren McPherson
  - Halifax/St John's: Jason MacInnis



# ROHT Exam Committee Report

**Chair: Dave Jarrell**

**BoD Liaison: Ken Keill**

## 2018 Committee Members:

- Joanne Graton
- Pierre Frenette
- Carl Woychuk (also performed translation)
  
- Approx. 75% pass rate over past 10 years

## Written Exam Locations ()

- Calgary (3)
- Newfoundland (1)





# ROH Registration Maintenance

Chair: Margaret Fung

## 2018 CRBOH Member Volunteers:

Graham Blackshaw

Nasrin Dhanani

Michael Grey

Jodi Johnson

Lydia Renton

Gerry Saunders

Krista Thompson

Letty Wong

Wayne Wood

<b>Total ROH Worksheets Due (43)</b>	<b>#</b>	<b>%</b>
- Eligible for renewal	<b>38</b>	<b>88%</b>
- Retirees	<b>5</b>	<b>12%</b>
<b>Eligible for Renewal (38)</b>	<b>#</b>	<b>%</b>
- Successful re-registrants	<b>33</b>	<b>87%</b>
- Audited (all successful to date)	<b>3</b>	<b>9%</b>
- Worksheets outstanding	<b>5</b>	<b>13%</b>



# ROHT Registration Maintenance

Chair: Margaret Fung

## 2018 CRBOH Member Volunteers:

Matthew Brewer

Kathy Rohl

Total ROHT Worksheets Due (21)	#	%
- Eligible for renewal	18	86%
- Retirees	3	14%
Eligible for Renewal (18)	#	%
- Successful re-registrants	13	72%
- Audited (successfully)	1	8%
- Worksheets outstanding	5	28%



# Registration Maintenance Points Report

## Chair: Richard Blais

	2014	2015	2016	2017	2018 (YTD)
Course and Events Approved	116	98	27	31	20



# **ROH / ROHT Registration Maintenance Committees 2017-2018 Updates**

- Electronic Worksheet continue to be tested and reviewed (Jodi Johnson)
- Reminder - All late submissions of worksheets past March 31<sup>st</sup> incur a \$50 late fee.
- New Change - All late submissions of worksheets past June 30<sup>th</sup> will be audited (prior to that date, 10% of worksheets are randomly selected for auditing).



# **Promotions Committee**

**Chair: Mike Welsh**

## **2018 Student Award**

Travis McLennon, University of Toronto

Shavingi Patel, University of Toronto



# Promotions Objective

- Promoting ROH & ROHT designations



# Promotion Activities

- Purchased three-sets of banners (1 French/2 English);
- One set for the East & one set for the West & one set for Quebec







# 2018 Student Awards

Travis McLennon,  
University of Toronto

Shavingi Patel,  
University of Toronto



- Mike working on powerpoint presentation for CAALL-OSH's next AGM 2019; assistance from graphics consultant Peter Grecco
- Jurisdictional scan questions for CAALL-OSH being finalized (will help with powerpoint presentation content and general knowledge)
- One french set of banners received, Mike to deliver and set up at AGM Montreal to be left with Rene for Quebec



# Promotion Activities

March 29th -Attendance at the Alberta Local American Industrial Hygiene Association Annual General Meeting in Edmonton Alberta





# Promotions Activities

May 1st – Attendance at the North American Occupational Safety and Health (NAOSH) Speakers Conference & Tradeshow in Edmonton, Alberta





# Promotions Activities

May 2 & 3 – Attendance at the Partners in Prevention Conference, Toronto







# Promotions Activities





# New Directors (2018 - 2020)



## **Sarah McCurdy, ROHT, CRSP ROHT Director – West Canada**

Sarah McCurdy is an industrial hygienist for Peace River Hydro Partners, at the Site C Dam in Fort St. John, British Columbia. Ontario native, however, an Alberta resident; Sarah has mainly focused her career in oil and gas, construction and consulting. Sarah graduated from a 3-year Environmental Technology program at Fanshawe College, in London, Ontario and has taken the initiative to finish her Bachelors of Science in Occupational Health and Safety at Columbia Southern University, she is expected to graduate in 2019. Outside of work (and house renovations), Sarah enjoys cheering for the Blue Jays & the Calgary Flames, playing volleyball, and travelling the world.





# New Directors (2018 - 2021)

## Richard Quenneville, ROH /CIH ROH Director – Ontario



Richard Quenneville, B.Sc. (Chem.), is a Certified Industrial Hygienist (CIH) and a Registered Occupational Hygienist (ROH) with over 30 years of experience in occupational hygiene and environment health & safety. He has been a successful external occupational hygiene consultant for the past 14-years. He is currently, Senior Director of Corporate Services for T. Harris Environmental Management Inc. (THEM). Before joining THEM, most of his work was in telecommunications, manufacturing and pharmaceutical industries in both union and non-union environments. Richard has thrived in local, regional and international EHS positions for companies such as Nortel Networks and GlaxoSmithKline.

He is a recipient of the OHAO Hugh Nelson Award for Excellence in Occupational Hygiene and past president for the Occupational Hygiene Association of Ontario.



# New Directors (2018 - 2021)

## Marc-André Lavoie, ROH ROH Director – Quebec



### Experience



#### Industrial hygienist

Risk Marcker Inc.

Oct 2009 – Present • 8 yrs 9 mos

Industrial hygiene consulting company



#### Principal advisor, Health, toxicology and ergonomy

Rio Tinto Alcan

Aug 2011 – Dec 2013 • 2 yrs 5 mos

Montreal, Canada Area



#### Adjunct professor

McGill University

Sep 2010 – Apr 2011 • 8 mos

RioTintoAlcan

#### Industrial hygienist

Alcan

2001 – 2009 • 8 yrs



# New Directors (2018 - 2021)

**Shamini Samuel, ROH, CIH, CSP**  
**ROH Director – West**



## Experience



**Manager, Industrial Hygiene - Oil Sands**

Suncor Energy

Mar 2012 – Present • 6 yrs 4 mos



**Senior Industrial Hygienist**

Suncor Energy

Sep 2010 – Feb 2012 • 1 yr 6 mos

Calgary



**Senior Occupational Hygienist**

Golder Associates

Oct 2006 – Sep 2010 • 4 yrs

Consultant to government, institution, commercial and industry in the field of environmental, health and safety. Expertise includes assessing chemical, physical and biological hazards within the workplace, conducting noise, lighting, ventilation assessments, and job safety analysis, EHS audits and developing emergency response plans, health and safety programs and safe work procedures.



**Senior Consultant**

ModuSpec Risk Management Services

Jan 2000 – Apr 2006 • 6 yrs 4 mos



# Outgoing Directors

**Yang Ting Shek, ROH (Ontario)**



**Capucine Ouellet, ROH (Quebec)**



**Harvey Wong, ROHT (West)**





# Members' Discussion & Other Business





# INCOMING PRESIDENT

(2018-

2019)

---

- Ken Keill





# **CRBOH**

## **31st Annual General Meeting**

**Motion to Adjourn**

[www.crboh.ca](http://www.crboh.ca)





**THANKS FOR  
COMING**

---