



**CHILD PASSENGER SAFETY  
ASSOCIATION OF CANADA**

**Annual Report  
2017**





**CHILD PASSENGER  
SAFETY ASSOCIATION  
OF CANADA**



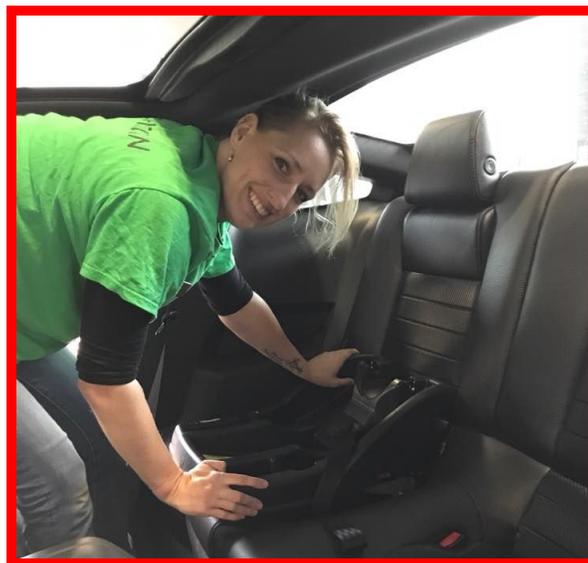
**L'ASSOCIATION POUR  
LA SÉCURITÉ DES ENFANTS  
PASSAGERS DU CANADA**

---

## **Child Passenger Safety Association of Canada 2017 Annual Report**

### **Table of Contents**

<b>President and Vice-President's Report</b>	Page 1
<b>Member of the Year</b>	Page 3
<b>Curriculum Report</b>	Page 4
<b>Registration and Secretary's Report</b>	Page 6
<b>Treasurer's Report</b>	Page 9
<b>Thanks</b>	Page 10



## President and Vice-President's Report

Katherine Hutka and Sarah Brickell

The past year was one of new partnerships, improved support, and clarified documentation for the Child Passenger Safety Association of Canada.

In the past year we welcomed 555 new members across Canada for a total of nearly 1600 members at the end of 2017. In the last two years we have doubled the number of technicians trained and nearly doubled our membership.

The organization is growing and with that growth we have continued to strengthen our policies and procedures to ensure the high quality of our training and level of support for CPSAC members is sustained moving forward.

This past year we were pleased to have negotiated partnerships with two provincial organizations. CPSAC has worked with the Yukon Child Car Seat Safety Program of the Yukon's Transport Services Branch to develop a version of the CPSAC curriculum specific to their program's needs, including adaptations to emphasize territorial laws. The Saskatchewan Prevention Institute, an organization committed to injury prevention including child passenger safety, will also be adapting the CPSAC curriculum to train child passenger safety technicians for their program. This agreement will ensure that the message for Saskatchewan families is consistent with the message delivered by CPSAC technicians across the country and provide pathways for all technicians to work together. Funding from these partnerships will be allocated to projects to support CPSAC technicians in their work.

We have long been partners with the Canadian Car Seat Network and this year they have graciously transferred over to CPSAC ownership of the resources we shared including the tri-fold brochure and the CCSN Facebook group as tools for continued support and engagement with our members. This achieved the first step towards our goal to deliver updated materials to technicians in English as well as additional French resources.

On that note, we are also pleased to announce an emerging partnership with Toys R Us to develop a French translation of our CPST training manual. We are grateful for this investment.

This past year, CPSAC has continued to be financially responsible. As our net income continues to increase, CPSAC is committed to reinvesting in the organization through training support for the organization's leaders and members. By subsidizing travel for instructor candidates and/or instructor trainer mentors, we have established funding for instructor candidates in remote or underserved areas wishing to certify as instructors. We have also created a fund to support technicians taking the *Safe Travel for All Children (STAC): Transporting Children with Special Health Care Needs* training. We encourage technicians to contact us for more information on accessing this funding or other proposals for funding programs we could implement.





In 2016, we undertook a project to develop a new strategic plan with an updated mission and vision. Since then, the organization and the support our members need has evolved. It is now time to reflect on the successes and challenges over the past two years, and we will be looking forward to reviewing our current mission, vision and organizational goals for 2018 to 2020. This

will include strategies to evaluate what we are currently doing well and what we can improve. You may be called upon to fill out surveys or participate in round table discussions. We love hearing from our diverse members in every area of the country and we encourage you to participate.

We have a number of other projects in development. In spring 2018, we plan to launch a phone support line for members with the goal of assisting technicians in recertifying and to determine other ways members may need phone support. Although the number of members recertifying has doubled as well, the rates are still relatively low. In 2018 we will be looking at ways to increase our recertification rate and member engagement overall.

As a result of recommendations from the previous board members, in late 2017, the board contracted with Becker & Associates to develop training modules and support for individual board members. This training is intended to provide board members with a stronger knowledge in the areas of non-profit administration, supportive and open communication, our fiduciary duties, and effective board governance. The consultant made several recommendations that we are working to implement for better board cohesion including a face-to-face meeting biennially. This work will be foundational in the future stability and shared purpose of the board and our organization.

We would like to thank the board members who have served in 2017, committee members who support the board's work, and Marianne Rozak, our volunteer webmaster, for their continued dedication to the organization.

Finally, we would like to thank you, our members. You bring passion and dedication for child passenger safety to your communities, whether it be in your capacity as a professional or as a volunteer. We are truly thankful for your ongoing support of CPSAC.

Katherine Hutka  
President

Sarah Brickell  
Vice-President

## 2018 Member of the Year

### Angie LeBlanc-Lee

We honour and appreciate ALL members of CPSAC. Our CPSAC All-Star recognition program has been successful throughout 2017. From this year's nominees we have chosen to highlight a member who received three nominations for CPSAC All-Star this year.

Angie LeBlanc-Lee is a maritimer proud to call Alberta home for the past decade. Almost 6 years ago, in her first year as a mom, she learned she had made a few critical mistakes in properly restraining her child. This was the start of her passion for child passenger safety.



She was trained by Saint John's Ambulance in 2014 and began volunteering within her community immediately. She co-founded the community group "Buckle Up Wood Buffalo", which has as its mission to educate, empower and equip community members with the knowledge to make the safest choices possible for their families while travelling in motor vehicles.

Shortly after training with Saint John's Ambulance, Angie also learned about CPSAC. She fell in love with what CPSAC stood for and became determined to train as a CPSAC tech. It was not until the 2016 wildfire in northern Alberta, and a subsequent cross-country drive, that the opportunity arose. She calls this opportunity her silver lining around a very dark cloud.

The tools and support she gained from her CPSAC training have allowed her to make a difference in people's lives, which she says has brought a true sense of fulfillment to her own life. In her short time with CPSAC, she has contributed significantly to developing French resources for CPSAC partner Child Safety Link, has joined the Curriculum Committee, and has provided ongoing support to the CPSAC board of directors.

She is currently a stay at home mom to two daughters, Alexe (5) and Mia (4). They keep Angie on her toes! In her spare time, she very much enjoys volunteering in her community in various capacities. She is secretary for her elementary school's parent council and also loves cooking, refurbishing furniture, and travelling any chance she gets.

Angie, thank you for your hard work, efficiency, and dedication to CPSAC and to child passenger safety in Alberta and beyond.

# Curriculum Report

## Curriculum Committee

The Curriculum Committee has doubled in size over the past year and are grateful for the added insight, experience, and skills that our new members bring. We are pleased to welcome Kelly Stainforth (NB), Katherine Hutka (NS), and Angie LeBlanc-Lee (AB) to our team of Deanna Lindsay (ON), Trudy Slaght (AB), and Jen Shapka (MB).

This year, we developed a [Curriculum Committee process document](#) to formally establish how we do our work with the CPSAC board of directors. This document also expanded and clarified what skills are needed to contribute in a meaningful way which led to the addition of new committee members bringing experience in facilitation, adult education, health promotion and French language translation, rounding out the different voices on this committee.

Over the past year we have updated existing resources and developed new ones. We have consulted with industry professionals, instructors, technicians, and other stakeholders and partners, and we thank those who gave their time and expertise. We are always open to your feedback at [curriculum@cpsac.org](mailto:curriculum@cpsac.org).

## Updated materials

The CPST exam was updated, as was the online recertification exam and the Instructor Candidate Technical Assessment where any questions overlapped.

The provincial law summary was updated, and we sought clarification from governments where regulation did not appear to match public messaging.

A parent-friendly Used Seat Checklist was created.

The trifold brochure was revised and rebranded as CPSAC, to coincide with the transition of CCSN materials to CPSAC. Thank you to the original authors of this resource.

Receiving a post-course survey from students is an important evaluation tool for instructors to use in their continued development. We added a clinic assessment piece and created a survey specific to those transferring in from other child passenger safety organizations.

We drafted a statement on rear-facing recommendations for Canadian children in response to recent news articles on this subject.

An important aspect of staying up to date includes yearly online updates that members can access for industry news, technical updates, and more. The 2014 update was retired, and a 2017 one published. Members are now sent email confirmation upon completion of updates. New content includes:

- Clarification of what to do if a seat may not be safe to use
- A reminder that the manufacturer is a resource for technicians
- Introduction and essay regarding demonstrating empathy in child passenger safety work

- Development of a Technician Toolbox at [www.cpsac.org/toolbox](http://www.cpsac.org/toolbox) to assemble resources including resources created by CPSAC and by partners who use CPSAC materials
- A parent/caregiver presentation including a facilitator's guide
- Technical information on how a load leg functions
- Updates from manufacturers (provided by their advocates)

### **Administrative/Procedural Updates**

We [formalized our committee process](#) in a document that informs our structure and function.

We revised the Teaching Standards Agreement to clarify administrative instructions, class size, and insurance.

### **Continuing Education**

Members attended manufacturer and industry webinars on relevant topics throughout the year. Jen Shapka, Deanna Lindsay, and Katherine Hutka attended *Safe Travels for All Children: Transporting Children with Special Health Care Needs*. Jen Shapka and Katherine Hutka attended the Lifesavers Conference in March in Charlotte, NC. Trudy Slaght attended Kidz in Motion in Denver, CO.

### **Partnerships**

We aim to work collaboratively with other organizations and mutually support all of those doing child passenger safety work in their organizations and communities.

Transport Canada has reached out for information on the state of seating for children with special healthcare needs in Canada.

Saskatchewan Prevention Institute is working with us to adapt our teaching materials to suit their needs.

Yukon's Transport Services Branch worked with us to published a Yukon-specific CPST manual and supporting materials to suit for their needs.

### **CPST Manual Revision & Ongoing Projects**

An immediate goal for early 2018 is to incorporate suggestions and feedback from a variety of child restraint manufacturers into our CPST training materials.

We have a number of other projects in development that will round out the Toolbox as well as an emerging partnership in support of a French translation of our Technician manual.

We are grateful for the ongoing feedback from those who use CPSAC teaching materials and resources, and we are excited about the prospect of developing supportive partnerships with other organizations and industry stakeholders as we grow.

# Registration and Secretary's Report

Jen Shapka

At the end of 2016 I became CPSAC Secretary, and Registrar duties were amalgamated into my new role. As the primary point of contact for members and potential members regarding certification and expiration, it is important for CPSAC that I present a professional, helpful, and efficient face to best represent our organization, and I am always looking for ways to improve our processes.

2017 saw a great deal of growth in CPSAC's membership, and the increase in membership also brought a heightened need to streamline information management. To that end I developed a number of systems to present a more professional, easy-to-use interface, including:

- Most CPSAC forms can now be completed online with nothing to print or scan;
- Most CPSAC forms have a PDF version available for reference, linked from the Policies;
- New technicians are asked to complete a post course survey, and results are automatically emailed immediately to the instructor(s) and instructor candidate(s);
- A confirmation email (for personal recordkeeping) is generated upon member's completion of an online update;
- Issuing of certificates is now much more automated, greatly reducing process time;
- Subscribing to the [new course notification list](#) triggers a confirmation email to the inquirer and offers the option to provide additional information should they have a group and/or a classroom location. Submission of that information sends a return email to registration that I can then action with instructors.

Another major project included building the infrastructure for a [transfer option](#) for those holding certification with other child passenger safety organizations. Those preparing to transfer now have access to a customized set of online updates with space to comment and inquire about content, an email confirmation is sent upon completion, and the instructor can monitor the progress. A transfer-specific survey is sent after the course, with the results again being sent directly to the instructor(s) teaching.

I also take on additional secretarial tasks including website maintenance, minutes, and other housekeeping duties as needed.



## Membership

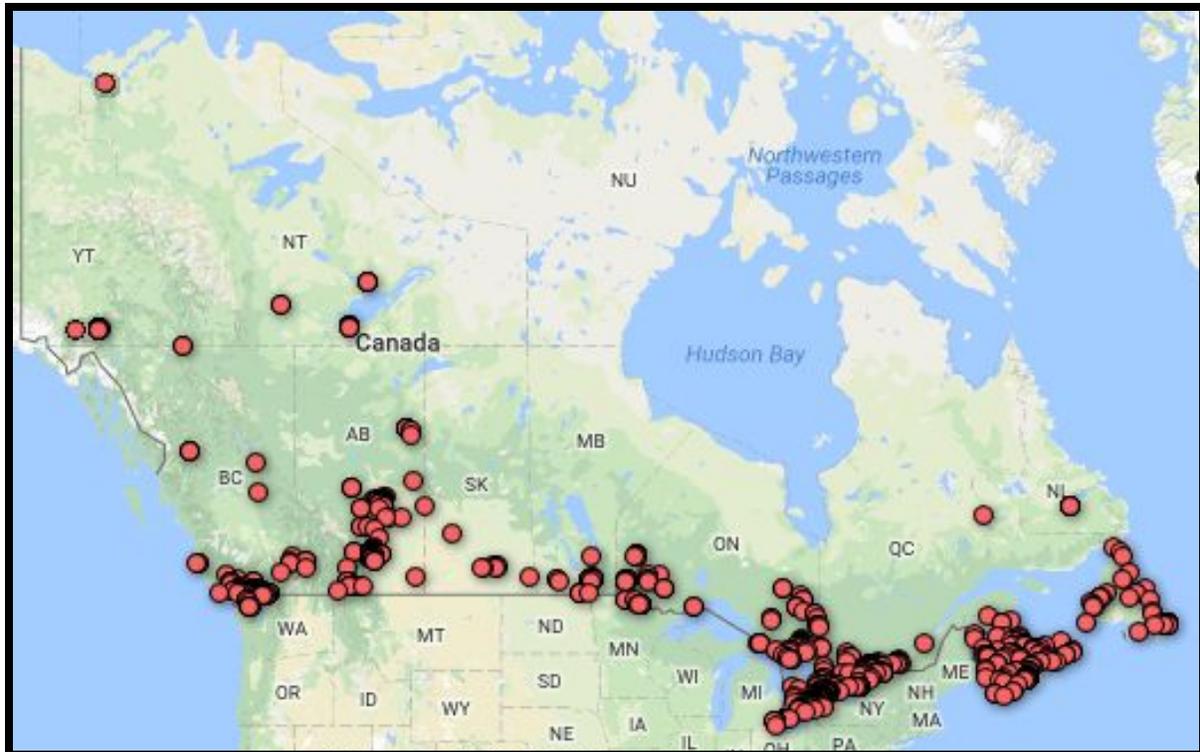
This past year has seen a significant increase in our membership numbers, recertifying members, instructors, and courses taught.

	Technicians Trained	Courses Taught	Transfer Technicians	Recertifying Technicians
2015	268	37	0	77
2016	487	61	17	56
2017	522	67	33	114

### Membership distribution as of December 31st, 2017:

Prov	Technicians			Instructors			ITs		
	2017	2016	2015	2017	2016	2015	2017	2016	2015
AB	132	62	43	2	1	0	1	1	1
BC	174	124	88	6	5	2	1	1	0
MB	22	14	1	1	1	0	1	0	0
NB	107	75	62	4	3	3	1	1	1
NL	111	99	72	3	3	2	5	5	5
NWT	21	13	18	0	0	0	0	0	0
NS	167	112	93	5	4	5	2	1	1
NU	0	0	7	0	0	0	0	0	0
ON	693	502	390	21	16	10	5	4	4
PEI	45	10	1	2	2	2	0	0	0
QC	32	39	24	1	1	1	0	0	0
SK	10	2	1	0	0	0	0	0	0
YT	17	11	10	1	1	0	0	0	0
<b>TOTAL</b>	<b>1531</b>	<b>1062</b>	<b>810</b>	<b>46</b>	<b>37</b>	<b>25</b>	<b>16</b>	<b>13</b>	<b>12</b>

CPSAC membership distribution can be seen below, courtesy of CPSAC member cartographer Wendy Silva, [aka mapsgirl](#). A zoomable map can be [found here](#). If you don't see a pin for yourself, contact Registration to confirm and update your address. Please do so by emailing [registration@cpsac.org](mailto:registration@cpsac.org).



I am privileged to connect with members across Canada, and I look forward to welcoming new members to CPSAC as we continue to expand and also to build partnerships with other organizations.

# Treasurer's Report

Deanna Lindsay

The 2017 fiscal year ended on solid footing. CPSAC's finances are organized from November 1, 2016 to October 31st, 2017.

CPSAC is firmly in the black, with a total revenue of \$43,156.36 and \$27,638 net income after all expenses were paid out.

In 2017, CPSAC developed a fund to support technicians taking the *Safe Travel for All Children (STAC): Transporting Children with Special Health Care Needs* training. CPSAC allocated \$3,300 and all unused funds have been moved over into next year's budget.

In the appendix, I have attached the 4 year income statement so that the membership can see how much CPSAC has grown in the past 4 years. The CPSAC Balance sheet is also attached to show the differences from last year to this, and you can see that our finances are in good shape.

We completed the 2016 review engagement with Nephin Winter Bingley, Chartered Professional Accountants, and there were no concerns or issues reported.



Member David Labonté (ON) volunteers with SEATS for Kids.

## Thanks

The Board of Directors and members of board committees extend our sincere thanks to you, our members, for your continued support of CPSAC and for your work in child passenger safety across the country. We are looking forward to 2018 with a fresh excitement and wish you all the best for the year to come.



*Member Melissa Murray (NS) representing the everyday superhero in all of us.*